

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes for January 8, 2008**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on January 8, 2008 at the E-911 Planning Office located at 805 Pearl Street.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice - Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Jason Verret	
	Mr. Joshua Bridges	
	Mr. Mike Miller	

Members absent were:	Mrs. Cynthia August	Secretary
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Others present were:	Mr. Kenney Gatewood	Attorney
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Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mr. Fenner opened with prayer and the pledge of allegiance to the flag of the United States.

Chairman Coleman turned the meeting over to Mr. Verret for the nomination of officers. Mr. Verret called for the nominations of officers for 2008-2009. Mr. Miller made the motion to re-elect Mr. James Coleman – Chairman, Mr. Mike Stogner – Vice-Chairman, Mr. Gary Fenner – Treasurer and Mrs. Cynthia August- Secretary. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

**ROLL CALL OF BOARD MEMBERS**

Chairman Coleman called the roll. The results of that roll call are recorded above.

**READING OF THE MINUTES**

Chairman Coleman called for a motion to dispense with the reading of the minutes of December 2007, since they were mailed out to each member prior to this meeting. Mr. Bridges made the motion to dispense with the reading of the minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman asked if there were any deletions, corrections or additions to be made to the minutes for December 2007. Mr. Fenner requested that the December minutes should include the details of the revised 2007 budget with total revenues of \$ 404,360.40, total expenses of \$357,115.56, and net income of \$ 47244.84, and that the beginning 2008 budget will reflect those same numbers. Mr. Stogner made the motion to accept and approve the minutes for December 2007 along with the 2007 and 2008 budget numbers. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

## **MANAGER'S REPORT**

CML PSAP equipment is working well, with no issues to report during the month of December. There have been no CML equipment failures, during the past month. A manual TDD which serves as the backup for the CML equipment at the Bogalusa Police Department failed to operate properly in December, and required replacement. In addition, a computer mouse was also replaced at the Bogalusa Police Department.

We gave out a total of 30 new addresses in the Parish during December. The location of these addresses was as follows:

Franklinton	14
Mt. Hermon	03
Pine	05
Bogalusa	06
Varnado	01
Angie	01
Total	30

We also had two new roads and two current roads with changes during the past month. New maps have been printed and are available to the public. In addition, the maps on our web site have also been updated.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. The data to be reviewed tonight includes final 2007 budget revisions.

### ***Special Projects***

On December 2, the Washington Parish Sheriff's Office received a 9-1-1 call from a cell phone located in Belle Chase, Louisiana. Mr. Coleman and Ron Bloom of GeoComm are in the process of investigating this issue to determine the reason for this call being routed to Washington Parish.

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Chairman Coleman called for any questions concerning the Manager's Report. Hearing none, Chairman Coleman called for a motion to accept the Manager's Report. Mr. Fenner made the motion to accept and approve the Manager's Report. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT Map Development**

As Mrs. Thomas mentioned in her report new maps are now available to the public in our office.

### **Public 911 Education**

Our 911 web site was visited by 180 new users during the month of December. There were 343 page hits during this time period. This is an increase from last month.

## **Louisiana APCO/NENA**

The quarterly NENA/APCO meeting will be held on January 23 – 24 in Lafayette, Louisiana. Please let Joanna know if you would like to attend this meeting.

## **WPCD's Request For Louisiana National Guard Assistance**

PEC of Baton Rouge has now received all approvals necessary to file the final request to the National Guard for site earth work. When received by the National Guard office at Camp Beauregard, all paperwork will be submitted by them to the Pentagon for final review and approval.

## ***WPCD's Request For U.S. Dept. of Agriculture Assistance***

WPCD has requested assistance from the U.S. Department of Agriculture under the Community Facilities Guaranteed Loan Program and the Community Facilities Grant Program. All necessary permits have now been obtained. Bruce Bordelon indicates that we can now file the final application and that a response can be expected in 60 days. He indicates that only a small portion of the funds will be in grant form.

## ***WPCD's Request For FEMA Hazard Mitigation Funding Request***

The District met with the Louisiana liaison staff to review our request for \$ 540,000 of assistance to increase the wind survivability from 110 mph to 150 mph of the proposed building. Final clarifications are still being developed for this application.

## ***Louisiana Recovery Authority***

It was announced on December 12 that the Louisiana Recovery Authority gave unanimous preliminary approval Tuesday to a plan to distribute \$500 million in federal Community Development Block Grant funds to 23 parishes impacted by hurricanes Katrina and Rita. The money, which was being held in reserve, was freed up when Gov. Kathleen Blanco announced that the state's 'Road Home' program is fully funded. Washington Parish will receive \$ 1.7 million of these funds and it is expected that the Communications Center Project will receive a portion of these funds.

## ***Homeland Security Funding***

The Governor's Office of Homeland Security is expected to provide funding for certain radio interoperability and microwave equipment which will be utilized at the Communications Center. These funds may approach several hundred thousand dollars.

## **WPCD's Request for Louisiana Capital Appropriations**

As you know, our Capital Appropriations Request was acted on by the Louisiana Bond Commission on September 20. The Commission approved a cash line of credit for Washington Parish for \$500,000 on this project during the 2007 state fiscal year.

We are waiting for the parish to receive the cooperative endeavor agreement with the state of Louisiana. Once it is received, the Parish President has the authority by Ordinance to sign the agreement.

The language for the cooperative endeavor agreement between the District and the parish for our agency to serve as the lead agency on the project has been signed both by Parish President Taylor and myself. This language was approved by the Board at its December meeting.

A request for continuing funding has already been filed with the state for next year's legislative session and Senator Never's support letter has been written.

### ***Agency Recruitment and Retention***

The District, at its September meeting, voted to provide its employees a benefit plan, the cost and configuration to be determined and approved at future meetings. Mrs. August and the Personnel Committee will be further developing this option with the incoming Parish President.

### ***Conclusions***

The challenges of fine tuning and improving our system continues. I would like to thank both the board, Mrs Thomas and her staff for their hard work on the many complex challenges currently facing us.

Chairman Coleman asked for any questions or comments concerning the Chairman's Report, hearing none, Chairman Coleman called for a motion to accept the Chairman's Report. Mr. Bridges made the motion to accept and approve the Chairman's Report. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

### **TREASURER'S REPORT**

Mr. Fenner reviewed the financial statements beginning with the current assets. He then reviewed the balance sheet, both assets and liabilities, followed by the income statement and the 2008 budget. He also reviewed the check registration, cash receipts, the account reconciliation statement and the 911 funds statement with cash disbursements.

Mr. Fenner discussed the LAMP (Louisiana Asset Management Pool Inc.) which will help with keeping track of all our assets and it has a better interest rate than what is currently offered. It is set up through the state of Louisiana. Mr. Fenner also discussed this group with Mr. Bill Durden. The only draw back it that it is not FDIC insured. Mr. Fenner reported that there are several local governmental agencies that have an account through this company and they are very pleased.

Mr. Stogner made the motion to put \$100,000 into LAMP, and Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner also reported that based on an advisory from Mr. Durden that we should begin withholding State and Federal taxes, Social Security, and unemployment taxes out on contract workers.

Mr. Fenner also recommended that Mr. Durden continue to do our year end compilation report for 2007.

Chairman Coleman called for questions or comments on the Treasurer's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Treasurer's report, all the financial statements, the checklist and the review of the 2007-2008 budget, the withholding of contract employee taxes, as well as retaining Mr. Durden for year end compilation report.

Mr. Stogner made the motion to accept and approve the Treasurer's report, all the financial statements, the checklist and the review of the 2007-2008 budget, the withholding of contract employee taxes, as well as retaining Mr. Durden for year end compilation report. Mr. Verret seconded the motion. Motion passed by unanimous vote.

### **OLD AND NEW BUSINESS**

Mr. Coleman reported that in response to the approved motion of December, 2007, a 1997, 4 wheel drive jeep has been acquired from the state surplus for \$ 1,120. After the Jeep is equipped, the 1996 Buick will be removed from service.

### **PUBLIC COMMENTS**

There were no public comments.

Chairman Coleman called for any additional comments or questions from the members of the board. Hearing no other questions or additional comments, Chairman Coleman called for a motion to adjourn the Board meeting. Mr. Miller made the motion to adjourn the Board meeting. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Meeting of the Board adjourned at 7:20 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: \_\_\_\_\_  
Mrs. Cynthia August, Secretary