

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of August 11, 2009

A properly advertised Washington Parish Communications District Board meeting was held on August 11, 2009 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Joshua Bridges	

Members absent were:	Mr. Jason Verret
	Mr. Mike Miller

Others present were:	Mr. Dan Foil	Attorney
	Bill Durden	CPA

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mrs. August opened with prayer and the pledge of allegiance to the flag of the United States.

ROLL CALL OF BOARD MEMBERS

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

APPROVAL OF MINUTES

Mr. Coleman called for a motion to dispense with the reading of the minutes from the July 2009, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve the minutes of July, 2009, with a revision to indicate the review and approval of the mid year revised budget. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

This office has been active during the month of July with both the normal daily operational issues of the office plus supporting our special projects.

First, let me report on the daily operational issues.

Daily Operational Issues

Gage had to come and replace one of the touch screen monitors for the Franklinton Police dispatch position last night. No other equipment related problems have occurred since our last meeting.

We gave out a total of 50 new addresses in the Parish during July. Ms Moore and Ms Jones have also been working very hard on some mapping issues from GeoComm and making the proper changes as well as ESN issues. The location of these addresses was as follows:

Franklinton	19
Mt. Hermon	05
Pine	04
Bogalusa	15
Varnado	01
<u>Angie</u>	<u>06</u>
Total	50

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data.

Special Projects

I have implemented a five step process to improve the performance and professionalism of our agency. All four steps are in progress :

1. Develop written procedures for all addressing and mapping tasks.
 - a. Approximately 30 - 40 procedures
2. Improve addressing and mapping knowledge of employees to improve quality of procedures
 - a. Mapping and Addressing Conference attended by all employees
3. Improve employee's image to the public.
 - a. Uniform Shirt
 - b. Business Cards
4. Publish brochure of addressing information (In Progress).

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 July, 2009, Manager's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the manager's report.

Mrs. August made the motion to accept and approve the July, 2009, Manager's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 193 new users during the month of July. There were 308 page hits during this time period. This is slightly less compared to last month's activity level.

District Income Preservation Initiatives

The state wide bill, HB-782, supporting collection of pre-paid 9-1-1 fees has been signed by the Governor, and is expected to generate \$40,000 in yearly revenue for the District beginning next year.

WPCD's Request For Louisiana National Guard Assistance

The Louisiana Army National Guard has approved our application for assistance to clear the property and remove stumps. Work is expected to begin in September. In preparation for this, Lambert will be marking the property boundaries on Thursday.

Communications Center Louisiana Capital Appropriations

The Architectural and Engineering contract between Lambert and the Parish of Washington has been signed Richard N. Thomas. A meeting is scheduled for tomorrow to begin the three month final design process.

In addition, it should be noted that the 2009 Louisiana Capital Appropriations Bill contained an additional \$ 100,000. If approved by the Governor and the Bond Commission, it will increase the state funding from \$ 600,000 to \$ 700,000.

LRA Funding for Tower Related Costs

The final application to the U.S. Department of Housing and Urban Development for a communications tower and related expenses of \$ 779,000 has been approved.

An architectural and engineering contract is now in place with Lambert, and a meeting was held on July 28th to begin the detailed design work.

Homeland Security Funding

The Governor's Office of Homeland Security has purchased a new digital repeater for the parish which will be available for emergency communications if the primary 700 mhz system becomes inoperable.

The antenna for this new repeater will be located on the new tower.

WPCD's Request For FEMA Hazard Mitigation Funding Request

Loren Dennis, Disaster Recovery Specialist, Mitigation Section has completed the revised application for hurricane proof metal window shields for approximately \$ 16,000 and this project will likely be approved.

District Legal Projects

Wayne Kuhn continues to develop the language for the Cooperative Endeavor Agreement between Washington Parish Government and the Communications District related to the construction of the Communications Center.

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 called for any questions concerning the July, 2009, Chairman's Report.

Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mrs. August made the motion to accept and approve the July, 2009, Chairman's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote

TREASURER'S REPORT

Mr. Fenner reviewed the financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements. Next, he reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements. Mr. Fenner reviewed all the financial statements, the checklist, and the July YTD spending as compared to the 2009 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, the July YTD spending as compared to the 2009 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the July YTD spending as compared to the 2009 budget. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD AND NEW BUSINESS

Mr. Durden reviewed the compilation report for the 2008 fiscal year, commenting that all was in order and that there were no recommendations or findings.

Chairman Coleman called for a motion to accept the 2008 compilation report.

Mr. Bridges made the motion to accept the 2008 compilation report. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner 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 7:00 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____
Mrs. Cynthia August, Secretary