

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of March 2, 2010**

A properly advertised Washington Parish Communications District Board meeting was held on March 2, 2010 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Jason Verret	

Others present were:	Mr. Dan Foil	Attorney
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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 February, 2010, meeting. The minutes were mailed out to each member prior to this meeting. Mrs. August made the motion to dispense with the reading of the minutes. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Miller made the motion to approve the minutes of the February, 2010, meeting. Mrs. August seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

This office has been active during the month of February 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***

We gave out a total of 37 new addresses in the Parish during February. The location of these addresses was as follows:

Franklinton	17
Mt. Hermon	04
Pine	09
Bogalusa	04
Varnado	02
<u>Angie</u>	<u>01</u>
Total	37

Ms. Jones continues to develop a “How to Address” and a “How to Map” procedure manual, which we have never had before. I feel it is important to have this in place for a reference, due to the fact that addressing and mapping is a very detailed process. The procedure manual will also be used as a reference guide in correcting problems that are discovered while out in the field.

The ladies are also working on comparing all references pertaining to addresses in the Parish to make sure all information is the same.

Ms. Jones is now reviewing all addresses on Columbia Street and Sullivan Drive in Bogalusa. Incorrect addresses have been identified and she will be working with the City of Bogalusa to correct this.

Mrs. Moore continues to do the addressing and a new set of map updates have been submitted to GeoComm. They will review this data, update their files, and send us their updates for our review.

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

### ***Special Projects***

Mr. Coleman and I met with Gage Telephone and PlantCML on February 3<sup>rd</sup> to develop a project scope for refurbishing the ECS-1000 and installing a computer network and telephone system in our new building.

Mr. Coleman and I attended a GOHSEP meeting today in Hammond with Motorola on how to operate their new radios and Mr Coleman will be making a presentation tomorrow on HAM radio use during emergencies.

Additional ATT equipment on their tower at 21432 Hwy 25, Franklinton.is currently being reviewed and testing will be scheduled.

Also, enhanced Onstar equipment will convey the vehicles latitude and longitude to our 9-1-1 system, and this will also require system testing later this month.

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 and approve the manager's report.

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

## **CHAIRMAN'S REPORT**

### ***Public 911 Education***

Our 911 web site was visited by 171 new users during the month of February. There were 340 page hits during this time period. This is a slight decrease compared to last month's activity level.

### **Communications Center Louisiana Capital Appropriations**

Lambert continues to work on the building design. Current drawings are available for review. Feedback continues concerning the proposed design. Lambert's first invoice has been approved for payment by the state and a check will be forthcoming.

### ***LRA Funding for Tower Related Costs***

Lambert continues to work on tower design. AquaTerra Engineering has completed their analysis and their report is expected tomorrow. This data will be used for foundation design.

### ***US Congressional Funding***

On October 2, 2009, President Obama signed H.R.2892, the "Department of Homeland Security Appropriations Act, 2010", which includes \$ 350,000 for the Washington Parish Emergency Operations Center.

Final grant related paperwork has been submitted for review to the Office of Homeland Security. The grant has been pre-approved.

### ***Project Estimate***

The current total project estimate (excluding communications tower cost of \$731,00) is as follows:

<b>TOTAL PHASE 1 FUNDS REQUIRED</b>		<b><u>\$ 1,718,640</u></b>
<b>TOTAL PHASE 1 FUNDS AVAILABLE</b>		
Louisiana Funds Project 50/J59	\$ 686,000	
Local Funds (Not Yet Expended)	\$ 557,640	
Local Funds (Expended To Date)	\$ 125,000	
H.R.2892	\$ 350,000	
<b>Total Funds Available</b>		<b><u>\$ 1,718,640</u></b>

### ***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. Dan Foil continues to request completion of this Agreement.

### ***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 Chairman's Report.

Hearing none, Chairman Coleman called for a motion to accept and approve the Chairman's Report. Mr. Miller made the motion to accept and approve the Chairman's Report as given. Mr. Fenner 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 March YTD spending as compared to the 2010 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the March YTD spending as compared to the 2010 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the March YTD spending as compared to the 2010 budget. Mrs. August seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **OLD AND NEW BUSINESS**

There were no committee reports.

**PUBLIC COMMENTS**

There were no public comments.

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