

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of May 4, 2010

A properly advertised Washington Parish Communications District Board meeting was held on May 4, 2010 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer

Members absent were:	Mr. Joshua Bridges	
	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	
	Mr. Mike Miller	

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. Fenner 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. Given that a quorum was not present, all motions were in the form of a committee recommendation for later board approval.

APPROVAL OF MINUTES

Mr. Coleman called for a motion to dispense with the reading of the minutes from the April, 2010, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the minutes. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve the minutes of the April, 2010, meeting. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

This office has been active during the month of April 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

The ATT 911 data line to the Bogalusa “B” position has been acting up and was repaired by them on April 13th. This circuit began acting up again on April 29th and was finally repaired on May 1st.

When this circuit for the Bogalusa Police department went down again on the 29th and ATT said that it was due to our equipment, we had Gage come out to trouble shoot it and they discovered that it was really an AT&T issue. Gage called AT&T to send a tech out to the site to find the problem. The tech was only testing from 1 point to another point and not the whole circuit, so I told them to have a tech test the whole circuit not just part of it, they said it would cost us but we had no choice. At this time I do not know what the cost will be.

We gave out a total of 36 new addresses in the Parish during April. The location of these addresses was as follows:

Franklinton	12
Mt. Hermon	05
Pine	07
Bogalusa	10
Varnado	01
Angie	01
Total	36

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.

Ms. Jones continues to review all addresses on Columbia Street and Sullivan Drive in Bogalusa. This review includes physically walking the length of these roads to determine actual addresses.

Mrs. Moore continues to do the addressing. A new set of map updates have been received from GeoComm and we are in the process of producing new hard copy maps.

We got our new copier machine in today and we will be putting it to use while making all the maps.

This map printing will require approximately 6,000 pages to be copied.

Ms. Jones took a copy of the new maps to the Sheriff’s office and spoke with Chief Shannon Lyons. She told them that we have anywhere from 60-100 new roads in the parish a year and that the Navigator map book that they use does not have approximately 3 years of new roads in it, so they need to use our map.

I also spoke with Shannon and told him the importance of the deputies using our maps and that we will make the additional 30 maps as he requested. I also told him that he needs to make sure his deputies use our current maps.

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

Special Projects

I met with the 9-1-1 Public Educator for the St Tammany Communications District to better understand what they are doing in their school system to teach kids how to use 9-1-1.

Based on this meeting I will be putting together a program that I can teach our Washington Parish students.

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. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 137 new users during the month of March. There were 260 page hits during this time period. This is a slight decrease compared to last month's activity level.

Communications Center

Lambert continues to work on the building design. Final communications center design is expected in four weeks.

Communications Tower

Lambert continues to work on tower design. Tower related design is expected to be completed this week. A meeting is scheduled on Thursday to review the Architect's progress.

US Congressional Funding of Communications Center Equipment

Official notifications should be released on Louisiana projects in mid May. This notification will include our \$350,000 project

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. Fenner made the motion to accept and approve the Chairman's Report as given. Mr. Coleman 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 May 1, 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 May 1, 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 May 1, YTD spending as compared to the 2010 budget. Mr. Coleman seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD AND NEW BUSINESS

There was no old or new business.

PUBLIC COMMENTS

There were no public comments.

Mr. Fenner made the motion to adjourn the Board meeting. Mr. Coleman 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