

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of September 7, 2010**

A properly advertised Washington Parish Communications District Board meeting was held on September 7, 2010 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	
	Mr. Jason Verret	

Members absent were: Mr. Mike Miller

Others present were: Mr. Dan Foil Attorney

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.

**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 August, 2010, 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. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to approve the minutes of the August, 2010, meeting with the following correction, "Mr. Bridges made the motion to approve the minutes of the July, 2010, meeting. Mr. Miller seconded the motion. Motion passed by a unanimous vote". Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

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

All PSAP equipment is currently operating properly. There have been recurrent failures of the AT&T circuits between our main CML equipment and the Bogalusa Police Department. We will not be charged by AT&T but we will be invoiced by Gage Telephone for their assistance.

We gave out a total of 33 new addresses in the Parish during July. The location of these addresses was as follows:

Franklinton	18
Mt. Hermon	05
Pine	04
Bogalusa	03
Varnado	02
Angie	01
Total	33

Mrs. Moore continues to do the addressing and both her and Ms Jones are working on map updates. Our latest updates have been completed by GeoComm and have been reviewed by us for accuracy.

Ms. Jones has completed her work on Columbia St and Sullivan Drive. Letters for eight address changes have been sent out along with 160 road name clarification letters for those on Columbia St.

All letters were reviewed by Bogalusa public works and approved by them.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. We have made all the General Journal entries that were given to us by the auditor for our final year end adjustments.

### ***.Special Projects***

The following road name change is requested by our agency and should be acted on by the board tonight:

<u>Petition No.</u>	<u>Old Name</u>	<u>New Name</u>	<u>Reason for Change</u>
2010-34	Laudze Rd	Louiser Rd	Administrative Correction

Also, we have been asked by four residents of Ox Lot Rd to furnish them address numerical signs since their original address was changed by us. Our cost for this would be \$ 12 - \$15 per sign depending on quantity.

While this specific request is relatively inexpensive, our response will set a precedent for all residents for which we change addresses. Yearly potential cost could reach \$ 7,200 based on our average number of 600 address changes per year. It should be noted that of the 600 changes,

only 4 changes were due to past errors by the District. I would like the board's input on this issue.

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

## **CHAIRMAN'S REPORT**

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

Our 911 web site was visited by 176 new users during the month of August. There were 276 page hits during this time period. This is a slight increase compared to last month's activity level by new users

### **Communications Center**

Lambert continues to work on the building design. Final communications center design while expected on September 3<sup>rd</sup> has been delayed approximately three weeks. Current drawings are available for review tonight.

### ***Communications Tower***

Lambert has completed the tower design. The construction bid has been released and is due for return on September 20.

### ***US Congressional Funding of Communications Center Equipment***

Official notification has been received on this \$ 350,000 project. The Cooperative Endeavor Agreement between the Parish and the Department of Homeland Security will be voted on at the next Parish Council meeting.

### ***District Legal Projects***

A Cooperative Endeavor Agreement between the Parish and the District has been proposed by the Parish to allow the District to prepare a Homeland Security Region 9 radio related Tactical Interoperable Communications Plan

The TIC Plan is intended to document what interoperable communications resources are available within the region who controls each resource, and what rules of use or operational procedures exist for the activation and deactivation of each resource.

The District would receive \$ 7,000 under this proposed Cooperative Endeavor 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. Verret 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 the August 31, YTD spending as compared to the 2010 budget and the mid year budget adjustments.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements (before pre paid adjustments), the checklist, and the August 31, YTD spending as compared to the 2010 budget and the mid year budget adjustments.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements (before pre paid adjustments, the checklist, and the August 31, YTD spending as compared to the 2010 budget and the mid year budget adjustments. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **OLD AND NEW BUSINESS**

Mr. Verret made the motion to not furnish the residents of Ox Lot Rd address numerical signs but instead, to direct them to contact their Fire District for assistance. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Verret made the motion to approve Petition No. 2010-34 to change the name of Laudze Rd. to Louiser Rd as an Administrative Correction. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Verret made the motion to authorize Mr. Coleman, upon Mr. Foil's favorable opinion, to sign a Cooperative Endeavor Agreement between the Parish and the District has to allow the District to prepare a Homeland Security Region 9 radio related Tactical Interoperable Communications Plan. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to enter into a one year maintenance contract for the HP Design Jet printer. Mr. Fenner seconded the motion. Motion passed by a vote of 5 Yea, 0 Nay, 1 Abstain.

### **PUBLIC COMMENTS**

There were no public comments.

Mrs. August made the motion to adjourn the Board meeting. Mr. Stogner 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

## Revise 2010 Budget

<b>Account Description</b>	<b>Total</b>
Income- AT&T- Landlines	132,360.00
Income - Other Land Line	4,200.00
Income - AT&T Wireless	260,400.00
Income - Sprint	16,800.00
Income-Other Wireless Phones	13,320.00
Income, VoIP	450.00
Income-maps	157.92
Interest income	3,480.00
Income-sign fund	285.00
Switching equip-.AT&T	35,880.00
911 lines - AT&T	68,760.00
Salaries	85,200.00
Telephone/beeper	6,861.00
Svc. & Maint-other equipment	21,000.00
CML Maintenance	10,608.00
Recorder Maintenance	5,220.00
Map Display Maintenance	17,784.00
Travel	9,600.00
Depreciation	66,300.00
Public Education	0.00
Accounting	4,500.00
Office supplies	6,000.00
Insurance	17,680.00
Insurance LA. Workmens Comp.	439.92
Medical Insurance	8,400.00
Taxes-payroll	7,560.00
Legal Fees	2,400.00
Rent	2,400.00
Training-meeting	9,000.00
Vehicle-gas and repairs	6,000.00
Utilities	3,241.92
Dues and Subscriptions	613.92
Bank Charges	82.92
Street signs	1,200.00
Meals & Entertainment	0.00
Professional fees	1,500.00
Revenue	431,452.92

- Expenses	-398,231.68
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Net Income	33,221.24
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