

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of September 06, 2011

A properly advertised Washington Parish Communications District Board meeting was held on September 6, 2011 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

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

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

Others present were:	Dan Foil	Attorney
	Mrs. Joanna Thomas	Manager

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

Mrs. Thomas called the roll. The results of that roll call are recorded above.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the August, 2011, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Miller made the motion to dispense with the reading of the minutes. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the August, 2011, meeting minutes. Mr. Miller made the motion to approve the August, 2011, meeting minutes. Mr. Bridges 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.

We gave out a total of 25 new addresses in the Parish during August follows:

Franklinton	09
Mt. Hermon	05
Pine	02

Bogalusa	04
Varnado	01
Angie	03
Sun	01
Total	25

Ms Moore and Ms Jones have also been working mapping issues from GeoComm. Map updates for all dispatch positions have been up loaded to each position.

I have working with Ron Bloom our wireless consultant on our wireless. We have done several days of wireless cell phone testing at the WPSO and preparing for more testing this month. We have been testing these sites since AT&T has added additional equipment, plus performed maintenance on their current tower equipment.

I attended the quarterly meeting of the National Emergency Number Association (NENA) that was held in Marksville, LA. I attended this meetings since it gives me continuing education not only for my knowledge here for our office but for my certificates that keep my qualified for my position here.

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

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. Bridges seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 101 new users during the month of August with 187 page hits.

Communications Center

Lambert's building re-design is in progress and should be completed in approximately two weeks. After completion, the project will be put out for re-bid. The target is to have a building cost of \$ 1,300,000.

If the building comes in at \$ 1,300,000, our total project costs will be as follows:

\$ 1,300,000 Building

\$ 115,000	Design Fees
\$ 500,000	UPS, IT, Security, Audio Visual, Consoles
\$ 100,000	Generator
\$ 2,015,000	Total

Funds will be available as follows:

\$ 700,000	Louisiana State Funds
\$ 350,000	Homeland Security Funds
\$ 500,000	WPCD Retained Earnings
\$ 465,000	WPCD Loan
\$2,015,000	Total

Communications Tower

The communications tower Contract has been signed by the Parish and the contractor. Work will begin on site beginning October 10th. Project completion is projected to be on February 14th.

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

TREASURER'S REPORT

Mr. Fenner reviewed August 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 then reviewed all the financial statements, the checklist, and the YTD spending as compared to the 2011 budget. Mr. Fenner made the recommendation to let the Zellco CD roll over for 6 months. He also made the recommendation to adjust the 2011 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, the YTD spending as compared to the 2011 budget, the 2011 budget adjustments, and to roll over from Zellco for another 6 month CD.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the YTD spending as compared to the 2011 budget, the 2011 budget adjustments and to roll over CD from Zellco. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Miller made the motion to adjourn. Mr. Fenner 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