

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of August 2, 2011

The Washington Parish Communications District Board meeting was held on August 2, 2011 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 |
| | Mr. Joshua Bridges | |
| Members absent were: | Mrs. Cynthia August | Secretary |
| | Mr. Jason Verret | |
| | Mr. Mike Miller | |
| Others present were: | Mrs. Joanna Thomas | Manager |
| | Mr. Richard Jenkins | Moore & Jenkins Insurance |
| | Dan Foil | Attonery |

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. Fenner introduced Mr. Jenkins from Moore & Jenkins Insurance. Mr. Jenkins reviewed the coverage of the present insurance policies that we currently carry.

Mr. Jenkins discussed they are the local agency for VFIS which is the largest carrier for our type of coverage. VFIS specializes in high risk entities, like 911 agencies and fire departments. Moore & Jenkins does not add an extra fee to that which is quoted by VFIS. There is only two other underwriters for this type of coverage. The present coverage includes our 911 equipment at all locations, cars, plus liability from all operations including errors and omissions by board members and employees.

Mr. Coleman asked that the approval and acceptance of July's minutes be tabled until next meeting since they were not mailed out in time for the August meeting. No motion was needed. This item was tabled.

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

All PSAP equipment is currently operating properly.

We gave out a total of 35 new addresses in the Parish during July. The location of these addresses was as follows:

| | |
|-------------|----|
| Franklinton | 15 |
| Mt. Hermon | 02 |
| Pine | 03 |
| Bogalusa | 04 |
| Varnado | 07 |
| Angie | 04 |
| Total | 35 |

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

Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones are working on all the map updates. New map updates have been received back from GeoComm.

Special Projects

The GeoComm Emergency Notification System has been installed. Training will be done in two weeks.

I have working with Ron Bloom our wireless consultant on our wireless. We have done several days of wireless cell phone testing at the Bogalusa Police Department and in preparing for the testing we had several days of conference calls and online meetings to get ready for testing. AT&T has added additional equipment to their towers that is why we have been testing these sites.

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

Mr Coleman called for any questions or comments regarding the Manager's report. Hearing none, Mr. Fenner made the motion to accept and approve the Manager's report. The motion was seconded by Mr. Stogner. The motion passed by a unanimous vote.

CHAIRMAN'S

Public 911 Education

Our 911 web site was visited by 140 new users during the month of July with 228 page hits.

Communications Center

Lambert's building design with upgrades have been reviewed and the construction bid has been released. Bids were received with a low bid of \$ 2,100,000 being in excess of our \$ 1,300,000 budget.

A redesign to allow the budget to be met is summarized as follows.

- Estimated Construction Budget (after re-design) - \$1,300,000.00
- Re-design Fees (A/E) - \$45,000
- Re-design Schedule – 6 weeks after notice to proceed
- Fee for a \$1,300,000 building cost- \$129,655.42
- Original Fee \$69,480.00 + Re-design Fee \$45,000.00 = \$114,480.00

It should be noted that to design a building for \$1,300,000, Lambert would have been compensated \$129,655.42, which is \$15,185.42 more than Lambert will be actually be compensated.

Communications Tower

The communications tower bids were received on May 20th. Contract has been approval by the state, and has been signed by the contractor. The Parish is schedule to sign this week.

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.

Mr Coleman called for any questions or comments regarding the chairman's report. Hearing none, Mr. Fenner made the motion to accept and approve the Chairman's report. Mr. Stogner seconded the, motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the all the financial statements for the month of July, beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements. Next, he reviewed the check register/list cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements and the YTD spending as compared to the 2011 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the YTD spending as compared to the 2011 budget. Mr. Fenner also discussed that we have a CD maturing on the 6th and he asked for a motion to let it roll over for another 6 months but no longer than 6 months.

Mr. Stogner 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 and to let the CD roll over for another 6 month term but not to exceed 6 months. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD AND NEW BUSINESS

Mr. Fenner made the motion to have Lambert redesign the communications center building to reduce construction costs and to rebid the project. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Stogner made the motion to adjourn. 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