

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of July 5, 2011**

A properly advertised Washington Parish Communications District Board meeting was held on July 5, 2011 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	

Others present were:	Mrs. Joanna Thomas	Manager
	Mr. Mike Reaux	CPA

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 June, 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. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Miller made a motion to approve the minutes from the June, 2011, meetings. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

This office has been active during the month of June 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. The new 911 circuit for the Bogalusa Police department site is up and running and has been so for approximately a month now with no major problems.

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

Franklinton	14
Mt. Hermon	05
Pine	02
Bogalusa	09
Varnado	03
Angie	02
Total	35

The accounting system is working well. Mr. 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 were sent to GeoComm today.

### ***Special Projects***

The replacement of the original computer based equipment continues, as directed by the board. Ms. Thomas's and the FPD 9-1-1 computers were replaced last week.

The GeoComm Emergency Notification System will be installed later this week.

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

## **CHAIRMAN'S**

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

Our 911 web site was visited by 86 new users during the month of June with 213 page hits.

## **Communications Center**

Lambert's building design with upgrades have been reviewed and the construction bid has been released. Bids are due next week on July 13<sup>th</sup>.

Following the bid opening four parallel sub-projects will begin:

1. Obtain approval from the state to sign a construction contract by the submission of the following documents:
  - a. Final construction documents (plans and specifications)
  - b. Construction document addenda
  - c. Certification that the cooperative endeavor agreement's ownership of property requirements have been met
  - d. Evidence of current commitment and availability of match and/or in-kind match
  - e. Certified proof of publication of advertisement for procurement
  - f. Certified tabulation of bids or proposals with recommendation for award
  - g. Certification that the procurement was in accordance with the Public Bid Law
2. Obtain financing commitment as appropriate for the project cost.
3. Prepare final bid documents for the following equipment groups for which a \$ 350,000 has been obtained from the Office of Homeland Security :
  - Command Cubicles
  - Command Computers/Software
  - AV Computers/Software
  - AV Projectors
  - UPS System
  - IT Infrastructure
  - Command Telephone System
  - Communications Cubicles
  - Access Control
  - Video Cameras
4. Water well will be quoted and a purchase order issued.
5. Washington Parish construction permit obtained

## ***Communications Tower***

The communications tower bids were received on May 20<sup>th</sup>. Following contract approval by the state, the following sub projects will begin in addition to tower construction

1. Installation or microwave system by GOHSEP to connect the following:
  - a. WPSO 9-1-1 equipment to Dollar Road site
  - b. WPOHSEP equipment to Dollar Road site

- c. TPOHSEP equipment to Dollar Road site
- d. STPOHSEP equipment to Dollar Road site.
2. Obtain Entergy connection to Dollar Road site.
3. Obtain ATT connections to Dollar Road site
4. Washington Parish construction permit obtained

### ***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. Stogner made the motion to accept and approve the Chairman's Report as given. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

### **TREASURER'S REPORT**

Mr. Fenner reviewed the June 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 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 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. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **OLD AND NEW BUSINESS**

Mr Mike Reaux with Minda B Raybourin, CPA, presented the 2010 Independent Auditors Review Report. Mr. Fenner made the motion to accept and approve the CPA's report. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to sign the Blanket Issuer Letter of Representations with the Depository Trust Company, as supplied by Jim Ryan. This document is required if we wish to

borrow money in the future. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

### **PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Miller made the motion to adjourn. 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