

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of October 4, 2011**

A properly advertised Washington Parish Communications District Board meeting was held on October 4, 2011 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

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

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

Others present were:	Mr. 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. Since a quorum was not present the members met as a committee. All motions made by the committee are in the form of a recommendation to the Board.

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

Mr. Fenner made a motion to approve the minutes from the September, 2011, meetings with one revision and that was to amend the minutes to include the net income in the revised budget motion. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

We gave out a total of 19 new addresses in the Parish during August follows:

Franklinton	09
Mt. Hermon	06
Pine	01
Bogalusa	02
Angie	01
Total	19

I have working with Ron Bloom our consultant on wireless issues. We have done several online meetings this month of approximately 15-20 hours, while preparing for more testing that will be scheduled for this month. We are testing these sites since AT&T has added additional equipment, and is performing maintenance on their current tower equipment.

Public Safety Road Name Petition:	Petition Number 2011-6
Current Road Name:	Avenue A
Proposed Road Name:	A Alley
Date:	September 30, 2011

We have a public safety road name petition at the request James Hall who is with the Public Works in Bogalusa. The request is to correct an error on our map and in our data base. We currently have in our system as "Avenue A" but the correct name is "A Alley". There are no residents on this road. So I would like to ask the board for their approval on this change.

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. Ms Moore and Ms Jones have also been working on mapping issues from GeoComm.

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. Verett 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 REPORT**

Our 911 web site was visited by 119 new users during the month of September with 229 page hits.

Lambert's building re-design has been completed and will be reviewed this week. Our target for re-bid is the last week of October. The actual date will depend on how quickly the Louisiana Office of Facility and Control can review our new documents.

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 (revised) will be as follows:

\$ 1,300,000	Building
\$ 115,000	Design Fees
\$ 500,000	UPS, IT, Security, Audio Visual, Consoles
\$ 80,000	Generator
\$ 1,995,000	Total

Funds will be available as follows:

\$ 700,000	Louisiana State Funds
\$ 350,000	Homeland Security Funds
\$ 500,000	WPCD Retained Earnings
\$ 405,000	WPCD Loan
\$ 40,000	Parish Generator Funds
\$1,995,000	Total

Other Financial Information

\$ 150,000	Retained Earnings Balance (estimate)
------------	--------------------------------------

Work will begin on site beginning October 10<sup>th</sup>. Project completion is projected to be on February 14<sup>th</sup>. The parish would like to schedule a groundbreaking ceremony this month. Tower vendor construction drawings are being received by us for approval on a regular basis. Also, the Homeland Security Office is funding a \$ 30,000 antenna combiner which will be delivered in two weeks.

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

### **TREASURER'S REPORT**

Mr. Fenner reviewed all of September's financial statements beginning with the balance sheet, both assets and liabilities. He then reviewed the income and budget statements. 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 for the last nine months

Chairman Coleman called for a motion to recommend to accept and approve the Treasurer's report, the financial statements, the checklist, and the YTD spending as compared to the 2011 budget. Mr. Verett seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman asked Mr. Fenner if he would consider being reappointed to our board to serve another term and he accepted. Mr. Bridges was called and he declined due to health issues. Mr. Coleman asked the board for names of recommendation for at our next meeting to fill Mr. Bridges' seat.

Mr. Coleman asked if there was any other business to discuss and hearing none he called for a motion to adjourn.

## **OLD AND NEW BUSINESS**

Mr. Fenner made the motion to approve Petition 2011-6. Mr. Verett seconded the motion. Motion passed by a unanimous vote.

Public Safety Road Name Petition:	Petition Number 2011-6
Current Road Name:	Avenue A
Proposed Road Name:	A Alley
Date:	September 30, 2011

## **PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Fenner made the motion to adjourn. Mr. Verett seconded the motion. Motion passed by a unanimous vote.

As recorded by: Mrs. Joanna Thomas.

Approved by: \_\_\_\_\_  
Mrs. Cynthia August, Secretary