

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of November 12, 2012**

A properly advertised Washington Parish Communications District Board meeting was held on November 12, 2012 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

Members absent were:	Mrs. Mary Ratcliff
	Mr. Jason Verret
	Mr. Mike Miller

Others present were:	Dan Foil	Attorney
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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 October 2012, 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 meeting minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October 2012, meeting minutes. Mr. Fenner made the motion to approve the August 2012, meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

This office has been active during the month of October with both the normal daily operational issues of the office plus supporting our special projects.

The month of October we gave out a total of 21 new addresses they were:

Franklinton	09
Bogalusa	07
Pine	01
Angie	04
Total	21

I am working with Ron Bloom our consultant on wireless and VoIP phone systems. I have had multiple communications with our wireless and VoIP providers and we are planning to do VoIP phone testing later this week.

I received a call from a dispatcher at about 2:00 AM saying their 911 was down so I got on the phone plus emailed Brett with Gage to get him out here ASAP. Brett came the following morning and it was discovered that the sheriff's office was installing their new CAD system and the WPSO technician had mistakenly disconnected our 911 system. Gage had to reconnect our system back up to the original working status. All is up and working as of today with no issues to report.

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.

### *Special Projects*

The Ford Crown Victoria rust repairs and painting has been completed. Given that car is in excellent mechanical condition, the new paint will enable many years of future service.

The following road name change is requested by the public 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>
2012-3	Dairy Land Rd	Willener Travis Lane	Honorarium

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. Mrs. August 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**

### **Public 911 Education**

Our 911 web site was visited by 206 new users during the month of October with 341 page hits.

### **Communications Center**

Work continues on the site. The main building outside walls and roof have been completed. Framing on the inside walls is well under way. Completion is still expected in February.



### **Communications Tower**

The 70 item tower punch list is currently under review by Sabre Tower. Adequate retainage is in place for these items.

### **Additional Topics**

Equipment installation for the Communications Center and tower are ongoing. For example, our computer networking system has been installed at the tower equipment building.

We will soon go out for quotes on the water well installation.

### **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. Fenner seconded the motion. Motion passed by a unanimous vote.

### **TREASURER'S REPORT**

Mr. Fenner reviewed the October 2012, 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, the YTD spending compared to the budget and the 911 funds statement with cash disbursements. Mr. Fenner then recommended that the current 2012 Budget be adopted as the 2013 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the October 2012 financial statements, checklist, and YTD spending as compared to the 2012 budget and that the current 2012 Budget be adopted as the 2013 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the October 2012 financial statements, checklist, and YTD spending as compared to the 2012 budget and that the current 2012 Budget be adopted as the 2013 budget. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Gary Fenner made a motion to remind Sheriff Randy Seal of his promise to pay 50 percent of the dispatcher/equipment room HVAC cost. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Gary Fenner made a motion to recommend to the Parish President that board members Mike Stogner, Mike Miller and Jim Coleman be reappointed. Mrs. August seconded the motion. Motion passed by a unanimous vote.

### **PUBLIC HEARING – ROAD NAME CHANGE REQUEST**

Following the receipt of inputs from Letha Weary, Clyde Youngblood, Deborah Graves, Margie Graves, Melinda Martin, Jimmy Graves and Tyler Harris, the following road name change was acted on by the board. Mr. Stogner made the motion to approve the road name change request. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

<u>Petition No.</u>	<u>Old Name</u>	<u>New Name</u>	<u>Reason for Change</u>
2012-3	Dairy Land Rd	Willener Travis Lane	Honorarium

### **COMMITTEE REPORTS**

There were no committee reports.

### **PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Stogner 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