

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of October 2, 2012

A properly advertised Washington Parish Communications District Board meeting was held on October 2, 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
	Mr. Mike Miller	

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

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 August 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. Mr. Fenner seconded the motion. Motion passed by a unanimous vote. It was noted that a meeting was not held in September.

Mr. Coleman called for a motion to approve the August 2012, meeting minutes. Mr. Miller requested the following correction - *Mrs. August made the motion for an annual pay increase of \$1,000.00 for Mrs. Moore and Ms. Jones and a \$1,200.00 increase for Mrs. Thomas. Mr. Fenner seconded the motion. Motion passed by a vote of 4 YEAS and 1 NEA (Mr. Miller).*

Mr. Stogner made the motion to approve the August 2012, meeting minutes with the following correction - *Mrs. August made the motion for an annual pay increase of \$1,000.00 for Mrs. Moore and Ms. Jones and a \$1,200.00 increase for Mrs. Thomas. Mr. Fenner seconded the motion. Motion passed by a vote of 4 YEAS and 1 NEA (Mr. Miller).* Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

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

For the month of August we gave out a total of 25 new addresses they were:

Franklinton	14
Bogalusa	02
Pine	04
Mt. Hermon	05
Total	25

For the month of September we gave a total of 26 new addresses: they were

Franklinton	15
Bogalusa	06
Mt .Hermon	03
Varnado	02
Total	26

I am working with Ron Bloom our wireless consultant on our wireless. I have had multiple online meetings with our wireless agencies plus other 911 agencies to discuss new, upcoming, and ongoing issues..

We had an issue with one of our circuits down at the Sheriff's office but it has been resolved. The Sheriff's office knows to call me at any and all hours with any problems and if I can not resolve them, we notify Gage Telephone..

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

I can access all my work information from my home computer and I am constantly in touch with the office with all issues.

Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones are working on all the map updates.

Special Projects

The following road name change is requested by our agency 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>
2012-2	M Robertson	M Robinson	Administrative Correction

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. Stogner 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 148 new users during the month of September with 248 page hits.

Communications Center

Work continues on the site. The fire system building has been erected and the main building foundation, concrete slab, structural steel and lower outside walls have been completed.



Communications Tower

An inspection by the architect has been completed and a 70 item punch list has been sent to Sabre Tower for their followup.

Additional Topics

Equipment orders for the Communications Center are ongoing. For example, the Toshiba phone system for the building has arrived and is ready for installation. Our computer networking system has also arrived.

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 August and September 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 informed the board that we have some CD's that will be maturing and he called asked the boards approval to cash in the CD's and move them into the LAMP account as they mature. Mr. Fenner then recommended that the 2012 budget be revised as follows:

Map Display Maintenance Expense beginning 2012 yearly budget total -	\$ 17,784
Map Display Maintenance Expense revised 2012 yearly budget total -	\$ 22,000

Interest Expense beginning 2012 yearly budget total -	\$ 0
Interest Expense revised 2012 yearly budget total -	\$ 11,000

Insurance Expense beginning 2012 yearly budget total -	\$ 19,944
Insurance Expense revised 2012 yearly budget total -	\$ 23,000

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the August and September 2012 financial statements, checklist, and YTD spending as compared to the 2012 budget for 2012 and also for the board's approval to cash in the CD's and move them into the LAMP account as they mature plus the 2012 budget revisions.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, checklist, and YTD spending as compared to the 2012 budget for July and to cash in the CD's and move them into the LAMP account as they mature plus the 2012 budget revisions. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

The following road name change was acted on by the board. Mr. Stogner made the motion to approve the Public Safety Agency 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>
2012-2	M Robertson	M Robinson	Administrative Correction

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