

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of August 6, 2013**

A properly advertised Washington Parish Communications District Board meeting was held on August 6, 2013 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mrs. Mary Ratcliff	

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director
	Minda Raybourn	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**

Mr. Coleman 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 July 2013, 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 July meeting minutes. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the July 2013, meeting minutes. Mr. Fenner made the motion to approve the July 2013, meeting minutes with the following revision, *“Ms. August made the motion to change Mrs. Thomas’ position and title from Manager to Director. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.”* Mr. Verret seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR’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

For the month of July we issued 28 new addresses they were:

Franklinton	08
Bogalusa	01
Pine	04
Angie	07
Mt. Hermon	02
Varnado	06
Total	28

The building's air conditioning contractor, Slidell Refrigeration, will be changing the air conditioner filters on a quarterly basis at a cost of \$ 383 per quarter. This covers all five units in the building including two in the equipment room, which are about 11 feet off the ground. The cost covers providing the filters as well as labor.

I have completed another round of cell phone testing this past month and all went well.

We are finally getting settled into our new building, with much pride ! I went to Target and purchased plates utensils for both break rooms.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda has completed our year end compilation report and will present her report to the board tonight.

Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones continuing to work on map updates on a daily basis. The latest updates are being submitted to GeoComm this week. This includes adding the trails at the Bogue Chitto State Park.

We have a Public Safety Related Road Name change request :

Petition # 2013-2

Current Name: Rogers Rd

Change to James Rogers Rd

Rogers Rd was being used in error.

The correct name is James Rogers Rd. No one living on the road and the change will not affect any residences.

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 Director's Report. Hearing none, Chairman Coleman called for a motion to accept and approve the Director's report. Mr. Miller made the motion to accept and approve the Director'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 73 new users during the month of July with 174 page hits.  
Total page hits since placed in service – 51,790

### **Communications Center**

The building has been completed.

Items remaining include:

- |                    |   |
|--------------------|---|
| Building contract: | 1. Punch list – Substantially complete<br>2. Generator hook up and check out – Done     |
| EOC grant:         | 1. Audio Visual installation – in progress<br>2. Basic door entry control – in progress |
| Comm District      | 1. Final radio tie-ins – August 12  |
| WPSO               | 1. Computer Aided Dispatch tie-ins – on hold<br>2. NCIC tie-ins – on hold               |

A final payment of approximately \$ 98,000 to McMath Construction will soon be coming due.  
It is expected that approximately \$25,000 of miscellaneous items will be necessary to complete the base project.

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

## **TREASURER'S REPORT**

Mr. Fenner reviewed the July 2013 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. He also mentioned that upcoming bills would require moving \$ 150,000 from LAMP to our checking account.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the July financial statements, checklist, and YTD spending as compared to the 2013 budget.

Mr. Miller made the motion to accept and approve the Treasurer's report, the July 2013 financial statements, checklist, and YTD spending as compared to the 2013 budget. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Minda Raybourn of Minda B. Raybourn CPA gave a report on the accounting review for 2012. She reviewed all the financial statements, all the revenues and expenditures. She stated that next year due to a projected increase of assets, we may need a full financial audit. Mr. Coleman asked if her company could do the audit as well as a review and she stated that they could do both. Ms. Raybourn complemented the board on how well we presented our books.

Mr. Miller made the motion to accept the Financial Report and Review and to engage Minda B. Raybourn CPA to perform the 2013 Financial Audit. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

Mr. Miller made the motion to approve the Public Safety Related Road Name change request as per Petition # 2013-2. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

### **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