

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of February 5, 2013

A properly advertised Washington Parish Communications District Board meeting was held on February 5, 2013 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
	Mr. Jason Verret	
	Mr. Mike Miller	

Members absent were: Mrs. Mary Ratcliff

Others present were: Dan Foil Attorney

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 January 2013, 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. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the January, 2013, meeting minutes. Mr. Miller made the motion to approve the January, 2013, 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 January with both the normal daily operational issues of the office plus supporting our special projects

For the month of January we issued 41 new addresses. They were:

Franklinton	19
Bogalusa	12
Pine	04
Mt. Hermon	04
Angie	02

Total 41

During January there were 9-1-1 equipment issues at the Franklinton Police Department on 4 January and with the WPSO system on 14 January. All systems are presently operating properly.

Mrs. Moore continues to do the addressing and both Ms Moore and MS Jones continuing to work on map updates on a daily basis.

Ron Bloom and I are still in the process of doing our wireless system testing reviews.

I talked to Home Land Security about getting the ladies a radio for when they are out addressing and mapping. If they have a flat or some other type of vehicle problem and they do not have cell phone service, they can use the radio to contact WPSO to call me or Jim.

I am also in the process of signing them up with AAA which will cost approximately \$81.00 per driver for the year and then we will not be charged for or refused towing services.

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

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

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 96 new users during the month of January with 174 page hits.

Communications Center

Work continues on the site. The building's water well is being dug today at its second location. The well diggers were not able to successfully complete the well at its first location. Well depth will be approximately 450 ft.

The main building inside sheet rock is completed and painted. Plumbing rough-in is complete. Fire sprinkler and inert gas rough in is complete. Electrical rough-in is underway. Electricity is expected to be turned on within the next two weeks. Building completion is expected in April.

Bids for work in addition to the basic building are scheduled to be received and opened on the following dates:

Water Well	PO Issued	\$ 17,745
Uninterruptable Power Supply	PO Issued	\$ 68,065
Dispatch Consoles	PO Issued	\$ 39,000
Data Cabling Install	PO Issued	\$ 32,000
Telephone System Install	February 13, 2013	
Audio Visual System	March, 2013	

Communications Tower

Tower completion and acceptance has occurred.

Additional Topics

Radio equipment installation in the tower facility is ongoing. The main radio system installation is being completed this week.

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. Fenner made the motion to accept and approve the Chairman's Report as given. Mrs. August seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the January, 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.

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

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

OLD/NEW BUSINESS

Mr. Stogner made the motion to approve and enact the January 8, 2013, committee recommendations. Mr. Fenner August 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.

Mrs. August 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