

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 8, 2013

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.

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|-----------------------|---------------------|-----------|
| Members present were: | Mr. James Coleman | Chairman |
| | Mr. Gary Fenner | Treasurer |
| | Mrs. Cynthia August | Secretary |

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|----------------------|--------------------|---------------|
| Members absent were: | Mrs. Mary Ratcliff | |
| | Mr. Jason Verret | |
| | Mr. Mike Miller | |
| | Mr. Mike Stogner | Vice-Chairman |

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|----------------------|----------|----------|
| 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

Mr. Coleman called the roll. The results of that roll call are recorded above. Lacking a quorum, the members present met as a committee and all motions are made as a recommendations for board ratification.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the November 2012, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Fenner 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 November 2012, meeting minutes. Mr. Fenner made the motion to approve the November 2012, meeting minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

ELECTION OF OFFICERS

Mr. Fenner made the motion to re-appoint the present 2012 officers for the year of 2013. Mrs. August seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

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

For the month of November we issued 14 new addresses they were:

| | |
|-------------|----|
| Franklinton | 06 |
| Bogalusa | 03 |
| Pine | 02 |
| Mt. Hermon | 01 |
| Angie | 02 |
| Total | 14 |

For the month of December we issued a total of 17 new addresses: they were

| | |
|-------------|----|
| Franklinton | 11 |
| Bogalusa | 04 |
| Pine | 01 |
| Sun | 01 |
| Total | 17 |

Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones continuing to work on map updates on a daily basis. Updates will be sent to GeoComm following tonight's road name changes.

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> |
|---------------------|-------------------|------------------|---------------------------|
| 2012-4 | Claud Nobles Rd | Claude Nobles Rd | Administrative Correction |
| 2013-1 | Bertice Watson Rd | Berlis Watson Rd | Administrative Correction |

We had an issue with one of the positions at Bogalusa Police Department down but it has been resolved.

Ron Bloom and I are in the process of doing our wireless audit.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. November and December's financial data will be reviewed tonight.

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 219 new users during the month of November and December with 408 page hits.

Communications Center

Work continues on the site. The main building inside sheet rock is scheduled to be completed today. Plumbing rough-in is complete. Fire sprinkler rough in is complete. Electrical rough-in is underway. Building completion is still expected in February.

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

| | |
|------------------------------|-------------------|
| Water Well | January 8, 2013 |
| Uninterruptable Power Supply | January 8, 2013 |
| Dispatch Consoles | January 8, 2013 |
| Data Cabling Install | January 15, 2013 |
| Telephone System Install | February 13, 2013 |
| Audio Visual System | March, 2013 |

Communications Tower

All but three tower punch list items have been completed. Tower completion and acceptance is expected this month.

Additional Topics

Equipment installation for the tower is ongoing. For example, our computer networking system has been installed at the tower equipment building. The fiber optic cable behind our present building to connect the microwave dish to our main 911 equipment at WPSO equipment has been completed. The main radio system installation at the tower will be completed during the first week in February.

The board is requested to approve the signing of a contract for \$ 17,745 with McMath Construction, 1125 North Causeway Boulevard Mandeville, LA 70471, for the construction of a water well at the Communications Center.

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. Mrs. August 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 November and December 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.

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 November and December 2012 financial statements, checklist, and YTD spending as compared to the 2012 budget. Mrs. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Fenner made the motion to approve road name change petitions 2012-4 and 2013-1. Mrs. August 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> |
|---------------------|-------------------|------------------|---------------------------|
| 2012-4 | Claud Nobles Rd | Claude Nobles Rd | Administrative Correction |
| 2013-1 | Bertice Watson Rd | Berlis Watson Rd | Administrative Correction |

Mr. Fenner made the motion to enter into a contract with the low bidder for the communications center water well project. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mrs. August made the motion to host a Grand Opening of the communications center at an appropriate day and time. 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.

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