

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of November 5, 2013

A properly advertised Washington Parish Communications District Board meeting was held on November 5, 2013 at 54100 Dollar Road, 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. Cynthia August	Secretary
	Mr. Jason Verret	
	Mrs. Mary Ratcliff	

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director

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 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 October meeting minutes. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October, 2013, meeting minutes. Mr. Miller made the motion to approve the September 2013, meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the recommendations made at the September and October committee meetings which were held in lieu of full Board meetings. Mr. Stogner made the motion to approve the recommendations made at the September and October committee meetings which were held in lieu of full Board meetings. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'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

For the month of October we issued 22 new addresses and they were:

Franklinton	08
Bogalusa	05
Pine	05
Mt. Hermon	02
Varnado	02
Total	22

I have completed another round of cell phone testing this month for Verizon. Their 9-1-1 call location accuracy was acceptable.

Our 9-1-1 system is maintained by the Louisiana Cassidian dealer, Gage Telephone in Bation Rouge. Their senior 9-1-1 Technician Mr. Brett Cormier has resigned. The junior 9-1-1 Technician has five years experience on our system so we won't have anything to worry about. Gage Telephone has assured us of his abilities.

We have a request for a road name change.

Petition:	1-18-13
Current name:	C. Jenkins Road
Proposed name:	Caiden Lane
Reason for Request:	Duplication or deceptively similar, "O.C. Jenkins Rd"
Background :	Current name was issued in 1988 for Carlos Jenkins who still lives on the road. Six related residents who live on the road are petitioning for the change. Carlos Jenkins has been unreachable for his comments.

It has been checked as a deceptively similar/duplicated road name. Ms Jones reviewed the current name and we do not have another C. Jenkins road.

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 continuing to work on map updates on a daily basis.

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

CHAIRMAN'S REPORT

Public 911 Education

Updates are in progress. Our new street address and telephone numbers have been added to site. The site was visited by 55 new users with 117 age hits last month.

Communications Center

Items remaining include:

Building contract: Punch list – Substantially complete

EOC grant: Audio Visual installation – Should be completed this week with the installation of a building wide announcement system.

Generator : A new larger generator, furnished by the parish, should be delivered and installed by year end. This will complete the basic building construction project.

A final payment of approximately \$ 55,000 to McMath Construction will soon be coming due. It is expected that the funds statement will show \$ 82,000 of usable cash at the conclusion of the building 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. Stogner seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the October 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 October financial statements, checklist, and YTD spending as compared to the 2013 budget. Mr. Stogner

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

Mr. Fenner reviewed the suggested year end revisions (changes) to the 2013 Budget which are summarized as follows:

Income- ATT Wireless	- \$ 36,000
Income – Other Wireless	+ \$ 36,000
Income – Prepaid Wireless	+ \$ 24,000
Total Revenues	+ \$ 24,000
Expense – Interest	+ \$ 5,500
Expense – Utilities	+ \$ 13,250
Total Expenses	+ \$ 18,750
Net Income	+ \$ 5,250

Chairman Coleman called for a motion to accept and approve the Treasurer's recommended 2013 budget revisions, and to approve the 2014 budget as being that of the revised 2013 budget. Mr. Stogner made the motion to accept and approve the Treasurer's recommended 2013 budget revisions, and to approve the 2014 budget as being that of the revised 2013 budget. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Petition Number 1-18-13 to change the name of C. Jenkins Road to Caiden Lane was discussed. Chairman Coleman then stated that he would entertain a motion from the board as to whether or not the name C. Jenkins Road is a duplication or is deceptively similar as specified by Washington Parish Ordinance 09 – 500, Section 5, Paragraph B, Subparagraph a. Mike Miller made the motion that C. Jenkins Road is not a duplication nor is it deceptively similar as specified by Washington Parish Ordinance 09 – 500, Section 5, Paragraph B, Subparagraph and that therefore a public hearing should not be scheduled to further consider the request. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mike Miller informed the board of his intent to resign from the Board effective December 31, 2013, now that the construction of the Communications Center was complete. Mrs. Thomas reported that a resignation due to medical reasons had been received from Mrs. Mary Ratcliff. Mr. Coleman reminded the board that at its June 2013 meeting that a motion was passed, as follows:

“Mr. Fenner made the motion to recommend Mr. Mike Corkern, 1201 Avenue E, Bogalusa, Louisiana, 985-732-9889, former Assistant Controller, Gaylord Container Corporation, Bogalusa Mill, and former school teacher for Washington Parish Schools, to fill the next board opening if such occurs. Mr. Corkern would serve as Mr. Fenner's backup in the Treasurer's function. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.”

Mr. Fenner made the motion to accept the resignations of first, Mrs. Mary Ratcliff, and second, Mike Miller. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman then noted that in accord with the approved motion at the June, 2013 meeting, Mr. Mike Corkern, 1201 Avenue E, Bogalusa, Louisiana, would be recommended for approval by President Richard Ned Thomas and the Parish Council, and that a discussion of Mr. Miller's replacement would be held at the January board meeting.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Fenner made the motion to adjourn. Mr. Stogner 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