

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 14, 2014

A properly advertised Washington Parish Communications District Board meeting was held on January 14, 2014 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
	Mrs. Cynthia August	Secretary
	Mr. Mike Miller	

Members absent were: Mr. Jason Verret

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 November 2013, meeting. The minutes were mailed out to each member prior to this meeting. Ms. August made the motion to dispense with the reading of the November meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the November, 2013, meeting minutes. Mr. Stogner made the motion to approve the November 2013, meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

ELECTION OF OFFICERS

Ms. August made the motion to re-appoint the 2013 officers for the year of 2014. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'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 18 new addresses and they were:

Franklinton	05
Bogalusa	03
Pine	05
Mt. Hermon	01
Varnado	02
Angie	02
Total	18

For the month of December we issued 18 new addresses and they were:

Franklinton	08
Bogalusa	02
Pine	03
Mt. Hermon	02
Varnado	01
Angie	02
Total	18

I have completed another round of cell phone testing for the month of November.

We had the new Technicians for Gage come and update themselves on our facility and familiarize themselves with our system and our layout. We were not charged for this visit.

We had a brass valve in an outside water line rupture last week, even though it was properly insulated and heat traced. Temporary repairs have been accomplished and permanent repairs will be done tomorrow.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. We have closed out the year 2013 and now we will be getting ready for our year end audit.

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

These have been an interesting and productive month for our office. I would like to thank the board for their support and inputs. Also, I would like to let Mr. & Mrs. Stogner know how much we appreciated their hospitality for our Christmas get together.

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. Stogner made the motion to accept and approve the Director's Report as given. Ms. August 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 51 new users with 108 page hits last month.

2014 Budget

Attached for review during Treasurer's Report.

Communications Center

Building contract: Punch list – Complete, final \$50,000 payment made.

EOC grant: Audio Visual installation – The building wide announcement system has been completed and is operational. Final circuit tie ins in the conference room remain to be completed. There will be some additional charges for the CCTV system and the building wide announcement system after adjustments for reductions in other scope items.

Generator : A new larger generator, furnished by the parish, has been delivered and final testing and start up will be on Tuesday, January 21.



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2014 Projects

A preliminary list of additional items that need to be accomplished are listed below. Costs will be available at our next meeting,

- Fire Department tone generators for existing Kenwood desk top radios
- Jeep(s) replacement
- Data network programming improvements to enable:
 - Full Raytheon radio “patching” capabilities
 - Remote control of Kenwood radio features
 - Connection to D Star Dongle System
 - Connection to EchoLink System
 - Enable tower light email notification of problems
 - Connection to present Alber BDS-40 battery monitor in Radio Bunker
- Connect tower mounted TV antenna to Audio Visual System
- Connect tower mounted cell phone antenna to telephone system
- Install weather data collector
- Replace dispatcher map software with updated version
- Replace field addressing map software with updated version
- Hook up new 300KW generator to Radio Bunker electrical system
- Hook up of standby generator to main electrical system
- Install Alber BDS-40 battery monitor on Communications Center UPS

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 November and December 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. Lastly, he reviewed the 2014 budget details.

Chairman Coleman called for a motion to accept and approve the Treasurer’s report, the November and December 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 November and

December 2013 financial statements, checklist, and YTD spending as compared to the 2013 budget. Ms. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mike Miller has informed the board of his intent to resign from the Board effective December 31, 2013, now that the construction of the Communications Center has been completed.

Mr. Stogner made the motion to recommend Mr. Stephen C. Richardson, 315 8th Ave, Franklinton, LA, to fill this board opening. Ms. August 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 also be recommended for approval by President Richard Ned Thomas and the Parish Council at their January 27th 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

Account Description	Account Ty	1/31/14	2/28/14	3/31/14	4/30/14	5/31/14	6/30/14	7/31/14	8/31/14	9/30/14	10/31/14	11/30/14	12/31/14	YTD Total
Income - AT&T - Landline:	Income	11,030.00	11,030.00	11,030.00	11,030.00	11,030.00	11,030.00	11,030.00	11,030.00	11,030.00	11,030.00	11,030.00	11,030.00	132,360.00
Income - Other Land Line	Income	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00
Income - AT&T Wireless	Income	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	18,700.00	224,400.00
Income - Sprint	Income	940.00	940.00	940.00	940.00	940.00	940.00	940.00	940.00	940.00	940.00	940.00	940.00	11,280.00
Income-Other Wireless Phone:	Income	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	42,000.00
Income, VolF	Income	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	450.00
Prepaid wireless	Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,000.00
Income-maps	Income	13.16	13.16	13.16	13.16	13.16	13.16	13.16	13.16	13.16	13.16	13.16	13.16	157.92
Interest in comp	Income	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	3,480.00
Income - sign func	Income	23.75	23.75	23.75	23.75	23.75	23.75	23.75	23.75	23.75	23.75	23.75	23.75	285.00
Grant Funding	Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mis. income	Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Switching equip - AT&T	Expenses	2,990.00	2,990.00	2,990.00	2,990.00	2,990.00	2,990.00	2,990.00	2,990.00	2,990.00	2,990.00	2,990.00	2,990.00	35,880.00
911 lines - AT&T	Expenses	6,750.00	6,750.00	6,750.00	6,750.00	6,750.00	6,750.00	6,750.00	6,750.00	6,750.00	6,750.00	6,750.00	6,750.00	81,000.00
Salaries	Expenses	7,100.00	7,100.00	7,100.00	7,100.00	7,100.00	7,100.00	7,100.00	7,100.00	7,100.00	7,100.00	7,100.00	7,100.00	85,200.00
Contract Salary	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone/beep	Expenses	571.75	571.75	571.75	571.75	571.75	571.75	571.75	571.75	571.75	571.75	571.75	571.75	6,861.00
Svc. & Maint-other equipment	Expenses	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	1,750.00	21,000.00
CWL Maintenance	Expenses	884.00	884.00	884.00	884.00	884.00	884.00	884.00	884.00	884.00	884.00	884.00	884.00	10,608.00
Recorder Maintenance	Expenses	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	5,220.00
Map Display Maintenance	Expenses	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	21,999.96
Travel	Expenses	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	9,600.00
Depreciation	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Education	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting	Expenses	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	4,500.00
Interest Expense	Expenses	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	16,499.88
Office supplies	Expenses	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Insurance	Expenses	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	3,300.00	39,600.00
Insurance L.A. Workmans Comp	Expenses	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	1,392.00
Medical Insurance	Expenses	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
Taxes-payroll	Expenses	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	7,560.00
Legl Fees	Expenses	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Repairs and Maint., Office	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rent	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training-meeting	Expenses	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
Vehicle-gas and repairs	Expenses	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Miscellaneous	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	Expenses	2,304.06	2,304.06	2,304.06	2,304.06	2,304.06	2,304.06	2,304.06	2,304.06	2,304.06	2,304.06	2,304.06	2,304.06	27,648.72
Dues and Subscriptions	Expenses	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	613.92
Advertisement	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Map reprints	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	Expenses	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	82.92
Street signs	Expenses	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Taxes-State unemployment	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meals & Entertainment	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional fees	Expenses	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
LA,WCC	Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue		34,884.41	48,884.41	34,884.41	34,884.41	48,884.41	34,884.41	34,884.41	48,884.41	34,884.41	34,884.41	48,884.41	34,884.41	474,612.92
- Expenses		-34,447.20	-34,447.20	-34,447.20	-34,447.20	-34,447.20	-34,447.20	-34,447.20	-34,447.20	-34,447.20	-34,447.20	-34,447.20	-34,447.20	-413,366.40
Net Income		437.21	14,437.21	437.21	437.21	14,437.21	437.21	437.21	14,437.21	437.21	437.21	14,437.21	437.21	61,246.52