

**WASHINGTON PARISH COMMUNICATIONS DISTRICT  
MINUTES FOR May 31, 2005**

A properly advertised Washington Parish Communications District Board special meeting was held on at May 31, 2005 the E-911 Planning Office located at 1007 Cleveland Street.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Joshua Bridges	
	Mr. Jason Verret	

Members absent were:	Mrs. Cynthia August	Secretary
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Others present were:	Mr. Kenney Gatewood	Attorney
	Mrs. Joanna Thomas	Manager

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.

**OFFICE LOCATION OPTIONS**

This special meeting was called to discuss the options available to the District, both short term and long term, as to the location of our administrative office.

Chairman Coleman began the meeting with general remarks concerning the recent events concerning our HVAC system. Mrs. Thomas then provided details concerning the recent fifteen day air conditioner outage.

Mrs. Thomas informed the board that on May 12<sup>th</sup> it was noticed that the HVAC system was not cooling the office. This deficiency was reported to the HVAC maintenance company, who relayed the information to the building owner. It was the opinion of the building owner that the District was responsible for the repairs to the HVAC unit. The District's position on this issue was that repairs were the responsibility of the building owner. The system was repaired by the building owner's HVAC maintenance company and placed back in service on May 27<sup>th</sup>.

On May 17<sup>th</sup> the District received a fax and a certified letter to vacate the premises by June 30<sup>th</sup> given the District's position on the HVAC repairs.

Subsequent to the receipt of this letter, the District's legal counsel contacted representatives of the building owner to determine what possibilities existed for the execution of a one year lease for the current office space. Based on these conversations, a proposed lease was received from the building owner's real estate representative.

The proposed lease from the owner's real estate representative is for one year at \$ 1,051.45 a month plus \$128.50 per month for insurance and taxes for a total of \$1,179.95 with an option for another year.

### **Short Term Options**

Chairman Coleman then summarized additional short term options available to the District :

- 1) The old Franklinton Police department is available for \$ 400.00 per month, with the condition that if the town found a buyer for the building, we would have to vacate.
- 2) Johnny Sports Store will be available in August for \$ 800.00 per month, but we would have to build offices into the store.
- 3) The Louisiana Family Support office on Boat Ramp Road will be available in August for approximately \$ 1,800.00 per month.

The board then discussed the pros and cons of each short term option. Following this discussion, Mr. Fenner made a motion that we negotiate with the building owner of our present location, beginning at \$ 800.00 a month and but not to exceed \$1,000.00 a month for the first year, and for the second year, not to exceed \$ 200 per month over that of the first year's monthly cost. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

### **Long Term Options**

Following the discussion of the District's short term options, Mr. Coleman suggested that the Board begin to investigate the longer term options which include the construction of administrative offices on the property owned by the District on Dollar Road.

While a motion was not made, it was the consensus of the Board that this option should be fully investigated and brought before the Board at a later date. Mr. Coleman asked Mr. Fenner to work with Mr. Gatewood to develop the financial options for such construction, and asked Mr. Verret and Mr. Stogner to consider their availability to work on the Building Committee with Mr. Coleman, to develop construction options.

**PUBLIC COMMENTS**

There were no public comments

Chairman Coleman called for any additional comments or questions from the members of the board.

Hearing no other questions or additional comments, Chairman Coleman called for a motion to adjourn the meeting.

Mr. Verret made the motion to adjourn. Mr. Bridges seconded the motion. Motion passed by a unanimous vote. Meeting adjourned at 7:00 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: \_\_\_\_\_  
Mrs. Cynthia August, Secretary