

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 9, 2007

A properly advertised Washington Parish Communications District Board meeting was held on January 9, 2007 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
	Mr. Joshua Bridges	
	Mr. Jason Verret	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Mike Miller	

Others present were:	Mrs. Joanna Thomas	Manager
	Mr. Kenny Gatewood	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

Mrs. Thomas called the roll. The results of that roll call are recorded above.

The meeting of December 5, 2006 was utilized as a committee meeting. The regular meeting was held on December 14, 2006.

ELECTION OF OFFICERS

Mr. Joshua Bridges assumed the gavel and called for the nominations for officers for 2007. Mr. Coleman informed the board that all present officers had expressed a willingness to continue their service if it was the will of the board.

Mr. Bridges made the motion that all present officers be re-elected to serve another term. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

APPROVAL OF MINUTES

Mr. Coleman assumed the gavel as Chairman. Chairman Coleman called for a motion to dispense with the reading of the minutes from the December 14, 2006 meeting. The minutes of December were mailed out to each member prior to this meeting. Mr. Bridges made the motion to dispense with the reading of the minutes of December 14, 2006. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman called for a motion to accept and approve the minutes of December 14, 2006.
Mrs. August made the motion to accept and approve the minutes of December 14, 2006.
Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

I have been active during the month of December with both the normal daily operational issues of the office plus supporting our special projects.

Daily Operational Issues

PSAP equipment is working well, with no issues to report during the month of October.

We did have a T1 wide area network failure between our main equipment at the Washington Parish Sheriff's Office and the Bogalusa Police Department on Monday of last week. Gage Telephone is working on this issue and repairs are expected to be completed on January 12th. This circuit is utilized for distributing map update data to the BPD dispatch positions. Repairs will be completed prior to the next distribution of data.

The 1996 Buick that we use as an addressing vehicle again got stuck on a dirt road two weeks ago. The car was successfully rescued by our wrecker service.

Mr. Coleman reports that two trips to the Louisiana surplus yard have not found a potential four wheel drive utility vehicle for the District. The next shipment of used cars is expected in mid February.

Ms. Cami Jones has been on staff since December 11th to continue the work of Ms. Marco. Her training is progressing well and her work ethic is outstanding. Ms. Jones is being employed as a Form 1099 Contract Employee. Her present assignment is to perform the tasks previously done by Ms. Marco. Her long term goal is to assign GPS points to all structures in the parish.

Our recruiting effort for the permanent Mapping / Administrative Assistant position has yielded several good candidates out of eight applicants. All eight applicants will be scheduled to come in to the office for a preliminary interview and to take our Typing Proficiency Test, Excel Proficiency Test, and Mapping Test.

Following this preliminary round of interviews the personnel committee will be asked to interview the most promising candidates. Based on results of these second interviews, the Personnel Committee will then make a recommendation to the Board for their approval. This procedure is as per existing District policies.

Due to the heavy addressing work load, both the new employee and Ms. Jones will both likely be required to visit field sites and assign addresses. The current addressing backlog is 11 business days. It will be important to have the second addressing vehicle in operation during the month of February in order to have both employees working in the field.

We gave out a total of 114 new addresses in the Parish during December. Locations of these addresses were:

Franklinton	90
Mt. Hermon	10
Pine	04
Bogalusa	06
Varnado	02
Angie	02
Total	114

Special Projects

The first VoIP testing in Washington Parish was accomplished on December 13th with Bell South Long Distance. Testing for Vonage will most likely occur next week. Nextel will be scheduling their new Bogalusa tower for preliminary testing within the next two weeks.

Following the preliminary Vonage tests next week, Mr. Coleman will be assisting them in further improving their system. A meeting will be held with Vonage at the NENA/APCO Louisiana conference in Manly, Louisiana on January 17th - 18th. All interested members of the Board are invited to attend this meeting next week. Please let me know if you would like to attend.

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. Fenner made the motion to accept and approve the Manager's Report as given. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

PSAP Equipment

PSAP equipment is operating as per Mrs. Thomas reported.

Mapping and Addresses

Map Development

The latest map updates are almost ready for submission to GeoComm. While there will be a number of road changes and additions, the two interesting new features to be added to the map are the addition of approximately 150 cemeteries and 120 churches.

Public 911 Education

Our 911 web site had 555 page loads and 231 new visitors during the month of December. This is an increase in the number of new users from the previous month.

Other Issues

WPCD's Basic Communications Center for Washington Parish

The Louisiana Bond Commission has received our request for consideration. This request is being held pending receipt of documentation from Professional Engineering Consultants our environmental engineering company.

Tony Arikol, President of PEC and I will be meeting with Bruce Bordelon of the United States Department of Agriculture on Friday, January 12th to lay out a joint path forward to produce the required documentation in the shortest time period possible.

Turner Survey has completed the final topographic grid surveying field work. The site drawings should be completed shortly.

Our request for Army National Guard assistance for site work has been approved for the next step in the approval process. The site will be visited by a LANG NCO on Thursday, January 11th. If this step results in a positive response, the next step will be to submit the paperwork developed by Professional Engineering Consultants in their Bond Commission project.

Lastly, Lambert Architects has begun work on the detailed design of the Phase 1 building based on our review and approval of the preliminary floor plan.

Front Line Addressing Vehicle

Mike Miller and James Merritt have been working with Joanna to locate a four wheel drive vehicle for the District. A visit to Baton Rouge by Mr. Merritt in early December was followed up by me in late December as Ms. Thomas reported. This effort will continue until it becomes necessary to explore other options in order to keep our staff productively working.

Communication District Offices

The proposed MOU between the District and parish government was approved by the Parish Council with a change in wording. The new wording states that the rent will be "at least \$ 200 per month." President Taylor requested after last night's parish council meeting that the District negotiate a rent higher than the \$ 200 figure.

Automatic Vehicle Location System

The AVL system is being reviewed by parish government as a part of an overall ambulance related ordinance. No path forward has been agreed to on this issue.

Unified CAD System for Washington Parish

Negotiations between the District and the CAD vendor have progressed as evidenced by the receipt of their second proposal. A report to the board will be given after the new proposal been reviewed.

Cost Recovery

The recovery of addressing and related building and personnel costs is possible through the use of our recently parish government authorized fees for addressing. Kenny Gatewood will review his legal findings on cost recovery via a fee.

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. Bridges made the motion to accept and approve the Chairman's Report as given. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the 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, and the 911 funds statement with cash disbursements. Mr. Fenner states that he feels confident about our budget numbers.

He then reviewed that CML account, where we received a refund from CML for \$10,000. We adjusted the monthly expenditures to reflect this amount. We have two accounts set up as Map Display Data and the other as Map Data we will do away with one of those accounts. Mr. Fenner reviewed all the financial statements, the checklist, the 2006 budget review and suggested that we retain Mr. Durden to do our yearly compilation report.

Chairman Coleman called for a motion to accept and approve the treasurer's report, the financial statements, the checklist and the final 2006 budget review and to retain Mr. Durden to do our 2006 compilation report. Mr. Verret made the motion to accept and approve the treasurer's report, the financial statements, the checklist and the final 2006 budget review and to retain Mr. Durden to do our 2006 compilation report. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD AND NEW BUSINESS

Chairman Coleman stated that the current large number of telephone requests for address information is causing work flow inefficiencies in the office which, in turn, is increasing our response time. In order to improve our response to the public we have installed a phone call distribution system to help send the calls to the appropriate office.

Following a discussion of the current effort to acquire a four wheel drive SUV type vehicle to be used for addressing, Mr. Fenner made the motion that if we are unsuccessful in finding a good used four wheel drive automobile by February 15th, that we purchase a new unit under the state contract. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman discussed that President Taylor wants to renegotiate our monthly rent to a level higher than the current \$ 200 per month.

Mr. Coleman also discussed that we may be able to recover our addressing costs by a fee for service. Mr. Gatewood will look into this and give us a report on his findings next month.

COMMITTEE REPORTS

There were no committee reports.

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.

Mr. Fenner made the motion to adjourn the Board meeting. Mr. Stogner seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:25 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____
Mrs. Cynthia August, Secretary