

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of April 13, 2010

A properly advertised Washington Parish Communications District Board meeting was held on April 13, 2010 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Gary Fenner	Treasurer
	Mr. Jason Verret	
	Mr. Mike Miller	

Members absent were: Mr. Joshua Bridges

Others present were: Mr. Dan Foil Attorney

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Mrs. 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.

APPROVAL OF MINUTES

Mr. Coleman called for a motion to dispense with the reading of the minutes from the March, 2010, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Verret made the motion to dispense with the reading of the minutes. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to approve the minutes of the March, 2010, meeting. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

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

First, let me report on the daily operational issues.

Daily Operational Issues

During the past month we have had three equipment related issues.

First, the Bogalusa Police Department TDD on their "B" position has been replaced.

Second, the Washington Parish Sheriffs Office 911 computer has been replaced.

Lastly, the ATT 911 data line to their “B” position has been acting up and is scheduled for maintenance on Thursday.

We gave out a total of 51 new addresses in the Parish during March. The location of these addresses was as follows:

Franklinton	19
Mt. Hermon	05
Pine	16
Bogalusa	07
Varnado	04
Total	51

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data.

Ms. Jones continues to develop a “How to Address” and a “How to Map” procedure manual, which we have never had before. I feel it is important to have this in place for a reference, due to the fact that addressing and mapping is a very detailed process. The procedure manual will also be used as a reference guide in correcting problems that are discovered while out in the field.

Ms. Jones continues to review all addresses on Columbia Street and Sullivan Drive in Bogalusa. This review includes physically walking the length of these roads to determine actual addresses.

Mrs. Moore continues to do the addressing. A new set of map updates have been received from GeoComm and we will soon be producing new hard copy maps.

The following road name change is requested by our agency 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>
2010-3	T Magee Rd	C W Magee	Duplicate Name

Special Projects

Mr. Coleman and I met with the Architect on April 5th to review design progress on both the tower and building projects. Tower design is expected to be completed in three weeks. Building design is expected to be completed in six weeks.

Mr. Coleman and I attended the annual district NENA/APCO meeting and came back with a lot of useful information. Mr. Coleman will discuss this in his report.

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

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 154 new users during the month of March. There were 373 page hits during this time period. This is a slight increase compared to last month's activity level.

Communications Center

Lambert continues to work on the building design. As Joanna mentioned in her report, final communications center design is expected in six weeks. An additional elevation survey has been requested by Lambert, and Turner Surveys LLC has been directed to furnish a proposal for this work.

Communications Tower

Lambert continues to work on tower design. As Joanna mentioned in her report, tower related design is expected to be completed in three weeks.

US Congressional Funding of Communications Center Equipment

On October 2, 2009, President Obama signed H.R.2892, the "Department of Homeland Security Appropriations Act, 2010", which includes \$ 350,000 for the Washington Parish Emergency Operations Center.

Final grant related paperwork has been submitted for review to the Office of Homeland Security for the Appropriations Act, 2010. The grant has been pre-approved. Representative Scailse's Office has reported that official notifications should be released on Louisiana projects in mid May.

Project Estimate

The current total project estimate (excluding communications tower cost of \$ 731,00) is as follows:

TOTAL PHASE 1 FUNDS REQUIRED **\$ 1,718,640**

TOTAL PHASE 1 FUNDS AVAILABLE

Louisiana Funds Project 50/J59	\$ 686,000
Local Funds (Not Yet Expended)	\$ 557,640
Local Funds (Expended To Date)	\$ 125,000
H.R.2892	\$ 350,000
Total Funds Available	<u>\$ 1,718,640</u>

District Legal Projects

Wayne Kuhn continues to develop the language for the Cooperative Endeavor Agreement between Washington Parish Government and the Communications District related to the construction of the Communications Center. Dan Foil continues to request completion of this Agreement.

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. Verret 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 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 reviewed all the financial statements, the checklist, and the April YTD spending as compared to the 2010 budget.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the April YTD spending as compared to the 2010 budget.

Mr. Stogner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the April YTD spending as compared to the 2010 budget. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD AND NEW BUSINESS

The following petition was reviewed.

<u>Petition No.</u>	<u>Old Name</u>	<u>New Name</u>	<u>Reason for Change</u>
2010-3	T Magee Rd	C W Magee	Duplicate Name

Mr. Miller made the motion to approve Petition No. 2010-3. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

PUBLIC COMMENTS

There were no public comments.

Mr. Fenner made the motion to adjourn the Board meeting. Mr. Bridges 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