

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of October 5, 2010

A properly advertised Washington Parish Communications District Board meeting was held on October 5, 2010 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Mike Miller	

Others present were:	Mr. Dan Foil	Attorney
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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

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 September, 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. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve the minutes of the September, 2010. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

This office has been active during the month of September 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

All PSAP equipment is currently operating properly. Recurrent failures of the AT&T circuits between our main CML equipment and the Bogalusa Police Department are continuing. Being intermittent, ATT has been unable to permanently fix the circuit.

We gave out a total of 33 new addresses in the Parish during September. The location of these addresses was as follows:

Franklinton	13
Mt. Hermon	02
Pine	02
Bogalusa	04
Varnado	03
Angie	02
Total	26

Mrs. Moore continues to do the addressing and both her and Ms Jones are working on map updates. Our latest updates by GeoComm, have been reviewed by us for accuracy and have been downloaded to the dispatch computers.

Ms. Jones has completed her work on Columbia St and Sullivan Drive. No protests have been received from any of the 160 letters that we sent out.

Based on the driveway constructed to Jamie Hunt's house it is recommended that her address remain as is on Ward Line Rd. Since the driveway does not extend to Emelda Hunts house it is recommended that a letter be sent to her placing her address change to Lambert Rd on hold for 30 days pending an extension of the driveway to the other house.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. We have made all the General Journal entries that were given to us by the auditor for our final year end adjustments.

.Special Projects

The design on our building continues with review drawings expected this week.

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

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 138 new users during the month of September. There were 231 page hits during this time period. This is a slight increase compared to last month's activity level by new users

Communications Center

Lambert continues to work on the building design. Final communications center design while expected by the end of October.

Communications Tower

The construction bid process has been completed on the tower. One valid bid was received with a bid amount which exceeded the budget. Therefore, the tower complex will be redesigned and re-bid.

US Congressional Funding of Communications Center Equipment

Official notification has been received on this \$ 350,000 project. The Cooperative Endeavor Agreement between the Parish and the Department of Homeland Security has been approved by Parish government.

District Legal Projects

A Cooperative Endeavor Agreement between the Parish and the District has been signed by the Parish to allow the District to prepare a Homeland Security Region 9 radio related Tactical Interoperable Communications Plan

The TIC Plan is intended to document what interoperable communications resources are available within the region who controls each resource, and what rules of use or operational procedures exist for the activation and deactivation of each resource.

The District would receive \$ 7,000 under this proposed Cooperative Endeavor 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. Fenner 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 the September 30, 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 September 30, YTD spending as compared to the 2010 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, and the September 30, YTD spending as compared to the 2010 budget. Mr. Verret seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD AND NEW BUSINESS

Mr. Verret made the motion to write a letter to Jamie Hunt informing her that her address will remain as is on Ward Line Rd. and a letter to Emelda Hunt placing her address change to Lambert Rd on hold for 30 days pending an extension of the driveway to her house Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

PUBLIC COMMENTS

There were no public comments.

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