

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 4, 2011

A properly advertised Washington Parish Communications District Board meeting was held on January 4, 2011 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mrs. Cynthia August	Secretary
	Mr. Gary Fenner	Treasurer
	Mr. Mike Miller	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Jason Verret	
	Mr. Joshua Bridges	

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.

ELECTION OF OFFICERS

Mike Miller made the motion to reappoint the 2010 officers for 2011. Ms. August seconded the motion. Motion passed by a unanimous vote.

Thus, the 2011 Washington Parish Communications District Officers are:

Mr. James Coleman	Chairman
Mr. Mike Stogner	Vice-Chairman
Mrs. Cynthia August	Secretary
Mr. Gary Fenner	Treasurer

APPROVAL OF MINUTES

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

Ms. August made a motion to approve the minutes from the November and December, 2010, meetings. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

This office has been active during the month of December 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 although the ATT circuits to both Bogalusa PD and Franklinton PD have been having problems on an intermittent basis.

We gave out a total of 27 new addresses in the Parish during October. The location of these addresses was as follows:

Franklinton	10
Mt. Hermon	02
Pine	07
Bogalusa	05
Angie	01
Varnado	02
Total	27

Mrs. Moore continues to do the addressing and both her and Ms Jones are working on map updates. It is expected that the latest updates will be ready to be sent off to GeoComm this week.

The final Columbia St and Sullivan Drive address letters have been sent out and no objections have been received.

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

Special Projects

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>
2010-5	Salem Rd	Salem Dr	Administrative Correction
2010-6	Old Columbia Rd (Varnado)	E Old Columbia Rd	Duplicate
2010-7	Old Columbia Rd (Frank)	W Old Columbia Rd	Duplicate
2010-9	LeeRd (Frank)	N Lee Rd	Duplicate

The internal audit of all the cell towers in our Parish continues. Ron Bloom, our wireless consultant, is working with me on this project.

On behalf of the office staff I would like to thank Mike Stogner for hosting our December meeting.

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. Ms. August seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

Our 911 web site was visited by 85 new users during the month of December. There were 200 page hits during this time period. This is a slight increase compared to last month's activity level by new users

Communications Center

Lambert's building design has been reviewed and feedback has been given. The Louisiana Office of Facility Planning and Control has completed their pre-bid review process and has approved the design as meeting the intent of the capital outlay award.

Communications Tower

Approval to redesign and re-bid has been received from the state's CBDG Office. An approved contract addendum is expected within ten days.

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.

Tactical Interoperable Communications Plan

The District has completed the Washington Parish Tactical Interoperable Communications Plan

The District has received \$ 7,000 under its Cooperative Endeavor Agreement with Washington Parish.

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. Miller made the motion to accept and approve the Chairman's Report as given. Ms. August seconded the motion. Motion passed by a unanimous vote

TREASURER'S REPORT

Mr. Fenner reviewed the November and December 2010, 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 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 YTD spending as compared to the 2010 budget.

Mr. Miller made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the YTD spending as compared to the 2010 budget.

Mrs. August seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD AND NEW BUSINESS

Following a presentation by Mr. Michael Roux CPA, Mr. Miller made the motion to approve signing the CPA engagement letter as follows:

Review/Attest

Start Period: 1/01/2010

End Period: 12/31/2010

MINDA B. RAYBOURN CPA

820 11TH AVE

FRANKLINTON, LA 70438

MS. August seconded the motion. Motion passed by a unanimous vote

The following road name change petitions were then reviewed.

<u>Petition No.</u>	<u>Old Name</u>	<u>New Name</u>	<u>Reason for Change</u>
2010-5	Salem Rd	Salem Dr	Administrative Correction
2010-6	Old Columbia Rd (Varnado)	E Old Columbia Rd	Duplicate
2010-7	Old Columbia Rd (Frank)	W Old Columbia Rd	Duplicate
2010-9	LeeRd (Frank)	N Lee Rd	Duplicate

Following the review, Mr. Coleman called for a motion to approve the petitions. Mr. Miller made the motion to approve the petitions. Ms. August seconded the motion. Motion passed by a unanimous vote

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Miller made the motion to adjourn the Board meeting. Ms. August 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