

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of May 3, 2011**

A properly advertised Washington Parish Communications District Board meeting was held on May 3, 2011 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. Mike Miller	
	Mr. Joshua Bridges	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Jason Verret	

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 March, 2011, meeting. A meeting was not held in April. 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. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made a motion to approve the minutes from the March, 2011, meetings. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

**MANAGER'S REPORT**

This office has been active during the month of March and April 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*

We have had some issues with an ATT circuit at the Bogalusa Police Department on more the one occasion during March and April. Gage and AT&T worked on this together and it was discovered that is was a problem with the circuit or (line) on AT&T's end.

These circuit are old so most of the new technicians are not familiar with how to work on them. I have talked with Mr. Coleman and met with Gage to come up with a solution, which is to replace these old circuits with what is called a very reliable T-1 line that can carries both data and voice. We already have these T-1 circuits in place to carry map data. We will reconfigure them to also carry voice.

By doing this we will cut back on a recurring cost of approximately \$1200.00 per month.

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates.

We gave out a total of 33 new addresses in the Parish during March and 54 during April. The location of these addresses was as follows:

	April	May
Franklinton	15	33
Mt. Hermon	3	5
Pine	3	6
Bogalusa	9	5
Varnado	1	1
Angie	1	1
Sun	1	3
Total	33	54

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Last year's financial records have been delivered to our auditor.

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. Stogner 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 160 new users during the month of March and 123 new users during April. There were 293 page hits during March and 186 during April.

### **Communications Center**

Lambert's building design with upgrades and tower related changes will be reviewed for any additional changes early next week.

Louisiana Bond Commission approval to borrow building construction funds if such are needed, not to exceed \$ 500,000 has been approved by the bond commission.

### ***Communications Tower***

The communications tower drawings and specifications have been released for bid. There will be a pre-bid meeting tomorrow and final bids are due to May 17<sup>th</sup>.

### ***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. Mr. Bridges seconded the motion. Motion passed by a unanimous vote

## **TREASURER'S REPORT**

Mr. Fenner reviewed the March and April, 2011, 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 2011 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 2011 budget.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the financial statements, the checklist, the YTD spending as compared to the 2011 budget. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **OLD AND NEW BUSINESS**

Mr. Coleman reviewed the Emergency Notification System that will soon be acquired by the Washington Parish Office of Homeland Security. This system will allow the automatic calling of citizens located within a geographic area given an emergency. The software will be installed on an existing 9-1-1 dispatch position.

### **PUBLIC PARTICIPATION**

There was no participation by the public.

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