

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of January 10, 2012**

A properly advertised Washington Parish Communications District Board meeting was held on January 10, 2012 at 805 Pearl Street, Franklinton, LA at 6:00 PM.

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

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

Others present were:	Dan Foil	Attorney
	Mrs. Joanna Thomas	Manager

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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the November, 2011, meeting. 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. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the November, 2011, meeting minutes. Mr. Miller made the motion to approve the November, 2011, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

**ELECTION OF OFFICERS**

Mr. Miller made the motion to re-appoint the present Officers. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

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

## MANAGER'S REPORT

This office has been active during the month of November and December 2011 with both the normal daily operational issues of the office plus supporting our special projects.

We gave out a total of 32 new addresses in the Parish during November follows:

Franklinton	18
Mt. Hermon	03
Pine	02
Bogalusa	04
Varnado	02
Angie	01
Sun	02
Total	32

We gave out a total of 24 new addresses in the Parish during December are follows:

Franklinton	11
Mt. Hermon	01
Pine	04
Bogalusa	02
Varnado	04
Angie	02
Total	24

Mrs Moore and Ms Jones have been working mapping issues from GeoComm. Mrs. Moore continues to do the addressing and both Ms Moore and Ms Jones are working on all the map updates

I have working with Ron Bloom our wireless consultant on our wireless system. We have done several days of wireless cell phone testing at the WPSO during the months of November and December.

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

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>
2011-6	Avenue A	A Alley	Administrative Correction
2011-7	Gill Rd	Long Ear Ln	Duplicate

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

## **CHAIRMAN'S REPORT**

### ***Public 911 Education***

Our 911 web site was visited by 107 new users during the month of December with 203 page hits.

### **Communications Center**

Lambert's building re-design has been completed and was reviewed on yesterday. Our target for re-bid is during the month of January. The actual date will depend on how quickly the Louisiana Office of Facility and Control can approve our new documents. Based on their preliminary review they have asked us to submit our Cost Estimate and Parish Letter of Financial Commitment.

Our latest building cost estimate (attached) is \$ 1,306,000.

If the building comes in at \$ 1,300,000, our total project costs (revised) will be as follows:

\$ 1,300,000	Building
\$ 115,000	Design Fees
\$ 450,000	UPS, IT, Security, Audio Visual, Consoles
\$ 80,000	Generator
\$ 1,945,000	Total

Funds will be available as follows:

\$ 700,000	Louisiana State Funds
\$ 350,000	Homeland Security Funds
\$ 500,000	WPCD Retained Earnings
\$ 355,000	WPCD Loan
\$ 40,000	Parish Generator Funds
\$1,945,000	Total

### **Other Financial Information**

\$ 150,000	Retained Earnings Balance (estimate) after building and tower
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### *Communications Tower*

Work continues on the site as shown below. Project completion is projected to be in March.



### *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 report. Mr. Fenner made the motion to accept and approve the Chairman's Report as given. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

### **TREASURER'S REPORT**

Mr. Fenner reviewed December, 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 then reviewed all the financial statements, the checklist, and the YTD spending as compared to the 2011 budget. Mr. Fenner made the recommendation to let the two CD's with a February date to roll over for 6 months.

Chairman Coleman called for a motion to accept and approve the Treasurer's report, the financial statements, the checklist, the YTD spending as compared to the 2011 budget, and to roll over the two February CD's for another 6 months.

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, and to roll over the two February CD's for another 6 months . Mr. Miller seconded the motion. Motion passed by a unanimous vote.

### **COMMITTEE REPORTS**

There were no committee reports.

### **NEW/OLD BUSINESS**

Mr. Fenner made the motion to recommend the appointment of Ms Mary Ratcliff to the Board. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve the following road name changes. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

<u>Petition No.</u>	<u>Old Name</u>	<u>New Name</u>	<u>Reason for Change</u>
2011-6	Avenue A	A Alley	Administrative Correction
2011-7	Gill Rd	Long Ear Ln	Duplicate

Mr. Fenner made the motion to sign a letter of engagement with Minda B. Raybourn CPA for the 2011 Financial Review at a cost of \$ 4,500. Mr. Miller seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to develop the language of a Cooperative Endeavor Agreement with Washington Parish Government concerning an additional District employee. Mr. Miller 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. 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