

**WASHINGTON PARISH COMMUNICATIONS DISTRICT  
Minutes for August 01, 2006**

A regularly scheduled and properly and advertised Washington Parish Communications District Board meeting was held on August 01, 2005 at the E-911 Planning Office located at 805 Pearl Street.

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

Members absent were:	Mr. Jason Verrett
	Mr. Joshua Bridges

Others present were:	Mr. Kenney Gatewood	Attorney
	Mrs. Joanna Thomas	Manager

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

**READING OF THE MINUTES**

Chairman Coleman called for a motion to dispense with the reading of the minutes of July 11, 2006 since they were mailed out to each member prior to this meeting. Mrs. August made the motion to dispense with the reading of the minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman asked if there were any deletions, corrections or additions to be made to the minutes for July 11, 2006. Mr. Coleman called for a revision of the minutes to reflect that at our last meeting, the board passed a resolution to allow bond financing to go forward. A motion to adopt the following resolution was made by Mike Stogner, seconded by Gary Fenner, and passed by a unanimous vote at the July meeting :

A resolution declaring the intention of the Washington Parish Communications District, Parish of Washington, State of Louisiana (the "Issuer"), to issue in the name of the Issuer, Revenue Bonds in an amount not to exceed Two Million Dollars (\$2,000,000) for the purpose of acquiring, constructing and equipping a Emergency Operations/911/Multi-Agency Communications Center; generally describing said Revenue Bonds and the security therefor; authorizing the newspaper publication of a notice of such intention setting forth a date and time when said governing authority will meet in open and public session to hear any objections to the proposed issuance of such Bonds; providing for the filing of a petition by a certain percentage of the electors of the Issuer objecting to the issuance of the proposed Bonds unless an election is held on the question of the issuance

thereof; applying to the State Bond Commission for the approval of the contents of the proposed notice of intention; and other matters in connection therewith.

Chairman Coleman called for any other revisions and hearing none, asked for a motion to accept and approve the minutes and the revision made for July 11, 2006. Mrs. August made the motion to accept and approve the minutes and the revision made for July 11, 2006. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

## **MANAGER'S REPORT**

PSAP equipment is working well, with no issues to report. There have been no equipment failures during the past month.

Ms. Marco continues to issue new addresses and streams all new roads in the Parish outside of Bogalusa and Franklinton. Also, all new structures are given GPS coordinates.

We gave out a total of 62 new addresses in the Parish during July. Location of these addresses was:

Franklinton	38
Mt. Hermon	06
Pine	06
Bogalusa	10
Varnado	00
Angie	02
Isabel	00
Total	62

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

### ***Special Projects***

The GeoComm maps and mapping software upgrades continue to be utilized without any problems. Changes and updates to the maps are being submitted to GeoComm as part of our ongoing map maintenance agreement as they become available.

On July 27<sup>th</sup> I attended the quarterly Louisiana NENA meeting in Baton Rouge. One of the main topics of conversation was VoIP implementation at Louisiana PSAP's.

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 the Manager's Report. Mr. Fenner made the motion to accept and approve the Manager's Report. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### ***PSAP Equipment***

There are no PSAP operational issues.

### ***Map Development***

The revised mapping software continues to operate appropriately.

### ***Wireless Implementation Phase 2***

The recent wireless testing of two Nextel sites was not successful due to cell system issues and will be rescheduled at a later date.

### **Public 911 Education**

Our 911 web site continues to be updated and site usage continues at its normal rate.

### ***WPCD's Basic Communications Center for Washington Parish***

It would appear to be appropriate from a project timing perspective, to actively begin the bond financing process following our next meeting.

### ***Communication District Offices***

It has been made know to us that Homeland Security would possibly like to move into the building by the end of August.

It is my recommendation that an interagency agreement be entered into between the Communications District and Washington Parish establishing the parameters of us occupying a building owned by the Parish.

This interagency agreement may include such things as :

- Cost and terms of the rent
- Terms of utility payments
- Terms of the District's Toshiba telephone system usage by the Parish
- Statement that finances, management, and employee duties of the Parish and the District are not to be commingled or shared.

### ***Timber Sale***

An Invitation To Bid on any and all marketable timber on our property has been properly advertised and sent to approximately twenty potential buyers.

Two bids have been properly received by the bid deadline. Weyerhaeuser has bid the highest amount of \$ 24,404 for the timber on the 8.88 acres, or \$ 2,748 per acre.

If this bid is accepted, the average cost of the entire land parcel is approximately \$ 5,569 per acre.

Kenny Gatewood is reviewing the attached “Timber Deed” and will make any necessary revisions if the Board wishes to accept the timber bid.

### ***Automatic Vehicle Location System***

The ambulance company education program to help them understand the benefits of the proposed AVL system is underway. The attached newspaper article may be of interest in regards to this issue.

### ***Personnel Committee***

The Personnel Committee has met and will present their recommendations at the August meeting.

### ***Conclusions***

The recent events surrounding the Katrina emergency are still affecting our citizens and our 9-1-1 system. 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 asked for any questions or comments, and hearing none, Chairman Coleman then called for a motion to accept the Chairman’s Report. Mr. Stogner made the motion to accept and approve the Chairman’s Report. Mrs. August 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 registration, cash receipts, the account reconciliation statement and the 911 funds statement with cash disbursements. He stated that we will look at the budget at next months meeting.

Chairman Coleman called for a motion to accept and approve the treasurer’s report, the financial statements, the checklist and the budget review. Mr. Miller made the motion to accept and approve the financial statements, the checklist, and the budget review. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

## **COMMITTEE REPORTS**

Mrs. August, speaking on behalf of the Personnel Committee requested that the Board go into executive session to review personnel performance and compensation. There were no objections. The board then went into executive session.

The board returned from executive session. Mr. Coleman reported that no action of the board was taken during the executive session.

**OLD / NEW BUSINESS**

Mr. Miller made the motion that we move our office to the back of this building if Homeland Security indicates that they will be moving to the building and that Mr. Gatewood be directed to prepare an interagency agreement to include the cost and terms of the District's rent payments to the Parish, terms of utility payments plus a statement that finances, management, and employee duties of the Parish and the District are not to be commingled or shared. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to accept the bid and approve the timber sale and associated Timber Deed to Weyerhaeuser for \$ 24,404. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman informed the board that the insurance policy is up for renewal and that the cost has increased approximately \$1,000 higher than last year's policy. This increase is attributed to Katrina related losses in the state. The total premium is \$13,000. Chairman Coleman called for a motion to accept and approve the renewal for our insurance with VFIS through Moore & Jenkins. Mr. Fenner made the motion to accept and approve the renewal of our insurance. Mrs. August seconded the motion. Motion passed by a unanimous vote.

**PUBLIC COMMENTS**

There were no public comments

Chairman Coleman called for any additional comments or questions from the members of the board. Hearing no other questions or additional comments, Chairman Coleman called for a motion to adjourn the meeting. Mr. Miller made the motion to adjourn. Mr. Fenner seconded the motion. Motion passed by a unanimous vote. Meeting adjourned at 7:30 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: \_\_\_\_\_  
Mrs. Cynthia August, Secretary