

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of December 04, 2007

A properly advertised Washington Parish Communications District Board meeting was held on December 04, 2007 at 805 Pearl Street, Franklinton, Louisiana 70438 at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Joshua Bridges	

Members absent were:	Mr. Gary Fenner	Treasurer
	Mr. Mike Miller	
	Mr. Jason Verret	

Others present were:	Mr. Kenny Gatewood	Attorney
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Chairman Coleman called the meeting to order at the appointed time of 6:00 PM. Mrs. August opened with prayer and the pledge of allegiance to the flag of the United States.

ROLL CALL OF BOARD MEMBERS

Mr. Coleman called 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 2007, meeting. The minutes of November were mailed out to each member prior to this meeting. Mr. Bridges made the motion to dispense with the reading of the minutes of November, 2007. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mrs. August made the motion to approve the minutes of November 2007. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

MANAGER'S REPORT

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

We gave out a total of 80 new addresses in the Parish during September. The location of these addresses was as follows:

Franklinton	42
Mt. Hermon	05
Pine	05
Bogalusa	21
Varnado	00
Angie	06
Kentwood (Frank)	01
Total	80

We also had numerous new roads added to our map during the past month along with numerous address changes.

GeoComm has returned our map updates and they have been downloaded to the dispatchers. New hardcopy maps should be available later this week.

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

Mrs. Moore and Ms. Jones continue to do the addressing and all the map updates. They have stayed on the road continuously without stop, adding new roads, finding missing roads, correcting addresses previously issued incorrectly as well calculating and issuing new address.

Several problems have occurred with the Buick this month. First, the turn signals and brake lights would not work and then the car could not be started while on the road and had to be towed to the repair shop. We had to replace the battery and repair worn wiring to fix these problems.

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

CHAIRMAN'S REPORT

Map Development

As Mrs. Thomas mentioned in her report Geocomm has delivered our new map data. New maps should be available later this week.

Public 911 Education

Our 911 web site was visited by 147 new users during the month of November.. There were 306 page hits during this time period. This is a decrease from last month.

Louisiana APCO/NENA

In response from APCO, the attached paper was written which explains how the new VoIP telephone system will impact the 911 system.

WPCD's Request For Louisiana National Guard Assistance

PEC of Baton Rouge is continuing to secure documentation of approvals necessary for assistance from the National Guard for site earth work. A sign off from the Corps of Engineers has been received. Their projection is that the final package will be ready for submission in two weeks.

WPCD's Request For U.S. Dept. of Agriculture Assistance

WPCD has requested assistance from the U.S. Department of Agriculture under the Community Facilities Guaranteed Loan Program and the Community Facilities Grant Program. All necessary permits have now been obtained. The USDA will be asked to indicate how we can best proceed at this point while they continue to review our preliminary application.

WPCD's Request For FEMA Hazard Mitigation Funding Request

The District met with the Louisiana liaison staff to review our request for \$ 540,000 of assistance to increase the wind survivability from 110 mph to 150 mph of the proposed building. Final clarifications will be submitted next week.

WPCD's Request for Louisiana Capital Appropriations

As you know, our Capital Appropriations Request was acted on by the Louisiana Bond Commission on September 20. The Commission approved a cash line of credit for Washington Parish for \$500,000 on this project during the 2007 state fiscal year.

We are waiting for the parish to receive the cooperative endeavor agreement with the state of Louisiana. Once it is received, President Taylor has the authority by Ordinance to sign the agreement.

The language for our cooperative endeavor agreement with the parish to serve as the lead agency on the project has been completed by Kenny Gatewood. With the Board's approval it will be executed. Once it is received, President Taylor has the authority by Ordinance to sign the agreement.

A request for continuing funding has already been filed with the state for next year's legislative session and Senator Never's support letter has been written.

Agency Recruitment and Retention

The District, at its September meeting, voted to provide its employees a benefit plan, the cost and configuration to be determined and approved at future meetings. It is suggested that the Board come to a conclusion as to the level of monetary commitment it wishes to make toward implementing its September decision to proceed.

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. Mrs. August 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

Due to the absent of Mr. Fenner the treasurer, Mr. Coleman gave the Treasurer's Report. Mr. Coleman reviewed the financial statements beginning with the balance sheet, both assets and liabilities. Then he reviewed the income and expense statements. Next, he reviewed the check register, cash receipts, the account reconciliation statement, and the 911 funds statement with cash disbursements. Mr. Coleman discussed moving \$ 40,000.00 out of the checking into a 6 month CD. He then reviewed the final 2007 budget adjustments.

Mrs. August made the motion to move \$ 40,000.00 out of checking and into a 6 month CD. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

Mr. Bridges made the motion to accept and approve the November 2007, Treasurer's Report, the financial statements, the checklist and the 2007 budget review and adjustments. The adjustments should result in year end totals of revenues of \$ 404,360.40, total expenses of \$ 357,115.56, and net income of \$ 47,244.84, and that the beginning 2008 budget should reflect these same numbers. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman informed the board that the Parish Government will make a decision on the road name changes of Rod & Gun Club Rd and Liz Ln at the January meeting.

OLD AND NEW BUSINESS

Mr. Stogner made the motion to pursue the purchase for a 4 wheel drive jeep from the state surplus, Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mrs. August discussed that she has been talking with the new Parish President about insurance and benefits for the employees. Mr. Thomas said that he would like to meet with the board to discuss issues further. Mr. Stogner made the motion to continue the discussion with the Parish President and for the personnel committee to meet with the president to come to a resolution. Mr. Bridges seconded the motion. Motion passed by a unanimous vote.

PUBLIC COMMENTS

There were no comments from the public.

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.

Mrs. August made the motion to adjourn the Board meeting. Mr. Bridges seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned.

As recorded by: Mrs. Joanna Thomas

Approved by: _____
Mrs. Cynthia August, Secretary