

**WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of December 10, 2010**

A properly advertised Washington Parish Communications District Board meeting was held on December 10, 2010 at 11389 Dutch Stogner Rd, Bogalusa, LA 70438 at 6:30 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Jason Verret	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Joshua Bridges	
	Mr. Mike Miller	

Chairman Coleman called the meeting to order at the appointed time of 6:30 p.m.

ROLL CALL OF BOARD MEMBERS

Mr. Coleman called the roll. The results of that roll call are recorded above.

APPROVAL OF MINUTES

Mr. Coleman stated that the minutes of the November, 2010, meeting will be reviewed at the meeting in January.

MANAGER'S REPORT

Mr. Coleman stated that the Manager's Report for the December, 2010, meeting (shown below) will be reviewed at the meeting in January.

This office has been active during the month of November 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.

We gave out a total of 20 new addresses in the Parish during October. The location of these addresses was as follows:

Franklinton	10
Mt. Hermon	04
Pine	05
Bogalusa	01
Total	20

Mrs. Moore continues to do the addressing and both her and Ms Jones are working on map updates.

The final Columbia St and Sullivan Drive address letters have been prepared and will be sent out next week.

Emelda Hunt's driveway has been inspected by our staff and has been deemed satisfactory from an addressing standpoint. Therefore, Mrs. Hunts Ward Line Rd address will not require changing.

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

Special Projects

The annual TDD refresher class which was mandated in 2004, by the Attorney General of the United States was successfully taught in November. Brett with Gage also came in to give a refresher class to the dispatchers on our CML 911 equipment.

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

I assisted Tangipahoa Parish Communications District in teaching a Basic Telecommunicate class which was attended by some of our local dispatchers.

This has been an interesting and productive month for our office. I would like to thank the board for their support and inputs.

CHAIRMAN'S REPORT

Mr. Coleman stated that the Chairman's Report for the December, 2010, meeting (shown below) will be reviewed at the meeting in January.

Public 911 Education

Our 911 web site was visited by 123 new users during the month of October. There were 316 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 is performing their pre-bid review process.

Communications Tower

Approval to redesign and re-bid has been received from the State CBDG office.

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 will receive \$ 7,000 under its Cooperative Endeavor Agreement with Washington Parish Homeland Security.

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.

TREASURER'S REPORT

Mr. Fenner reviewed the income and budget statements. Mr. Fenner then reviewed the November 30, YTD spending as compared to the 2010 budget, the proposed 2011 budget and made a recommendation that no 2010 budget adjustments be made.

Chairman Coleman called for a motion to accept and approve the November 30, YTD spending as compared to the 2010 budget, the proposed 2011 budget and the recommendation that no 2010 budget adjustments be made.

Mr. Fenner made the motion to accept and approve the November 30, YTD spending as compared to the 2010 budget, the proposed 2011 budget and the recommendation that no 2010 budget adjustments be made. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

Mr. Fenner reviewed the report of the Personnel Committee which included a recommendation for a 2.5 percent COL payroll adjustment.

Chairman Coleman called for a motion to accept, approve, and implement the Personnel Committee report.

Mr. Fenner made the motion to accept, approve, and implement the Personnel Committee report. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD AND NEW BUSINESS

There was no old or new business.

PUBLIC COMMENTS

There were no public comments.

Mr. Verret made the motion to adjourn the Board meeting. Mr. Stogner 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

2011 Budget

Account Description	Total	Total
Income- AT&T- Landlines	132,360.00	
Income - Other Land Line	4,200.00	
Income - AT&T Wireless	260,400.00	
Income - Sprint	16,800.00	
Income-Other Wiresless Phones	6,000.00	
Income, VoIP	450.00	
Prepaid wireless	32,000.00	
Income-maps	157.92	
Interest income	3,480.00	
Income-sign fund	285.00	
Total Revenue		456,132.92
Switching equip-.AT&T	35,880.00	
911 lines - AT&T	68,760.00	
Salaries	85,200.00	
Telephone/beeper	6,861.00	
Svc. & Maint-other equipment	21,000.00	
CML Maintenance	10,608.00	
Recorder Maintenance	5,220.00	
Map Display Maintenance	17,784.00	
Travel	9,600.00	
Depreciation	66,300.00	
Accounting	4,500.00	
Office supplies	6,000.00	
Insurance	19,944.00	
Insurance LA. Workmans Comp.	439.92	
Medical Insurance	12,000.00	
Taxes-payroll	7,560.00	
Legal Fees	2,400.00	
Rent	2,400.00	
Training-meeting	9,000.00	
Vehicle-gas and repairs	6,000.00	
Utilities	3,241.92	
Dues and Subscriptions	613.92	
Bank Charges	82.92	
Street signs	1,200.00	
Professional fees	1,500.00	

Total Expense		-404,095.68
Revenue	456,132.92	
- Expenses	<u>-404,095.68</u>	
Net Income	52,037.24	52,037.24