

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 5, 2021

A properly advertised Washington Parish Communications District Board meeting was held on January 5, 2021 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	
	Mr. Danny Harris	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Ms. Sarah Burris	

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Ms. August opened with prayer.

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 December, 2020, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Fenner made the motion to dispense with the reading of the December, 2020, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the December, 2020, meeting minutes. Mr. Smith made the motion to approve the December, 2020, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

ELECTION OF OFFICERS

Mr. Fenner made the motion to re-appoint the 2020 officers for the year of 2021. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

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

Daily Operational Issues

All PSAP are up a running with our new 911 system no major issues to report at this time.

For the month of November we issued 24 new addresses they were:

Franklinton	09
Bogalusa	06
Mt. Hermon	01
Pine	07
Angie	01
Total	24

For the month of December we issues 23 new addresses they were:

Bogalusa	03
Varnado	02
Franklinton	14
Mt. Hermon	01
Pine	03
Total	23

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. All the financials have been taken to Minda for the audit.

Mrs. Moore continues to do the addressing and both Ms Moore and MS Jones continuing to work on map updates on a daily basis.

Special Projects

The project to prepare our equipment to utilize the new map data field collection system is still under way and should be complete this month.

At the project completion, our staff will be utilizing the same mapping software as is used by most of our nearby parishes. This will make data sharing easier.

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

Mr. Coleman called for any questions concerning the Director's Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Director's report. Mr. Harris made the motion to accept and approve the Director's Report as given. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 267 new users with 213 page hits in December. Foreign users were from China, Israel, Hong Kong, Ukraine, and Korea.

Special Projects

- Provide tower space to Geaux Techie, Llc, 113 Richard St, Franklinton, LA 70438 – Proposed Cooperative Endeavor Agreement sent to Geaux Techie but no response.
- Transition to New Mapping Software with assistance of E S Squared of Denham Springs – In progress but consultant delayed.

Other Business

- ATT invoice for two years of network circuits received for \$29,000. A credit for \$ 16,000 also received.
- Parish council requests Law Enforcement Advisory Committee. It is suggested that the scope be enlarged to include Fire, EMS and Homeland Security.

2021 Projects

Capital

Fire Alarm Control Replacement		\$ 10,000
Preliminary Design of Building Expansion		\$ 19,000

Non Capital

Tower Inspection and Adjustments		\$ 18,000 (quote request being done)
Transition to New Mapping Software		\$ 4,000 (In progress)
Replacement Radio Amplifier		\$ 3,000
Replacement Cellular Amplifier for 4G		\$ 1,000

Mr. Coleman called for any questions concerning the Chairman's Report. Hearing none, Mr. Coleman called for a motion to accept and approve the Chairman's report. Mr. Fenner made the motion to accept and approve the Chairman's Report as given. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Fenner reviewed the December, 2020, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the December, 2020, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the December, 2020, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, and the 911 funds statement with cash disbursements. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Harris made the motion to approve the Public Safety Petition to change the road name of Tree of Life Road to Tree of Life Church Rd. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Minda Raybourn of Minda B. Raybourn CPA gave a report on the Financial Audit for the year of 2019. She reviewed the financial statements, and all the revenues and expenditures. There were no findings.

Mr. Harris made the motion to accept the Financial Report and Review presented by Ms. Raybourn. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to engage Minda B. Raybourn CPA to perform the 2020 Financial Audit. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

The Chairman of the Personnel Committee, Ms. August, reported that based on a review of the 2020 Performance Reviews, the November, 2020 Treasurer's Report, Policy 2.3 – Salary and Wage Administration, and the US Dept of Labor Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), it was the unanimous recommendation of the committee that the employees of the District receive a 4.0% salary increase effective immediately.

Ms. August made the motion that the employees of the District receive a 4.0% salary increase effective immediately. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

PUBLIC PARTICIPATION

There was no participation by the public.

Ms. Fenner made the motion to adjourn. Mr. Smith 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