

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of November 9, 2021

A properly advertised Washington Parish Communications District Board meeting was held on November 9, 2021 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Danny Harris	Treasurer
	Mr. Olander Smith	
	Ms. Sarah Burris	

Members absent were: Mr. Brent Jones

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. Thomas 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 October, 2021, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the October, 2021, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October, 2021, meeting minutes. Ms. August made the motion to approve the October, 2021, meeting minutes. Ms. Burris seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

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

Daily Operational Issues

All dispatch positions are up and running.

Outages did occur during the fiber optic cable cut in Bogalusa.

For the month of October we issued 25 new addresses they were:

Franklinton	08
Mt. Hermon	03
Bogalusa	03
Pine	07
Varanado	01
Angie	03
Total	25

MS Moore and MS Jones continue to work on the mapping.

The accounting system is working well. Jim and I continue to input the monthly financial data. Minda has finished the year end 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

1. The project to prepare our equipment to utilize the new map data field collection system is continuing its shakeout phase. The old system is no longer being used.
2. An emergency responder map is currently being reviewed on (1) a searchable ESRI web site and (2) in pdf form on the Communications District web site.
3. The large map printer has been installed.
4. The Rave School Panic Button system has been reviewed with the Bogalusa School System Superintendent.

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. Ms. Burris seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 185 new users with 226 page hits in October which unchanged from the previous month. Foreign users were from China, Ireland, Ukraine, and Canada.

Special Projects

- Weekly review of ongoing technical issues continue.
- A new preliminary budget estimate is being prepared for the replacement of the Franklinton tower. An older estimate was \$ 135,000. This project may end up being the highest priority 2022 project due to A) Rust damage to the tower legs, and B) The high importance to keep the microwave link to Franklinton operational.

Other Business

- The next Emergency Services Advisory Committee is scheduled for Wednesday, November 10, 2021, to meet with Travis Johnson, GOHSEP Interoperability Program Manager to discuss Washington Parish radio coverage and reliability.

2021 Projects

Capital

Fire Alarm Control Replacement		\$ 10,000 (completed)
Preliminary Design of Building Expansion		\$ 19,000 (completed)
Android Tablets (2)		\$ 1,400 (completed)
Trimble R1 GPS Units (2)		\$ 4,600 (completed)
In Building WiFi		\$ 3,000 (completed)
Replace Map Printer		\$ 9,000 (completed)
Replacement Radio Amplifier		\$ 3,000 (completed)

Non Capital

Tower Inspection and Adjustments		\$ 18,000 (completed)
SMART911		\$ 5,250 (completed)
Transition to New Mapping Software		\$ 4,000 (in progress)
Replacement Cellular Amplifier for 4G		\$ 1,000 (completed)
Adjust Guy Wire Tension		\$ 5,000

Future Projects

Building Expansion, Bunking and Feeding Safe Room		\$ 1,500,000 (Grant)
Franklinton Bunker		\$ 500,000
Replace Franklinton tower)		\$ 135,000
Security Fencing		\$ 170,000
Replace 25 Year Old Vehicle		\$ 32,000
Replace 8 year old Audio Visual System		\$ 130,000
Replace 8 year old Telephone System		\$ 50,000
Replace EOC Tower Lighting System		\$ 30,000

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. Smith made the motion to accept and approve the Chairman's Report as given. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Harris reviewed the October, 2021, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, the 911 funds statement with cash disbursements and the need to transfer \$ 20,000 to the LAMP dedicated capital account

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the October, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, the 911 funds statement with cash disbursements and to transfer \$ 20,000 to the LAMP dedicated capital account

Mr. Harris made the motion to accept and approve the Treasurer's report, the October, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 911 funds statement with cash disbursements and to transfer \$ 20,000 to the LAMP dedicated capital account. Ms. Burris seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Minda Raybourn of Minda B. Raybourn CPA gave a report on the Financial Audit for the year of 2020. 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. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Harris made the motion to engage Minda B. Raybourn CPA to perform the 2021 Financial Audit. Ms. August seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Harris made the motion to adjourn. Ms. August 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