

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of September 14, 2021

A properly advertised Washington Parish Communications District Board meeting was held on September 14, 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	
	Ms. Sarah Burris	
	Mr. Olander Smith	

Members absent were:	Mr. Gary Fenner	Treasurer
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 August, 2021, meeting. The minutes were mailed out to each member prior to this meeting. Ms. Burris made the motion to dispense with the reading of the August, 2021, meeting minutes. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the August, 2021, meeting minutes. Mr. Harris made the motion to approve the August, 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 August with both the normal daily operational issues of the office plus supporting our special projects.

Daily Operational Issues

All PSAP are up a running and there are no major issues to report at this time.

For the month of August we issued 21 new addresses they were:

Franklinton	12
Mt. Hermon	01
Pine	04
Bogalusa	04
Total	21

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

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

All the financial statements and information were given to Minda in April for our year end audit. She will present our 2020 audit report at the October meeting.

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. The following software upgrades have been completed and the system is fully operational. Dispatcher training has been completed.
 - Solacom Dispatch
 - GeoComm Dispatch Map
 - Rave School Panic Button

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

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 143 new users with 167 page hits in August. Foreign users were from China, Singapore, Ukraine, Russia and Mississippi.

Special Projects

- Weekly review of ongoing technical issues continue.
- The next map system transition meeting is scheduled for September 22nd to begin work on setting up a map printing system.

Other Business

- The next Emergency Services Advisory Committee is scheduled for October 6th. There was no September meeting due to Hurricane IDA.

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

Non Capital

Tower Inspection and Adjustments		\$ 18,000 (completed)
SMART911		\$ 5,250 (completed)
Transition to New Mapping Software		\$ 4,000 (in progress)
Replacement Radio Amplifier		\$ 3,000
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

	2017	2018	2019	2020	2021	2022	2023	2024	2025
	Actual	Actual	Actual	Unaudited	Estimate	Estimate	Estimate	Estimate	Estimate
INCOME									
Wireline Income	\$ 244,000	\$ 232,000	\$ 207,000	\$ 201,000	\$ 192,960	\$ 185,242	\$ 177,832	\$ 170,719	\$ 163,890
Wireless Income	\$ 497,000	\$ 513,000	\$ 510,000	\$ 473,376	\$ 473,376	\$ 473,376	\$ 473,376	\$ 473,376	\$ 473,376
Other Income	\$ 18,000								
Total Income	\$ 759,000	\$ 745,000	\$ 717,000	\$ 674,376	\$ 666,336	\$ 658,618	\$ 651,208	\$ 644,095	\$ 637,266
EXPENSE									
ATT Legacy 911 Call Routing	\$ 23,000	\$ 22,000	\$ 21,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 69,660	\$ 69,660
ATT Next Generation Call Routing									\$ 3,268
Solacom Managed Services									\$ 13,730
Solacom Maintenance	\$ 147,000	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000
Depreciation	\$ 423,000	\$ 458,000	\$ 471,000	\$ 469,000	\$ 469,000	\$ 469,000	\$ 469,000	\$ 469,000	\$ 469,000
Other	\$ 593,000	\$ 633,000	\$ 645,000	\$ 645,000	\$ 645,000	\$ 645,000	\$ 645,000	\$ 691,660	\$ 708,658
Total Operating Expense	\$ 1,666,000	\$ 1,112,000	\$ 72,000	\$ 29,376	\$ 21,336	\$ 13,618	\$ 6,208	\$ (47,565)	\$ (71,392)
Operating Income	\$ (9,000)	\$ (6,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)
Non Operating Revenue/ (Expense)	\$ 157,000	\$ 106,000	\$ 71,000	\$ 28,376	\$ 20,336	\$ 12,618	\$ 5,208	\$ (48,565)	\$ (72,392)
Change in Net Position	\$ 304,000	\$ 259,000	\$ 224,000	\$ 181,376	\$ 173,336	\$ 165,618	\$ 158,208	\$ 104,435	\$ 80,608
Less, Principal paid on debt	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Net Funds Available For Use	\$ 279,000	\$ 234,000	\$ 199,000	\$ 156,376	\$ 148,336	\$ 140,618	\$ 133,208	\$ 79,435	\$ 55,608
Restricted Capital Funds Balance					\$ 200,000	\$ 340,618	\$ 473,826	\$ 553,260	\$ 608,868

Current Capital Projects Awaiting Funding

Franklinton 911 Equipment Shelter	\$500,000
Security Fencing at EOC	\$170,000
Replace Franklinton tower	\$135,000
Replace 8 year old Audio Visual System	\$130,000
Replace 8 year old Telephone System	\$50,000
Replace 25 Year Old Vehicle	\$32,000
Replace EOC Tower Lighting System	\$30,000
Total	\$1,047,000
minus, Current (2021) Availability of Funds	\$ 175,000
Funds to be Accumulated From Funds Available For Use	\$ 872,000

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. Stogner 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. Harris reviewed the August, 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, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the August, 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, and the 911 funds statement with cash disbursements.

Ms. August made the motion to accept and approve the Treasurer's report, the August, 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, and the 911 funds statement with cash disbursements. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Ms. Burris made the motion to add a replacement map printer to the 2021 Capital Budget and to charge \$50 per large map printed by it.. 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. Stogner 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