

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of August 7, 2018**

A properly advertised Washington Parish Communications District Board meeting was held on August 7, 2018 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	

Members absent were: Mr. Cook Byrd

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Ms. Thomas opened with prayer and the pledge of allegiance to the flag of the United States.

**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 July, 2018, 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 July meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the July, 2018, meeting minutes. Mr. Fenner made the motion to approve the July, 2018, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the board's recommendations when it met as a committee in July, 2018. Ms. August made the motion to approve the board's recommendations when it met as a committee in July, 2018. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'S REPORT**

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

### *Daily Operational Issues*

All PSAPs are currently operational. There were two problems during the month.

I received a call from the telephone company that one of four incoming 9-1-1 trunks at the Bogalusa Police Department was down. It was caused by a bad data card which Gage had to replace.

A few days later I received a call from WPSO reporting that they were not able to receive calls. It required approximately 36 hours for this issue to be resolved. During this time WPSO 9-1-1 calls were re-routed to FPD and BPD.

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

Franklinton	11
Bogalusa	03
Varnado	01
Pine	05
Mt Hermon	03
Angie	01
Total	24

Ms. Moore continues to do the addressing and both Ms Moore and MS Jones continuing to work on map updates on a daily basis. A group of updates was submitted to GeoComm last week for addition to the dispatch system.

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

### *Special Projects*

Testing of VoIP telephone call routing was accomplished this past month.

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. Ms. August 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 136 new users with 212 page hits in July. Foreign users were from Ireland.

### **Special Projects**

A one return session to change one light and reposition one antenna will be required after the light is received from the manufacturer. This is expected to occur in September.

The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish in 2018 will be written after the plat and legal description from the surveyor is received.

### **2018 Capital Plan**

Pave Roadway	Approximately \$ 36,000
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This project has been completed. An invoice has not yet been received.

### **Policies and Procedures**

Based on the advice of our auditor, it appears that policies and procedures should be written to cover the following:

1. Purchasing
2. Disbursements
3. Receipts
4. Payroll
5. Contracts
6. Travel and Expense Reimbursement
7. Ethics
8. Debt Service
9. Cash Collections
10. Requisitions-Purchase Orders
11. Vendor Approval

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

## **TREASURER'S REPORT**

Mr. Fenner reviewed the July, 2018, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the July, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the July, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

## **OLD/NEW BUSINESS**

Mr. Smith made the motion to consider any proposal that the Washington Parish Tourism Commission wishes to make concerning land acquisition. The Chairman was directed to mention to the Tourism Commission that this does not imply eventual approval. Mr. Stogner seconded the motion. Motion passed by a unanimous vote. Ms. August recused herself from the discussion and vote on this issue.

## **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