

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of September 11, 2018**

A properly advertised Washington Parish Communications District Board meeting was held on September 11, 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	
	Mr. Cook Byrd	

Members absent were: Mr. Danny Harris

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 August, 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 August meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the August, 2018, meeting minutes. Ms. August made the motion to approve the August, 2018, meeting minutes. Mr. Byrd 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 PSAPs are currently operational. There were no problems during the month.

All three positions in our Dispatch Room are fully operational utilizing an automatic single keyboard and mouse for the five computers at each position.

For the month of August we issued 32 new addresses they were:

Franklinton	16
Bogalusa	05
Varnado	01
Pine	06
Mt Hermon	02
Angie	02
Total	32

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

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

### ***Special Projects***

The Emergency Operations Center in our building was activated for nine hours on September 3<sup>rd</sup>. I manned the 411 position during this activation. The 411 position handles calls from the public concerning emergency management related information.

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

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 85 new users with 142 page hits in July. Foreign users were from New Jersey.

### **Special Projects**

Our detailed response to the Tourism Commission is attached. In summary, the letter states that any building erected within the boundary of the public safety complex must have a public safety use in addition to its normal function. In this case, their building would be used to house emergency workers during times of activation.

One return session to change one light and reposition one antenna will be required after the light is received from the manufacturer. The light has been received. We are waiting on the antenna. This is expected to occur in October.

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. Cost will be approximately \$ 5,000.

### **2018 Capital Plan**

Pave Roadway	Estimate \$ 36,000 Actual \$ 23,000
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This project has been completed. An invoice has been received and was paid today.

### **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

Minda will be sending us examples of each procedure next week.

### **Ethics Training**

Our ethics training has to be completed by the end of the year, Login information is attached for your use.

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. Byrd seconded the motion. Motion passed by a unanimous vote.

## **TREASURER'S REPORT**

Mr. Fenner reviewed the August, 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 August, 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 August, 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. Coleman reviewed the need for all board members to complete their yearly ethics training. Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to [LA R.S.42:1170A](#) .

The following link was given to enter the online training portal.

<https://laethics.net/EthicsTraining/login.aspx>

## **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