

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of July 2, 2019**

A properly advertised Washington Parish Communications District Board meeting was held on July 2, 2019 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. Gary Fenner	Treasurer
	Ms. Sarah Burris	
	Mr. Olander Smith	
Members absent were:	Mr. Danny Harris	
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 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 June, 2019, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Smith made the motion to dispense with the reading of the June meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the June, 2019, meeting minutes. Mr. Fenner made the motion to approve the June, 2018, meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'S REPORT**

This office has been active during the month of June 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 three outages during the month of June. Two were AT&T problems and one was a failure of our equipment.

- I got a call from WPSO stating that they could not hear the caller. I reported it to Gage Telephone. This ended up being a local equipment issue and it was corrected by Gage.

- The second problem was due to an AT&T cell tower outage and it was corrected by AT&T.
- The third problem was a point to point T1 circuit outage between WPSO and FPD and it was corrected by AT&T.

For the month of June we issued 19 new addresses they were:

Franklinton	10
Bogalusa	04
Mt. Hermon	01
Pine	02
Angie	01
Varnado	01
Total	19

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

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 align our three data bases (MSAG, Map and Snap Shot) continues. We are over 73% complete on this project.

Test calls were performed by Verizon in April. The results were good.

Minda Raybourn CPA reported on June 26<sup>th</sup> that the audit had been completed and that there were no issues.

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. Burris 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 68 new users with 114 page hits in June. Foreign users were from Israel, China, Canada and France.

## Special Projects

- The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish to complete the new 911 equipment project is in the hands of Wayne Kuhn. I reviewed this with Donna Graham last week.
- The Request for Proposal for the 9-1-1 Equipment Replacement Project is in the process of being written (70 pages currently) and is scheduled for completion in July.
- The requests for new or upgraded telephone circuits to support the replacement 9-1-1 system are in the process of being installed. These include:
  - Metro E Network to PSAPs has been completed.
  - CAMA and ALI circuits to EOC have been completed and are being tested.
  - Convert PRI circuits to SIP at EOC has been completed.

## 2019 Capital Plan

Telephone and Electric Conduit		\$ 10,000 (completed)
Administrative Server Replacement		\$ 20,000 (in progress)
Administrative Switch Replacement		\$ 12,600 (in progress)
AV IPad Replacement		\$ 2,000 (completed)
Radio Amplifier Replacement		\$ 2,500 (in progress)
Fire Protection System Sensor Waterproofing		\$ 3,500 (completed)
DOTD Required Sign On Dollar Road		Rescheduled to 2020
Sign on Corner of Hwy 10 and Dollar Rd		\$ 1,300 (completed)
9-1-1 Equipment Replacement		\$ 450,000 (RFP in Progress)

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

## TREASURER'S REPORT

Mr. Fenner reviewed the June, 2019, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the June, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the June, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds

statement with cash disbursements. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

**OLD/NEW BUSINESS**

There was no old or new business.

**COMMITTEE REPORTS**

There were no committee reports.

**PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Fenner made the motion to adjourn. Mr. Stogner 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