

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of November 10, 2020**

A properly advertised Washington Parish Communications District Board meeting was held on November 10, 2020 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	
	Ms. Sarah Burris	

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.

**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, 2020, meeting. The minutes were mailed out to each member prior to this meeting. Ms. Stogner made the motion to dispense with the reading of the October, 2020, meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the October, 2020, meeting minutes. Ms. Burris made the motion to approve the October, 2020, 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 October with both the normal daily operational issues of the office plus supporting our special projects

***Daily Operational Issues***

All PSAP are up a running with our new 911 system no major issues to report at this time.

For the month of October we issued 29 new addresses they were:

Franklinton	20
Angie	02
Pine	05
Bogalusa	01
Varnado	01
Total	29

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 prepare our equipment to utilize the new map data field collection system is under way and should be complete in 30 to 45 days. Work by our consultant has been delayed by the recent hurricanes.

At the project completion, our staff will be utilizing the same mapping software as is used by most of our nearby parishes. This will make data sharing easier.

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 Chairman's report. Ms. Burris made the motion to accept and approve the Chairman'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 195 new users with 260 page hits in October. Foreign users were from China, Ukraine, Dominican Republic, and the United Arab Emirates.

### **Special Projects**

- Provide tower space to Geaux Techie, Llc, 113 Richard St, Franklinton, LA 70438 – Will review tonight.
- Transition to New Mapping Software with assistance of E S Squared of Denham Springs – In progress but consultant delayed by hurricanes.

## Other Business

- ATT invoice for two years of network circuits received for \$29,000
- Board member re-appointment recommendation for James Coleman, Mike Stogner and Danny Harris.

## 2020 Projects

### Capital

Fire Alarm Control Replacement		\$ 10,000 (Scheduled This Year)
Fencing and Security at Office		\$ 180,000 (Removed From Budget)
Video Conference System For Conference Room		\$ 5,000 (complete)

### Non Capital

UPS Battery Replacement		\$ 10,000 (complete)
Tower Inspection and Adjustments		\$ 18,000 (quote request being done)
Field Computer Upgrades		\$ 5,000 (complete)
Reverse 9-1-1		\$ 12,000 (complete)
Transition to New Mapping Software		\$ 4,000 (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. Fenner seconded the motion. Motion passed by a unanimous vote.

## TREASURER'S REPORT

Mr. Fenner reviewed the October, 2020, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the October, 2020, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the October, 2020, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 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 submit a Cooperative Endeavor Agreement for the use of tower space to Geaux Techie, LLC, 113 Richard St, Franklinton, LA 70438. Ms. August seconded the motion. Motion passed by a unanimous vote.

Ms. Burris made the motion to recommend to parish government the re-appointment of James Coleman, Danny Harris and Mike Stogner to the Board of the Washington Parish Communications District. 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.

Ms. Burris 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