

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of June 6, 2023**

A properly advertised Washington Parish Communications District Board meeting was held on June 6, 2023 at 54100 Dollar Rd., Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mrs. Cynthia August	Secretary
	Mr. Danny Harris	Treasurer
	Mr. Olander Smith	
	Mr. Brent Jones	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Ms. Sarah Burris	

Others present were:	Joanna Thomas	Director
	Chase Anderson	Lawyer

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Rev. 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 May, 2023, meeting. The minutes were emailed out to each member prior to this meeting. Mr. Jones made the motion to dispense with the reading of the May, 2023, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the May, 2023, meeting minutes. Mr. Smith made the motion to approve the May, 2023, meeting minutes. Mr. Jones seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'S REPORT**

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

***Daily Operational Issues***

All dispatch positions are up and running.

Bogalusa Police department did have a lighting strike that knocked out both positions and we are currently getting the cost of the damage together to file on our insurance.

For the month of May we issued 14 new addresses they were:

Franklinton	09
Bogalusa	01
Pine	02
Angie	02
Total	14

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

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

Minda continues to work on our 2022 audit. All questions have been answered.

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

### ***Special Projects***

Ms. Jones continues to actively work on the St. Tammany border. After completion she will expand the review to the four Mississippi counties that we border.

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. Jones made the motion to accept and approve the Director's Report as given. Mrs. August seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 225 new users with 375 page hits in May. Foreign users were from Finland, Ireland, Ukraine, China, Singapore, Canada, Hong Kong, Australia, India, France, Thailand and Germany.

### **Special Projects**

- Weekly review of ongoing technical issues continue.
- Mapping software training is ongoing.

- Generator Transfer Switch final hookup has been completed.
- Generator spring inspection and oil change has been completed.
- Damaged Fire Suppression Sprinkler System
  - Pump and diesel engine are being rebuilt. Ship date of components from the factory is June 19<sup>th</sup>.

## 2023 Projects

### Capital

Install Generator Transfer Switch		\$ 15,000 (completed)
Replace 8 year old Telephone System		\$ 10,000
Replace EOC Tower Lighting System		\$ 35,000
Replace Tower Mounted TV Camera		\$ 10,000 (Cameras delivered)
Replace Damaged Antenna On Tower		\$ 10,000 (Partial delivery)
Raplace Two Dispatch TV Screens		\$ 3,000 (completed)

### Non Capital

Improved Cyber Security System Software		\$ 3,000 per year (in progress)
Remove Microwave Dishes From Tower		\$ 5,000

### Future Projects

Building Expansion, Bunking and Feeding Safe Room		\$ 1,500,000 (Grant)
Franklinton Tower and Bunker		\$ 1,239,000 (Grant)
Security Fencing		\$ 170,000
Replace 25 Year Old Vehicle		\$ 32,000
Replace 8 year old Audio Visual System		\$ 130,000
Replace 9-1-1 Call Recorder		\$ 20,000
Replace Law Enforcement LWIN Radios		\$ 40,000 (does not include radios used for audio recordings)
Add Additional Dispatch Position		\$ 50,000

### Franklinton Tower and Bunker

TOWER		
Materials- tower	\$ 75,900.00	
Foundation- tower	\$ 101,300.00	
Erection- tower	\$ 57,500.00	
Antenna/Line Instalation	\$ 23,000.00	
Dismantle Old Tower	\$ 55,000.00	
Remove Old tower Foundation	\$ 50,000.00	

Freight- tower	\$ 2,300.00	\$ 365,000.00
BUNKER		
11'6" x 28' Concrete Shelter	\$ 217,500.00	
FM200 Fire Suppression System	\$ 15,600.00	
Shelter Freight	\$ 3,750.00	
Chainwall foundation	\$ 82,500.00	
Foundation Freight to Washington	\$ 2,500.00	
Shelter Foundation Instalation	\$ 31,500.00	
Shelter Instalation	\$ 35,300.00	
WG Bridge Instalation	\$ 10,000.00	
Fencing	\$ 14,000.00	
Grounding	\$ 25,000.00	\$ 437,650.00
EQUIPMENT		
30kVA UPS System	\$ 125,000.00	
Radio System	\$ 150,000.00	
55kw Generator	\$ 31,250.00	
Soil Analysis	\$ 17,250.00	\$ 323,500.00
Sub Total		\$ 1,126,150.00
A and E		\$ 112,615.00
TOTAL		\$ 1,238,765.00
Grant		\$ 921,000.00
Local Match		\$ 317,765.00

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. Smith made the motion to accept and approve the Chairman's Report. Mr. August seconded the motion. Motion passed by a unanimous vote.

### **TREASURER'S REPORT**

Mr. Harris reviewed the May, 2023, financial statements, the income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2023 budget respectively, and the 911 funds statement.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the May, 2023, financial statements, income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2023 budget respectively, and the 911 funds statement.

Mr. Harris made the motion to accept and approve the Treasurer's report, the May, 2023, financial statements, income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2023 budget respectively, the 911 funds statement and to move \$30,000 from the checking account into LAMP. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Coleman called for a motion to renew the GeoComm data maintenance agreement for the next year at a cost of \$ 7,820. Mrs. August made the motion to renew the GeoComm data maintenance agreement for the next year at a cost of \$ 7,820. Mr. Smith 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. Smith made the motion to adjourn. Mrs. August seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 6:30 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: \_\_\_\_\_ Mrs. Cynthia August, Secretary