

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of July 11, 2023

A properly advertised Washington Parish Communications District Board meeting was held on July 11, 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	
	Ms. Sarah Burris	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Brent Jones	

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 June, 2023, meeting. The minutes were emailed out to each member prior to this meeting. Mr. Smith made the motion to dispense with the reading of the June, 2023, meeting minutes. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the June, 2023, meeting minutes. Mr. Smith made the motion to approve the June, 2023, meeting minutes. Mrs. 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 dispatch positions are up and running

For the month of June we issued 23 new addresses they were:

Franklinton	12
Bogalusa	03
Pine	02
Angie	03
Mt. Hermon	02
Covington	01
Total	23

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..

The audit of our 2022 financial statements has been completed by Minda with no reported findings.

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 has completed the St. Tammany border review. Based on her study St Tammany would take over emergency response on three structures and we would add nine structures to our parish. St Tammany has been given this data but has not agreed to the changes as of yet.

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. Mrs. Burris 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 179 new users with 328 page hits in June. Foreign users were from Finland, Ireland, China, Singapore, Canada, Ukraine, and Thailand.

Special Projects

A lightning strike and resulting power surge has damaged equipment at the 54100 Dollar Road Emergency Operations Center.

The damage includes the equipment room air conditioning system and the building's automatic electrical transfer switch. This damage poses an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations. The board is requested to approve the repairs as an imminent threat to the public health, welfare, safety, or public property under emergency conditions.

- Weekly review of ongoing technical issues continue.
- Mapping software training is ongoing.
- AT&T upgraded network now in operation.
- Replacement of telephone system now possible with upgraded network.
- Repairs of damaged automatic transfer switch being planned.
- Repairs of damaged Liebert HVAC system completed.
- Damaged Fire Suppression Sprinkler System
 - Pump and diesel engine are being rebuilt. Ship date of components from the factory is this week.

2023 Projects

Capital

Install Generator Manual 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)
<i>Replace 4 Analog CCTV Cameras</i>		<i>\$ 3,500</i>

Non Capital

Improved Cyber Security System Software		\$ 3,000 per year (in progress)
Remove Microwave Dishes From Tower		\$ 5,000
<i>Bunker UPS Battery Replacement</i>		<i>\$ 10,000</i>

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

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.

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

TREASURER’S REPORT

Mr. Harris reviewed the June, 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, the 911 funds statement, and suggested revisions to the 2023 income and expense budget.

The suggested revisions to the 2023 income and expense budget are as follows:

	YTD Actual	YTD Budget	Current Mo. Budget	New Mo. Budget
Income- AT&T- Landlines	\$ 67,571	\$ 83,016	\$ 13,836	\$ 11,262
Income - Other Land Line	\$ 60,817	\$ 17,412	\$ 2,902	\$ 6,520
Income-Other Wireless Phones	\$ 91,074	\$ 57,000	\$ 9,500	\$ 15,179
Prepaid wireless	\$ 45,088	\$ 55,872	\$ -	\$ 7,515
Interest income	\$ 6,745	\$ 1,740	\$ 290	\$ 1,124
Mis., income	\$ 90,476	\$ -	\$ -	\$ 10,123
Switching equip-.AT&T	\$ 8,466	\$ 11,340	\$ 1,890	\$ 1,411
Salaries	\$ 59,400	\$ 50,226	\$ 8,371	\$ 9,900
Public Education	\$ 14,970	\$ 5,160	\$ 860	\$ 2,083
Interest Expense	\$ 3,587	\$ 8,250	\$ 1,375	\$ 598
Medical Insurance	\$ 18,240	\$ 12,276	\$ 2,046	\$ 3,040
Lightnng Damage	\$ -	\$ -	\$ -	\$ 3,000
Fire Damage	\$ 14,724	\$ -	\$ -	\$ 7,500

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the June, 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 the revisions to the 2023 income and expense budget.

Mr. Harris made the motion to accept and approve the Treasurer’s report, the June, 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 the revisions to the 2023 income and expense budget. Mrs. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Harris made the motion to enter into a month to month cloud-based, carrier-class VoIP communications agreement with Gage for \$939/month subsequent to a legal review by Mr. Anderson. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Smith made the motion to approve repairs to the equipment room air conditioning system and the building’s automatic electrical transfer switch as an imminent threat to the public health, welfare, safety, or public property under emergency conditions given that the damage poses an imminent threat to the public health, welfare, safety, or public property under emergency conditions as defined in accordance with regulations. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

Mr. Harris made the motion to add the following items to the 2023 approved project list:

<i>Replace 4 Analog CCTV Cameras</i>		<i>\$ 3,500</i>
<i>Bunker UPS Battery Replacement</i>		<i>\$ 10,000</i>

Mrs. 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.

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