

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of January 9, 2024

A properly advertised Washington Parish Communications District Board meeting was held on January 9, 2024 at 54100 Dollar Rd., Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Danny Harris	Treasurer
	Ms. Sarah Burris	
	Mr. Olander Smith	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Brent Jones	

Others present were:	Joanna Thomas	Director
	Chase Anderson	Attorney

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

Mr. Coleman called for a motion to approve the December, 2023, meeting minutes. Mr. Harris made the motion to approve the December, 2023, meeting minutes. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

ELECTION OF OFFICERS

Ms. Burris made the motion to re-appoint the 2023 officers for the year of 2024. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of November and December of 2023 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 November we issued 28 new addresses they were:

Franklinton	17
Bogalusa	09
Mt. Hermon	01
Angie	01
Total	28

For the month of December we issued 27 new addresses they were:

Franklinton	11
Bogalusa	07
Pine	01
Mt. Hermon	04
Angie	01
Varnado	03
Total	27

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.

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

As mentioned in a previous report we have started to see new cell towers being built in the parish. The testing of these new towers in addition to the testing of new equipment on existing towers is included in the 2024 non-capital budget item, "Wireless Location Improvement Project".

Ms. Jones continues to updated our map showing the Mississippi border. A meeting with Marion County will be held in January.

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

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 646 new users with 704 page hits in December. Foreign users were from China, Canada, United Kingdom, Poland, Singapore, and India.

Special Projects

- Weekly review of ongoing technical issues continue. Requested ATT credits for network issues and problems have yet to be granted.
- Mapping software training is ongoing.
- Washington Parish Homeland Security has ordered replacement LWIN radios as per Future Capital Projects.

Replace Law Enforcement LWIN Radios	\$ 40,000 (does not include radios used for audio recordings)
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- Reviewed the following projects with John Wyble and Ryan Seal as per Future Capital Projects.

Building Expansion, Bunking and Feeding Safe Room	\$ 1,500,000 (Grant)
Franklinton Tower and Bunker	\$ 1,239,000 (Grant)

2024 Projects

Capital 2024

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)
<i>Replace 8 year old Audio Visual System</i>	<i>\$ 25,000 (Partial)</i>
<i>Replace 9-1-1 Call Recorder</i>	<i>\$ 20,000</i>
<i>Radio Antenna Combiner</i>	<i>\$ 20,000</i>

Non Capital 2024

Improved Cyber Security System Software	\$ 3,000 per year (in progress)
Remove Microwave Dishes From Tower	\$ 5,000
Bunker UPS Battery Replacement	\$ 10,000 (scheduled for 1/11/24)
Wireless Location Improvement Project	\$ 15,000

Future Capital 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
Replacement Radio Dispatch System	\$ 300,000

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 and the three additions to the 2024 Capital Budget. Mr. Harris made the motion to accept and approve the Chairman's Report and the three additions to the 2024 Capital Budget. Mrs. Harris seconded the motion. Motion passed by a unanimous vote.

TREASURER'S REPORT

Mr. Harris reviewed the November and December, 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, and the 911 funds statement.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the November and December, 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, and the 911 funds statement.

Mr. Harris made the motion to accept and approve the Treasurer's report, the November and December, 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, and the 911 funds statement. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

A member of the Personnel Committee, Mr. Smith, reported that based on a review of the 2023 Performance Reviews, the January, 2023 Treasurer's Report, Policy 2.3 – Salary and Wage Administration, and the US Dept of Labor Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W), it was the unanimous recommendation of the committee that the employees of the District receive a 3.0 % salary increase effective in the first paycheck in February.

OLD/NEW BUSINESS

Mr. Smith made the motion that the employees of the District receive a 3.0 % salary increase effective immediately. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Harris made the motion to adjourn. Mrs. Burris 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