

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of November 7, 2023

A properly advertised Washington Parish Communications District Board meeting was held on November 7, 2023 at 54100 Dollar Rd., Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Danny Harris	Treasurer
	Mr. Olander Smith	
	Ms. Sarah Burris	
	Mr. Brent Jones	

Members absent were:

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

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

Mr. Coleman called for a motion to approve the motions passed during the committee meeting of October 3, 2023. Mr. Stogner made the motion to approve the motions passed during the committee meeting of October 3, 2023. Mr. Harris 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 dispatch positions are up and running.

For the month of October we issued 26 new addresses they were:

Franklinton	11
Bogalusa	06
Pine	04
Angie	04
Varnado	01
Total	26

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

Our new EOC phone system has been installed and is working well.

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

We have started to see new cell towers being built in the parish. New towers are being built on Hwy 1072 between Plainview and Franklinton and between Bogalusa and Franklinton off of Highway 10. The testing of these new towers in addition to the testing of new equipment on existing towers will be included in the 2024 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 November.

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 773 new users with 916 page hits in October. Foreign users were from

Ireland, China, Sweden, Israel, Canada, Singapore, and India.

Special Projects

- The rebuilt Fire Suppression Sprinkler System pump and diesel engine has been installed and payment made.
- Weekly review of ongoing technical issues continue. A request has been made to ATT Government for credits to be made for network issues and problems.
- Mapping software training is ongoing.
- Yealink telephone desk sets have been installed and are now utilizing our normal numbers.

2023 Projects

Capital

Install Generator Transfer Switch		\$ 15,000 (completed)
Replace 8 year old Telephone System		\$ 10,000 (In progress)
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)
Replace 4 Analog CCTV Cameras		\$ 3,500 (awaiting quote)

Non Capital

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

Future Non Capital Projects

Wireless Location Improvement Project		\$ 15,000
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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.

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

TREASURER'S REPORT

Mr. Harris reviewed the October, 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 October, 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 October, 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. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Harris made the motion to recommend to the Washington Parish Council that Mr. Olander Smith and Mr. Brent Jones be re-appointed to four year terms on the Washington Parish Communications District board with their terms beginning on January 1, 2023. Mrs. Burris 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. Harris made the motion to adjourn. Mr. Smith 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