

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of March 5, 2024**

A properly advertised Washington Parish Communications District Board meeting was held on March 5, 2024 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     |
|                       | Ms. Sarah Burris    |               |
|                       | Mr. Brent Jones     |               |

|                      |                   |           |
|----------------------|-------------------|-----------|
| Members absent were: | Mr. Danny Harris  | Treasurer |
|                      | Mr. Olander Smith |           |

|                      |               |          |
|----------------------|---------------|----------|
| Others present were: | Joanna Thomas | Director |
|----------------------|---------------|----------|

Chairman Coleman called the meeting to order at the appointed time of 6:00 PM.

**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 February, 2024, 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 February, 2024, meeting minutes. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the February, 2024, meeting minutes. Mrs. August made the motion to approve the February, 2024, 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 February 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 with no issues to report.

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

Franklinton                      15

|            |    |
|------------|----|
| Angie      | 03 |
| Pine       | 02 |
| Bogalusa   | 02 |
| Mt. Hermon | 05 |
| Total      | 27 |

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

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

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

A set of map updates have been sent to GeoComm for downloading to our dispatch map.

### ***Special Projects***

Ms. Jones continues to updated our map showing the Mississippi border. A meeting with Pike County was successfully held last week.

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 489 new users with 574 page hits in February. Foreign users were from China, Canada, Mexico, Portugal, and India.

### **Special Projects**

- Weekly review of ongoing technical issues continue. Requested ATT credits for network issues still in process by ATT.
- Mapping software training is ongoing. Meeting with Bogalusa PD resulted in verbal agreement to develop crime map.
- Agriculture Appropriations Bill (with tower funding) scheduled for House of Representatives vote this week.
- No recommended changes in 2024 Projects.

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

### Non Capital 2024

|   |  |           |
|---|--|-----------|
| Remove Microwave Dishes From Tower                |  | \$ 5,000  |
| Wireless Location Improvement Project             |  | \$ 15,000 |
| Replace Fans and Capacitors in Main Building UPS  |  | \$ 10,000 |
| Replace Fans and Capacitors in Tower Building UPS |  | \$ 10,000 |

### 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            |
| 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. Mrs. August made the motion to accept and approve the Chairman's Report. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

## TREASURER'S REPORT

Mr. Coleman reviewed the February, 2024, 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 2024 budget, and the 911 funds statement.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the February, 2024, 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 2024 budget, the 911 funds statement and moving \$30,000 from the checking account into the LAMP Restricted Funds account.

Mr. Jones made the motion to accept and approve the Treasurer's report, the February, 2024, 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 2024 budget, the 911 funds statement and moving \$30,000 from the checking account into the LAMP Restricted Funds account. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

**COMMITTEE REPORTS**

There were no committee reports.

**OLD/NEW BUSINESS**

There was no old/new business.

**PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Stogner 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