

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of August 6, 2024

A properly advertised Washington Parish Communications District Board meeting was held on August 6, 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
	Mr. Olander Smith	
	Ms. Sarah Burris	
	Mr. Brent Jones	

Members absent were:	Mr. Danny Harris	Treasurer
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Others present were:	Joanna Thomas	Director
	Chase Anderson	Attorney
	Jason Smith	Sheriff

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 July, 2024, 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 July, 2024, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the July, 2024, meeting minutes. Mr. Smith made the motion to approve the July, 2024, meeting minutes. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of July 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 current issues to report.

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

Franklinton	19
Pine	03
Bogalusa	01
Mt. Hermon	04
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.

Special Projects

Ms. Jones continues to updated our map showing the Mississippi border. Changes to the Walthall County border were agreed to in June and are currently being worked on.

The project with Ron Bloom on cell towers and cell phone calls accuracy improvements is ongoing.

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. Stogner made the motion to accept and approve the Director's Report as given. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 803 new users with 904 page hits in July. Foreign users were from Portugal, Canada, China, Singapore, Germany, France, India, and Poland.

Special Projects

- Weekly review of ongoing technical issues continue.
- Mapping software training is ongoing. As part of this project the boundaries of the four WPSO Districts have been added to the Dispatch Map. We have been unsuccessful in securing Coroner related information to add to the crime distribution map for law enforcement use.
- The Alexandria office of the United States Department of Agriculture has contacted Washington Parish Government to start the local process to obtain the USDA Congressional Direct Spending Award for Communications Tower Improvements. An environmental

review process will be required. A draft Intergovernmental Agreement has been prepared and submitted to Chase Anderson and parish government for review.

- FEMA has issued a second RFI to Washington Parish Government related to the future building expansion. Lambert Consulting Engineers is assisting parish government to develop their response
- While some work on the upcoming WPSO dispatcher move to the EOC is on hold awaiting input from their (a) network consultants; (b) CAD vendor, and (c) telephone vendor, other work is in progress, ie. (a) Monitor upgrades. Computer upgrades radio antenna upgrades have been completed

Capital 2024

Replace EOC Tower Lighting System		\$ 35,000 (Completed)
Replace Tower Mounted TV Camera		\$ 10,000 (Completed)
Replace Damaged Antenna On Tower		\$ 10,000 (Completed)
Replace 8 year old Audio Visual System		\$ 25,000 (Partial Completed)
Radio Antenna Combiner		\$ 20,000 (Completed)
Upgrade Computers		\$ 15,000 (Completed)
Upgrade Monitors		\$ 6,000 (Units on Site)
Replace TVs		Completed

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 (Completed)
Replace Fans and Capacitors in Tower Building UPS		\$ 10,000 (Completed)

Future Capital Projects

Replace 9-1-1 Call Recorder		\$ 20,000
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 (Will be needed in 2025)
Replace 8 year old Audio Visual System		\$ 130,000
Replace 9-1-1 Call Recorder		\$ 20,000
Replace Law Enforcement LWIN Radios		\$ 40,000 (Completed)
Add Additional Dispatch Position		\$ 50,000
Replacement Radio Dispatch System		\$ 300,000 (Grant)

The District's forward looking financial statement shown below is based on past audited financial statements combined with certain inflation factors contained within the "Overview of Financial

Projection for Washington Parish Communications District” prepared by Minda B. Raybourne CPA.

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Estimate	Estimate
INCOME										
Wireline Income	\$ 244,000	\$ 232,000	\$ 207,000	\$ 210,000	\$ 227,800	\$ 196,800	\$ 231,000	\$ 221,760	\$ 212,890	\$ 204,374
Wireless Income	\$ 497,000	\$ 513,000	\$ 510,000	\$ 516,000	\$ 527,500	\$ 518,800	\$ 527,000	\$ 527,000	\$ 527,000	\$ 527,000
Other Income	\$ 18,000				\$ 1,000	\$ 500	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Total Income	\$ 759,000	\$ 745,000	\$ 717,000	\$ 726,000	\$ 756,300	\$ 716,100	\$ 763,000	\$ 748,760	\$ 739,890	\$ 731,374
EXPENSE										
ATT Legacy 911 Call Routing	\$ 23,118	\$ 22,000	\$ 21,000	\$ 19,000	\$ 16,100	\$ 16,300	\$ 14,000	\$ 14,000	\$ 14,000	
ATT Next Genegation Call Routing										\$ 36,000
Payroll	\$ 97,411	\$ 99,787	\$ 103,145	\$ 103,279	\$ 107,300	\$ 113,700	\$ 120,000	\$ 124,800	\$ 129,792	\$ 134,984
Insurance	\$ 33,719	\$ 41,260	\$ 47,082	\$ 50,100	\$ 50,100	\$ 63,500	\$ 67,000	\$ 69,010	\$ 71,080	\$ 73,213
Electricity	\$ 37,077	\$ 31,425	\$ 33,763	\$ 32,378	\$ 37,500	\$ 47,000	\$ 43,000	\$ 44,290	\$ 45,619	\$ 46,987
Solacom Managed Services/Maintenance								\$ 20,000	\$ 24,000	\$ 24,000
Depreciation	\$ 146,829	\$ 152,583	\$ 153,154	\$ 182,537	\$ 180,100	\$ 168,700	\$ 162,000	\$ 162,000	\$ 162,000	\$ 162,000
Other	\$ 254,496	\$ 286,243	\$ 286,592	\$ 343,828	\$ 344,900	\$ 310,127	\$ 374,000	\$ 374,000	\$ 374,000	\$ 374,000
Total Operating Expense	\$ 592,650	\$ 633,298	\$ 644,736	\$ 731,122	\$ 736,000	\$ 719,327	\$ 780,000	\$ 808,100	\$ 820,491	\$ 851,184
Operating Income	\$ 166,350	\$ 111,702	\$ 72,264	\$ (5,122)	\$ 20,300	\$ (3,227)	\$ (17,000)	\$ (59,340)	\$ (80,601)	\$ (119,810)
Non Operating Revenue/ (Expense)	\$ (9,000)	\$ (6,000)	\$ (1,000)	\$ (9,000)	\$ (8,644)	\$ (2,836)	\$ 22,000	\$ 22,000	\$ 11,000	\$ 11,000
Change in Net Position Before Capital	\$ 157,350	\$ 105,702	\$ 71,264	\$ (14,122)	\$ 11,656	\$ (6,063)	\$ 5,000	\$ (37,340)	\$ (69,601)	\$ (108,810)
Yearly Funds Available For Use	\$ 304,179	\$ 258,285	\$ 224,418	\$ 168,415	\$ 191,756	\$ 162,637	\$ 167,000	\$ 124,660	\$ 92,399	\$ 53,190
Less, Principal paid on debt	\$ 25,000	\$ 25,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 35,000
Net Funds Available For Use	\$ 279,179	\$ 233,285	\$ 199,418	\$ 138,415	\$ 161,756	\$ 132,637	\$ 137,000	\$ 94,660	\$ 57,399	\$ 18,190
Restricted Capital Funds Balance					\$ 200,000	\$ 332,637	\$ 443,000			

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. Burris 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. Coleman reviewed the July, 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 the \$ 23,470 unbudgeted Solacom Maintenance yearly charge.

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the July, 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 to adjust the 2024 budget by adding \$ 23,470 for Solacom Maintenance.

Mr. Smith made the motion to accept and approve the Treasurer’s report, the July, 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 to adjust the 2024 budget by adding \$ 23,470 for Solacom Maintenance. 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 or new business.

PUBLIC PARTICIPATION

Sheriff Jason Smith presented the following information regarding a move of WPSO dispatchers to the Washington Parish Communications Center.

1. WPSO will need an office for the officer in charge of communications in order to properly supervise the dispatchers and to identify obstacles to the implementation of future intelligence functions.
2. WPSO will need an agreement with the communications district board that details the responsibilities of each agency.
3. WPSO will need a completely reliable internet service capable of providing 300 Mbps download and 200 Mbps upload speeds.
4. WPSO will need a completely reliable phone vservice capable of interoperability, which means it will be able to send caller ID information to the communications officers and go to extensions within the office.
5. WPSO will need a system to backup the radios that are being used for WPFDs and WPSO.
6. WPSO will need the ability to grow the number of dispatch stations in order to incorporate FPD and BPD dispatchers.

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