

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of October 1, 2024

A properly advertised Washington Parish Communications District Board meeting was held on October 1, 2024 at 54100 Dollar Rd., Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Danny Harris	Treasurer
	Mrs. Cynthia August	Secretary
	Ms. Sarah Burris	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Olander Smith	
	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 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 September, 2024, meeting. The minutes were emailed out to each member prior to this meeting. Mrs. August made the motion to dispense with the reading of the September, 2024, meeting minutes. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the September, 2024, meeting minutes. Mrs. August made the motion to approve the September, 2024, meeting minutes. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of September 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.

A cut in the AT&T fiber network during the past month resulted in 9-1-1 calls being routed to normal telephones at the three PSAP's for less than a day.

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

Franklinton	12
Pine	05
Bogalusa	02
Angie	04
Total	23

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 will be submitted to GeoComm this month.

The project with Ron Bloom on cell towers and cell phone calls accuracy improvements is ongoing. Mr. Bloom will present project updates to the board at an upcoming meeting.

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. August 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 698 new users with 814 page hits in September. Foreign users were from China, India, Ireland, Romania, Canada, Korea, Philippines, and Ukraine,

Special Projects

- Weekly review of ongoing technical issues continue.
- The environmental report by Professional Engineering Consultants in Baton Rouge being prepared for the USDA Congressional Direct Spending Award for Communications Tower Improvements has been preliminarily completed and is now waiting on comments from the Corps of Engineers and the Tribal Nations.

- FEMA has issued a third Request for Information (RFI) to Washington Parish Government related to the future building expansion. Washington Parish Government has responded to that request for additional information.
- Work involving our current dispatch furniture and monitors is on hold awaiting input from WPSO. WPSO is also requesting quotes from Motorola concerning their radio equipment and new furniture. Motorola has cancelled two scheduled visits to the Communications Center to review present equipment.

The District's projected related budget (capital and non-capital) is shown below:

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 (In Progress)
Replace Fans and Capacitors in Main Building UPS		\$ 10,000 (Completed)
Replace Fans and Capacitors in Tower Building UPS		\$ 10,000 (Completed)
Environmental Report Preparation		\$ 5,000 (In Progress)

Future Capital Projects

Replace 9-1-1 Call Recorder		\$ 20,000 (Will be needed in 2025)
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 (Partial in 2025)
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)
Install Updated Text to 911 Equipment		\$ 24,000 (Will be needed in 2025)

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:

	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 Generation 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			

The 2024 LAMP balance is currently \$ 440,000 and no additional deposits are expected this year. Based on the expected revenues for 2025 and the expected 2025 capital budget, no deposits into LAMP during next year are expected. In addition, the 25% matching funds (\$250,000) for the Communications Tower Improvements will likely be paid in 2025, thereby reducing the LAMP balance to \$ 193,000. This balance is insufficient to respond to unplanned equipment replacements and future revenues will be insufficient to add to that balance.

In addition, the District does not have the ability to fund expected operating costs beyond 2026 at the expected revenue levels.

AT&T increased their basic phone line cost on February 1, 2022 and then again on August 4, 2024. Their current cost is \$ 47.00 per month for residential users and \$ 1,530 per month for business users.

It is suggested that the District raise its 9-1-1 surcharge effective January 1, 2025 as follows to allow the District to meet its future operational and capital replacement needs:

Current Revenues (Based On 2023)

Residential	2,633	\$1.06	\$2,790.98	12	\$ 33,492
Business	2,743	\$6.00	\$16,458.00	12	\$ 197,496
Total	5,376				\$ 230,988
Future Revenues (With Increases)					
Residential	2,633	\$2.35	\$6,187.55	12	\$ 74,251
Business	2,743	\$8.00	\$21,944.00	12	\$ 263,328
Total	5,376				\$ 337,579

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 September, 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 September, 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. Harris made the motion to accept and approve the Treasurer's report, the September, 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. Mrs. August seconded the motion. Motion passed by a unanimous vote.

COMMITTEE REPORTS

There were no committee reports.

OLD/NEW BUSINESS

Ms. Burris made the motion to recommend to parish government the re-appointment of James Coleman, Danny Harris and Mike Stogner to the Board of the Washington Parish Communications District. Ms. August seconded the motion. Motion passed by a unanimous vote.

Mrs. August made the motion to declare the Hewlett Packard DesignJet 5500 printer and the Slatercom tower lighting system as surplus property. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

Mrs. August made the motion to approve and have James Coleman execute the, "Intergovernmental Agreement Between The Washington Parish Government And The Washington Parish Communications District", concerning the Community Project Funding Appropriations Request through the Committee on Appropriations Subcommittee on Agriculture, Rural Development funding in the amount of \$ 1,228,250, to be used for the purpose of planning and construction of a the Washington Parish Communications 911 Tower And Communications Equipment (attached). Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

PUBLIC PARTICIPATION

There was no public participation.

Mrs. Burris made the motion to adjourn. Mr. Harris 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 September, Secretary

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE
WASHINGTON PARISH GOVERNMENT AND THE
WASHINGTON PARISH COMMUNICATIONS DISTRICT**

STATE OF LOUISIANA

PARISH OF WASHINGTON

BE IT KNOWN, that on the dates herein set forth, before the undersigned Notaries Public commissioned in and for the Parish of Washington, State of Louisiana, and in the presence of the witnesses hereinafter named and undersigned, personally came and appeared:

THE WASHINGTON PARISH GOVERNMENT, whose mailing address is Courthouse Building, Franklinton, Louisiana 70438, represented herein by Ryan Seal, President, duly authorized as per Ordinance No. 24-xxxx, dated xxxx xx, 2024, and further by Resolution No. 23- 1221, dated March 13, 2023, hereinafter referred to as the “Parish”

And

THE WASHINGTON PARISH COMMUNICATIONS DISTRICT, having a mailing address of 54100 Dollar Rd, Franklinton, Louisiana 70438, represented herein by James M. Coleman, Chairman, duly authorized hereinafter referred to as the “Communications District”

Who do by these presents enter into the following agreement, to-wit:

1.

As authorized by Article 7 Section 14(C) of the Constitution of the State of Louisiana, and La. R.S. 33:1324, et seq., the “Parish” and the “Communications District” enter into this Intergovernmental Agreement.

2.

This Intergovernmental Agreement is based upon the following:

- A. The Washington Parish Council enacted Resolution 23– 1221 on March 13, 2023, authorizing the Parish President to sign all forms, applications, reports, plans notices and all other documents and paperwork necessary to administer the aforementioned project and to accomplish the purpose of this resolution which is to submit a 2024 Community

Project Funding Appropriations Request through the Committee on Appropriations
Subcommittee on Agriculture, Rural Development funding in the amount of \$ 1,228,250.

- A. The Washington Parish Council enacted Ordinance 24-xxx on xxxx xx, 2024, authorizing the Parish President to enter into an Intergovernmental Agreement(s) with the Washington Parish Communications District and all other matters and entities regarding the funding and disposition of the funds to be used for the purpose of planning and construction of a the Washington Parish Communications 911 Tower And Communications Equipment, and
- B. La. R.S. 33:9105 requires that, the Parish’s emergency telephone system shall be designed to have the capability of utilizing at least one of the following four methods in response to emergency calls:
- (1) “Direct dispatch method”, that is a telephone service to a centralized dispatch center providing for the dispatch of an appropriate emergency service unit upon receipt of a telephone request for such services and a decision as to the proper action to be taken.
 - (2) “Relay method”, that is a telephone service whereby pertinent information is noted by the recipient of a telephone request for emergency services, and is relayed to appropriate public safety agencies or other providers of emergency services for dispatch of an emergency service unit.
 - (3) “Transfer method”, that is a telephone service that receives telephone requests for emergency services and directly transfers such requests to an appropriate public safety agency or other provider of emergency services.
 - (4) “Referral method”, that is a telephone service that, upon the receipt of a telephone request for emergency services, provides the requesting party with the telephone number of the appropriate public safety agency or other provider of emergency services, and
- C. The Washington Parish Communications District has determined that the aforementioned project will allow the District to fulfill its obligations under La. R.S. 33:9105.

2.

Due to the above, conditioned upon the completion of construction of the Washington Parish Communications 911 Tower And Communications Equipment, and upon approval for use, the Washington Parish Government will convey ownership of the facility to the Washington Parish Communications District.

3.

The Washington Parish Communications District will, in turn, (1) Furnish land for the construction of the facility to be located on Pearl Street, Franklinton, Louisiana, more specifically described as, 0.028 acres of land, more or less, Lying Within That Parcel Of Ground Situated In And Being A Portion Of Square 2 And Spring Street, Town Of Franklinton And

Headright 46, Township 2 South, Range 10 East, Washington Parish As Conveyed To Washington Parish Government In Deed Book 606, Page 493, and then conveyed to the Washington Parish Communications District by an Act of Transfer and Conveyance dated the xx day of February, 2020; (2) Furnish all locally required funding in excess of that furnished by the Louisiana State Office, Rural Development, United States Department of Agriculture, for its Congressional Direct Spending Award; and (3) Manage and maintain the facility after completion of the project, which includes the payment of all recurring expenses including insurance and utilities.

1.

The Washington Communications District herein agrees in consideration of the terms contained herein that the Washington Parish Government through the Washington Parish Office of Homeland Security and Emergency Preparedness shall have use of the property so described for its emergency communications needs and usages.

THUS DONE AND SIGNED in Franklinton, Washington Parish, Louisiana, on the _____ day of _____, 2024, in the presence of the undersigned competent witnesses who hereunto subscribed their names with the said appearers and me, Notary, after due reading of the whole.

WITNESSES:

WASHINGTON PARISH GOVERNMENT

By: _____
Ryan Seal, President

G. Wayne Kuhn, Notary Public
Notary ID # 65164

THUS DONE AND SIGNED in Franklinton, Washington Parish, Louisiana, on the _____ day of _____, 2024, in the presence of the undersigned competent witnesses who hereunto subscribed their names with the said appearers and me, Notary, after due reading of the whole.

WITNESSES:

THE WASHINGTON PARISH
COMMUNICATIONS DISTRICT

By: _____
James M. Coleman, Chairman

G. Wayne Kuhn, Notary Public, Notary ID # 65164