

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of September 3, 2024

A properly advertised Washington Parish Communications District Board meeting was held on September 3, 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	
	Mr. Brent Jones	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Olander Smith	

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 August, 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 August, 2024, meeting minutes. Mrs. August seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the August, 2024, meeting minutes. Mrs. August made the motion to approve the August, 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 August 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 August we issued 26 new addresses they were:

Folsm	01
Franklinton	12
Pine	04
Bogalusa	05
Mt. Hermon	02
Angie	02
Total	26

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 next week.

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

We had an unexpected visit from the Sherriff and his dispatch consulting team along with Motorola representatives.

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. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 778 new users with 941 page hits in August. Foreign users were from Portugal, China, India, Poland, Ireland, England, Columbia, and Spain,

Special Projects

- Weekly review of ongoing technical issues continue.
- 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 report is being prepared by Professional Engineering Consultants in Baton Rouge, The cost for this has been added to the Non Capital Budget below.

- FEMA has issued a second RFI to Washington Parish Government related to the future building expansion. Lambert Consulting Engineers has responded to this request.
- The Action Items, their current status, and the related costs to accomplish a move of WPSO dispatchers to the Communications Center on Dollar Road by the end of 2024 is shown below. 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.

WPSO DISPATCHER MIGRATION PLAN					
Step	Task	Responsibility	9-1-1 Cost	WPSO Cost	Status
1	Increase standby tower height	911	\$25,000	0	Done
2	Improve standby radio reception by FFD	911	\$20,000	0	Done
3	Purchase new monitors	911	\$10,500	0	Done
4	Remove existing 19 inch monitors.	Gage 911	\$1,500	0	On Hold
5	Purchase new monitor support structure for existing desks	911	\$6,000	0	Done
6	Install new monitor support structure.	Watson 911	\$3,000	0	On Hold
7	Install new 27 inch monitors.	Gage 911	\$3,000	0	On Hold
8	Replace existing ATT Cisco router for faster throughput and migrate responsibilities.	Gage 911	\$8,500	0	Quotes Being Obtained
9	Add additional switch and patch panel to Data rack at EOC.	Gage 911	\$5,500	0	Quotes Being Obtained
10	Run new cables back to data rack.	Gage 911	\$3,000	0	Scheduled For Sept. 10
11	Set up Necessary VLANs and VPN.	Gage/WPSO	\$1,500	unknown	Awaiting WPSO IT Consultant
12	Increase ASEoD Internet Speed to 300 Mbps	Gage 911	\$365 per month	0	Scheduled For November
13	Install CAD/NCIC Position and WPSO phones at EOC.	Gage/WPSO	\$1,500	unknown	Awaiting Equipment From WPSO
14	Purchase and Install Motorola Radio position and server at EOC.	Motorola/WPSO	0	\$250,000 est	Quotes Being Obtained
15	Purchase and install new dispatch desks at EOC (5)	Motorola/WPSO	0	\$150,000 est	Quotes Being Obtained
16	Test and Signoff.	WPSO	\$1,500	unknown	Awaiting Completion of Items 1-15
	TOTAL		\$90,500 + \$365 per month	\$400,000	

The District's project 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
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
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:

	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			

As shown, the ability of the District to fund expected operational costs and upcoming equipment replacement costs will be restricted in 2025 and beyond.

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:

Current Revenues

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

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

TREASURER’S REPORT

Mr. Harris reviewed the August, 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 August, 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 August, 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

Minda Raybourn of Minda B. Raybourn CPA gave a report on the Financial Audit for the year of 2023. She reviewed the financial statements, and all the revenues and expenditures. There were no findings.

Mr. Harris made the motion to accept the Financial Report and Review presented by Ms. Raybourn. Mrs. Burris seconded the motion. Motion passed by a unanimous vote.

Mr. Harris made the motion to engage Minda B. Raybourn CPA to perform the 2024 Financial Audit. 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 August, Secretary