

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of August 3, 2021

A properly advertised Washington Parish Communications District Board meeting was held on August 3, 2021 at 54100 Dollar Road, 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	

Members absent were:	Mr. Gary Fenner	Treasurer
	Ms. Sarah Burris	
	Mr. Olander Smith	

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

Chairman Coleman called the meeting to order at the appointed time of 6:00 p.m. Ms. August 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 July, 2021, meeting. The minutes were mailed out to each member prior to this meeting. Ms. August made the motion to dispense with the reading of the July, 2021, meeting minutes. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the July, 2021, meeting minutes. Mr. Harris made the motion to approve the July, 2021, 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 PSAP are up a running and there are no major issues to report at this time.

For the month of July we issued 31 new addresses they were:

Franklinton	19
Mt. Hermon	01
Pine	04
Angie	01
Bogalusa	06
Total	31

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

The accounting system is working well. I continue to input the monthly financial data. The unreconciled balance issue from last month has been corrected. It turned out to be an un-entered check which resulted in a higher than correct general ledger balance.

All the financials from 2020 have been taken to Minda for the audit.

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

Special Projects

1. The project to prepare our equipment to utilize the new map data field collection system is in its shakeout phase. It is currently being used to collect data along with the old system.
2. The following software upgrades have been completed. Dispatcher training was held on July 27th and will be repeated in August.
 - Solacom Dispatch
 - GeoComm Dispatch Map
 - Rave School Panic Button

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. Harris made the motion to accept and approve the Director's Report as given. Ms. August seconded the motion. Motion passed by a unanimous vote.

CHAIRMAN'S REPORT

Public 911 Education

The site was visited by 133 new users with 177 page hits in July. Foreign users were from China, Singapore, Ireland, Italy and the Ukraine.

Special Projects

- Android tablets for field address data collection and GPS equipment are operational. Vehicle mount installed in jeep. Both Android devices are being used to collect data.
- Weekly review of ongoing technical issues continue.

Other Business

- The next Emergency Services Advisory Committee is scheduled for August 4th.

2021 Projects

Capital

Fire Alarm Control Replacement		\$ 10,000 (completed)
Preliminary Design of Building Expansion		\$ 19,000 (completed)
Android Tablets (2)		\$ 1,400 (completed)
Trimble R1 GPS Units (2)		\$ 4,600 (completed)
In Building WiFi		\$ 3,000 (completed)

Non Capital

Tower Inspection and Adjustments		\$ 18,000 (completed)
SMART911		\$ 5,250 (half training completed)
Transition to New Mapping Software		\$ 4,000 (in progress)
Replacement Radio Amplifier		\$ 3,000
Replacement Cellular Amplifier for 4G		\$ 1,000 (ordered)
Adjust Guy Wire Tension		\$ 5,000

Future Projects

Building Expansion, Bunking and Feeding Safe Room		\$ 1,500,000 (Grant)
Franklinton Bunker		\$ 500,000
Replace Franklinton tower)		\$ 135,000
Security Fencing		\$ 170,000
Replace 25 Year Old Vehicle		\$ 32,000
Replace 8 year old Audio Visual System		\$ 130,000
Replace 8 year old Telephone System		\$ 50,000
Replace EOC Tower Lighting System		\$ 30,000

	2017	2018	2019	2020	2021	2022	2023	2024	2025
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Unaudited</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
INCOME									
Wireline Income	\$ 244,000	\$ 232,000	\$ 207,000	\$ 201,000	\$ 192,960	\$ 185,242	\$ 177,832	\$ 170,719	\$ 163,890
Wireless Income	\$ 497,000	\$ 513,000	\$ 510,000	\$ 473,376	\$ 473,376	\$ 473,376	\$ 473,376	\$ 473,376	\$ 473,376
Other Income	\$ 18,000								
Total Income	\$ 759,000	\$ 745,000	\$ 717,000	\$ 674,376	\$ 666,336	\$ 658,618	\$ 651,208	\$ 644,095	\$ 637,266
EXPENSE									
ATT Legacy 911 Call Routing	\$ 23,000	\$ 22,000	\$ 21,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 69,660	\$ 69,660
ATT Next Generation Call Routing									
Depreciation	\$ 147,000	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000	\$ 153,000
Other	\$ 423,000	\$ 458,000	\$ 471,000	\$ 469,000	\$ 469,000	\$ 469,000	\$ 469,000	\$ 469,000	\$ 469,000
Total Operating Expense	\$ 593,000	\$ 633,000	\$ 645,000	\$ 645,000	\$ 645,000	\$ 645,000	\$ 645,000	\$ 691,660	\$ 691,660
Operating Income	\$ 166,000	\$ 112,000	\$ 72,000	\$ 29,376	\$ 21,336	\$ 13,618	\$ 6,208	\$ (47,565)	\$ (54,394)
Non Operating Revenue/(Expense)	\$ (9,000)	\$ (6,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)	\$ (1,000)
Change in Net Position	\$ 157,000	\$ 106,000	\$ 71,000	\$ 28,376	\$ 20,336	\$ 12,618	\$ 5,208	\$ (48,565)	\$ (55,394)

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

TREASURER'S REPORT

Mr. Coleman reviewed the July, 2021, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the July, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, the 911 funds statement with cash disbursements, and to move \$25,000 from the checking account into the LAMP account.

Mr. Harris made the motion to accept and approve the Treasurer's report, the July, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, the 911 funds statement with cash disbursements and to move \$25,000 from the checking account into the LAMP account. Ms. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Ms. August made the motion to appoint Mr. Danny Harris as interim Treasurer during the absence of Mr. Fenner. Mr. Stogner 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. Stogner made the motion to adjourn. Ms. August seconded the motion. Motion passed by a unanimous vote. Meeting of the Board adjourned at 7:00 PM.

As recorded by: Mrs. Joanna Thomas.

Approved by: _____ Mrs. Cynthia August, Secretary