

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of February 8, 2022

A properly advertised Washington Parish Communications District Board meeting was held on February 8, 2022 at 54100 Dollar Rd, Franklinton, LA at 6:30 PM.

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

Members absent were:	Mr. Mike Stogner	Vice-Chairman
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Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

Chairman Coleman called the meeting to order at the appointed time of 6:30 p.m. Ms. Thomas 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 December, 2021, meeting. The minutes were emailed out to each member prior to this meeting. Ms. Burris made the motion to dispense with the reading of the December, 2021, meeting minutes. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the December, 2021, meeting minutes with the following revisions :

Mr. Stogner made the motion to name Mr. Gary Fenner as Treasurer Emeritus. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Stogner made the motion to approve Policy No. 6.10, Data Backup and Policy No. 3.5, Harassment. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Ms. Burris made the motion to approve the revised December, 2021, meeting minutes with the suggested revisions. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

ELECTION OF OFFICERS

Ms. August made the motion to re-appoint the 2021 officers for the year of 2022. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

This office has been active during the month of December and January 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.

For the month of December we issued 15 new addresses they were:

Franklinton	08
Bogalusa	02
Pine	01
Varnado	02
Mt. Hermon	02
Total	15

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

Franklinton	11
Bogalusa	01
Pine	08
Mt. Hermon	02
Angie	01
Total	23

We have a public safety related road name change request to be reviewed tonight.

Hancock Whitney Bank requests that the Board pass a motion to remove Mr, Gary Fenner from the checking account signature card and to add Mr. Danny Harris.

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

The accounting system is working well. Mr. Coleman and I continue to input the monthly financial data. 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 utilize the new map data field collection system has been completed and is operating satisfactorily.
2. An emergency responder map is currently being available on (1) a searchable ESRI web site and (2) in pdf form on the Communications District web site. This has been demonstrated and reviewed with David Marcus and Dillon Kent from Northshore EMS.
3. Dillon Kent from Northshore EMS has been given login credentials to enable their dispatchers to receive real time location data and mapping information for cell phone 9-1-1 callers from RapidSOS.
4. The large map printer has been installed and is operating satisfactorily.

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 385 new users with 300 page hits in January which unchanged from the previous month. Foreign users were from Bangladesh, China, Italy, Ukraine, and Canada.

Special Projects

- Weekly review of ongoing technical issues continue.
- Preparation for the 2022 hurricane season:
 - Repairs to bunker roof – completed at no cost
 - Two year change out of diesel fuel – completed
 - Adjustments to the Verizon Broadband interface - complete
 - Adjustments to the telephone and broadband failover software – completed
 - Remote control of satellite system – completed
 - Remote control of radio systems – in 2022 capital budget
 - Protect building air intake louvers – in 2022 capital budget
 - Install generator transfer switch – in 2022 capital budget
 - Adjust guy wire tension – in 2022 non capital budget
 - Install replacement antennas and lightning rod - in 2022 non capital budget
 - Perform generator yearly maintenance – in 2022 non capital budget

Other Business

- Cyber security remains a high priority item given the nature of our systems and the new emphasis by the legislative auditor on data backup.
 - Improve Cyber Security System – in 2022 non capital budget

2022 Projects

Capital

Install Building Air Intake Hoods		\$ 2,000
Install Remote Radio Control		\$ 8,500
Install Generator Transfer Switch		\$ 15,000

Non Capital

Adjust Guy Wire Tension		\$ 5,000
Install Replacement Antennas and Lightning Rod		\$ 4,000
Perform Generator Maintenance		\$ 3,000
Improved Cyber Security System Software		\$ 3,000 per year

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

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

TREASURER'S REPORT

Mr. Harris reviewed the December, 2021 and the January, 2022, 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 2021/2022 budget, the 911 funds statement and a recommendation to move \$ 60,000 from the checking account into the LAMP Restricted Capital Funds account.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the December, 2021, and the January, 2022, financial statements, income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2021/2022 budget, the 911 funds statement and a recommendation to move \$ 60,000 from the checking account into the LAMP Restricted Capital Funds account.

Mr. Smith made the motion to accept and approve the Treasurer's report, the December, 2021, and the January, 2022, financial statements, income and budget statements, the check register, the cash receipts, cash disbursements, the account reconciliation statement, the YTD spending compared to the 2021/2022 budget, the 911 funds statement and to move \$ 60,000 from the checking account into the LAMP Restricted Capital Funds account. Ms. Burris seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Harris made the motion to approve the Public Safety Petition to change the road name of a portion of Roberts Road (from John D. Wood Rd to the lake) to Mark Newman Dr. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Ms. Burris made the motion to approve the proposed 2022 capital and non-capital budget contained within the Chairman's Report. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Ms. Burris made the motion to remove Mr, Gary Fenner from the checking account signature card at Hancock Whitney Bank and to add Mr. Danny Harris to the signature card. Ms. August seconded the motion. Motion passed by a unanimous vote.

Minda Raybourn of Minda B. Raybourn CPA gave a summary report on the Financial Audit for the year of 2020 and an Overview of Financial Projection for the Washington Parish Communications District. Included in this overview was a projection or estimate for 2021 through 2025 of operating revenues and expenditures, change in net position, debt payment, and net funds available for use.

Based on this Financial Projection it was observed by Ms. Raybourn that:

1. The resulting restricted capital fund balance will not be adequate to fund the currently approved capital projects.
2. The District may wish to reclassify a portion of the restricted capital fund as "restricted emergency repair funds" to be available for unexpected equipment replacement or repair.
3. Expected Revenues will not be sufficient to fund the projected operational costs of the District beyond 2025. The District should begin the development of a strategic plan to reduce operating costs and/or increase revenues as appropriate.

Mr. Smith made the motion to accept the Financial Report and Review presented by Ms. Raybourn and to form a Strategy Committee to develop recommendations to address the three observations presented in the Financial Report and Review by Ms. Raybourn seconded the motion. Motion passed by a unanimous vote.

Chairman Coleman then appointed Mr. Smith and Mr. Stogner to the Strategy Committee and requested that Mr. Jones serve as the liaison between the Strategy Committee and the Emergency Services Advisory Committee. Mr. Smith and Mr. Jones accepted their appointments.

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Ms. August made the motion to adjourn. Ms. Burris 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