

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of August 1, 2017**

A properly advertised Washington Parish Communications District Board meeting was held August 1, 2017 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Cook Byrd	
	Mr. Olander Smith	
Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Stephen Richardson	
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. Mr. Fenner opened with prayer and the pledge of allegiance to the flag of the United States.

**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, 2017, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Byrd made the motion to dispense with the reading of the July meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the July, 2017, meeting minutes. Mr. Fenner made the motion to approve the July, 2017, meeting minutes. Mr. Byrd 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 PSAPs are currently operational with several issues either corrected or ongoing. These issues are:

- The Franklinton Police Department standby position B which moved to Bogalusa to allow them to continue operations will be replaced on August 10<sup>th</sup>.
- WPSO Position B was moved on July 12 to allow them to refurbish their dispatch area. It is unknown when they will be ready to move back.
- We had some issues with the SMART PC located in Franklinton. Mike from Gage had to close the programs and then backed up its data. He then started the system back up and had no further problems.
- Mike also added additional storage space on the server for all admin office users.

For the month of June we issued 30 new addresses they were:

Franklinton	18
Bogalusa	04
Mt. Hermon	01
Pine	05
Angie	01
Varnado	01
Total	30

The accounting system is working well. Mr. Fenner 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**

I have scheduled a refresher class for the dispatchers on how to use the 911 system. Gage will come in to go over how to use our system. I have also contacted someone from the Deaf Action Center to come and go over the TTY as well, but I haven't heard back from them as of yet.

We are waiting for final project discussions with GeoComm to conclude. At that time the correction of the 2,000 data base inconsistencies will begin.

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

## CHAIRMAN'S REPORT

### Public 911 Education

The site was visited by 131 new users with 178 page hits in July. Foreign users were from Iran and China.

### Special Projects

#### Long Term Capital Plan

The 2017 capital plan is currently as follows:

Hook up of standby generator to main electrical system	34	Done
Install 1200 gal diesel fuel tank	35	Tank in Place
Pave Roadway		Agreement Submitted to Parish
To Be Determined		\$ 6,000

#### Pictures of Ongoing Projects



**Fuel Tank Slab**



**Fuel Tank**

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

### **TREASURER'S REPORT**

Mr. Fenner reviewed the July, 2017, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, the 911 funds statement with cash disbursements and the suggested 2017 budget revisions.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the July, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, the 911 funds statement with cash disbursements, and the 2017 budget revisions.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the July, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, the 911 funds statement with cash disbursements and the 2017 budget revisions. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

There was no old/new business.

### **COMMITTEE REPORTS**

There were no committee reports.

### **PUBLIC PARTICIPATION**

There was no participation by the public.

Mr. Fenner made the motion to adjourn. Mr. Byrd 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

2017 Revised Budget

Account Description	1/31/17	2/28/17	3/31/17	4/30/17	5/31/17	6/30/17	7/31/17	8/31/17	9/30/17	10/31/17	11/30/17	12/31/17	YTD Total
Income- AT&T- Landlines	17,941.71	17,941.71	17,941.71	17,941.71	17,941.71	17,941.71	17,941.71	17,941.71	17,941.71	17,941.71	17,941.71	17,941.71	215,300.57
Income - Other Land Line	2,902.43	2,902.43	2,902.43	2,902.43	2,902.43	2,902.43	2,902.43	2,902.43	2,902.43	2,902.43	2,902.43	2,902.43	34,829.14
Income - AT&T Wireless	21,907.43	21,907.43	21,907.43	21,907.43	21,907.43	21,907.43	21,907.43	21,907.43	21,907.43	21,907.43	21,907.43	21,907.43	262,889.14
Income - Sprint	940.00	940.00	940.00	940.00	940.00	940.00	940.00	940.00	940.00	940.00	940.00	940.00	11,280.00
Income-Other Wireless Phc	11,553.43	11,553.43	11,553.43	11,553.43	11,553.43	11,553.43	11,553.43	11,553.43	11,553.43	11,553.43	11,553.43	11,553.43	138,641.14
Income, V oIP	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	37.50	450.00
Prepaid wireless	14,000.00	0.00	0.00	14,000.00	0.00	0.00	34,300.00	0.00	0.00	0.00	34,300.00	0.00	96,600.00
Income-maps	13.16	13.16	13.16	13.16	13.16	13.16	13.16	13.16	13.16	13.16	13.16	13.16	157.92
Interest income	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	290.00	3,480.00
Interest-sign fund	23.75	23.75	23.75	23.75	23.75	23.75	23.75	23.75	23.75	23.75	23.75	23.75	285.00
Grant Funding	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Mis., income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Switching equip--AT&T	3,590.00	3,590.00	3,590.00	3,590.00	3,590.00	3,590.00	3,590.00	3,590.00	3,590.00	3,590.00	3,590.00	3,590.00	43,080.00
911 lines	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00	43,200.00
Salaries	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	90,000.00
Contract Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Telephone/beeper	571.75	571.75	571.75	571.75	571.75	571.75	571.75	571.75	571.75	571.75	571.75	571.75	6,861.00
Svc. & Maint-other equipm	7,996.29	7,996.29	7,996.29	7,996.29	7,996.29	7,996.29	7,996.29	7,996.29	7,996.29	7,996.29	7,996.29	7,996.29	95,935.43
CML Maintenance	884.00	884.00	884.00	884.00	884.00	884.00	884.00	884.00	884.00	884.00	884.00	884.00	10,608.00
Recorder Maintenance	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	435.00	5,220.00
Map Display Maintenance	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	1,833.33	21,999.96
Travel	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	9,600.00
Depreciation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Public Education	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Accounting	583.00	583.00	583.00	583.00	583.00	583.00	583.00	583.00	583.00	583.00	583.00	583.00	6,996.00
Interest Expense	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	1,374.99	16,499.88
Office supplies	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Insurance	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00	38,400.00
Insurance LA. Workmans C	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	116.00	1,392.00
Medical Insurance	2,045.86	2,045.86	2,045.86	2,045.86	2,045.86	2,045.86	2,045.86	2,045.86	2,045.86	2,045.86	2,045.86	2,045.86	24,550.29
Taxes-payroll	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	630.00	7,560.00
Legal Fees	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
Repairs and Maint., Office	2,633.00	2,633.00	2,633.00	2,633.00	2,633.00	2,633.00	2,633.00	2,633.00	2,633.00	2,633.00	2,633.00	2,633.00	31,596.00
Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Training-meeting	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
Vehicle-gas and repairs	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Utilities	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
Dues and Subscriptions	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	51.16	613.92
Advertisement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Map reprints	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	6.91	82.92
Street signs	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Taxes-State unemployment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Meals & Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Professional fees	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
L.A.WCC	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Revenue	69,609.41	55,609.41	55,609.41	69,609.41	55,609.41	55,609.41	89,909.41	55,609.41	55,609.41	55,609.41	89,909.41	55,609.41	763,912.92
- Expenses	-42,526.28	-42,526.28	-42,526.28	-42,526.28	-42,526.28	-42,526.28	-42,526.28	-42,526.28	-42,526.28	-42,526.28	-42,526.28	-42,526.28	-510,315.39
Net Income	27,083.13	13,083.13	13,083.13	27,083.13	13,083.13	13,083.13	47,383.13	13,083.13	13,083.13	13,083.13	47,383.13	13,083.13	253,597.53