

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of August 13, 2019**

A properly advertised Washington Parish Communications District Board meeting was held on August 13, 2019 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Ms. Sarah Burris	
	Mr. Olander Smith	
	Mr. Danny Harris	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Gary Fenner	Treasurer

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. Thomas 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, 2019, meeting. The minutes were mailed out to each member prior to this meeting. Ms. Burris 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, 2019, meeting minutes. Mr. Stogner made the motion to approve the July 2019, meeting minutes with a date/year correction. Mr. Smith 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. All PSAP are up a running with no issues to report at this time.

As you know there was a fire at the Washington Parish jail on July 21 at midnight. This fire required that I be at the WPSO building to make sure that our 911 system continued to operate. While on my way to the jail I hit a hog with my car and did about \$3,000 worth of damage to my car. I was able to get it repaired. Luckily our equipment did not need to be moved because the fire was contained in the cell blocks.

For the month of July we issued 12 new addresses they were:

Franklinton	05
Bogalusa	03
Mt. Hermon	02
Pine	02
Total	12

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.

The last set of updates have been processed by GeoComm and are now being reviewed.

### ***Special Projects***

The project to align our three data bases (MSAG, Map and Snap Shot) continues. We are over 79% complete on this project.

Minda Raybourn CPA reported on June 26<sup>th</sup> that the audit had been completed and that there were no issues. She was unable to be here tonight but she will be here at our next 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. Mr. Harris 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 132 new users with 225 page hits in July. Foreign users were from China, Germany, Ireland, and France.

### Special Projects

- The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish to complete the new 911 equipment project is in the hands of Wayne Kuhn.
- The Request for Proposal for the 9-1-1 Equipment Replacement Project (175 pages) has been completed. This will be released to potential vendors on Thursday if such is approved by the board.
- The requests for new or upgraded telephone circuits to support the replacement 9-1-1 system has been completed. These include:
  - Metro E Network to PSAPs has been completed.
  - CAMA and ALI circuits to EOC have been completed and are being tested.
  - Convert PRI circuits to SIP at EOC has been completed.

### 2019 Capital Plan

Telephone and Electric Conduit		\$ 10,000 (completed)
Administrative Server Replacement		\$ 20,000 (in progress)
Administrative Switch Replacement		\$ 12,600 (equipment delivered)
AV iPad Replacement		\$ 2,000 (completed)
Radio Amplifier Replacement		\$ 2,500 (completed)
Fire Protection System Sensor Waterproofing		\$ 3,500 (completed)
DOTD Required Sign On Dollar Road		Rescheduled to 2020
Sign on Corner of Hwy 10 and Dollar Rd		\$ 1,300 (completed)
9-1-1 Equipment Replacement		\$ 450,000 (RFP Completed)

### 2020 Capital Plan

The 2020 capital plan will include the DOTD Required Sign On Dollar Road (see above) and the site's security fencing and gate.

It is recommended that our previous architect, Richard C Lambert Consultants, be engaged to estimate the costs and coordinate this project since the security fencing and gate project will require the use of six subcontractors:

Fencing Contractor

Sign Contractor

Telephone and Computer Network Contractor

Audio/Visual System Contractor  
Card Reader Company  
Electrical Contractor

Lambert would be the architect of choice given his previous work on our facility and the excellent results from that project.

Based on the document, PUBLIC BID LAW REVISED 08/2019, from the Louisiana Legislative Auditor, the following is stated on page 10:

- a. Contracts for design services by a local public entity are not required to be bid.
- b. Public entities are prohibited under R.S. 38:2318.1 from selecting providers of design services where price or price-related information is a factor in selecting an architect, engineer, or other design professional.

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

### **TREASURER'S REPORT**

Mr. Coleman reviewed the July, 2019, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 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, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements.

Mr. Harris made the motion to accept and approve the Treasurer's report, the July, 2019, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2019 budget, and the 911 funds statement with cash disbursements. Mr. Stogner seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Mr. Coleman called for a motion to release the "Washington Parish NG9-1-1 And Phase II Compatible Telecommunications and Data Processing Equipment and Software Request for Proposal to interested Vendors. Mr. Stogner made the motion to release the "Washington Parish NG9-1-1 And Phase II Compatible Telecommunications and Data Processing Equipment and

Software Request for Proposal to interested Vendors. Mr. Harris seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to ask our previous architect, Richard C Lambert Consultants to prepare a proposed contract to estimate the costs and coordinate the 2020 security fencing and gate project. Mr. Stogner made the motion to ask our previous architect, Richard C Lambert Consultants to prepare a proposed contract to estimate the costs and coordinate the 2020 security fencing and gate project. Ms. Burris 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. Harris made the motion to adjourn. Mr. Stogner 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