

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of January 10, 2017**

A properly advertised Washington Parish Communications District Board meeting was held on January 10, 2017 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Mike Stogner	Vice-Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Cook Byrd	

Members absent were:	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	
	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 December, 2016, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Stogner made the motion to dispense with the reading of the December meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the December, 2016, meeting minutes. Mr. Stogner made the motion to approve the December, 2016, meeting minutes with a revision as to Mr. Fenner's and Mr. Byrd's attendance at the meeting. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

**ELECTION OF OFFICERS**

Mr. Byrd made the motion to re-appoint the 2016 officers for the year of 2017. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'S REPORT**

This office has been active during the month of November and December with both the normal daily operational issues of the office plus supporting our special projects.

### ***Daily Operational Issues***

The 9-1-1 system is operating normally at all three law enforcement agencies.

For the month of November we issue 17 new addresses they were:

Franklinton	09
Pine	04
Mt Hermon	02
Bogalusa	02
Total	17

For the month of December we issue 21 new addresses they were:

Franklinton	12
Pine	02
Mt Hermon	01
Bogalusa	02
Varnado	01
Angie	03
Total	21

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***

We will have all the financials ready for our audit by the end of February.

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

## CHAIRMAN'S REPORT

### Public 911 Education

The site was visited by 76 new users with 156 page hits in September with foreign visitors from Bangladesh and New York.

### Special Projects

#### Repairs Needed in the Short Term

Our monitoring system on the Liebert uninterruptable power supply in the tower building shows a critical alarm on the 40 batteries contained within the system. Our local Liebert dealer has confirmed the need to change out the batteries. This is scheduled for January.

#### 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	\$ 12,000
Pave Roadway		\$ 22,000
To Be Determined		\$ 6,000

#### 2016 Capital Budget

		2015	2016
Jeep replacement - Oldest	13	Item 39	
IT- Install security ESET on all computers	15	\$ 4,000	Done
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	Done
IT- Install Cisco switch at FPD	18	\$ 1,000	Done
Hook up new 300KW generator to Radio Bunker electrical system	24		Done
IT - Connection to D Star Dongle System	25		Done
IT- Connection to Echo Link System	26		Done
IT- Connection to present 300 KW IP card.	28		Done
IT- Connect tower mounted TV antenna to Audio Visual System	29		Done
Add CCTV to rear door	30		Done
Add oven and stove top to kitchen.	31		Done
Install satellite broad band connection	32		Done
Install Alber BDS-40 battery monitor on Communications Center UP	19		Ordered
Install Recorder	37		Done
Connect Water Tank to Separate Pump System	38		Done

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. Stogner seconded the motion. Motion passed by a unanimous vote.

### **TREASURER'S REPORT**

Mr. Fenner reviewed the October, November and December, 2016, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the October, November and December, 2016, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the October, November and December, 2016, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2016 budget, and the 911 funds statement with cash disbursements. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

There was no old or 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