

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of July 12, 2016**

A properly advertised Washington Parish Communications District Board meeting was held on July 12, 2016 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. Stephen Richardson	
	Mr. Olander Smith	

Others present were:	Joanna Thomas	Director
	Dan Foil	Attorney

**ROLL CALL OF BOARD MEMBERS**

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.

Mr. Coleman called for a motion to dispense with the reading of the minutes from the June, 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 June meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the June, 2016, meeting minutes. Mr. Stogner made the motion to approve the June, 2016, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

**DIRECTOR'S REPORT**

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

***Daily Operational Issues***

All PSAPs are currently operational. The Washington Parish Sheriff's Office dispatch position UPS has been replaced.

The fire alarm system was showing a trouble indication after a recent thunderstorm. Repairs have been completed. In addition, one of the two diesel fire pump starting batteries has been replaced. The system is due for its six month inspection next week.

For the month of June we issued 29 new addresses they were:

Franklinton	13
Bogalusa	07
Mt. Hermon	02
Angie	01
Pine	03
Varnado	03
Total	29

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data. Minda will present the results of the financial review of 2015.

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 map updates is being processed by GeoComm and is due for completion on July 15<sup>th</sup>.

### ***Special Projects***

House Bills, HB 678 and HB 805 have both been signed by the governor. The next step is for the board to pass Resolutions to place the following changes into effect:

	Now	Effective 8/1/16
Wireless	\$0.85 per mo.	\$ 1.25 per mo.
Wireline, Residence	\$0.68 per mo.	\$ 1.06 per mo.
Wireline, Business	\$2.95 per mo.	\$ 6.00 per mo.

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

### **CHAIRMAN'S REPORT**

#### **Public 911 Education**

The site was visited by 58 new users with 144 page hits in June. Visitors included those in China, Germany, and India.

## Special Projects

### *Transfer of Assets*

The paperwork enabling the transfer of certain real property and improvements thereon from the Parish to the District has been signed by all parties and has been filed with the Clerk of Court.

### *Louisiana Legislature*

As Joanna mentioned, Louisiana House Bill 678 and 805 have both passed. The necessary Resolutions have been prepared and reviewed by our legal team and are ready for board review.

### *9-1-1 Equipment Replacement*

A \$ 500,000 budget level estimate for the replacement of our eleven year old 9-1-1 equipment has been received. It is therefore reasonable to schedule this in the 2018 capital budget.

## Long Term Capital Plan

It is suggested that the following items be included in future capital plans:

2017	Security Fencing For Building	\$ 100,000
2018	9-1-1 Equipment Replacement	\$ 600,000
2023	Communications Center Expansion	\$1,500,000

## 2016 Capital Budget

		2015	2016
Jeep replacement - Oldest	13	Item 39	
IT- Install security ESET on all computers	15	\$ 4,000	In Progress
IT- Change out temporary, non-POE switch at comm. center	17	\$ 1,000	On work list
IT- Install Cisco switch at FPD	18	\$ 1,000	On work list
Jeep replacement - Newest	23		Item 39
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		\$ 1,000
IT- Connect tower mounted TV antenna to Audio Visual System	29		Done
Add CCTV to rear door	30		In Progress
Add oven and stove top to kitchen.	31		In Progress
Install satellite broad band connection	32		Done
Install Alber BDS-40 battery monitor on Communications Center UP	19		Quotes
Install Recorder	37		\$ 15,000
Connect Water Tank to Separate Pump System	38		Done
Jeep Replacement – Pick Up	39		In Progress

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

### **TREASURER'S REPORT**

Mr. Fenner reviewed the June, 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 June, 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 June, 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. Stogner seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

Minda Raybourn of Minda B. Raybourn CPA gave a report on the Financial Audit for the year of 2015. She reviewed the financial statements, and all the revenues and expenditures. There were no findings.

Mr. Byrd made the motion to accept the Financial Report and Review presented by Ms. Raybourn. Ms. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to engage Minda B. Raybourn CPA to perform the 2016 Financial Audit. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to renew the insurance coverage with Moore and Jenkins for 2016-2017 for \$ 32,303. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to approve the following resolution. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

**A RESOLUTION BY THE WASHINGTON PARISH COMMUNICATIONS DISTRICT  
ESTABLISHING CERTAIN EMERGENCY TELEPHONE SERVICE CHARGES IN  
ACCORDANCE WITH ACTS 1988, NO. 123, §1; ACTS 1988, NO. 153, §1; ACTS 1991, NO.**

358, §1; ACTS 1999, NO. 1029, §1, EFF. JULY 9, 1999; ACTS 2016, NO. 665, EFF. AUGUST 1, 2016

Mr. Fenner made the motion to approve the following resolution. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

A RESOLUTION BY THE WASHINGTON PARISH COMMUNICATIONS DISTRICT IN ACCORDANCE WITH ACTS 1999, NO. 1029, §1, EFF. JULY 9, 1999; ACTS 2016, NO. 665, EFF. AUGUST 1, 2016, PROVIDING FOR THE AMOUNT OF THE CMRS 9-1-1 SERVICE CHARGE; AND OTHERWISE PROVIDING WITH RESPECT THERETO

### **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