

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of October 2, 2018

A properly advertised Washington Parish Communications District Board meeting was held on October 2, 2018 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
	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	
	Mr. Danny Harris	

Members absent were: Mr. Cook Byrd

Others present were:	Dan Foil	Attorney
	Joanna Thomas	Director

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 September, 2018, 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 September meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the September, 2018, meeting minutes. Mr. Smith made the motion to approve the September, 2018, meeting minutes. Ms. August seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

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

Daily Operational Issues

All PSAPs are currently operational. There were no problems during the month.

Our office is normally served by 24 PRI telephone circuits. On September 14, the office was not receiving incoming calls on our PRI lines. When someone would dial one of our 726-xxxx numbers they get a busy signal. In addition, outgoing calls are also not going out on the PRI circuits. This was repaired by Gage Telephone.

On September 26, I got several calls from the Hiller Company that our fire alarm system had a trouble alarm going off. I came out to check it out and it was our Fire Pump system. A technician came out and it was discovered that we need new fire pump batteries. They were changed out today.

For the month of September we issued 22 new addresses they were:

Franklinton	12
Bogalusa	05
Pine	02
Mt Hermon	02
Angie	01
Total	22

Ms. Moore continues to do the addressing and both Ms Moore and Ms Jones continuing to work on map updates on a daily basis.

The accounting system is working well. Mr. Fenner and I continue to input the monthly financial data.

Special Projects

Both my staff and I have completed the Louisiana Ethics online training that we are now required to do through the Louisiana Legislature.

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 131 new users with 261 page hits in September. Foreign users were from China and Argentina.

Special Projects

The Tourism Commission has requested that I visit with them on November 15th to help them better understand their options concerning a building erected within the boundary of the 911 public safety complex. It was previously stated to them that any such building must have a public safety use in addition to its normal function. Our building's architect will also attend this meeting.

The project to change one light and reposition antennas is expected to be completed in October. All needed equipment has been received.

The Intergovernmental Agreement to transfer the tower and adjacent property that we would require from the parish to complete the new 911 equipment project has been completed and is attached for your review.

Costs are being developed to install the underground conduit needed for the upgraded 911 telephone lines and security gate to be installed next year. These underground lines should be installed before next year's grass growing season.

2018 Capital Plan

Pave Roadway	Estimate \$ 36,000 Actual \$ 23,000
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This project has been completed. An invoice has been received and has been paid.

Policies and Procedures

Based on the advice of our auditor, policies and procedures for the following will be available for review and approval next month.

1. Purchasing
2. Disbursements
3. Receipts
4. Payroll
5. Contracts
6. Travel and Expense Reimbursement
7. Ethics
8. Debt Service
9. Cash Collections
10. Requisitions-Purchase Orders
11. Vendor Approval

Ethics Training

Our ethics training has to be completed by the end of the year. Login information has been sent to all current board members.

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

TREASURER'S REPORT

Mr. Fenner reviewed the September, 2018, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, and the 911 funds statement with cash disbursements. He also recommended a 2018 budget adjustment as follows: Reduce Switching Equipment-ATT Expense from \$3,590 per month to \$1,890 per month and increase Svc.& Maint- other equipment Expense from \$7,996 per month to \$10,600 per month. This would increase the total yearly expense budget by \$9,768.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the September, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, the 911 funds statement with cash disbursements and the 2018 recommended budget adjustment.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the September, 2018, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2018 budget, the 911 funds statement with cash disbursements and the 2018 recommended budget adjustment. Ms. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Mr. Coleman reviewed the need for all board members to complete their yearly ethics training. Public servants and elected officials are required to take one hour of training per calendar year on the Code of Governmental Ethics pursuant to [LA R.S.42:1170A](#) .

The following link was given to enter the online training portal.

<https://laethics.net/EthicsTraining/login.aspx>

COMMITTEE REPORTS

There were no committee reports.

PUBLIC PARTICIPATION

There was no participation by the public.

Mr. Stogner made the motion to adjourn. Ms. August 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