

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of October 6, 2020**

A properly advertised Washington Parish Communications District Board meeting was held on October 6, 2020 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	
	Ms. Sarah Burris	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mr. Danny Harris	

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. August opened with prayer.

**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, 2020, meeting. The minutes were mailed out to each member prior to this meeting. Ms. August made the motion to dispense with the reading of the September, 2020, meeting minutes. Mr. Fenner seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the September, 2020, meeting minutes. Mr. Fenner made the motion to approve the September, 2020. Ms. Burris 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 PSAP are up a running with our new 911 system no major issues to report at this time.

For the month of September we issued 41 new addresses they were:

Franklinton	16
Angie	03
Mt. Hermon	07
Pine	04
Bogalusa	09
Varnado	02
Total	41

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***

Our map data field collection system utilizes software which was installed twelve years ago and is no longer supported.

The project to prepare our equipment to utilize the new map data field collection system is under way and should be complete in 30 to 45 days.

At the project completion, our staff will be utilizing the same mapping software as is used by most of our nearby parishes. This will make data sharing easier.

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

### **CHAIRMAN'S REPORT**

The site was visited by 190 new users with 294 page hits in September. Foreign users were from Pakistan, Singapore, Italy, China, Canada and Costa Rica.

### **Special Projects**

- Provide tower space to Geaux Techie, Llc, 113 Richard St, Franklinton, LA 70438 – will review at November board meeting.

- Transition to New Mapping Software with assistance of E S Squared of Denham Springs
  - Review of Existing GIS Database Configuration for ArcMap (Office, Field, and GPS) - **COMPLETED**
  - Configure Desired Workflow for Field Laptops – **IN PROGRESS**
  - Configure Desired Workflow for Office Desktops
  - Database Workflow for Multiple User Editing
  - Provide 4 hours of Hands on Training for Four People
  - ArcGIS Online (AGO) Configuration with Data, Maps, and Apps

## 2020 Projects

### Capital

Fire Alarm Control Replacement		\$ 10,000 (Scheduled This Month)
Fencing and Security at Office		\$ 180,000 (Removed From Budget)
Video Conference System For Conference Room		\$ 5,000 (complete)

### Non Capital

UPS Battery Replacement		\$ 10,000 (complete)
Tower Inspection and Adjustments		\$ 18,000
Field Computer Upgrades		\$ 5,000 (complete)
Reverse 9-1-1		\$ 12,000 (complete)
Transition to New Mapping Software		\$ 4,000 (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. Smith made the motion to accept and approve the Chairman’s Report as given. Ms. August seconded the motion. Motion passed by a unanimous vote.

## TREASURER’S REPORT

Mr. Fenner reviewed the September, 2020, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, the mid year budget adjustments, the 911 funds statement with cash disbursements and the recommended movement of \$70,000 from the checking account to the LAMP account.

Mr. Coleman called for a motion to accept and approve the Treasurer’s report, the September, 2020, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, the mid year budget adjustments, the 911 funds statement with cash disbursements and the recommended movement of \$70,000 from the checking account to the LAMP account.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the September, 2020, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2020 budget, the mid year budget adjustments, the 911 funds statement with cash disbursements and the recommended movement of \$70,000 from the checking account to the LAMP account. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

### **OLD/NEW BUSINESS**

There was no new or old business.

### **COMMITTEE REPORTS**

There were no committee reports.

### **PUBLIC PARTICIPATION**

There was no participation by the public.

Ms. Burris 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