

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of October 5, 2021**

A properly advertised Washington Parish Communications District Board meeting was held on October 5, 2021 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mrs. Cynthia August	Secretary
	Mr. Danny Harris	
	Ms. Sarah Burris	
	Mr. Olander Smith	

Members absent were:	Mr. Gary Fenner	Treasurer
	Mr. Mike Stogner	Vice-Chairman

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.

**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, 2021, 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 September, 2021, meeting minutes. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the September, 2021, meeting minutes. Ms. August made the motion to approve the September, 2021, meeting minutes. Mr. Harris 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

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

For the month of September we issued 08 new addresses they were:

Franklinton	04
Mt. Hermon	01
Bogalusa	03
Total	08

Ms. Moore and Ms. Jones continue to work on the mapping.

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

Minda has finished the year end audit. She was unable to attend the meeting tonight but will be here next month. There were no findings.

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***

1. The project to prepare our equipment to utilize the new map data field collection system is continuing its shakeout phase. The old system is no longer being used. An emergency responder map is currently being reviewed on (1) a searchable ESRI web site and (2) in pdf form on the Communications District web site.
2. The Rave School Panic Button system will be reviewed with the Bogalusa School System Superintendent tomorrow.

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

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 188 new users with 273 page hits in September which is an increase from the previous month. Foreign users were from Argentina, Singapore, and Ukraine, and Lucedale.

## Special Projects

- Weekly review of ongoing technical issues continue.
- A map system transition meeting was held on September 22<sup>nd</sup> and has resulted in the web maps that Joanna has reported on.
- Alternative large printers are being evaluated prior to being placed on order as per the approved capital budget item.
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## Other Business

- The next Emergency Services Advisory Committee is scheduled for October 27<sup>th</sup>.

## 2021 Projects

### Capital

Fire Alarm Control Replacement		\$ 10,000 (completed)
Preliminary Design of Building Expansion		\$ 19,000 (completed)
Android Tablets (2)		\$ 1,400 (completed)
Trimble R1 GPS Units (2)		\$ 4,600 (completed)
In Building WiFi		\$ 3,000 (completed)
Replace Map Printer		\$ 9,000

### Non Capital

Tower Inspection and Adjustments		\$ 18,000 (completed)
SMART911		\$ 5,250 (completed)
Transition to New Mapping Software		\$ 4,000 (in progress)
Replacement Radio Amplifier		\$ 3,000
Replacement Cellular Amplifier for 4G		\$ 1,000 (completed)
Adjust Guy Wire Tension		\$ 5,000

### Future Projects

Building Expansion, Bunking and Feeding Safe Room		\$ 1,500,000 (Grant)
Franklinton Bunker		\$ 500,000
Replace Franklinton tower)		\$ 135,000
Security Fencing		\$ 170,000
Replace 25 Year Old Vehicle		\$ 32,000
Replace 8 year old Audio Visual System		\$ 130,000
Replace 8 year old Telephone System		\$ 50,000
Replace EOC Tower Lighting System		\$ 30,000

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

## **TREASURER'S REPORT**

Mr. Harris reviewed the September, 2021, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the September, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, and the 911 funds statement with cash disbursements.

Ms. Burris made the motion to accept and approve the Treasurer's report, the September, 2021, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2021 budget, and the 911 funds statement with cash disbursements. Ms. August seconded the motion. Motion passed by a unanimous vote.

## **OLD/NEW BUSINESS**

Ms. August made the motion to accept the resignation of Mr. Gary Fenner from the Washington Parish Communications District Board of Commissioners and to forward the resignation to the Washington Parish Council for approval. Ms. Burris seconded the motion. Motion passed by a unanimous vote.

Ms. August made the motion to elect Mr. Danny Harris as the Treasurer of the Washington Parish Communications District Board of Commissioners. Ms. Burris seconded the motion. Motion passed by a unanimous vote.

Ms. Burris made the motion to recommend to the Washington Parish Council that Thomas Thiebaud be appointed to fill the remainder of Mr. Gary Fenner's term. Mr. Smith 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. 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