

**WASHINGTON PARISH COMMUNICATIONS DISTRICT**  
**Minutes of September 12, 2017**

A properly advertised Washington Parish Communications District Board meeting was held September 12, 2017 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

Members present were:	Mr. James Coleman	Chairman
	Mr. Gary Fenner	Treasurer
	Mr. Cook Byrd	
	Mr. Stephen Richardson	

Members absent were:	Mr. Mike Stogner	Vice-Chairman
	Mrs. Cynthia August	Secretary
	Mr. Olander Smith	

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 August, 2017, meeting. The minutes were mailed out to each member prior to this meeting. Mr. Richardson made the motion to dispense with the reading of the August meeting minutes. Mr. Byrd seconded the motion. Motion passed by a unanimous vote.

Mr. Coleman called for a motion to approve the August, 2017, meeting minutes. Mr. Byrd made the motion to approve the August, 2017, 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 August with both the normal daily operational issues of the office plus supporting our special projects.

All PSAPs are currently operational with several issues either corrected or ongoing. These issues are:

- The Franklinton Police Department standby position B which moved to Bogalusa to allow them to continue operations will be replaced during next week. It has been determined that some necessary equipment is no longer being made. A replacement is being programmed.

- A replacement telephone handset and TDD has been furnished to the Bogalusa Police Department.
- We had some issues with the Washington Parish Sheriff's Office dispatcher equipment. I was able to resolve this without the need to call Gage Telephone.

For the month of August we issued 33 new addresses they were:

Franklinton	21
Bogalusa	07
Mt. Hermon	03
Angie	01
Varnado	01
Total	33

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.

The correction of 2,000 items in our three data bases have been identified is about to begin.

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. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

## **CHAIRMAN'S REPORT**

### **Public 911 Education**

The site was visited by 157 new users with 232 page hits in August. Foreign users were from India, Ireland, and China.

### **Special Projects**

The project to correct approximately 2,000 items in our three data bases have been identified is about to begin. This represents five per cent of the 40,000 individual items in the data bases. Cost is estimated to be \$ 4,500.

## 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	Connected to Main Generator Connection to Small Generator to Begin Next.
Pave Roadway		Agreement Submitted to Parish
To Be Determined		\$ 6,000

### CML 9-1-1 System

As previously discussed, the presently used CML 9-1-1 System is scheduled for replacement in 2020. In order to keep our system operating we have received spare parts from the Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. It is suggested that a letter of thanks from the board be sent for their generosity.

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

### TREASURER'S REPORT

Mr. Fenner reviewed the August 2017, financial statements, the income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the August, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the August, 2017, financial statements, income and budget statements, the check register, the cash receipts, the account reconciliation statement, the YTD spending compared to the 2017 budget, and the 911 funds statement with cash disbursements. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

### OLD/NEW BUSINESS

Mr. Fenner made the motion to write a letter of thanks to the Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, MO 64105. Mr. Richardson seconded the motion. Motion passed by a unanimous vote.

Mr. Fenner made the motion to offer Weyerhaeuser \$ 5,000 per acre for the 4 +/- acres to the west of our current property which are now for sale. This property would (1) Give us access to Hwy 10, (2) Provide additional approach clearance for helicopter access to the building, (3) Provide additional space for a mid parish POD, (4) Provide additional space for command vehicle parking, and (5) Prevent commercial development of the corner of Hwy 10/Dollar Road with resulting man made radio noise and static. Mr. Richardson 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. 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