

WASHINGTON PARISH COMMUNICATIONS DISTRICT
Minutes of September 1, 2020

A properly advertised Washington Parish Communications District Board meeting was held on September 1, 2020 at 54100 Dollar Road, Franklinton, LA at 6:00 PM.

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

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| Members absent were: | Mr. Mike Stogner | Vice-Chairman |
| | Ms. Sarah Burris | |
| | Mr. Danny Harris | |

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

Mr. Coleman called for a motion to approve the August, 2020, meeting minutes. Ms. August made the motion to approve the August, 2020. Mr. Smith seconded the motion. Motion passed by a unanimous vote.

DIRECTOR'S REPORT

Daily Operational Issues

All PSAP are up and running with our new 911 system and there are no major issues to report at this time.

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

| | |
|-------------|----|
| Franklinton | 18 |
| Bogalusa | 03 |

| | |
|------------|----|
| Mt. Hermon | 02 |
| Pine | 04 |
| Angie | 02 |
| Total | 29 |

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

All of our records have been taken to Minda for her use in the audit of our 2019 financial statements

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

Dispatch maps were updated last week by GeoComm.

Special Projects

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

New software has been acquired. The office staff is ready to start utilizing this new map data collection system. We have determined that the change over can best be accomplished with the assistance of E S Squared of Denham Springs. Jim will be further reviewing the board concerning this project.

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

Public 911 Education

The site was visited by 179 new users with 297 page hits in August. Foreign users were from Korea, Singapore, Uganda, China, and Germany.

Special Projects

- Provide tower space to Geaux Techie, Llc, 113 Richard St, Franklinton, LA 70438
- Transition to New Mapping Software with assistance of E S Squared of Denham Springs

1. Review of Existing GIS Database Configuration for ArcMap (Office, Field, and GPS)
2. Configure Desired Workflow for Field Laptops
3. Configure Desired Workflow for Office Desktops
4. Database Workflow for Multiple User Editing
5. Provide 4 hours of Hands on Training for Four People
6. 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 (Delayed) |
| 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 per year (complete) |
| Transition to New Mapping Software | | \$ 4,000 |

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. Fenner 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

At the request of Mr. Fenner, Mr. Coleman reviewed the August, 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, and the 911 funds statement with cash disbursements.

Mr. Coleman called for a motion to accept and approve the Treasurer's report, the August, 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, and the 911 funds statement with cash disbursements.

Mr. Fenner made the motion to accept and approve the Treasurer's report, the August, 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, and the 911 funds statement with cash disbursements. Ms. August seconded the motion. Motion passed by a unanimous vote.

OLD/NEW BUSINESS

Ms. Smith made the motion to add a project to the 2020 capital budget for \$ 4,000 entitled, “Transition to New Mapping Software”. Mr. Fenner 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. 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