

**MINUTES OF THE REGULAR MEETING OF THE
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
TUESDAY, MAY 15, 2012
2:00 P.M.**

Commission Chair Larry Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, May 15, 2012 at 2:00 P.M. in the Police Jury Board Room of the Natchitoches Parish Courthouse.

Commissioner Victor Jones led the Pledge of Allegiance, followed by the Prayer which was offered by Commissioner Dennie Boyt.

Roll call was conducted by 9-1-1 Address Coordinator Bernice Wallace, those Present were: Commissioner Larry Atteridge, Commissioner Victor Jones, Commissioner Jennifer Perkins, Commissioner Jack McCain, Commissioner Dennie Boyt, 9-1-1 Director Mr. Willis Carter, and Legal Counsel Mr. Mark Begnaud. Absent were Commissioner Chris Paige, Commissioner John Salter, Commissioner Mickey Dove and Commissioner Doug Birdwell.

Chairman Larry Atteridge recognized and welcomed Mr. Andrew Shirley from the Natchitoches Times, Mr. James Sheffield from Hines, Sheffield & Squyres, LLC, Mrs. Rebecca Jones from Thomas Johnson & Cunningham Accounting Firm, Mr. JD Thorton and Mrs. LaQuita Collins from the Natchitoches Parish Sheriff's Department.

Chairman Larry Atteridge asked if there were any modifications to the agenda. 9-1-1 Director Mr. Willis Carter asked that Mr. Minturn's report relating to the construction project be moved to immediately follow the financial report. Motion by Commissioner Jack McCain, seconded by Commissioner Dennie Boyt to approve the change to the agenda.....**MOTION CARRIED by UNANIMOUS VOTE**

Chairman Larry Atteridge asked for a motion to approve the minutes of the April 17, 2012 Board meeting.....Motion By Commissioner Jack McCain, seconded by Commissioner Jennifer Perkins.....**MOTION CARRIED by UNANIMOUS VOTE**

Chairman Larry Atteridge recognized Mrs. Rebecca Jones of Johnson Thomas & Cunningham for presentation of the Financial Report for the period ending April 30, 2012. Mrs. Jones stated that her financial Report does not include the results from the audit report. She stated that the deficiency is lower than the prior year. At the conclusion of the report Mrs. Jones asked if there were any questions or concerns. Commissioner Jack McCain asked if the Financial Report still had depreciation. Mrs. Jones stated that the depreciation was still there, but that issue will be discussed later on in the meeting....Motion by Commissioner Dennie Boyt, seconded by Commissioner Jack McCain to approve the Financial Report.....**MOTION CARRIED by UNANIMOUS VOTE**

Committee Reports....9-1-1 Director Mr. Willis Carter stated that the Committees had not met since the last report..

Chairman Larry Atteridge then recognized Mr. George Minturn who presented the Construction Project of the NATCOM Facility with the 9-1-1 board. Mr. Minturn stated that what they have been doing is working on site plans which includes design work on utilities and streets. When the street was put in, work on the utilities was not completed and the locations of some utilities are not as depicted on current plan documents. Mr. Minturn stated that since then he has tried to run some figures on what it would cost to extend the utilities. Mr. Minturn also mentioned that they he and Mr. Carter had met with Mr. Randell Smoke, Mr. Randy Lacaze, and Mayor Wayne McCullen to discuss utilities access to the NATCOM building site. Carter stated that in his opinion it would be prudent to begin at least initial design work on the utilities in the street started. Carter asked Mr. Minturn if \$3000.00 would get the preliminary design started. Mr. Minturn stated that would get the design started. Mr. Carter then asked the 9-1-1 board for approval to ask Mr. Randell Smoke to start the preliminary work on the design of the street cul-de-sac as well as utilities, and possibly we can wait on soil samples and testing. Work not to exceed \$3,000.....Motion by Commissioner Jack McCain, seconded by Commissioner Victor Jones to approve expenses not to exceed \$3000.00 for civil engineering work on the cul-de-sac and utilities servicing the site.....**MOTION CARRIED by UNANIMOUS VOTE**

9-1-1- Director Willis Carter presented the Directors report, which included information and updates on: Public Financing, PSAP Emergency Power Supplies, GIS , status of Capital Outlay requests, status of Delta Regional Grants, and the NATCOM Project. Chairman Larry Atteridge asked for a motion to accept the Director's report as presented.....Motion by Commissioner Victor Jones, seconded by Commissioner Dennie Boyt.....**MOTION CARRIED by UNANIMOUS VOTE**

Old Business, consisted of follow-up information pertaining to Board Terms: Carter reported to the board that he had received a copy of revised Natchitoches Parish Ordinance #1 of 2012 which is a revision to Ordinance # 112 of 1988. In accordance with the provisions of that ordinance, staff has prepared the reappointment documents for Commissioner Mickey Dove, Commissioner Jennifer Perkins, and Commissioner Larry Atteridge. Mr. Carter stated that based upon the Police Jury Minutes of April 19, 2010, it would not appear necessary for each these three Commissioner to appear before the Natchitoches Parish Police Jury.

Chairman Larry Atteridge asked for a motion to accept the statement of charges on the District's VISA account in the amount of \$752.58.....Motion by Commissioner Dennie Boyt, seconded by Commissioner Jack McCain.....**MOTION CARRIED by UNANIMOUS VOTE**

Chairman Larry Atteridge recognized Mr. James Sheffield of Hines, Sheffield & Squyres, LLC who Presented the 2011 Audit Report. Mr. Sheffield reported that the audit resulted in an "unqualified" opinion which is the best that the entity can have. He reported that revenues were up by approximately \$30,000 and expenditures and operating services went down by \$34,000. On the issue on internal controls, no problems were observed. At the conclusion of the report Mr. Sheffield asked if there were any questions. Hearing none, Chairman Larry Atteridge asked for a motion to accept the receipt of the External Financial Audit for the year ending December 31, 2011, for the Natchitoches Parish Communications District as prepared and presented by Hines, Sheffield & Squyres.....Motion by Commissioner Victor Jones, seconded by Commissioner Dennie Boyt.
MOTION CARRIED by UNANIMOUS VOTE

Chairman Larry Atteridge asked for a Motion to modify Financial reporting format from a “for profit model” to a “Governmental Model”Motion by Commissioner Jack McCain, seconded by Commissioner Jennifer Perkins.....**MOTION CARRIED by UNANIMOUS VOTE**

Having no more Business before the 9-1-1 Communications District Board, Commissioner Larry Atteridge asked for a motion to adjourn. Motion by Commissioner Larry Atteridge, seconded by Commissioner Jack McCain.....**MOTION CARRIED by UNANIMOUS VOTE**

Meeting Adjourned: 3:30 p.m.

Jennifer Perkins, Board Secretary
Date Approved: June 19, 2012