

MINUTES OF THE REGULAR MEETING OF THE
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
TUESDAY, JULY 16, 2013
2:00 P.M.

Chairman Larry Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, July 16, 2013 at 2:00 p.m. in the Natchitoches Parish Government Meeting room of the Natchitoches Parish Courthouse.

Commissioner Mickey Dove offered the Prayer, followed by the Pledge led by Commissioner Chris Paige.

Roll call was conducted by 9-1-1 Address Coordinator Bernice Wallace, Present were Commissioner Larry Atteridge, Commissioner Crit Miller, Commissioner Mickey Dove, Commissioner Jack McCain, Commissioner Jennifer Perkins, Commissioner Chris Paige, Legal Counsel Mark Begnaud and 9-1-1 Director Willis Carter. Absent were Commissioner Victor Jones, Commissioner Doug Birdwell and Commissioner Rick Nowlin.

Chairman Atteridge recognized and welcomed guest to the meeting which including Mary Jones, Lamar McGaskey and LaQuita Collins of the Natchitoches Parish Sheriff's office.

Chairman Atteridge asked if there were any modifications to the agenda. Mr. Carter asked that Mr. James Sheffield be allowed to provide the annual audit report upon his arrival which at this time was unknown.

Chairman Atteridge asked for a motion to approve the minutes of the April 16, 2013 board meeting. Motion by Commissioner Dove, seconded by Commissioner Perkins....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for the Budget Committee Report which was presented by Mr. Carter. The Budget Committee met on July 10, 2013 to discuss three matters; 1.) Reinvestment of idle funds, 2.) Certificate of Deposit, and 3.) Budget Amendments. A motion was offered by Commissioner Paige, and seconded by Commissioner Miller to accept the Budget Committee Report....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

The Director's Report was presented by Mr. Willis Carter. The report included updates from previous board meeting: NATCOM Updates, GTG Address Verification work, District vehicle acquisition, Announcements and the Performance/Production Indicators. Most recent information for the board as Mr. Carter stated was that CDC has accepted the final boundary survey of the property as provided by Mr. Robert Davis. Mark Roberts is currently working to

get the abstract completed so that we can provide to CDC, for the production of the document that is necessary to actually transfer the deed over to the Communications District. The soil testing report has been received by Mr. Minturn. Mr. Minturn has had initial meetings with both electrical and mechanical engineers. We are preparing a meeting with both agency personnel to identify specific needs relative to power, heating and cooling.

Mr. Minturn was asked to bring the board up to date to where he is with regards to the plans. Mr. Minturn stated that since the last time he talked to the Board of Commission, he has gotten a typical graphic survey completed and we now have a soil test which he has looked at briefly and it's about what he expected from the Soils Lab. Minturn reported that meetings will continue with the engineers throughout the planning stage of the project.

Carter conclude his report with performance indicators and announcements. Chairman Atteridge asked for a motion to accept the Directors Report as presented.....Motion by Commissioner Jack McCain, seconded by Commissioner Mickey Dove....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to accept the financial report as provided by Rebecca Jones of Johnson, Thomas and Cunningham accounting firm. On motion by Commissioner Paige, seconded by Commissioner Perkins...**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to accept the statement of charges on the district's VISA account.....Motion by Commissioner Dove, seconded by Commissioner Miller...**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Larry Atteridge recognized Mr. James Sheffield of Hines Sheffield And Squyres, LLC who presented the 2012 Audit Report. Mr. Sheffield stated that he had met with Mr. Carter, Mr. McCain and Mr. Atteridge and went over everything with them and was able to get the report filed on time. There were no findings again this year, which is good. Chairman Atteridge asked for a motion to accept the 2012 Audit Report as presented by Mr. James Sheffield.....Motion by Commissioner Jack McCain, seconded by Commissioner Chris Paige.. **MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to approve the Administrative Procedure 009 Vehicle Useage Policy.....Motion by Commissioner Jennifer Perkins, seconded by Commissioner Miller...**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to authorize Carter to submit application for a Fueltrac account for use with the purchase of fuel/fluids for the districts

vehicle.....Motion by Commissioner Jack McCain, seconded by Commissioner Jennifer Perkins...**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to approve staff's recommendation regarding the PSAP Grants....Motion by Commissioner Chris Paige, seconded by Commissioner Jennifer Perkins.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to remove item #15 PSAP Funding Request from the agenda...Motion by Commissioner Chris Paige, seconded by Commissioner Jennifer Perkins....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to approve Resolution Number 7 of 2013 (Designating the official journal of the Natchitoches Parish Communications District and otherwise providing with respect thereto (R.S.43:171).....Motion by Commissioner Mickey Dove, seconded by Commissioner Jack McCain.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to approve Resolution Number 8 of 2013 (Budget Amendment).....Motion by Commissioner Jennifer Perkins, seconded by Commissioner Miller.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to approve Resolution Number 9 of 2013 (Investment of Idle Funds).....Motion by Commissioner Chris Paige, seconded by Commissioner Jennifer Perkins...**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

911 Director Willis Carter asked for consideration that the regular board meeting for August 20, 2013 be changed to August 27, 2013 to accommodate his absence while attending the annual APCO Training Conference. Motion by Commissioner Mickey Dove, seconded by Commissioner Miller.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Having no more business to come before the 911 Board of Commissioners.....Chairman Larry Atteridge ask for a motion to adjourn until it's next scheduled board meeting....Motion by Commissioner Jack McCain, seconded by Commissioner Jennifer Perkins.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

MEETING ADJOURNED 2:50 P.M.

Mary Jones, Commission Secretary
Approved: August 27, 2013