

**MINUTES OF THE REGULAR MEETING OF THE NATCHITOCHEs PARISH
COMMUNICATIONS DISTRICT
TUESDAY, DECEMBER 17, 2013
2:00 P. M.**

Chairman Larry Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, December 17, 2013 at 2:00 p.m., in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse.

Commissioner Jack McCain offered the Pledge of Allegiance, followed by the prayer which was led by Commissioner Mickey Dove.

Roll call was conducted by 9-1-1 address Coordinator Bernice Wallace. Those present were Commissioner Mary Jones, Commissioner Larry Atteridge, Commissioner Mickey Dove, Commissioner Crit Miller, Commissioner Jack McCain and Commissioner Victor Jones , Commissioner Chris Paige, 9-1-1 Director Willis Carter, and legal counsel Mark Roberts. Those absent were; Commissioner Rick Nowlin and Commissioner Doug Birdwell.

Chairman Atteridge asked if there were any modifications to the Agenda. 9-1-1 Director Carter stated that there were no modifications to be offered.

Chairman Atteridge asked for a motion to approve the minutes of the November 19 , 2013 Board Meeting as printed.....Motion by Commissioner Dove, seconded by Commissioner McCain.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for the Financial Report. Mr. Carter advised that Mrs. Jones had advised him the week prior to the meeting that she was scheduled for training on the meeting date. She advised that an alternate would attend. Carter reported that during the morning prior to the meeting that he contacted Mr. Tom O'Donnel and inquired if he would be attending as representative. Mr. Tom O'Donnel advised that something else had come up and he would not be able to attend as an alternate from Johnson Thomas and Cunningham. A discussion ensued regarding the importance of having representation by the District's CPA firm at each meeting and note was made that this was the second month in a row in which none was available and that a financial report would be tabled. After a brief discussion on suitable remedies to the situation, Commissioner McCain suggested that it would be appropriate for he (as Budget Committee chair) and Mr. Carter to meet with the principals of Johnson, Thomas, and Cunningham in an effort to determine if the firm was willing to make a firm commitment to the District with regard to attendance at monthly and special meetings. Commissioner Miller motioned to table the Financial Report until the next regular Board meeting..... seconded by Commissioner Dove.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Commissioner McCain reported on the most recent Budget/Finance Committee meeting during which time he recapped some of the work that had been performed during the development of the proposed 2014 budget. Chairman Atteridge asked for a motion to approve the Budget Committee Report as presented by Commissioner Jack McCain.....Motion by Commissioner Mary Jones, seconded by Commissioner Crit Miller.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

The Director's Report, presented by Willis Carter, provided updates to the Commission on a number of issues which included; the annual audit, and progress regarding the property donation to the District. Mr. Carter stated that as reported last month to the board, the District has received notice that Hines, Sheffield and Squires will no longer be providing audit services. As a result, staff has conducted interviews with three potential candidates to replace Hines, Sheffield and Squires as auditors for the District. Those interviewed were: Kenneth D. Folden and Company, 302 Eighth Street, Jonesboro, Louisiana 71261. Deborah D. Dees, CPA, 122 Jefferson Street, Mansfield, Louisiana, 71052, and Shanna Jones, CPA, 157 Larry Bruce Road, Winnfield, Louisiana 71483. All three of the firms interviewed are on the approved list of firms provided by the State of Louisiana Legislative Auditor. One additional Firm, Postiethwaite & Netterville, with a main office in Baton Rouge has expressed interest through Hines, Sheffield and Squires. Carter reported that staff utilized a 14 point questionnaire to assess the candidates, and that the recommendation is represented in Resolution Number 14 of 2013 which will be heard later in the agenda.

Carter noted in his report that as reported in the previous meetings, there has been a delay in the transfer of title to the property that is being donated by Mr. Max LeComte and the Coordinating and Development Corporation. Carter called upon Mr. Mark Roberts, the attorney representing the District in the property transfer process, to update the Commission on the status of the property donation. Mr. Roberts stated that the City of Natchitoches passed an Ordinance authorizing it to allow the agreement with Max LeComte's organization to stay in place as far as this property goes for now, and gave him 60 days to make the transfer to the Communications District. Mr. Roberts also stated that he had been in touch with Mr. Tommy Murchison, who will represent that organization, and Tommy will draft the instruments required for the transfer. He noted also that the ordinance also gives Mayor Lee Posey the authority to sign off on the transfer of title.

Carter announced that the Administrative Offices for the District will be closed December 24th and December 25th in observance of Christmas, and again on January 1st, 2014 in observance of New Year's Day.....Motion to accept the Director's Report as presented was offered by Commissioner McCain, seconded by Commissioner Dove.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

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

Chairman Atteridge asked for a motion to accept RESOLUTION NO. 13 OF 2013. A RESOLUTION APPROVING AN OPERATING BUDGET FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT FOR THE PERIOD BEGINNING JANUARY 1, 2014 AND ENDING DECEMBER 31, 2014 AND OTHERWISE PROVIDING WITH RESPECT THERETO.....Motion by Commissioner Victor Jones, seconded by Commissioner Crit Miller.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Chairman Atteridge asked for a motion to accept RESOLUTIONS NO. 14 OF 2013. A RESOLUTION APPROVING THE ENGAGEMENT OF DEBORAH D. DEES, CPA TO CONDUCT AN ANNUAL REVIEW OF COMMUNICATIONS DISTRICT FINANCIAL CONDITION AND PRODUCE AN ATTESTATION REPORT..

..Motion by Commissioner Paige, seconded by Commissioner Victor Jones.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

Having no more Business to come before the Communications District Board , Chairman Atteridge asked for a motion to adjourn until it's next schedule meeting date....Motion by Commissioner Dove, seconded by Commissioner Miller.....**MOTION CARRIED UNANIMOUSLY BY SHOW OF HANDS.**

MEETING ADJOURNED 2:35 P.M.

APPROVED:

Mary Jones, Commissioner, Secretary
Date: 1/21/2014