

**MINUTES OF THE REGULAR MEETING OF THE
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
2:00 p.m., Tuesday, March 18, 2014
Council Meeting Room
Natchitoches Parish Court House**

Call to Order - Chairman Larry Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, March 18, 2014 at 2:00 p. m. in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse.

Pledge and Prayer - Commissioner McCain offered the Pledge of Allegiance, followed by the Prayer which was led by Commissioner Dove.

Roll Call - Roll call was conducted by 9-1-1 Address Coordinator Bernice Wallace. Commissioners present: Mary Jones, Larry Atteridge, Mickey Dove, Jack McCain, Victor Jones, Crit Miller. Commissioners absent: Chris Paige, Doug Birdwell and Rick Nowlin. Staff present: 911 Director Willis Carter, Address Coordinator Bernice Wallace, and Legal counsel Mark Begnuad. Presenting reports: Rebecca Jones representing Johnson Thomas and Cunningham, and George Minturn, Architect.

Public Comments/Introduction of Guests - Chairman Atteridge recognized and welcomed guest: Rebecca Jones, George Minturn and LaQuita Collins asked if there were any comments from the audience of which there were none.

Approval/Modifications to Agenda - Chairman Atteridge asked if there were any modifications to the Agenda. 911 Director Carter stated there is no modifications to the agenda.

Approval of Minutes - Chairman Atteridge asked for a Motion to approve the minutes of the February 18, 2013 Board Meeting as printed.....Motion by Commissioner Victor Jones, seconded by Commissioner McCain. Roll call vote was recorded as follows: **Mary Jones, YES; Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Nowlin, Birdwell, Paige, ABSENT. Motion Passed**

Financial Report - Rebecca Jones, representing Johnson Thomas and Cunningham, presented Financial report for period ending February 28, 2014, Chairman Atteridge asked for a motion to accept the Financial Reports as presented....Motion by Commissioner Victor Jones, seconded by Commissioner Miller. Roll call vote was recorded as follows. **Mary Jones, YES; Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Nowlin, Birdwell, Paige, ABSENT. Motion Passed**

9-1-1 Directors Report - 9-1-1 Director Willis Carter reported that on February 27, 2014 he represented the Natchitoches Communications District at the Winter Quarter 2014 Executive Committee meeting of Ark- La-Tex investment & Development Corporation which was held in Jefferson, Texas at the historic Jefferson Hotel. During that meeting the Executive Committee approved an authorizing resolution granting authority to Max LeComte, President and CEO, to execute the land deed transfer on the property designated as the site for the NATCOM facility.

Carter also reported that on March 26, 2014, at 10:00 at the Art Center, for Max LeComte and Ark-La-Tex Development would officially sign over the deed to the 2.89 acres of property that will become the site for the NATCOM facility. All Commissioners are encouraged to attend and extend the District's appreciation to Max and his group for their generous support. He also reported that the Joint Legislative Committee On the Budget will meet on March 19, 2014 for Facility Planning and Control, Capital Outlay Change Order also. Chairman Atteridge asked for a Motion to accept the Director's report as presented. Motion by Commissioner Miller, seconded by Commissioner Victor Jones .Roll call vote recorded as follows: **Mary Jones, YES; Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Nowlin, Birdwell, Paige, ABSENT. Motion Passed**

VISA Account Activity Report – Chairman Atteridge asked for a motion to accept statement of charges on the District's VISA account as provided. Motion by Commissioner Victor Jones, seconded by Commissioner Dove. Roll call vote recorded as follows: **Mary Jones, YES; Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Nowlin, Birdwell, Paige, ABSENT. Motion Passed**

Investment Of Idle Funds: Resolution Number 4 of 2014 - Chairman Atteridge asked for a motion to accept RESOLUTION NUMBER 4 OF 2014. A RESOLUTION AUTHORIZING THE AUTOMATIC RENEWAL OF CERTIFICATE OF DEPOSIT AND OTHERWISE WITH RESPECT THERETO: Motion by Commissioner McCain, seconded by Commissioner Mary Jones. Roll call vote recorded as follows : **Mary Jones, YES; Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Nowlin, Birdwell, Paige, ABSENT. Motion Passed**

By-Laws Annual Review – The revised By-Law Document was presented to the Commissioners to show current practices as well as denote changes. Chairman Atteridge asked for a motion to accept the revised and updated By-Laws submitted by Mr. Carter. Motion by Commissioner Dove, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **Mary Jones, YES; Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Nowlin, Birdwell, Paige, ABSENT. Motion Passed**

Committee Appointment - Chairman Atteridge announced his appointment of Commissioners Victor Jones, Mickey Dove, Jack McCain to make up a "Personnel Committee" which would be tasked to provide support when needed in issues such as review and development of job descriptions, evaluation process development, benefits, etc. Motion by Commissioner Victor Jones, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **Mary Jones, YES; Victor Jones, YES; Jack McCain, YES; Mickey Dove, YES; Crit Miller, YES; Nowlin, Birdwell, Paige, ABSENT**

Accounting Services (Letter of Engagement) - The District received a revised "Letter of Engagement" from **Johnson, Thomas & Cunningham**. The new agreement carries a fee adjustment, which represents a 20.62% increase amounting to \$1,200.00 annually. Following receipt of Johnson, Thomas & Cunningham's revised Letter of Engagement, staff provided the "scope of work" for accounting services to two other local CPA firms and requested a cost estimate from each. Each firm offered annual cost estimates of \$1,020.00 less than that offered by Johnson, Thomas & Cunningham. Following discussion, Commissioner McCain offered a motion to discontinue the services of Johnson, Thomas & Cunningham. **Birdwell, ABSENT; Dove, NO; Mary Jones, NO; Victor Jones, NO; McCain, YES; Miller, YES; Nowlin, ABSENT; Paige, ABSENT; ATTERIDGE, YES. The motion resulted in a tie vote.**

After further discussion it was agreed to ask for a meeting with Mr. Thomas at the April 15th Commission meeting at which point Ms. Jones stated that considering the date, that may not be possible (income tax filing). In order to accommodate Mr. Thomas' schedule, the board agreed that he could attend the May Commission meeting. At that time, Commissioner Dove offered a motion to continue the services of Johnson, Thomas & Cunningham at the current rate until the May Commission meeting when Mr. Thomas could be present to answer questions. **Birdwell, ABSENT; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, ABSENT; Paige, ABSENT; ATTERIDGE, YES.**

Phase 2 Implementation – Mr. Carter reported that in consideration of the importance of the upgrade to Phase 2 wireless location, he had appealed to APCO International for assistance with the project. APCO has agreed to assist the District, at no charge, as a member benefit. A team of two communications professionals will visit Natchitoches and survey both of our PSAP operations as part of this project. Chairman Atteridge asked for a motion to accept the Phase 2 report as presented. Motion by Commissioner Miller, seconded by Commissioner Victor Jones: Roll call vote recorded as follows: **Mary Jones, YES; Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Nowlin, Birdwell, Paige, ABSENT. Motion Passed**

NATCOM PROJECT REPORT- Mr. Minturn provided updates on the latest revised site plans for the NATCOM facility, which may save the District monies on the site cost. Chairman Atteridge asked for a motion to accept the architects report. Motion by Commissioner Miller, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **Mary Jones, YES; Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Nowlin, Birdwell, Paige, ABSENT. Motion Passed**

Office Of Homeland Security Grant Update - Commissioner Mary Jones, acting in her capacity as Assistant Director of the Natchitoches Parish Office of Homeland Security, confirmed that the State Office of Homeland Security has approved the districts grant request for up to \$8,000 for updates to the Emergency warning Sirens system. Chairman Atteridge asked for a motion to authorize Mr. Carter to expend \$8,000 in advance of the District receiving the grant funding, and upon completion to provide an invoice to the Homeland Security Office for reimbursement. Motion by Commissioner McCain, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **Mary Jones, YES; Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Nowlin, Birdwell, Paige, ABSENT. Motion Passed**

Having no further Business to come before the Communications District Board of Commissioners, Chairman Atteridge called for a motion to adjourn until it's next scheduled meeting date. Motion by Commissioner Victor Jones, seconded by

Commissioner Dove. Roll call vote recorded as follows: **Mary Jones, YES; Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Nowlin, Birdwell, Paige, ABSENT.**
Motion Passed

MEETING ADJOURNED 3:08 P.M.