

**MINUTES OF THE REGULAR MEETING  
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT  
2:00 p.m., Tuesday, May 21, 2019  
Room 116 A  
Natchitoches Parish Communications District 9-1-1 Center**

**CALL TO ORDER-** Chairman Micky Dove called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, May 21, 2019 at 2:00 p.m. in the Natchitoches Parish Communications District 9-1-1 Center , Room 116 A, Natchitoches Parish Louisiana.

**PLEDGE AND PRAYER** –Chairman Dove asked Commissioner Nicholas to lead the Pledge of Allegiance, and Commissioner Wynn offered the prayer.

**PUBLIC COMMENTS/INTRODUCTION OF GUEST** *No public comments. LaQuita Collins, Juanice Gary, George Minturn, Rebecca Jones and Mark Begnaud.*

**ROLL CALL** - Roll call was conducted by Bernice Wallace. **Commissioners present: Larry Atteridge, Micky Dove, Mary Jones, Victor Jones, Jack McCain, John Wynn, John Nicholas, Rick Nowlin. Commissioners Absent: Chris Paige. Staff present: 911 Director Willis Carter, Bernice Wallace and Legal counsel Mark Begnaud.**

**APPROVAL/MODIFICATIONS TO AGENDA-** Chairman Dove asked if there were any modifications to the published agenda. Director Willis Carter stated there were none. Motion by Commissioner Larry Atteridge, seconded by Commissioner John Wynn. Roll call vote was recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Jones, YES; McCain, YES; Wynn, YES; Nowlin, YES; ASBENT: Chris Paige. Motion Passed**

**APPROVAL OF MINUTES-** Chairman Dove asked for a motion to approve the minutes of the April 16, 2019 board meeting as written. Motion by Commissioner McCain, seconded by Commissioner Wynn. Roll call vote was recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige. Motion Passed**

**FINANCIAL REPORT** –Rebecca Jones presented the financial report for the period ending April 30, 2019. Chairman Dove asked for a motion to approve the Financial report as presented by Rebecca Jones. Motion by Commissioner Wynn, seconded by Commissioner Atteridge. Roll call vote as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; John Wynn, YES; Rick Nowlin, YES; ASBENT: Chris Paige**

**9-1-1 DIRECTORS REPORT-** Training and orientation on the operation of the “clean agent” fire notification and extinguishing system that protects the critical operations portion of the NATCOM facility was conducted on May 15, 2009. Those who attended were the 9-1-1 staff and representatives of the Natchitoches Fire Department, Natchitoches EMS, NPSO dispatch, and NPD dispatch. The 2018 external Audit process is underway. The Districts’ external auditor will be in for on-site document review on May 29, 2018. Consoles arrived on time on April 16<sup>th</sup> and installation was completed on April 19<sup>th</sup>. All of the work went very smoothly. Dispatch seating also arrived on April 16<sup>th</sup> and was installed on May 13<sup>th</sup>. We sent out three requests for quotes to install 1” aluminum mini blinds in the four offices in the control room, Homeland Security office, and Directors

office. The lowest quote was from The Louver Shop of Lake Charles. Although they were the lowest quote, we were unable to reach agreement on payment terms, and therefore we are currently reaching out to the next qualified vendor who is David Carol Blind and Drapery Service out of Shreveport. The cost of this project is earmarked in the 2019 operating budget. The copy of the email which follows is notice, from our Project Manager, that the District has expended all of the State funding that was allocated to us through the State of Louisiana Capital Outlay Program. *"I have marked up, in red, the R.D., and invoices which are attached for your records. These have been forwarded to QA/QC/Accounting for further processing. If all is confirmed as being accurate and in order, the R.D. will be paid soon. After you have received payment for this last R.D. and confirmed that the State has, in fact, paid its obligation in full, please draft a letter indicating, "All of the State's obligations for FP&C Project #50-NRO-12-01 have been met and the project can be closed out." for Mr. Dove to sign and send to me. It has been good working with you. I wish you the best."* John Richard, P.E., Project Manager Division of Administration Facility Planning & Control. We have asked Ms. Jones to provide a report of total state revenue received by the District through the Capital Outlay program in order to confirm that the State has met its obligation. Chairman Dove asked for a motion to accept the Directors report as presented. *Motion by Commissioner Nicholas, seconded by Commissioner John Wynn. Roll call vote recorded as follows: Larry Atteridge, John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed*

**BANK CARD ACCOUNT ACTIVITY REPORT-** Chairman Dove asked for a motion to accept the Bank Card Account Activity Report as presented. Motion by Commissioner Atteridge, seconded by Commissioner Mary Jones. Roll call vote as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

**9-1-1 SYSTEM OUTAGE-** Director Willis Carter reported of system outage that occurred on May 2, 2019.

**RESOLUTION NUMBER 12 OF 2019- A RESOLUTION AUTHORIZES THE RELEASE OF PARTIAL PAYMENT TO ELECTRONIC BUSINESS SYSTEMS (EBS) FOR \$16,594.57 ON INVOICE NUMBER AR15311; AND OTHERWISE WITH RESPECT PROVING THERETO:** Chairman Dove asked for a motion to approve Resolution number 12 of 2019. Motion by Commissioner McCain, seconded by Commissioner Nicholas. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion passed**

**RESOLUTION NUMBER 13 OF 2019- A RESOLUTION AUTHORIZES THE DIRECTOR TO ENGAGE A QUALIFIED LANDSCAPE PROFESSIONAL TO PROVIDE LANDSCAPING AND IRRIGATION FOR THE NATCOM FACILITY; AND OTHERWISE PROVIDING WITH RESPECT THERETO:** Chairman Dove asked for a motion to approve resolution number 13 of 2019. Motion by Commissioner McCain, seconded by Commissioner Wynn. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

**PROFESSIONAL SERVICE CONTRACT-**Chairman Dove asked that the board allow him to pick two Commissioner from the board to work with him on the contract for the Director Willis Carter.

Motion by Commissioner John Wynn, seconded by Commissioner John Nicholas. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

**NATCOM PROJECT UPDATE REPORT**-Chairman Dove asked for a motion to accept the NATCOM Report update as presented. Motion by Commissioner John Wynn, seconded by Commissioner Mary Jones.. Roll call vote recorded as follows: **Larry Atteridge, YES; Micky Dove, YES; John Nicholas, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT :Chris Paige and Victor Jones. Motion Passed**

**ADJOURN**-Having no further Business to come before the Communications District Board of Commissioners. Chairman Dove called for a motion to adjourn until it's next scheduled meeting date. Motion by Commissioner John Wynn, seconded by Commissioner John Nicholas. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Jack McCain, YES; John Wynn, YES; Rick Nowlin, YES; ABSENT: Chris Paige and Victor Jones. Motion Passed**

**MEETING ADJOURNED 2:42 p.m.**

**CERTIFICATE**

I, \_\_\_\_\_, Secretary of the Natchitoches Parish Communications District Board, do

hereby certify that the foregoing is a true and correct copy of a resolution adopted by the assembled

Board during public meeting held on \_\_\_\_\_, 2019. Given under my official signature on this

\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Secretary  
Natchitoches Parish Communications District