

**MINUTES OF THE REGULAR MEETING OF THE
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
TUESDAY, DECEMBER 6, 2011
2:00 P.M**

Commission Vice Chairman Atteridge called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, December 6, 2011 at 2:00 P.M. in the Police Jury Board Room of the Natchitoches Parish Courthouse.

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

Roll call was conducted by 9-1-1 Address Coordinator, Bernice Wallace. Those present were Commissioner Jennifer Perkins, Commissioner Gerald Longlois, Commissioner Mickey Dove, Commissioner Jack McCain, Commissioner Dennie Boyt, Commissioner Doug Birdwell, Commissioner Larry Atteridge, 9-1-1 Director Willis Carter, and legal counsel Mark Begnaud. Absent was Commissioner Victor Jones.

Vice Chairman Atteridge recognized and welcomed visitors.

Vice Chairman Atteridge asked for a motion to approve the minutes of the November 15, 2011 board meeting.....Motion by Commissioner Gerald Longlois with a second by Commissioner Doug Birdwell**MOTION CARRIED**

Vice Chairman Atteridge called for Staff and Committee reports. 9-1-1 Director Willis Carter stated that there would be no financial report because of the change in meeting date, which placed the meeting early in the month, and before bank statements had arrived. He also stated that this is why a representative of Johnson, Thomas & Cunningham is not present at the meeting.

9-1-1 Director Carter stated that there had been no committee meetings since the last meeting of the commission, at which time Commissioner McCain, who is chair of the Budget Committee, commented that he Budget Committee had met and discussed both the proposed amendments to the 2011 budget as well as the proposed 2012 budget. Mr. McCain proceeded with the Budget Committee report.

Vice Chairman Atteridge asked for a motion to accept the Budget Committee report. Motion by Commissioner Chris Paige, seconded by Commissioner Gerald Longlois...**MOTION CARRIED**

911 Director Willis Carter presented the director's report, which included information on: 9-1-1 Repeater Problems which were reported by Commissioner Birdwell earlier in the previous month. Carter reported that the committee that had been appointed would conduct a conference call with RCC Consultants to discuss the re-design of the system. Emergency Power Generator repairs remain partially complete. The remaining 12 sites which make up phase 2 of the Emergency Outdoor Warning System is being optimized and tested as of today. Only minor problems have been detected. Testing is due to be complete sometime later

in the day. Copies of the Board of Commissioners By-Laws were provided to the board and each Commissioner was asked to review the document prior to the January board meeting and be prepared to submit any changes that they would like to offer. The Board was briefed on the progress of the NATCOM project to include information that the project architect was in the process of developing a draft design concept to submit to the Building Advisory group for review and comments. Carter started that hopefully another meeting could take place before the holidays. Carter concluded his report by providing performance/production statistics. Vice Chairman Atteridge asked for a motion to accept the Director's report as presented. Motion by Commissioner Jack McCain seconded by Commissioner Gerald Longlois with no discussion the **MOTION CARRIED**

Vice Chairman Atteridge opened the floor for old business, hearing none, moved to new business.

Vice Chairman Atteridge opened new business by asking for a motion to approve Resolution Number 6 of 2011. ..Motion by Commissioner Chris Paige, and seconded by Commissioner Jennifer Perkins. After a short discussion during which Commissioner McCain voiced the support of the Budget Committee on resolution number 6, the **MOTION CARRIED**

RESOLUTION NO. _6_ OF 2011

A RESOLUTION APPROVING AN AMENDMENT TO THE OPERATING BUDGET FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT FOR THE PERIOD BEGINNING JANUARY 1, 2011 AND ENDING DECEMBER 31, 2011 AND OTHERWISE PROVIDING WITH RESPECT THERETO

Motion By: _____

WHEREAS, *The Natchitoches Parish Communications District is subject to the provisions of CHAPTER 9 of the LOUISIANA LOCAL GOVERNMENT BUDGET ACT, provisions R.S. 39:1307-1315; and*

WHEREAS, *Louisiana Revised Statute 39:1311A requires that the budget shall be amended when (1) total revenue and other sources plus projected revenue and other sources for the remainder of the year, within a fund, are failing to meet total budgeted revenues and other sources by five percent or more , (2) Total actual expenditures and other uses plus projected expenditures and other uses for the remainder of the year, within a fund, are exceeding the total budgeted expenditures and other uses by five percent or more., (3) Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by five percent or more and fund balance is being used to fund current year expenditures., and*

WHEREAS, *since the adoption of the 2011 Budget by the Board of Commissioners and during the course of the 2011 budget year there was a variance of 5% in both revenues and expenses;*

NOW, THEREFORE, BE IT RESOLVED *by the Board of Commissioners of the Natchitoches Parish Communications District, in due and legal session, convened that the attached operating budget amendments for the period beginning January 1, 2011, and ending December 31, 2011, are hereby approved.*

Vice Chairman Atteridge asked for a Motion to approve Resolution 7 of 2011. Motion by Commissioner Chris Paige, seconded by Commissioner Gerald Longlois. After a short

discussion which included questions by Commissioner Paige surrounding the training line item, the **MOTION CARRIED.**

RESOLUTION NO. 7 OF 2011

A RESOLUTION APPROVING AN OPERATING BUDGET FOR THE NATCHITOCHES PARISH COMMUNICATIONS DISTRICT FOR THE PERIOD BEGINNING JANUARY 1, 2012 AND ENDING DECEMBER 31, 2012 AND OTHERWISE PROVIDING WITH RESPECT THERETO

Motion By: _____

***WHEREAS,** the Natchitoches Parish Communications District is subject to the provisions of CHAPTER 9 of the LOUISIANA LOCAL GOVERNMENT BUDGET ACT, provisions R.S. 39:1307-1315; and*

***WHEREAS,** R.S. 1309 of the Budget states that all action necessary to adopt and otherwise finalize and implement the budget for a fiscal year shall be taken in open meeting and completed before the end of the prior fiscal year: and*

***WHEREAS,** The adopted budget shall be balanced with approved expenditures not exceeding the total of estimated funds available;*

***NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Natchitoches Parish Communications District, in due and legal session, convened that the attached operating budget for the period beginning January 1, 2012, and ending December 31, 2012, is hereby approved.*

Vice Chairman Atteridge asked for a Motion authorizing the Chairman to execute a letter of engagement with Hines, Sheffield & Squyres, L.L.C auditing services for the year ending December 31, 2011. Motion by Commissioner Gerald Longlois, seconded by Commissioner Jack McCain.....**MOTION CARRIED.**

Having no other business before the 9-1-1 board, Vice Chairman Atteridge asked for a motion to adjourn.....Motion by Commissioner Gerald Longlois, seconded by Commissioner Doug Birdwell ...**MOTION CARRIED**

Jennifer Perkins, Board Secretary

Date Approved