

**MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT**

2:00 p.m., Tuesday, May 20, 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, May 20, 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 Director Willis Carter (Address Coordinator Bernice Wallace on excused absence). Commissioners present: Larry Atteridge, Mickey Dove, Jack McCain, Victor Jones, Crit Miller. Commissioners absent: Chris Paige, Doug Birdwell Rick Nowlin and Mary Jones. Staff present: 911 Director Willis Carter, and Legal counsel Mark Begnaud. Presenting reports: Rebecca Jones representing Johnson Thomas and Cunningham, George Minturn, Architect, and Deborah Dees, CPA presenting the 2013 Audit Review.

Public Comments/Introduction of Guests - Chairman Atteridge recognized and welcomed guests and 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 his request to remove Item # 11 from this month's agenda noting that he would add it to next month's agenda. Chairman Atteridge asked for a Motion to approve the agenda as amended....Motion by Commissioner Victor Jones, seconded by Commissioner McCain. Roll call vote was recorded as follows: **Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Paige, ABSENT, Nowlin, ABSENT, Mary Jones, ABSENT, DOUG BIRDWELL, ABSENT. Motion Passed**

Approval of Minutes - Chairman Atteridge asked for a Motion to approve the minutes of the March 18, 2014 Board Meeting as printed....Motion by Commissioner McCain, seconded by Commissioner Dove. Roll call vote was recorded as follows: **Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Paige, ABSENT, Nowlin, ABSENT, Mary Jones, ABSENT, DOUG BIRDWELL, ABSENT. Motion Passed**

Financial Report - Rebecca Jones, representing Johnson Thomas and Cunningham, presented Financial reports for period ending May 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: **Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Paige, ABSENT, Nowlin, ABSENT, Mary Jones, ABSENT, DOUG BIRDWELL, ABSENT. Motion Passed**

9-1-1 Directors Report – Carter reported on the following: **Property Deed Transfer** - Larry Atteridge, Chairman of the Board of Commissioners for the Natchitoches Parish Communications District, joined other members of the Commission, along with Parish President

Rick Nowlin, Mayor Lee Posey and Mr. Max LeComte, representing Ark-La-Tex Investments & Development Corporation, for a property donation ceremony on March 26, 2014. This concluded the official transfer of the deed of ownership for property that will be the future home of the Natchitoches Parish Public Safety Emergency Communications Center. **Accounting Services Letter of Engagement**, Carter and Mark Thomas met on April 25, 2014 and discussed specific changes proposed in current Letter of Engagement. As a result of that meeting, agreement with regard to a revised scope of work, and adjusted fee schedule has been reached and a new letter of engagement has been signed. **Phase 2 Implementation** – On April 22, 2014 two representatives from the Association of Public Safety Communications Officials (APCO) acting as guest facilitators arrived at the Shreveport Regional airport to begin three days of work aimed at preparing the District, as well as first responder dispatch agencies, for the task of migrating to Phase 2 location wireless technology. The facilitator workshop was conducted on April 23, 2014 with fifteen in attendance. Four of which were Natchitoches communications district commissioners, along with the 9-1-1 Director from Rapides Parish. Also in attendance were the PSAP directors from both the NPSO and the Natchitoches City Police and representatives from AT&T. Over a period of almost three hours the APCO consultants shared much information with the group and answered questions to help clarify what the group could expect with the advent of Phase II location service. The team met one-on-one with our AT&T representative, along with Carter and Wallace for a combined 8-hours before their departure on April 24th. The net benefit to the District was some 11-hours of professional assistance directly focused on efforts to achieve Phase 2 deployment. This service was provided to the District as a “member benefit” at no cost to the District. **Capital Outlay** - The House Ways and Means Committee convened on May 8th to consider 161 amendments to HB2 (Capital Outlay funding). All of the amendments, with the exception of one that was offered from the floor, passed. To the best of my knowledge, none of these amendments have a direct impact to *50/NRO NATCHITOCHEES COMMUNICATIONS DISTRICT* which is our Emergency Communications Center project. The next stop for HB2 was review by the House Appropriations Committee and that took place on May 12, 2014 with only one amendment. Floor debate on HB2 took place on May 15th. The Bill has been moved to the Senate for consideration. **ANNOUNCEMENTS** – 9-1-1 Administrative Offices will be closed May 26th in observance of Memorial Day. Chairman Atteridge asked for a motion to accept the Directors report. Motion by Commissioner Miller, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Paige, ABSENT, Nowlin, ABSENT, Mary Jones, ABSENT, DOUG BIRDWELL, 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 McCain, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Paige, ABSENT, Nowlin, ABSENT, Mary Jones, ABSENT, DOUG BIRDWELL, ABSENT. Motion Passed**

AUDIT REVIEW – The 2013 Audit Review was provide to the Commission by Ms. Deborah Dees, CPA. The Natchitoches Parish Communications District experienced an increase in its net position during the year ended December 31, 2013. Actual revenues for the year 2013 exceeded budgeted amounts by \$4,729. Expenditures for the year were \$19,770 below the approved budget. The audit review did not reveal any material weaknesses. Chairman Atteridge asked for a motion to accept the Audit Review Report as presented by Ms. Dees: Motion by Commissioner McCain, seconded by Commissioner Victor Jones. Roll call vote

recorded as follows: **Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Paige, ABSENT, Nowlin, ABSENT, Mary Jones, ABSENT, DOUG BIRDWELL, ABSENT. Motion Passed**

Office Of Homeland Security Grant Update - Carter reported that following approval last month of the Homeland Security grant, he had requested a meeting with the provider of the Emergency Warning System to discuss in further detail some of the issues involved in the upgrades to the system. That meeting occurred on May 8, 2014 and we are awaiting addition information at this time. Chairman Atteridge asked for a motion to accept the Homeland Security Grant update report: Motion by Commissioner Dove, seconded by Commissioner Miller. Roll call vote recorded as follows: **Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Paige, ABSENT, Nowlin, ABSENT, Mary Jones, ABSENT, DOUG BIRDWELL, ABSENT. Motion Passed**

NATCOM PROJECT REPORT- Mr. Minturn provided updates on the latest revised site plans for the NATCOM facility. He informed the Commission that he is still on schedule with the time line that he provided during the January Commission meeting. Atteridge asked for a motion to accept the architects report. Motion by Commissioner Miller, seconded by Commissioner Dove. Roll call vote recorded as follows: **Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Paige, ABSENT, Nowlin, ABSENT, Mary Jones, ABSENT, DOUG BIRDWELL, 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 McCain, seconded by Victor Jones . Roll call vote recorded as follows: **Victor Jones, YES; McCain, YES; Atteridge, YES; Dove, YES; Miller, YES; Paige, ABSENT, Nowlin, ABSENT, Mary Jones, ABSENT, DOUG BIRDWELL, ABSENT. Motion**

MEETING ADJOURNED 3:10 P.M.

Mary Jones, Secretary
June 17, 2014