

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

2:00 p.m., Tuesday, December 2, 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, December 2, 2014 at 2:00 p. m. in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse.

PLEDGE AND PRAYER – Commissioner McCain led the Pledge of Allegiance, followed by the prayer, which was offered by Commissioner Dove.

ROLL CALL - Roll call was conducted by 9-1-1 Address Coordinator Bernice Wallace
Commissioners present: Larry Atteridge, Mickey Dove, Crit Miller, Rick Nowlin, Jack McCain and Victor Jones (delayed arrival). **Commissioners absent:** Mary Jones, Chris Paige and Doug Birdwell. Staff present: 911 Director Willis Carter, Bernice Wallace and Legal counsel Mark Begnaud.

In light of the absence of Commissioner Mary Jones who is the secretary for the Commission, Chairman Atteridge asked for a motion to appoint Commissioner Dove, to the position of acting Secretary: Motion to approve by Commissioner Nowlin, second by Commissioner Miller. Roll call vote was recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, YES. ABSENT: Mary Jones, Chris Paige and Doug Birdwell. Motion Passed**

PUBLIC COMMENTS/INTRODUCTION OF GUEST - Chairman Atteridge recognized and welcomed guests, LaQuita Collins, with the Natchitoches Parish Sheriff's Office and David Carter, with AT&T. Commissioner Atteridge 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 Willis Carter requested that agenda item# 11 be moved to the 1st order of new business. Chairman Atteridge asked for a motion to modify the agenda moving item # 11 up to the 1st item under new business. Motion by Commissioner McCain, second by Commissioner Dove. Roll call vote was recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell. Motion Passed**

APPROVAL OF MINUTES - Chairman Atteridge asked for a Motion to approve the minutes of the October 21, 2014 Board Meeting as written. Motion by Commissioner Dove, seconded by Commissioner Victor Jones. Roll call vote was recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell. Motion Passed**

FINANCIAL REPORT –Rebecca Jones, representing Johnson Thomas & Cunningham, presented the financial report for the period ending October 31, 2014. Chairman Atteridge asked for a motion to approve the financial report as given by Mrs. Jones. Motion by Commissioner Victor Jones, second by Commissioner McCain. Roll call vote recorded as

follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES, Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell. Motion Passed**

9-1-1 DIRECTORS REPORT- Mr. Carter reported on the following: Meeting w/Senator Long, Commissioner McCain, representing the Budget/Finance Committee, Commissioner Chair Larry Atteridge, on October 28, 2014 for an update on the status of the NATCOM project. **APCO Funding Meeting-** On October 30th, Mr. Mark Begnaud and Mr. Carter traveled to Lafayette to attend a meeting of Louisiana 9-1-1 Directors for the purpose of discussing options regarding sustainable funding sources and practices which will allow our 9-1-1 districts to keep pace with emerging and rapidly changing technology associated with the 9-1-1 industry. **Phase II Upgrade-** Phase II testing has been ongoing and as of November 21, 2014 T-Mobile and AT&T Mobility have provided official notice that they began the routing of live calls with Phase 2 location information. **ANNOUNCEMENTS:** Administrative offices will be closed: 12:00 p.m.- 5:00 p.m. December 6,2014 (Christmas Festival Schedule), December 24,2014 (Christmas Eve) and December 25,2014 (Christmas Day). Chair Atteridge asked for a motion to accept the Directors Report as presented. Motion by Commissioner Victor Jones, second by Commissioner Dove: Roll call vote recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell: Motion Passed**

Mr. DAVID CARTER representing AT&T reported on the proposed 9-1-1 telephone system upgrade and outlined some of the capabilities of the new system. He assured the board that the Vista4 is a tried and true product, which is built from the ground up with Natchitoches needs in mind. The system will come with a MIS package, which will provide call management statistics for the district and the agencies using the system.

RESOLUTION NO. 14 OF 2014 - A RESOLUTION AUTHORIZING THE COMMISSION CHAIR TO EXECUTE A 9-1-1 SPECIAL SERVICE ARRANGEMENT AGREEMENT WITH AT&T AS REFERENCED IN DOCUMENT ASSIGNED CASE NUMBER LA 14-3363-00 AND OTHER WISE WITH RESPECT THERETO: Chariman Atteridge asked for a motion to adopt RESOLUTION #14 OF 2014 contingent upon approval of legal counsel following review. Motion by Commissioner Victor Jones, second by Commissioner McCain. Roll call vote recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell: Motion Passed**

VISA ACCOUNT ACTIVITY REPORT – Chairman Atteridge asked for a motion to accept the 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: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell: Motion Passed**

2014 PUBLIC BUDGET HEARING- Chairman Atteridge asked for a motion to convene Public Hearing on the 2014 Budget Amendment and Proposed 2015 Operating Budget. Motion by Commissioner Nowlin, second by Commissioner Victor Jones. Roll call vote recorded as

follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell. Motion Passed**

BUDGET COMMITTEE REPORT- Budget Committee Chairperson Commissioner McCain asked the 9-1-1 Director Willis Carter provided a recap of the budget committee work relating to the creating amendments to the 2014 budget as well as creation of the proposed 2015 operating budget. In both cases, members were provided with side-by-side comparisons of both the 2014 and the proposed 2015 budget documents. He pointed out that much like the 2014 budget, the 2015 budget was basically flat. The 2015 budget reflects total revenues of \$387,990 with total expenses of \$370,350.

Chairman Atteridge asked for a motion to close the budget hearing. Motion by Commissioner Victor Jones, second by Commissioner Nowlin. Roll call vote recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell. Motion Passed**

RESOLUTION NO. 12 OF 2014- A RESOLUTION APPROVING AMENDMENTS TO THE 2014 OPERATING BUDGET FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO; Chairman Atteridge asked for a motion to approve Resolution Number 12 of 2014. Motion by Commissioner Nowlin, second by Commissioner Victor Jones. Roll call vote recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES, Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell. Motion Passed**

RESOLUTION NO. 13 OF 2014- A RESOLUTION APPROVING AN OPERATING BUDGET FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT FOR THE PERIOD BEGINNING JANUARY 1, 2015 AND ENDING DECEMBER 31, 2015 AND OTHERWISE PROVIDING WITH RESPECT THERETO; Chairman Atteridge asked for a motion to adopt the 2015 Operating Budget. Motion by Commissioner Nowlin to accept Resolution No. 13 as Amended with said correct figure for Cellular One, second by Commissioner Miller. Roll call vote recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell. Motion Passed**

NATCOM PROJECT REPORT- Mr. Minturn provided updates on the latest plans for the NATCOM facility, stated that he had finished the plans and specs, and is getting ready to put in a submittal to the Fire Marshall Office. Mr. Minturn assured the board that he had a real good workable plan for the facility. Chairman Atteridge asked for a motion to accept the architects report. Motion by Commissioner Crit Miller, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell. Motion Passed**

PROFESSIONAL SERVICES CONTRACT RENEWAL- Mr. Carter's professional services contract with the District expired on November 1, 2014. As per currently existing provisions, it may be extend by agreement of both parties. Chairman Atteridge asked for a motion to extend

Mr. Carter Professional Service Contract. Motion by Commissioner McCain, seconded by Commissioner Miller. Roll call vote recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, Yes; ABSENT: Mary Jones, Chris Paige and Doug Birdwell. 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 McCain. Roll call vote recorded as follows: **Atteridge, YES; Dove, YES; Victor Jones, YES; McCain, YES; Miller, YES; Nowlin, YES; ABSENT: Mary Jones, Chris Paige and Doug Birdwell. Motion Passed**

MEETING ADJOURNED 3:02 P. M.

I, _____, Secretary for the Board of
(Print Name)
Commissioners of the Natchitoches Parish Communications District, hereby confirm that the
foregoing action was duly approved on: _____.

Signature