

**MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
2:00 p.m., Tuesday, January 17, 2017
Council Meeting Room
Natchitoches Parish Court House**

CALL TO ORDER- Chairman Dove called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, January 17, 2017 at 2:00 p.m. in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse.

PLEDGE AND PRAYER – Chairman Dove led the Prayer, Pledge of Allegiance led by Commissioner Atteridge.

ROLL CALL - Roll call was conducted by 9-1-1 Address Coordinator Bernice Wallace.
Commissioners present: Larry Atteridge, John Nicholas, Micky Dove, Mary Jones, Victor Jones and Jack McCain: Commissioners Absent: Rick Nowlin, Chris Paige, and Crit Miller. Staff present: 911 Director Willis Carter, Bernice Wallace and Legal counsel Mark Begnaud.

PUBLIC COMMENTS/INTRODUCTION OF GUEST- Chairman Dove welcomed the board and guest: Laquita Collins, Lorena Ramos, Monique Guidry, JD Thornton and Ralph Ingram .No public comments.

APPROVAL/MODIFICATIONS TO AGENDA-*There were no modifications to the agenda.*

APPROVAL OF MINUTES –Chairman Dove asked for a Motion to approve the minutes of the December 6, 2016 Board Meeting as written. Motion by Commissioner Nicholas, seconded by Commissioner Victor Jones. Roll call vote was recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; ABSENT: Rick Nowlin, Chris Paige and Crit Miller: Motion Passed**

FINANCIAL REPORT – The Financial Reports were presented by Rebecca Jones of the JTC, Accounting firm. Chairman Dove asked for a motion to accept the financial report for the period ending December 31, 2016. Motion by Commissioner Victor Jones, second by Commissioner Larry Atteridge. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; ABSENT: Rick Nowlin, Chris Paige and Crit Miller. Motion Passed**

9-1-1 DIRECTORS REPORT- *Mr. Carter reported on the following: APCO/NENA Annual Training Symposium. Request to FP&C for contract concurrence. Letter (under Chairman’s signature) to FP&C certifying that the district owns the property upon which the NATCOM facility will be constructed and certifying the amount of funds being committed to the project by the District. Letter certifying that the District complied with State bid laws (Architect of record). Announcements: Administrative offices closed January 16, 2017 for MLK Day.* On a motion by Commissioner Mary Jones, seconded by Commissioner Victor Jones, a roll call vote was taken and recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; ABSENT: Rick Nowlin, Chris Paige and Crit Miller. Motion Passed**

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

RESOLUTION NUMBER 1 OF 2017- A RESOLUTION ESTABLISHING THE ANNUAL MEETING SCHEDULE FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Dove asked for a motion to accept RESOLUTION #1 of 2017. Motion by Commissioner McCain, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; ABSENT: Rick Nowlin, Chris Paige and Crit Miller. Motion Passed**

RESOLUTION NUMBER 2 OF 2017- A RESOLUTION ESTABLISHING THE 2017 EMPLOYEE HOLIDAY SCHEDULE AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Dove asked for a motion to accept RESOLUTION #2 OF 2017. Motion by Commissioner Nicholas, seconded by Commissioner Mary Jones. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; ABSENT: Rick Nowlin, Chris Paige and Crit Miller. Motion Passed**

RESOLUTION NUMBER 3 OF 2017- A RESOLUTION AUTHORIZING THE EXECUTION OF A "LETTER OF ENGAGEMENT" ACCEPTING THE SERVICES OF JOHNSON, THOMAS & CUNNINGHAM, CPA'S AS OUTLINED FOR THE FISCAL YEAR BEGINNING JANUARY 1 ,2017 AND ENDING DECEMBER 31, 2017, AND OTHERWISE PROVIDING WITH RESPECT THERETO: Chairman Dove asked for a motion to accept RESOLUTION #3 OF 2017. Motion by Commissioner McCain, seconded by Commissioner Nicholas. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; ABSENT: Rick Nowlin, Chris Paige and Crit Miller. Motion Passed**

NATCOM PROJECT REPORT-George Minturn report on the following Bid Advertisement: Bid Advertisement-Bid Express-Electronic Submittal: Fire Marshall Plan Review Approval: Pre-Bid Conference: Bid Opening: Landscape Plan: FP&C Concurrence: Contract Execution: Ground breaking and Construction start:. Chairman Dove asked for a motion to accept Mr. Minturn Report. Motion by Commissioner Atteridge, seconded by Commissioner Nicholas. Roll call vote as follows. **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; ABSENT; Rick Nowlin, Chris Paige and Crit Miller. Motion Passed.**

ELECTION OF OFFICERS- Chairman Dove opened nominations for election of officers for the year 2017 beginning with **Chairman**. Commissioner Atteridge nominated Commissioner Dove to serve another term as **Chairman** with a second on the motion by Commissioner Victor Jones. Hearing no other nominations, a roll call vote was recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; ABSENT: Rick Nowlin, Chris Paige and Crit Miller. Motion Passed**

Chairman Dove opened nominations for **Vice-Chairman**. Commissioner Nicholas nominated Commissioner Atteridge to serve another term as **Vice-Chairman** with a second on the motion by Commissioner Victor Jones. Hearing no other nominations, a roll call vote was recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; ABSENT: Rick Nowlin, Chris Paige and Crit Miller. Motion Passed**

Chairman Dove opened nominations for **Secretary**. Commissioner Atteridge nominated Commissioner Mary Jones to serve a fourth term as **Secretary** with a second on the motion by Commissioner Nicholas. Hearing no other nominations, a roll call vote was recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; McCain, YES; ABSENT: Rick Nowlin, Chris Paige and Crit Miller. Motion Passed**

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

MEETING ADJOURNED 2:50 P. M.