

**MINUTES OF THE REGULAR MEETING
NATCHITOCHE PARISH COMMUNICATIONS DISTRICT
2:00 p.m., Tuesday, December 18, 2018
Council Meeting Room
Natchitoches Parish Court House**

CALL TO ORDER- Chairman Micky Dove called the regular meeting of the Natchitoches Parish Communications District to order on Tuesday, December 18, 2018 at 2:00 p.m. in the Natchitoches Parish Government meeting room of the Natchitoches Parish Courthouse.

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

PUBLIC COMMENTS/INTRODUCTION OF GUEST- *No public comments. Juanice Gary, George Minturn, Eric Keel, and Mark Roberts.*

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

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

APPROVAL OF MINUTES- Chairman Dove asked for a motion to approve the minutes of the November 7, 2018 board meeting as written. Motion by Commissioner Victor Jones, seconded by Commissioner John Wynn. Roll call vote was recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; John Wynn, YES; ABSENT: Chris Paige, Jack McCain and Rick Nowlin. Motion Passed**

FINANCIAL REPORT –Chairman Dove asked for a motion to suspend the financial report until the next regular board meeting. Motion by Commissioner Nicholas, seconded by Commissioner Victor Jones to suspend the financial report until next month. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Micky Dove, YES; Mary Jones YES; Victor Jones, YES; John Wynn, YES; ABSENT: Chris Paige, Jack McCain and Rick Nowlin. Motion Passed**

9-1-1 Directors Report- Carter and Wallace met with Porter's Uniform Supply and discussed uniform purchase or rental for Ms. Wallace. The offering for rental uniforms was not suited to our environment. However, Ms. Wallace met again at the Bossier City office of Porters and was able to find a suitable uniform set (slacks and tops). Carter authorized the purchase of a one week set (5 tops and 5 slacks) at an annual cost of \$385.00. On the 12th and 13th of November Sayes Office Furniture installed some \$39,000 worth of furniture in the NATCOM facility. On November 29th Ms. Jones and Carter met to determine final budget estimates for the year. Carter met with Teminex Pest Control to discuss rodent and insect control for the NATCOM facility and ask for a quote for these services. The District issues a request for disbursement #17 in the amount of \$599,433.51 for which \$464,984.07 was approved for reimbursement. This represents unreimbursed NATCOM expenses during the period awaiting substantial completion certification. We issued request for disbursement #18 in the amount of \$15,165.71 which covers Appliances and an invoice from Mr. Minturn. We expect approximately \$12,000.00 reimbursement on that. The District also issued request for disbursement #19 for \$38,666.39 of which approximately \$29,000.00 will be reimbursed. The total amount that we have requested reimbursement on since the first of the month is \$653,265.61. The net reimbursement could be as much as \$522,000. We submitted a request for concurrence for the purchase of workstation/consoles at a cost of \$147,000 and received verbal approval of that request along with the commitment from the state to reimburse the District \$60,550 of the request. AT&T is scheduled to install internet on December 26th. The contractor is slowly working through the punch list of deficiencies the, speed of which is certainly less than desired. The general contractor nor sub-contractors has been on site every day thus far in December. PWC has not met all of the conditions associated with the issuance of the Substantial Completion Certificate and Mr. Minturn will provide details on that during his report. Our offices will be relocating to the NATCOM facility full time during the first half of January. We have reached agreement with the City of Natchitoches Fire Chief to allow Ms. Wallace to use, at least temporarily, office space adjacent to Central Fire Station for 4-hours each Tuesday and Thursday morning to accept and process address applications. We wish to thank Chief Wynn for this very generous offer that will cause much less inconvenience for Natchitoches Parish address applicants. Prior to emergency personnel moving into the facility, at minimum, the following must be accomplished by the respective shareholders: Installation of workstations/consoles and the purchase of chairs, relocation and reconfiguration of the Vesta call handling equipment, purchase, installation, configuration of a new voice logging recorder, purchase and installation of workstation computers, as well as any existing backroom support servers, etc., Installation of existing radio control stations, relocation of Emergency Warning System control station, installation of ring down circuits connecting the center to fire stations, hospital, police station, and NPSO courthouse location, development of basic joint operational protocols regarding building use and operating in a shared space, we are awaiting a meeting with AT&T to discuss their plan for relocating the Vesta equipment, installation of workstations, purchase and installation of computers, relocation of existing radio equipment, Our plans is to enter into contractual service agreements for IT support services, Janitorial services, and pest control after the first of 2019, 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, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; Wynn, YES; ABSENT: Chris Paige, Jack McCain and Rick Nowlin. Motion Passed***

NEW BUSINESS:

BUDGET HEARING- Chairman Dove asked for a motion to suspend the regular board meeting to begin the Budget Hearing. Motion by Commission Wynn, seconded by Commission Atteridge to suspend the regular board meeting and begin the Budget Hearing. Roll call vote recorded as follows: **Larry Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; John Wynn, YES; ABSENT: Chris Paige , Jack McCain and Rick Nowlin. Motion Passed**

Chairman Dove asked for a motion to leave the Budget Hearing and return to the Regular Board meeting. Motion by Commissioner Victor Jones, seconded by Commissioner Nicholas. Roll call vote recorded as follows: **Larry Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor Jones, YES; John Wynn, YES; ABSENT: Chris Paige, Jack McCain and Rick Nowlin. Motion Passed**

RESOLUTION NUMBER 21 OF 2018- A RESOLUTION APPROVING AMENDMENTS TO THE 2018 OPERATING BUDGET OF THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT AND OTHERWISE PROVIDING WITH RESPECT THERETO; Chairman Dove asked for a motion to approval Resolution number 21 of 2018. Motion by Commissioner Atteridge, seconded by Commissioner John Wynn. Roll call vote was recorded as follows: **Larry Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Victor Jones, YES; John Wynn, YES; ABSENT: Chris Paige, Jack McCain and Rick Nowlin. Motion Passed**

RESOLUTION NUMBER 22 OF 2018- A RESOLUTION APPROVING AN OPERATING BUDGET FOR THE NATCHITOCHE PARISH COMMUNICATIONS DISTRICT FOR THE PERIOD BEGINNING JANUARY 1, 2019 AND ENDING DECEMBER 31, 2019, AND OTHERWISE PROVIDING WITH PESPECT THERETO; Chairman Dove asked for a motion to approval Resolution number 22 of 2018. Motion by Commissioner John Wynn, seconded by Commissioner Victor Jones. Roll call vote recorded as follows: **Atteridge, YES; Nicholas, YES; Dove, YES; Mary Jones, YES; Jones, YES; Wynn, YES; ABSENT: Chris Paige, Jack McCain and Rick Nowlin. 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 John Wynn. Roll call vote was recorded as follows: **Atteridge, YES; John Nicholas, YES; Micky Dove, YES; Mary Jones, YES; Victor**

Jones, YES; John Wynn, YES; ABSENT: Chris Paige, Jack McCain and Rick Nowlin. Motion Passed

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

MEETING ADJOURNED 2:57 p.m.