

February 14, 2022

The Bossier Parish Communications District One Board in regular and legal session convened on February 14, 2022, at 5:30 pm at the Bossier Parish Communications District One Board room, located at 4601 Palmetto Road in Benton, Louisiana.

Chairman Varnell called the meeting to order.

Ms. Harp called the roll with members present as follows:

Chairman Varnell, Mr. Ward, Mr. Holley, Mr. Williams, Mr. Rogers, and Mr. Jordan.

Absent: Mr. Robertson.

Mr. Varnell introduced the minutes of the December 13, 2021 meeting for approval. The motion was made by Mr. Williams, seconded by Mr. Holley to dispense with the reading and approve the minutes as presented. Upon unanimous vote, the motion carried.

Mrs. Hilburn presented the Board with financial reports, reflecting year-to-date balances as well as up-to-date income and expense reports. A motion was made by Mr. Rogers, seconded by Mr. Ward to approve the financial report. Upon unanimous vote, the motion carried.

**Director Report:**

Mrs. Hilburn presented the Board with Property and General Liability Insurance quotes Fred McAnn had received from the Olinde Group Insurance Company.

Mrs. Hilburn advised that Mr. Williams, Mr. Rogers, and Mr. Holley were up for reappointment to the Board of Directors. Mr. Rogers and Mr. Holley both stated they wish to continue serving on the Board of Directors. Mr. Williams stated he would be retiring from the Board after thirty years of service. The Bossier Parish Police Jury will be voting on the reappointments and appointing a candidate at the February 16, 2022 meeting to serve on the Bossier Parish Communications District One Board.

**Old:**

None

**New:**

Mrs. Hilburn advised the Board of the need to amend the 2022 budget to reflect the following changes; amend the beginning fund balance to reflect the true beginning balance of \$ 969,646.00. An adjustment was made to the General Operating Reserve line item allowing for a balanced budget. The General Operating Reserve line item was increased to \$ 1,619,646.00. Upon review, a motion was made by Mr. Ward, seconded by Mr. Rogers to amend the 2022 Budget. Upon unanimous vote, the motion carried.

Mrs. Hilburn reported that the District had received the Engagement Letter from Cook and Morehart CPA Firm for the annual 2021 audit to be conducted, reflecting an approximate 5% increase from the prior year. A motion was made by Mr. Williams, seconded by Mr. Ward to accept as presented. Upon unanimous vote, the motion carried.

Mrs. Hilburn presented the Board with the Louisiana Compliance Questionnaire that is required each year by the State Legislative Auditors. Mr. Jordan made a motion, seconded by Mr. Williams, to approve the

Louisiana Compliance Questionnaire and approve Chairman Varnell and Secretary Holley to sign the questionnaire. Upon unanimous vote, the motion carried.

Mrs. Hilburn requested the Board to consider a Resolution for unclaimed property due to the District from the State of Louisiana. A motion was made by Mr. Rogers, seconded by Mr. Williams to approve the Resolution. Upon unanimous vote, the motion carried.

Mrs. Hilburn requested a letter of authorization from the Board that would remove her from the checking and money market accounts due to her retirement and add Fred McAnn, newly appointed Director, as a designated signatory effective February 28, 2022. Mr. Ward made a motion, seconded by Mr. Rogers, to approve Mrs. Hilburn to be removed from the District's bank accounts and for Mr. McAnn to be added. Upon unanimous vote, the motion carried.

Mrs. Hilburn requested the Board to surplus the 2011 Ford F-250. The F-250 will be sold at public auction. Mr. Ward made a motion, seconded by Mr. Holley, to sell the 2011 Ford F-250 at public auction. Upon unanimous vote, the motion carried.

Mrs. Hilburn asked for consideration in replacing the Plotter that is 12 years old with a new Plotter from ACE Digital at the cost of \$11,495.00. Mr. Ward made a motion, seconded by Mr. Williams, to accept the proposed amount of \$11,495.00 for the Plotter from ACE Digital. Upon unanimous vote, the motion carried.

There being no further business to come before the Board, a motion was made to adjourn the meeting by Mr. Williams, seconded by Mr. Jordan. Upon unanimous vote, the motion carried.

Charles Varnell  
Chairman

Andy Holley  
Secretary