

February 13, 2023

The Bossier Parish Communications District One Board in regular and legal session convened on February 13, 2023, at 5:30 pm at the Bossier Parish Communications District One Board room at 4601 Palmetto Road Benton, Louisiana.

Chairman Varnell called the meeting to order.

Mrs. Durbin called the roll with members present as follows:

Chairman Varnell, Mr. Holley, Mr. Rogers, Mr. Jordan, and Mr. Robertson

Via-Phone: Mr. Ward

Absent: Mr. Marshall

Chairman Varnell introduced the meeting minutes of December 12, 2022, for approval. Mr. Rogers made the motion, seconded by Mr. Holley, to dispense with the reading and approve the minutes as presented. Upon unanimous vote, the motion carried.

Mr. McAnn presented the Board with financial reports reflecting year-to-date balances and up-to-date income and expense reports for review. Mr. Holley made a motion seconded by Mr. Robertson to approve the financial report. Upon unanimous vote, the motion carried.

Director Report:

Mr. McAnn updated the board on the several meeting he has attended since the first of the year. Mr. McAnn briefed the board on the Louisiana Legislative Auditor's class that Mr. Dean, Mrs. Durbin, and himself attended, which was very informative. Mr. McAnn also informed the board of an upcoming meeting to discuss the possibility of a co-located communications center. Mr. McAnn informed the board that he executed the Cooperative Endeavor Agreement with the State 911 Directors Consortium for the NG-911 ESINet RFP project. Mr. McAnn briefed the board that the backup center project had been completed. Promax Construction was selected for the project for the amount of \$14,128.00. Mr. McAnn told the board the administrative staff was still working with AT&T on the fiber connectivity and internet project. Mr. McAnn informed the board that our property, general liability, and auto insurance policies were up for renewal. The renewal rate will be \$26,379.00. Mr. McAnn then spoke about the APCO state and national conventions. The state convention will be held in Marksville, LA, on April 17-19, 2023. The national convention will be held in Nashville, TN, on August 6-9, 2023. Mr. McAnn then advised that Mr. Jordan and Mr. Robertson were up for reappointment to the Board of Directors. Mr. Jordan and Mr. Robertson both stated they wished to continue serving on the Board of Directors, and Mr. McAnn had relayed their wishes to the Police Jury.

Old: None.

New:

Mr. McAnn advised the board of the need to amend the 2023 budget to reflect the following changes; amend the beginning fund balance to reflect the true beginning balance of \$ 1,401,793.00. An adjustment was made to the Equipment- Operational Upgrade and the General Operating Reserve line items allowing for a balanced budget. The Equipment- Operational Upgrade line item was increased to \$2,442,237.00, and The General Operating Reserve line item was increased to \$ 1,619,646.00. Upon review, a motion was made by Mr. Rogers, seconded by Mr. Holley, to amend the 2023 Budget. Upon unanimous vote, the motion carried.

Mr. McAnn stated he had received quotes on the parking cover project. He presented all three quotes to the board. Upon review of the quotes, the board asked if Mr. McAnn would gather more information and report back.

Mr. McAnn reported that the District had received the Engagement Letter from Cook and Morehart CPA Firm for the annual 2022 audit. The agreement reflects an approximate 5 to 6% increase from the prior year. A motion was made by Mr. Holley, seconded by Mr. Robertson, to accept as presented. Upon unanimous vote, the motion carried.

Mr. McAnn presented the Board with the Louisiana Compliance Questionnaire that is required each year by the State Legislative Auditors. Mr. Robertson made a motion, seconded by Mr. Jordan, to approve the Louisiana Compliance Questionnaire and approve Chairman Varnell and Secretary Holley to sign the questionnaire. Upon unanimous vote, the motion carried.

Mr. McAnn informed the Board of the need to elect officers for the District. Mr. Robertson opened up the process with a motion of re-electing the existing officers to another two-year term, seconded by Mr. Jordan. With a unanimous vote, the voting process closed with Mr. Charles Varnell remaining as Chairman, Mr. Ken Ward, Vice Chairman, and Mr. Andy Holley as Secretary/Treasure.

With no further business to come before the board, a motion was made to adjourn the meeting by Mr. Robertson, seconded by Mr. Rogers. Upon unanimous vote, the motion carried.

Minutes are subject to approval at the next board meeting.

Charles Varnell
Chairman

Andy Holley
Secretary