



**Caddo Parish Communications District Number One Board of Commissioners  
Tuesday, December 3, 2019 Meeting Minutes**

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Board Members Present: Fred McClanahan, Mike Irvin, Jackie Lewis, Clarence Babineaux and Van Anderson

Board Members Absent: John Robinson, Roy Thomas

Others Present: Martha Carter, Tommy Mazzone, Howard Adkins, Judy Rachal, Arthur Meacham, Mike Culbertson, Beth Ann Carter, and Richard Stewart (9-1-1 Staff); Charles Grubb (Legal Counsel); Guest: Mr. Travis Morehart, CPA (Cook & Morehart)

Mr. McClanahan called the meeting to order and welcomed guest, Mr. Travis Morehart, CPA of Cook & Morehart.

Mr. McClanahan stated information was received after the agenda packages were sent out, and a motion is needed to add an agenda item for consideration of a resolution authorizing the Executive Director to execute an Engagement Letter with Heard McElroy & Vestal to perform the External Financial Audit of the Caddo Parish Communications District One for the year ending December 31, 2019. Mr. Babineaux made a motion to add this item to the agenda and Mr. Lewis seconded the motion, which was unanimously approved.

Mr. McClanahan asked for consideration to approve the Tuesday, November 19, 2019 meeting minutes. Mr. Babineaux moved to approve the minutes as submitted, and Mr. Anderson seconded the motion. The motion was unanimously approved.

Mr. McClanahan opened the Public Hearing portion of the Board Meeting for comments on the proposed 2020 Operating and Capital Outlay Budget for the Caddo Parish Communications District Number One. There being no comments, the Public Hearing portion of the meeting was closed.

Mr. McClanahan asked for a report on the proposed amendments to the 2019 Operating and Capital Outlay Budget for the District. Ms. Carter explained that a detailed narrative report, which outlined the proposed amendments to the 2019 Operating Budget, had been included in the November 19, 2019 and December 3rd board meetings' agenda packages for their review. She stated that these proposed amendments were necessary so that the budget would more accurately reflect the District's actual revenues and expenditures for the year ending 2019. Ms. Carter explained that also included in their agenda package, pursuant to the Louisiana Local Government Budget Act, was the required draft budget spreadsheet for the year ending 2019. She stated that this information was the same as what had already been presented to the Board, but in a different format. Ms. Carter reported that the State required that the District have it on file and that the spreadsheet be presented during a public meeting. She stated that the spreadsheet included a presented side-by-side

detailed comparison of such information for the current year, including the fund balances at the beginning of the year, year-to-date actual receipts and revenues received and estimates of all receipts and revenues to be received the remainder of the year.

Ms. Carter stated that during the November Board Meeting, she had explained that the reason that the District would be experiencing a reduction in expenditures was because the District had not completed all of the communications projects as originally anticipated. She stated that the radio project had been delayed and probably would not become operational until the end of March 2020. Ms. Carter stated that a new line item, Land Acquisition, had been added to the proposed budget for the possibility of the District purchasing property, on which one of the District's tower sites was located. Ms. Carter reported that an updated appraisal had been commissioned pursuant to the Board's approval during the November board meeting after a meeting had been held with City Administration leadership to discuss the possible purchase of city property. As a result, a new line item had been added to the budget for consideration of this purchase.

Ms. Carter further explained that anticipated revenue earnings would increase by approximately \$38,379, and expenditures would be reduced by \$3,944,098. She stated that the anticipated 2019 Ending Fund Balance would be increased by approximately \$3,982,477 from \$4,453,710 to \$8,436,187. Ms. Carter asked if the Board had any questions concerning the amended budget. There were no questions.

Ms. Carter began the discussion concerning the proposed 2020 Operating Budget for the District presenting the same information that had been reviewed during the November board meeting, as well as the required State spreadsheet. Ms. Carter stated that total revenues for 2020 would be approximately \$12,886,369. Total expenditures for 2020 would be approximately \$9,112,435. She reported that if the District expended all monies as budgeted, the District would have an Ending Fund Balance of approximately \$3,773,934. Ms. Carter stated that based upon the fact that the District had several new communications projects budgeted within 2020, there was the likelihood that all of these projects would not be completed within 2020, and these monies would be rolled forward into the 2021 budget.

Ms. Carter asked Mr. Morehart if he had any remarks that he would like to make or provide any further explanation of the budget to the Board of Commissioners. Mr. Morehart did not have any remarks concerning the 2020 Operating Budget.

Mr. McClanahan asked for consideration of a resolution approving amendments to the 2019 Operating and Capital Outlay Budget for the Caddo Parish Communications District One. Mr. Babineaux moved and Mr. Lewis seconded the motion, which was unanimously approved.

Mr. McClanahan asked for consideration of a resolution adopting the proposed Operating and Capital Outlay Budget for the period beginning January 1, 2020 and ending December 31, 2020 for the Caddo Parish Communications District One. Mr. Babineaux moved and Mr. Irvin seconded the motion, which was unanimously approved.

Mr. McClanahan asked for consideration of a resolution authorizing the Executive Director to execute an Engagement Letter with Heard McElroy & Vestal to perform the External Financial Audit of the Caddo Parish Communications District One for the year ending December 31, 2019. Mr. Babineaux moved and Mr. Lewis seconded the motion, which was unanimously approved.

Mr. Morehart asked if this resolution covered both the audit and engagement of the performance of the agreed upon procedures. Ms. Carter stated yes, and that the proposed fees for this engagement were less than the previous years' fees.

Mr. McClanahan asked Ms. Carter if she had any old business. Ms. Carter stated she had none.

Mr. McClanahan asked Ms. Carter if she had any new business. Ms. Carter stated she had none.

With no additional business to be brought before the board, Mr. McClanahan adjourned the meeting.

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