

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
December 7, 2021

ECC Training Room
1144 Texas Avenue

Board Members Present: Mike Irvin, Fred McClanahan, Clarence Babineaux, Jackie Lewis
Van Anderson, Rev. Roy Thomas and John Robinson

Board Members Absent: None

Others Present: Martha Carter, Tommy Mazzone, Judy Rachal, Howard Adkins, Beth Ann Carter,
Mike Culbertson, Wes Edge, Richard Stewart, Morris Laichena (9-1-1 Staff);
Zelda Tucker (Legal Counsel) and (Guests) Director Martha Bryant (Caddo
Sheriff's Office), Travis Morehart (Cook & Morehart)

Mr. Irvin called the meeting to order and asked Ms. Rachal to please make note of those in attendance. Mr. Irvin asked if there was anyone from the public present, who wanted to make any comments. There was no one in attendance from the public sector. Mr. Irvin welcomed guests, Director Bryant from the Caddo Parish Sheriff's Office and Mr. Travis Morehart of Cook & Morehart.

Mr. Irvin asked for a motion to approve the November 16, 2021 minutes. Mr. Babineaux moved to approve the meeting minutes, and the motion was seconded by Reverend Thomas. The Board unanimously voted to approve the minutes.

Mr. Irvin opened the Public Hearing for Comments on the Proposed 2022 Operating and Capital Outlay Budget for the District. There being none, the public hearing portion was officially closed.

Mr. Irvin asked for a report on the proposed amendments to the 2021 Operating and Capital Outlay Budget for the District. Ms. Carter stated that included within the agenda package was a detailed budget narrative for the Board's final review. She stated that during the November 16th Board Meeting, the Proposed 2021 Budget had been reviewed. She explained that the proposed amendments were necessary so that the budget would more accurately reflect the District's actual revenues and expenditures for the year ending 2021.

Ms. Carter stated that the proposed amended budget reflected the receipt of the funds from the issuance of the 2021 Series Certificates of Indebtedness that the Board approved during the November 16th Board Meeting through the adoption of Resolution No. 9 of 2021. She stated that the proposed amendment also reflected the payment to retire the 2017 Series Certificates of Indebtedness. Ms. Carter reported that the District had successfully closed on the 2021 Series of Indebtedness, was able to meet all the deadlines with the State Bond Commission and had successfully closed with Capital One. Ms. Carter stated that all transactions were completed on November 30, 2021.

She reported that the District had received the proceeds from the 2021 issuance of the Certificates of Indebtedness in the amount of \$12,240,000 for the refunding or paying off the existing debt of the 2017 Series of Indebtedness and the receipt of additional monies for the Facility Refresh Construction Project. Ms. Carter stated that the Proposed 2021 Amended Budget reflected the receipt of the money as Revenue and under the Debt Service Line Item, it reflected that the money had been set aside for the Facility Refresh Project.

Ms. Carter stated that pursuant to the Louisiana Local Government Budget Act [Louisiana Revised Statute (R.S.) 39:1301-1315], specifically 39:1305 (C)(2)(a), a draft budget statement for the year ending 2021, in an excel spreadsheet must be presented and adopted as an attachment to the Proposed Amended Budget. She stated that the spreadsheet that the Board was looking at had the same information in it as previously discussed but was presented in a different format. Ms. Carter stated that the same spreadsheet had to be

attached upon file adoption by the Board for both the Proposed 2021 Amended Budget and the Proposed 2022 Operating Budget. Ms. Carter stated that total revenue received for 2021 would exceed estimates as originally budgeted by approximately \$12,245,931 from \$13,542,649 to \$25,788,580. She explained that this total included the proceeds from the issuance of the 2021 Series of Certificates of Indebtedness. She stated that Expenditures would be increased from \$9,806,688 to \$17,837,749 to incorporate the payoff of the 2017 Series Certificates of Indebtedness (\$10,475,000) that were being funded through the restructuring of the District's existing debt. Ms. Carter stated that the anticipated 2021 Ending Fund Balance would be increased by approximately \$4,214,870 from \$3,735,961 to \$7,950,831.

Mr. Irvin asked for a report on the Proposed 2022 Operating Budget for the District. Ms. Carter stated within the agenda package was a detailed narrative report, which outlined revenues and expenditures of the Proposed 2022 Operating Budget. Ms. Carter distributed a copy of the spreadsheet that was required by the State to be presented and adopted as an attachment to the Proposed 2022 Operating Budget. Ms. Carter stated that the District would be carrying forward monies from the capital outlay projects for the CAD Software Upgrade, the Mobile Data Infrastructure Upgrade and Next Generation 9-1-1 that had not been completed or started during 2021. Ms. Carter stated that responses to the Request for Proposals for the Next Generation 9-1-1 Upgrade were due on Tuesday, December 14, 2021, and that the District would know the cost of the system replacement after the proposals had been received. Ms. Carter explained that two new line items had been added to the proposed budget for the Facility Refresh Project and one to detail Architectural Fees. Ms. Carter stated that total expenditures for 2022 would be approximately \$8,691,824. She reported that if the District expended all monies as budgeted, the District would have an Ending Fund Balance of approximately \$3,812,898.

Ms. Carter further stated within the proposed 2022 Budget was a proposed 2.0% Cost-of-Living increase for the District's staff. Ms. Carter reported that the District was faced with an increase in the District's health care insurance costs. She explained that the District's health insurance consultant had been asked to shop different plans to determine if there were plans or health care providers that could provide similar services without reducing benefits for a lower premium. She stated that due to the age of the District's employees and the fact that the District's existing health care plan had been "grandfathered" after the passage of the 2010 Affordable Health Care Act, the District could not reduce health care premiums without reducing coverage. She stated that if the District pursued changing plans, the District would lose its Medicare discount and would immediately increase the health care premiums. Ms. Carter stated that the Board's Budget Subcommittee met and voted to recommend to the Board that the proposed Amendments to the 2021 Budget be approved, as well as the Proposed 2022 Operating Budget.

Mr. Irvin asked if there was any discussion for consideration of a Resolution Approving Amendments to the 2021 Operating and Capital Outlay Budget for the Caddo Parish Communications District Number One. There being none, he asked for a motion to approve. Mr. McClanahan moved and Mr. Babineaux seconded the motion to adopt the amendments to the 2021 Operating Budget. The motion was unanimously approved.

Mr. Irvin asked if there was any discussion for consideration of a Resolution Adopting the Proposed Operating and Capital Outlay Budget for the Period Beginning January 1, 2022, and ending December 31, 2022, for the Caddo Parish Communications District Number One. There being none, he asked for a motion. Reverend Thomas moved and Mr. Lewis seconded the motion to adopt the 2022 Operating Budget. The motion was unanimously approved.

Mr. Irvin asked for a report for consideration of a Resolution authorizing the Executive Director to execute Engagement Letters with Heard, McElroy & Vestal to perform the external financial audit of the Caddo Parish Communications District Number One for the year ending December 31, 2021 and to perform a review of the Statewide Agreed-Upon Procedures of the Louisiana Legislative Auditor. Ms. Carter stated that within the agenda package were two letters of engagement from Heard, McElroy & Vestal to perform an external audit of the District's financial statements for the year ending December 31, 2021 and to perform a review for compliance of the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures. Last year and the previous year, the District was not required to be audited on the Agreed-Upon Procedures, which check that

the District's policies and procedures are in place and are following the guidelines of the Louisiana Legislative Auditor.

Ms. Carter asked Mr. Morehart if there were any differences in the new procedures. Mr. Morehart stated there would be additional off-site data security requirements. Mr. Morehart clarified that the process had changed and required all agencies to perform a review of the Statewide Agreed-Upon Procedures. He explained that previously, if an agency had no exceptions on their audit, they were not required to perform the Statewide Agreed-Upon Procedures portion as required by the Louisiana Legislative Auditor.

Ms. Carter respectfully requested a favorable consideration to adopt Resolution No. 12 of 2021 authorizing her to execute the engagement letters on behalf of the District. Mr. McClanahan moved and Mr. Babineaux seconded the motion to adopt Resolution No. 12 of 2021. The motion was unanimously approved.

Mr. Irvin asked Ms. Carter for her report on consideration of a resolution authorizing the Executive Director to execute a Cooperative Endeavor Agreement between the District and Caddo Parish Fire District 1 for the funding of annual software maintenance subscription fees for a parish-wide fire records management system.

Ms. Carter stated that in June she had briefed the Board that the fire departments within the parish wanted to purchase a new Fire Records Management System (RMS) and wanted the District to fund the annual software maintenance subscription fees for the new RMS. Ms. Carter explained that this project would be very different from previous communications projects that the District had been involved in, since the District would not be funding the cost of the RMS or providing project management for the RMS. For this project to be implemented, she stated it was contingent upon the execution of multiple and different types of cooperative endeavor agreements. Ms. Carter stated because there were several moving parts to the successful launch of this project, the same background information that had been provided to the Board during the June meeting had been included again in their agenda package for their reference.

Ms. Carter stated since June, Ms. Tucker and her have had multiple meetings with the Fire Districts. She stated that on January 5, 2021, the Board of Commissioners to Caddo Parish Fire District 1 adopted a resolution authorizing Chief Cotten to execute agreements with each of the parish's fire departments for the purchase of the new ESO Fire reporting software and to serve as the master contract holder for each of the fire departments' software purchases with ESO.

Ms. Carter stated most recently she and Ms. Tucker had met with Mr. Chevallier, an attorney, who represents Caddo Parish Fire Districts 3, 4, 5, & 6 to try and finalize language within the agreements related to the timing of reimbursement to Fire District 1 for the initial up-front annual software subscription fees. Ms. Carter stated since then the Caddo Parish Commission had provided a donation to the fire departments \$100,000 for the purchase and implementation of the new fire reporting software. She stated that the Fire Districts had asked the District to pay the annual reoccurring software maintenance subscription fees to ESO for the new Fire RMS software. The software subscription fee for ESO would be \$99,529.00. Ms. Carter stated that the benefits to the District would be that the District would not be providing project management on the project, at some point the District would not have to maintain servers, and provide technical support. She stated that it would be a budget neutral cost for the District. Ms. Carter reiterated the Caddo Parish 9-1-1 District would be willing to reimburse Caddo Parish Fire District 1, as the master contract holder, only after the successful testing and completion of the software for each of the participating agencies for the annual software maintenance subscription costs. The District would enter into an intergovernmental agreement with Caddo Parish Fire District 1 reimbursing them after one year, the annual software maintenance subscription fee for all of the fire departments.

Ms. Carter asked the Board for their approval to authorize her to execute the agreement that was included in their agenda package on behalf of the District.

Mr. Irvin called for a motion to consider a Resolution Authorizing the Executive Director to execute a Cooperative Endeavor Agreement between the Caddo Parish Communications District Number One and

Caddo Parish Fire District 1 for the Funding of Annual Software Maintenance Subscription Fees for a parish-wide Fire Reporting System. Mr. Fred McClanahan made a motion to adopt Resolution No. 13 of 2021, and Mr. Jackie Lewis seconded the motion. The motion was passed unanimously.

With no further business to be brought before the Board, Mr. Irvin adjourned the meeting.