

CADDO PARISH COMMUNICATIONS DISTRICT NUMBER ONE
Board of Commissioners

6:00 p.m. Tuesday
May 21, 2024

ECC Training Room
1144 Texas Avenue

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

Board Members Absent: Rev. Roy Thomas, Jackie Lewis and John Robinson

Others Present: Tommy Mazzone, Jan Horne, Beth Ann Carter, Arthur Meacham,
Huck Adkins, Richard Stewart, Wes Edge and Morris Laichena (9-
1-1 Staff), Zelda Tucker (Legal Counsel), Travis Morehart (Cook &
Morehart), Michael Gould and Anna Arnold (Carr, Riggs & Ingram)

Mr. Irvin called the meeting to order, and asked Ms. Horne to please make note of those in attendance.

Mr. Irvin asked for a motion to approve the Tuesday, April 16, 2024 meeting minutes. Mr. Babineaux moved to approve the meeting minutes, and the motion was seconded by Mr. Anderson. The Board unanimously voted to approve the minutes.

Mr. Irvin asked Mr. Mazzone for an update on the financial reports for the month of April. Mr. Mazzone stated that the District had revenues of \$581,086.91. Expenditures totaled \$391,781.76. Revenue exceed expenditures by \$189,305.15. As of April 30, 2024, the District had \$6,063,539.56 Cash-in-Bank, and Fixed Assets remained at \$33,565,259.65.

Mr. Irvin asked for the update on the Annual Independent Auditors' Report for the year ending December 31, 2023. Mr. Mazzone stated that the Board Member have a draft copy of the Annual Financial Statements for the District prepared for Carr, Riggs & Ingram in accordance with LSA R.S. 24:5113. Within these reports Carr, Riggs & Ingram state that they **"did not identify any deficiencies in internal controls that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be weaknesses."**

Additionally, the Board was given a draft copy of the Independent Auditors' Report on Applying Agreed-Upon Procedures. This report includes the results of the auditors' inspection on the control and compliance areas identified in the Louisiana Legislative Auditor's Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2023 through December 1, 2023. Upon acceptance of the financial report, copies of this report will be submitted to the State of Louisiana Legislative Auditor. Mr. Irvin asked for a motion to accept the results of the 2023 Annual Audit Report. Mr. Babineaux made a motion and it was seconded by Mr. McClanahan. The Board unanimously voted to accept the 2023 Annual Audit.

Mr. Irvin asked for an update on the Facility Refresh. Mr. Mazzone responded that during the April meeting, the Board agreed that the District should reject the presented low bid base on the advice of our General Counsel, over concerns regarding our project budget and precedent of the public bid law. Our architectural firm formally notified Hand Construction of the District's decision to reject the bid. On May 13, 2024, Mr. Mazzone met with the District's architectural firm to discuss the project priorities, and put the design and bid process back in motion. Once the architects have updated renderings of the project and the designated alternates, we will set a meeting of the Facility Needs Subcommittee.

Mr. Irvin asked for an update on the Next Generation 9-1-1 Call Handling System. Mr. Mazzone informed the Board that the project team is set to cutover to the VESTA Next Generation 9-1-1 Call Handling System on Wednesday, June 5, 2024 at 10:00 a.m. local. Our Project Manager is finalizing a cutover plan, which will be provided as soon as it is complete.

Mr. Irvin asked for the Board to consider a Resolution approving Amendments to the 2024 Operating Budget for the Caddo Parish Communications District Number One for the period beginning January 1, 2024, and ending December 31, 2024. A motion was made by Mr. McClanahan and seconded by Mr. Anderson. The Board voted unanimously to accept the Budget Amendments.

Mr. Irvin asked if there was any old business. Mr. Mazzone stated that Telecommunicators Week events went very well. Mr. Mazzone gave the Board an update on the APCO/NENA Symposium held in Bossier City. Mr. Mazzone shared the Consolidated Report of Statewide 9-1-1 Activity which was presented to the Louisiana Legislature.

Mr. Irvin asked if there was any new business. Mr. Mazzone informed the Board about a Terrebonne Parish Local Bill before the State Legislature, asking for an increase in their 911 wireless surcharge rate from \$1.25 to \$ 1.85. This will set precedent for future parish increases which will most likely be done during the fiscal cycle of the Legislature.

With no further business to be brought before the Board, Mr. Irvin asked for a motion to adjourn the meeting. Mr. Babineaux made the motion and it was seconded by Mr. McClanahan. The motion was accepted unanimously.