

NOTICE OF PUBLIC MEETING



LAFOURCHE PARISH COMMUNICATIONS DISTRICT

Date: January 9, 2018
Time: 1:00 p.m.
Location: **L.P.C.D. PSAP / Conference Room**
111 Dunkleman Dr.
Raceland, LA 70394

BOARD MEETING AGENDA

- 1.) Meeting called to order by Chairman Vedros
- 2.) Pledge of Allegiance to the Flag
- 3.) Roll call by Valerie Adams
- 4.) Comments from the Public
- 5.) Minutes December 7, 2017 Board Meeting
- 6.) Secretary/Treasurer Report
 - a.) December 2017 Financial Reports
 - b.) Louisiana Legislative Auditor Compliance Questionnaire
 - c.) Bourgeois Bennett Auditor Compliance Questionnaire
- 7.) Building Report
- 8.) New Business
- 9.) Old Business
- 10.) Chairman's Report
- 11.) Administrator's Report
 - a.) December 2017 PSAP Reports
- 12.) Comments from Board Members
- 13.) Adjourn

LAFOURCHE PARISH COMMUNICATIONS DISTRICT

4 year term

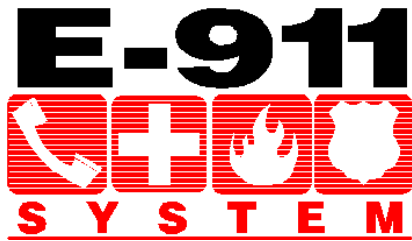
7 - Member Board

RS 33:9103 created

Act 1029 / 1999 Legislative Session

Ordinances: 1484,1519,1523,1541,1880,1896, and 1904

BOARD MEMBERS	DATE APPOINTED	TERM EXPIRES
Sec./Treas. Deborah G. Gautreaux P.O. Box 489 129 West 33 rd St. Cut Off, LA 70345 798-7259 hm, 632-7192 wk 637-1664 or 291-1664 cell e-mail: lad1@viscom.net Administrator Lafourche Ambulance District	10/26/04 re-appt 10/14/08 re-appt 11/13/2012 re-appt 1/10/2017	10/26/08 South Lafourche 10/13/2012 11/12/2016 1/9/2021
Vice Chairman Christopher "Chris" Boudreaux 743 Highway 20 Thibodaux, LA 70301 633-2147 hm 537-7603, 532-8174 wk, 637-5195 cell e-mail: chrisb@lafourchegov.org Lafourche Parish Council EOC Manager	1/13/05 (replacement) re-appt 9/23/08 re-appt 9/24/2012 re-appt 9/26/2017	1/13/09 Lafourche Parish Council 9/23/2012 9/23/2016 9/27/2021
Mark Fontenot 113 Alma St Thibodaux, LA 70301 447-8732 hm, 448-0618 wk, 448-0619 fax e-mail: stjohn410@hotmail.com	11/6/04 re-appt 3/10/09 re-appt 3/26/2013 re-appt 3/14/2017	11/6/08 North Lafourche 3/9/2013 3/25/2017 3/13/2021*
Tom Simons 210 Davis Drive Thibodaux, LA 70301 448-5865 wk, 287-1745 cell e-mail: t.simons@ci.thibodaux.la.us City of Thibodaux/Emergency Preparedness/Risk Manager	9/22/2015	9/22/2019 City of Thibodaux
Chairman Reggie Pitre 2124 S Alex Plaisance Blvd Golden Meadow, LA 70357 475-5213 or 379-6433 cell e-mail: chief@townofgoldenmeadow.com Chief - Town of Golden Meadow	9/11/2012 re-appt 12/13/2016	9/10/2016 12/12/2020 Town of Golden Meadow
Eric Benoit 338 Myrtle Drive Lockport, LA 70374 wk 532-8174 cell 985-709-1900 e-mail: ericb@lafourchegov.org Employed Lafourche Parish Council	April 24, 2012 re-appt April 12, 2016	April 23, 2016 April 11, 2020 Central Lafourche
Zina Sampey 720 Seventh St Lockport, LA 70374 e-mail: z.sampey@yahoo.com	9/12/17	9/11/2021 Town of Lockport



Lafourche Parish
Communications District

P.O. Box 1157, Raceland, LA 70394
Phone (985) 537-3580 Fax (985) 537-6906

**Lafourche Parish Communications District
2018 Meeting Dates**

Meeting Time: 1:00 PM

Location:

**Lafourche Parish Communications District
111 Dunkleman Drive
Raceland, LA 70394**

Thursday, January 4, 2018 Rescheduled January 9, 2018

Thursday, April 5, 2018

Thursday, July 5, 2018

Thursday, October 4, 2018

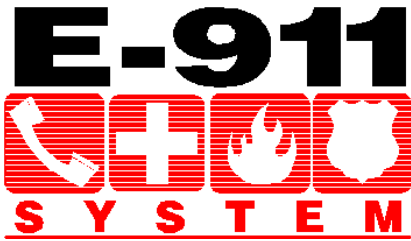
Thursday, December 6, 2018

Lafourche Parish Communications District Board 2017 Meeting Attendance

Board Member	Jan.	April	July	Oct	Dec
Date of Meeting	<u>1/5/2017</u>	<u>4/5/2017</u>	<u>7/6/2017</u>	<u>10/5/2017</u>	<u>12/7/2017</u>
		7			
Warren Vedros Town of Lockport	P	P	A	----	----
Debbie Gautreaux South Lafourche	P	P	A	P	A
Chris Boudreaux Lafourche Parish Council	P	P	P	P	A
Mark Fontenot North Lafourche	P	P	P	P	P
Eric Benoit Central Lafourche	P	P	P	A	P
Reggie Pitre Town of Golden Meadow	P	P	A	P	P
Tom Simons City of Thibodaux	P	P	P	A	P
Zina Sampey Town of Lockport				P	P

P / Present

A / Absent



Lafourche Parish Communications District

P.O. Box 1157, Raceland, LA 70394
Phone (985) 435-2105 Fax (985) 537-6906

December 7, 2017 Board Meeting Minutes

Chairman Reggie Pitre opened the Public Hearing on the 2018 Proposed Budget of the Lafourche Parish Communications District at 1:00 PM. The meeting was held in the Lafourche Parish Communications District's Conference Room, 111 Dunkleman Dr. Raceland.

Chairman Pitre called any public comments. No public comments were presented.

Mr. Benoit moved for motion to close the Public Hearing of the 2018 Proposed Budget. The motion was seconded by **Mr. Fontenot**. No discussion. Motion carried with no dissenting votes.

Chairman Pitre called the meeting of the Lafourche Parish Communications District to order at 1:02 PM.

Mr. Benoit led the Pledge of Allegiance.

Chairman Pitre called for **Roll Call by Valerie Adams.**

Board Members recorded as present:

Tom Simons	Eric Benoit	Zina Sampey
Reggie Pitre	Mark Fontenot	

Absent: Deborah Gautreaux Chris Boudreaux

Also Present: Katie Zeringue Administrator
Valerie Adams, Administrative Assistant

Chairman Pitre called for **Comments from the Public.**

No public comments presented.

Chairman Pitre called for **Approval of the October 5, 2017 Board Meeting Minutes.**

Mr. Eric Benoit moved for a motion to accept the October 5, 2017 minutes as written. The motion was seconded by **Mr. Tom Simons**. No discussion. Motion carried with no dissenting votes.

Chairman Pitre called for the **Secretary/Treasurer's Report.**

Ms. Katie Zeringue presented the **November 2017 financial reports.**

Mr. Simons moved for a motion approving the November 2017 financial reports as presented. The motion was seconded by **Mr. Benoit**. No discussion. Motion carried with no dissenting votes.

Ms. Zeringue presented the **Proposed 2017 Amended Budget.**

Mr. Simons moved for a motion approving the Proposed 2017 Amended Budget. The motion was seconded by **Mr. Fontenot**. No Discussion. Motion carried with no dissenting votes.

Ms. Zeringue presented the **Proposed 2018 Budget.**

Mr. Benoit moved for a motion approving the Proposed 2018 Budget. The motion was seconded by **Mr. Fontenot**. No Discussion. Motion carried with no dissenting votes.

Ms. Zeringue presented the Louisiana Legislative Auditors Statewide Agreed Upon Procedures. Discussion.

Mr. Fontenot moved for a motion to accept the Louisiana Legislative Auditors Statewide Agreed Upon Procedures. *Seconded by Mr. Benoit. No discussion.*

Chairman Pitre called for the **Building Report.**

Ms. Zeringue advised there was none.

Chairman Pitre called for **New Business**

Chairman Pitre suggested a 5% salary increase for the Administrator. Discussion.

Mr. Fontenot moved for a motion to accept the 5% increase on salary of Administrator. *Seconded by Mr. Simons. No Discussion. Motion carried with no dissenting votes..*

Ms. Zeringue presented the **2018 Board Meeting Dates.**

Mr. Fontenot moved for a motion to accept the 2018 Board Meeting dates . *Seconded by Mr. Benoit. No Discussion. Motion carried with no dissenting votes.*

Chairman Pitre called for **Old Business.**

Ms. Zeringue advised there was none.

Chairman Pitre called for **Chairman's Report.**

Chairman Pitre wishes everyone a Happy Holiday and commended **Ms. Zeringue, Ms. Adams** and staff for a job well done.

Chairman Pitre called for **Administrator's Report.**

Ms. Zeringue presented the October & November 2017 PSAP Reports.

Ms. Zeringue presented **Resolution 2017-12-01.**

Mr. Benoit moved for a motion approving Street Resolution 2017-12-1. *The motion was seconded by Mr. Simons. No discussion. Motion carried with no dissenting votes.*

Chairman Pitre called for **Comments from Board Members.**

Mr. Simons inquired about a video notifying the public of 911 operations. Discussion. **Ms. Zeringue** will look into it.

All board members exchanged holiday greetings.

Mr. Fontenot moved for a motion to adjourn. *The motion was seconded by Mr. Simons. No discussion. Motion carried with no dissenting votes.* The meeting was adjourned at 1:25 PM.

Reggie Pitre, Chairman

Deborah Gautreaux, Secretary/Treasurer

Katie Zeringue, Administrator

Lafourche Parish Communications District

01/03/18

Profit & Loss Budget vs. Actual

Cash Basis

January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
Interest Earnings	2,061.76	2,000.00	61.76	103.1%
Miscellaneous Income	3,841.75	3,429.00	412.75	112.0%
Revenue Bond Proceeds	0.00	0.00	0.00	0.0%
Service Charge - Wireless	942,465.17	937,500.00	4,965.17	100.5%
Service Charge - Wireline	559,400.79	575,000.00	-15,599.21	97.3%
Service Charge Prepaid Wireless	207,824.25	210,000.00	-2,175.75	99.0%
Total Income	1,715,593.72	1,727,929.00	-12,335.28	99.3%
Expense				
Accounting/Auditing Fees	8,100.00	8,100.00	0.00	100.0%
Advertising	610.50	800.00	-189.50	76.3%
Amortization of Bond Issuance	0.00	0.00	0.00	0.0%
Bond Debt Interest	51,203.33	51,023.33	180.00	100.4%
Bond Debt Principal	190,000.00	180,000.00	10,000.00	105.6%
Bond Debt Principle	0.00	0.00	0.00	0.0%
Bond Issuance Cost	0.00	0.00	0.00	0.0%
Building expenditures	0.00	0.00	0.00	0.0%
Building expense	0.00	0.00	0.00	0.0%
Building expense/Rental	129,303.96	135,000.00	-5,696.04	95.8%
Capital expenditures	360,987.87	326,725.03	34,262.84	110.5%
Depreciation Expense	0.00	0.00	0.00	0.0%
Employee Uniforms	1,462.51	1,500.00	-37.49	97.5%
Equipment maintenance	31,074.53	25,000.00	6,074.53	124.3%
Gas/Mile/Auto Maintenance	1,245.12	1,500.00	-254.88	83.0%
Health insurance	101,320.90	100,000.00	1,320.90	101.3%
Legal	0.00	0.00	0.00	0.0%
Liability Insurance	48,669.05	50,000.00	-1,330.95	97.3%
Loss of Disposal of Assets	0.00	0.00	0.00	0.0%
Maintenance Contracts	172,037.90	175,000.00	-2,962.10	98.3%
Mapping	4,000.00	4,000.00	0.00	100.0%
Medical Expense	645.00	600.00	45.00	107.5%
Memberships/dues/subscriptions	1,895.73	1,700.00	195.73	111.5%
Miscellaneous	603.53	500.00	103.53	120.7%
Oper/Clean supply	11,739.14	11,500.00	239.14	102.1%
Payroll Expenses	621,171.73	608,000.00	13,171.73	102.2%
Postage and Freight	120.00	120.00	0.00	100.0%
Professional Fees	15,027.30	15,500.00	-472.70	97.0%
Public Education	945.97	1,000.00	-54.03	94.6%
Reconciliation Discrepancies	-98.79	0.00	-98.79	100.0%
Rental Equipment	1,193.65	1,500.00	-306.35	79.6%
Telephone Service Charge	243,165.08	260,000.00	-16,834.92	93.5%
Travel and training	23,720.49	21,000.00	2,720.49	113.0%
Wireless Phase I	7,829.30	10,000.00	-2,170.70	78.3%
Total Expense	2,027,973.80	1,990,068.36	37,905.44	101.9%
Net Income	-312,380.08	-262,139.36	-50,240.72	119.2%

Lafourche Parish Communications District
Profit & Loss Prev Year Comparison
January through December 2017

	<u>Jan - Dec 17</u>	<u>Jan - Dec 16</u>	<u>\$ Change</u>	<u>% Change</u>
Income				
Interest Earnings	2,061.76	744.36	1,317.40	177.0%
Miscellaneous Income	3,841.75	23,138.42	-19,296.67	-83.4%
Revenue Bond Proceeds	0.00	600,000.00	-600,000.00	-100.0%
Service Charge - Wireless	942,465.17	704,135.54	238,329.63	33.9%
Service Charge - Wireline	559,400.79	493,653.26	65,747.53	13.3%
Service Charge Prepaid Wireless	207,824.25	130,097.20	77,727.05	59.8%
Total Income	<u>1,715,593.72</u>	<u>1,951,768.78</u>	<u>-236,175.06</u>	<u>-12.1%</u>
Expense				
Accounting/Auditing Fees	8,100.00	8,900.00	-800.00	-9.0%
Advertising	610.50	1,133.00	-522.50	-46.1%
Bond Debt Interest	51,203.33	38,700.00	12,503.33	32.3%
Bond Debt Principal	190,000.00	135,000.00	55,000.00	40.7%
Building expense/Rental	129,303.96	96,014.45	33,289.51	34.7%
Capital expenditures	360,987.87	607,709.82	-246,721.95	-40.6%
Employee Uniforms	1,462.51	1,708.53	-246.02	-14.4%
Equipment maintenance	31,074.53	19,213.09	11,861.44	61.7%
Gas/Mile/Auto Maintenance	1,245.12	2,823.91	-1,578.79	-55.9%
Health insurance	101,320.90	106,412.37	-5,091.47	-4.8%
Legal	0.00	9,000.00	-9,000.00	-100.0%
Liability Insurance	48,669.05	46,630.08	2,038.97	4.4%
Maintenance Contracts	172,037.90	38,484.51	133,553.39	347.0%
Mapping	4,000.00	4,000.00	0.00	0.0%
Medical Expense	645.00	140.00	505.00	360.7%
Memberships/dues/subscriptions	1,895.73	785.95	1,109.78	141.2%
Miscellaneous	603.53	4,074.82	-3,471.29	-85.2%
Oper/Clean supply	11,739.14	12,723.38	-984.24	-7.7%
Payroll Expenses	621,171.73	564,092.67	57,079.06	10.1%
Postage and Freight	120.00	478.00	-358.00	-74.9%
Professional Fees	15,027.30	10,039.25	4,988.05	49.7%
Public Education	945.97	875.35	70.62	8.1%
Reconciliation Discrepancies	-98.79	1,080.27	-1,179.06	-109.1%
Rental Equipment	1,193.65	2,504.50	-1,310.85	-52.3%
Telephone Service Charge	243,165.08	154,072.13	89,092.95	57.8%
Travel and training	23,720.49	7,162.50	16,557.99	231.2%
Wireless Phase I	7,829.30	8,979.60	-1,150.30	-12.8%
Total Expense	<u>2,027,973.80</u>	<u>1,882,738.18</u>	<u>145,235.62</u>	<u>7.7%</u>
Net Income	<u>-312,380.08</u>	<u>69,030.60</u>	<u>-381,410.68</u>	<u>-552.5%</u>

Lafourche Parish Communications District

01/03/18

Profit & Loss Budget vs. Actual

Cash Basis

January through December 2017

	Jan - Dec 17	Budget	\$ Over Budget	% of Budget
Income				
Interest Earnings	2,061.76	2,000.00	61.76	103.1%
Miscellaneous Income	3,841.75	3,429.00	412.75	112.0%
Revenue Bond Proceeds	0.00	0.00	0.00	0.0%
Service Charge - Wireless	942,465.17	937,500.00	4,965.17	100.5%
Service Charge - Wireline	559,400.79	575,000.00	-15,599.21	97.3%
Service Charge Prepaid Wireless	207,824.25	210,000.00	-2,175.75	99.0%
Total Income	1,715,593.72	1,727,929.00	-12,335.28	99.3%
Expense				
Accounting/Auditing Fees	8,100.00	8,100.00	0.00	100.0%
Advertising	610.50	800.00	-189.50	76.3%
Amortization of Bond Issuance	0.00	0.00	0.00	0.0%
Bond Debt Interest	51,203.33	51,023.33	180.00	100.4%
Bond Debt Principal	190,000.00	180,000.00	10,000.00	105.6%
Bond Debt Principle	0.00	0.00	0.00	0.0%
Bond Issuance Cost	0.00	0.00	0.00	0.0%
Building expenditures	0.00	0.00	0.00	0.0%
Building expense	0.00	0.00	0.00	0.0%
Building expense/Rental	129,303.96	135,000.00	-5,696.04	95.8%
Capital expenditures	360,987.87	326,725.03	34,262.84	110.5%
Depreciation Expense	0.00	0.00	0.00	0.0%
Employee Uniforms	1,462.51	1,500.00	-37.49	97.5%
Equipment maintenance	31,074.53	25,000.00	6,074.53	124.3%
Gas/Mile/Auto Maintenance	1,245.12	1,500.00	-254.88	83.0%
Health insurance	101,320.90	100,000.00	1,320.90	101.3%
Legal	0.00	0.00	0.00	0.0%
Liability Insurance	48,669.05	50,000.00	-1,330.95	97.3%
Loss of Disposal of Assets	0.00	0.00	0.00	0.0%
Maintenance Contracts	172,037.90	175,000.00	-2,962.10	98.3%
Mapping	4,000.00	4,000.00	0.00	100.0%
Medical Expense	645.00	600.00	45.00	107.5%
Memberships/dues/subscriptions	1,895.73	1,700.00	195.73	111.5%
Miscellaneous	603.53	500.00	103.53	120.7%
Oper/Clean supply	11,739.14	11,500.00	239.14	102.1%
Payroll Expenses	621,171.73	608,000.00	13,171.73	102.2%
Postage and Freight	120.00	120.00	0.00	100.0%
Professional Fees	15,027.30	15,500.00	-472.70	97.0%
Public Education	945.97	1,000.00	-54.03	94.6%
Reconciliation Discrepancies	-98.79	0.00	-98.79	100.0%
Rental Equipment	1,193.65	1,500.00	-306.35	79.6%
Telephone Service Charge	243,165.08	260,000.00	-16,834.92	93.5%
Travel and training	23,720.49	21,000.00	2,720.49	113.0%
Wireless Phase I	7,829.30	10,000.00	-2,170.70	78.3%
Total Expense	2,027,973.80	1,990,068.36	37,905.44	101.9%
Net Income	-312,380.08	-262,139.36	-50,240.72	119.2%

Lafourche Parish Communications District
Balance Sheet Prev Year Comparison
As of January 1, 2017

	Jan 1, 17	Jan 1, 16	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
Capital One Bond Sink xxxxx1285	149,784.26	103,925.56	45,858.70	44.1%
Capital One Invest xxxxx4753	538,788.03	770,067.92	-231,279.89	-30.0%
Cash-Payroll xxxxx1372	7,661.70	16,890.94	-9,229.24	-54.6%
Iberia Bank Debt Service Reser	197,802.34	0.00	197,802.34	100.0%
JPMorgan Chase Bank	85,876.51	85,747.75	128.76	0.2%
Operating Capital One xxxxx8794	78,470.97	22,423.05	56,047.92	250.0%
Total Checking/Savings	1,058,383.81	999,055.22	59,328.59	5.9%
Accounts Receivable				
Accrued Receivable	127,882.03	127,882.03	0.00	0.0%
Total Accounts Receivable	127,882.03	127,882.03	0.00	0.0%
Other Current Assets				
Accounts Receivable- Audit JE	31,279.33	31,279.33	0.00	0.0%
Prepaid Maintenance	138,465.98	138,465.98	0.00	0.0%
Total Other Current Assets	169,745.31	169,745.31	0.00	0.0%
Total Current Assets	1,356,011.15	1,296,682.56	59,328.59	4.6%
Fixed Assets				
Accumulated Depreciation	-763,523.78	-763,523.78	0.00	0.0%
Building	3,323,970.27	3,323,970.27	0.00	0.0%
Construction In Progress	10,937.50	10,937.50	0.00	0.0%
Equipment	514,262.27	514,262.27	0.00	0.0%
Office Furniture and equipment	101,615.96	101,615.96	0.00	0.0%
Other Assets	64,750.00	64,750.00	0.00	0.0%
Total Fixed Assets	3,252,012.22	3,252,012.22	0.00	0.0%
Other Assets				
Deferred Bond Issuance Costs	0.03	0.03	0.00	0.0%
Total Other Assets	0.03	0.03	0.00	0.0%
TOTAL ASSETS	4,608,023.40	4,548,694.81	59,328.59	1.3%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
Accounts Payable	351.89	351.89	0.00	0.0%
Accrued Interest Payable	20,570.00	20,570.00	0.00	0.0%
Total Accounts Payable	20,921.89	20,921.89	0.00	0.0%
Other Current Liabilities				
Accounts Payable Audit JE	6,353.64	6,353.64	0.00	0.0%
Accrued Interest Payable Audit	-2,270.52	-2,270.52	0.00	0.0%
Payroll Liabilities	-9,893.89	349.18	-10,243.07	-2,933.5%
Total Other Current Liabilities	-5,810.77	4,432.30	-10,243.07	-231.1%
Total Current Liabilities	15,111.12	25,354.19	-10,243.07	-40.4%
Long Term Liabilities				
Bond Payable	1,030,000.00	1,030,000.00	0.00	0.0%
Total Long Term Liabilities	1,030,000.00	1,030,000.00	0.00	0.0%
Total Liabilities	1,045,111.12	1,055,354.19	-10,243.07	-1.0%

3:34 PM

01/03/18

Cash Basis

Lafourche Parish Communications District
Balance Sheet Prev Year Comparison
As of January 1, 2017

	<u>Jan 1, 17</u>	<u>Jan 1, 16</u>	<u>\$ Change</u>	<u>% Change</u>
Equity				
Invested In Capital Assets	3,114,471.02	3,114,471.02	0.00	0.0%
Opening Bal Equity	2,973,589.93	2,973,589.93	0.00	0.0%
Retained Earnings	-2,525,148.67	-2,594,179.27	69,030.60	2.7%
Net Income	0.00	-541.06	541.06	100.0%
Total Equity	<u>3,562,912.28</u>	<u>3,493,340.62</u>	<u>69,571.66</u>	<u>2.0%</u>
TOTAL LIABILITIES & EQUITY	<u>4,608,023.40</u>	<u>4,548,694.81</u>	<u>59,328.59</u>	<u>1.3%</u>

Lafourche Parish Communications District
QUESTIONNAIRE
December 31, 2017

Please complete this questionnaire and return to me along with your records.

1. Please give a description on how you process deposits (who, how often, supporting information), write checks (signatures, use of purchase orders, etc), record them into your records, reports given to board members for approval, who receives bank statements, who reconciles the bank statements and is there approval of the reconciliation, and any other procedures you feel are important. Deposits are done by the Administrator Katie Zeringue or the Administrative Assistant Valerie Adams when checks are received. All income is deposited into Capital One Investment Acct #882214753. Money is then transferred bi-weekly from the General Fund as needed for payments of invoices. Money is also transferred bi-weekly from the General Fund to the Payroll Account. Invoices are paid on a monthly basis and approved by the Board all checks require two signatures. Payroll checks are written bi-weekly and signed by administration or board members. Administrative staff cannot sign any check payable to themselves. Bank statements are opened, reviewed and initialed by a board member and reconciled by the Administrator or the Administrative Assistant. Financial reports are provided quarterly to the board and approved at board meetings.
2. Does the Chairman or other designated member of the Board (someone that does not have bookkeeping responsibilities) review unopened bank statements? Is this review evidenced in writing? Bank Statements are opened, reviewed and initialed by a board member, usually the Secretary/Treasurer if board member is not available administrative staff that is not reconciling the statement. There is no written policy on this procedure. It has been handled this way since it was recommended by Bourgeois Bennett years ago.
3. Indicate whose signatures are required on checks for all checking accounts. All checks require two signatures.
4. Did you receive any federal funds during the year? NO
5. Was there any litigation or threatened litigation against you during the year? If yes, please explain and include any supporting documentation (legal correspondence, etc). NO

6. Did you have any of the following: (if yes, please explain)
 - a. Sale of assets and agreement to repurchase assets that were previously sold? **NO**
 - b. Guarantees or endorsements? **NO**
 - c. Long term leases with required fixed payments for several years? **NO**
6. (Continued)
 - d. Projects entered into with other governmental units that require annual payments? **South Central Planning and Development Mapping Updates/\$5,000 annually and Lafourche Parish Assessor for Pictometry Imagery**
 - e. Commitments to purchase large quantities or at prices in excess of market prices prevailing at December 31? **NO**
 - f. Commitments related to expansion or rehabilitation of facilities or to acquire investments or other non-current assets? **NO**
 - g. Noncompliance with laws, regulations, or contract provisions applicable to grants and federal or other governmental financial assistance programs? **NO**
 - h. Financial transactions or arrangements with financial institutions; e.g., oral or written guarantees, open letters of credit, etc? **NO**
 - i. Irregularities and illegal acts involving management or employees that could affect the financial statements? **NO**
 - j. Designation as potentially responsible party by the Environmental Protection Agency? **NO**
7. Are there any material subsequent transactions or events and significant matters unresolved as of December 31? **NO**
8. Were there any transactions with members of the board and/or with their businesses? **NO**
9. Is there any member of the immediate family of a board member or chief executive officer that has been employed by the entity after 4/1/80? **NO**
10. Do you periodically review that your bank accounts are secured for the excess over FDIC insurance by the market value of securities pledged to your accounts by the banks? **YES**

11. Do you have a security agreement executed with your banks for the purpose of protecting your interest in the securities pledged to your accounts? **YES**

12. Did the board adopt an investment policy or change the policy in the current year? (Please provide a copy of new policy only). **NO/Existing policy**

13. Were minutes published in the official journal timely after the meetings? **YES**

14. Who is covered by a surety bond and for how much? List persons allowed signing on the entity's bank account(s) and indicating if they are covered by surety bond. **All board members, administrator and administrative assistant, \$250,000. Policy included with records.**

15. Did you change any insurance policies during the year? Please provide a list of policy types, vendors, and dollar limits of coverage. (Attach sheet). **NO**

16. Did you expend public funds for political advertisements for public officials? **NO**

17. Was any person discriminated against for reasons of race, color, national origin or sex? **NO**

18. Please answer the following questions in comparison with last year for each specific area indicated:

a. Cash

i. Did you open any new bank accounts or close any accounts? If so, with which bank and what is the account number? **NO**

ii. **Are there any significant decreases or increases in cash? If so, please explain. YES / 2016 Legislation allowed to increase wireless and wireline and prepaid wireless surcharge**

b. Investments

- i. Did you purchase any new investments during the year? If so, what type, and who are they held with? **NO**
- ii. Did the board adopt an investment policy or change the policy in the current year? Please provide a copy of new policy. **NO**

c. Receivables

- i. Are you expecting to receive any money after December 31 that has not been recorded for revenues during the current year? Please explain. **YES, service charges for the 4th quarter and December 2017**

d. Fixed Assets

- i. Have you had any additions to fixed assets? (Any land, furniture, equipment, vehicles, etc. that was purchased during the year for an amount above your capitalization policy.) If so, please attach a list with the date purchased, who from, description, and amount. **YES, (See Attached for Invoice**
- ii. Have you had any deletions to fixed assets? If so please indicate on the listing included which assets were deleted, date deleted, and the method of disposal. **NO**
- iii. Did you loan or donate any surplus property to anyone during the year? If so, please provide a list of these assets, and indicate who it was loaned or donated to. **NO**
- iv. Have you taken a physical inventory of you fixed assets? Please indicate date taken. **Working on**

- v. Is there any idle or obsolete property on your fixed asset listing? **NO**
- vi. Were there any major sales of fixed assets sale/leaseback transactions? **NO**
- vii. Do you have any liens against any of your assets? **NO**
- viii. Does the entity's vehicles, if any, have public license plates and side markings? **N/A**

e. Accounts Payables

- i. Do you have any paid or unpaid invoices for services before December 31 that are not recorded as of December 31? If, so please provide a list indicating vendor name, invoice date, invoice amount, description of services, and date to be paid or paid. **Monthly invoices for December once received**

f. Debt

- i. **Was any debt incurred during the year? If yes, did you obtain approval from the State Bond Commission? Please provide copies of documents. NO**
- ii. Do you plan on incurring any debt after December 31? If so, please explain. **NO**

g. Other Liabilities

- i. Are you aware of any outstanding liabilities at December 31? **Invoices for December once received**

h. Revenues / **4th qtr and December remittance**

- i. Did you have any new revenue sources during the year (ie, grants, concessions, insurance reimbursements, government reimbursements, etc.)? If so, please explain **NO**
- ii. Was there a change in your millage rate if you have ad valorem taxes? **N/A**

i. Payroll

- i. When were the December wages paid to employees? **December 1st, 15th & 29, 2017**
- ii. Did any employees receive a pay raise? If so, please list who, when it was effective and the amount.
Pay Scale Increase 7/6/2017

Employee	Date Hire	Increase Date	From Step	To Step
Valerie Adams		7/6/2017	\$23.15 hour	\$ 50,564.80 Salary
Heather Babin			Step 3	Final 2/17/2017
Jada Ballina		7/6/2017 12/28/2017	Step 3 Step 3	— Step 4
Dawn Clause		7/6/2017	Step 8	
Martha Cortez		7/6/2017	Step 12	
Rachel Dominique		7/6/2017	Step 12	
Gary Foret		1/13/2017	\$ 14.63	\$ 31,200.00 Salary
Brooksy Ledet		7/6/2017	Step 4	
April Matherne		6/5/2017 7/16/2017	Step 5 Step 6	Step 6
Belinda Matherne		7/6/2017	Step 14	
Kissy Pitre		7/6/2017	\$ 19.95	\$ 43,576.00 Salary
Ashley Rose		7/6/2017 12/28/2017	Step 11 Step 12	
Adrienne Ste. Marie		7/6/2017 8/28/2017	Step 4 Step 4	Step 5
<u>Tori Cortez</u>	<u>10/10/2017</u>		<u>Step 1</u>	
<u>Angel Matherne</u>	<u>10/10/2017</u>		<u>Step 1</u>	
<u>Kathleen Robichaux</u>	<u>10/10/2017</u>		<u>Step 1</u>	
Katie Zeringue		12/ 7 /2017	\$76,678.94	\$ 80,512.82

Old and New Pay Scales Attached

- iii. What was your number of employees for current year and prior year? Please list any terminations or new hires that occurred during the year. Please indicate dates for these changes in employees. 2017/17 employees

New Hires

Tori Cortez 10/10/2017

Angel Matherne 10/10/2017

Kathleen Robichaux 10/10/2017

Resigned / Heather Babin 2/17/2017

- iv. Did you pay salary bonuses or retroactive pay increases? NO

- v. Did you advance wages to employees? NO

- vi. Do you have paid leave time? If so please provide a copy of policy documentations. YES (Personnel Manual Included)

- vii. Did you pay employees for annual leave, in lieu of taking such leave, except termination payments? NO

j. Expenses

- i. Was there any significant purchase of materials and/or supplies? If so, please provide a list and supporting documentation for any quotes or bids received. YES / Computer Aided Dispatch Zurcher Tech.

- ii. Was there any significant repairs or maintenance conducted during the year? If so, please explain. Renewal Maintenance West for CPE

- iii. Were there any construction projects started during the year? NO

19. Are you associated with any legally separate, tax-exempt organizations that meet the following three criteria?

- The economic resources received or held by the separate organization are entirely or almost entirely for your direct benefit.
- You have the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
- You have the ability to otherwise access the economic resources received or held by an individual organization.

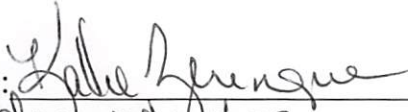
If the organization meets the above criteria, please provide the name of the organization, its tax identification number and a brief description of the organization including purpose, how it was organized, etc. **NO**

20. Are there any outside organizations that provide services to your organization that should be considered during our audit? **NO**

21. Are there any significant changes in policies or procedures involved in your operations or administration that were not disclosed in a previous question? **NO**

22. Please provide email address of the District and/or the person responsible for the books. **Katie Zeringue, Administrator, 985-803-5911 laf911@triparish.net**

23. Please include the date, time and location of board meetings through June 2018. **Location: Lafourche Parish Communications District PSAP, 111 Dunkleman Drive, Raceland, LA 70394. All meetings begin at 1:00 pm, next meeting is scheduled for April 5, 2018.**

Signature: 
Title: Administrator
Date: 1-4-18



Lafourche Parish Communications District

P.O. Box 1157, Raceland, LA 70394
Phone (985) 435-2105 Fax (985) 537-6906

At the January 21, 2016 board meeting of the Lafourche Parish Communications District at which a quorum was present, it was moved by Chris Boudreaux, seconded by Tom Simons to accept the following pay scale effective the next pay period.

LAFOURCHE PARISH COMMUNICATIONS DISTRICT PAY SCALE 911 – TELECOMMUNICATOR

STEPS	YEARS & HOURS	Day	Day OT & Holiday Day	Holiday Day OT	Night	Night OT & Holiday Night	Holiday Night OT
<i>Step 1</i>	<i>Start</i>	11.55	17.33	26.00	11.55	17.33	26.00
<i>Step 2</i>	<i>APCO + 900 hours</i>	11.83	17.75	26.63	12.83	19.25	28.88
<i>Step 3</i>	<i>1 year + 2080 hours</i>	12.12	18.18	27.27	13.12	19.68	29.52
<i>Step 4</i>	<i>2 years + 4160 hours</i>	12.42	18.63	27.95	13.42	20.13	30.20
<i>Step 5</i>	<i>3 years + 6240 hours</i>	12.74	19.11	28.67	13.74	20.61	30.92
<i>Step 6</i>	<i>4 years + 8320 hours</i>	13.05	19.58	29.37	14.05	21.08	31.62
<i>Step 7</i>	<i>5 years + 10,400 hours</i>	13.39	20.09	30.14	14.39	21.59	32.39
<i>Step 8</i>	<i>6 years + 12,480 hours</i>	13.71	20.57	30.86	14.71	22.07	33.11
<i>Step 9</i>	<i>7 years + 14,560 hours</i>	14.07	21.11	31.67	15.07	22.61	33.92
<i>Step 10</i>	<i>8 years + 16,640 hours</i>	14.43	21.65	32.48	15.43	23.15	34.73
<i>Step 11</i>	<i>9 years + 18,720 hours</i>	14.81	22.24	33.51	15.81	23.72	35.58
<i>Step 12</i>	<i>10 years + 20,800 hours</i>	15.17	22.76	34.14	16.17	24.26	36.29
<i>Step 13</i>	<i>12 years + 24,960 hours</i>	16.73	25.10	37.65	17.73	26.60	39.90
<i>Step 14</i>	<i>15 years + 31,200 hours</i>	18.07	27.11	40.67	19.07	28.61	42.92

Requirements:

- 1.) All new employees must successfully complete 900 hours and obtain APCO Certification to increase to Step 2.
- 2.) If funds are available in budget for pay increases, step increases will only be granted upon successful annual evaluations and working the required hours.
- 3.) Night shift differential pay – (6p-6a)
- 4.) In order to receive night pay you must actually work the night shift.

Deborah Gautreaux, Secretary/Treasurer Date 1/21/2016



Lafourche Parish Communications District

P.O. Box 1157, Raceland, LA 70394
Phone (985) 435-2105 Fax (985) 537-6906

At the July 6, 2017 board meeting of the Lafourche Parish Communications District at which a quorum was present, it was moved by Mark Fontenot, seconded by Thomas Simons to accept the following pay scale effective the next pay period.

LAFOURCHE PARISH COMMUNICATIONS DISTRICT PAY SCALE 911 – TELECOMMUNICATOR

STEPS	YEARS & HOURS	Day	Day OT Holiday	Hol Day OT	Night	Night OT Holiday	Hol. Night OT
<i>Step 1</i>	<i>Start</i>	11.55	17.33	26.00	11.55	17.33	26.00
<i>Step 2</i>	<i>APCO + 1040</i>	12.00	18.00	27.00	13.00	19.50	29.25
<i>Step 3</i>	<i>1 year + 2184</i>	12.50	18.75	28.13	13.50	20.25	30.38
<i>Step 4</i>	<i>2 years + 4368</i>	13.00	19.50	29.25	14.00	21.00	31.50
<i>Step 5</i>	<i>3 years + 6552</i>	13.50	20.25	30.38	14.50	21.75	32.63
<i>Step 6</i>	<i>4 years + 8736</i>	14.00	21.00	31.50	15.00	22.50	33.75
<i>Step 7</i>	<i>5 years + 10,920</i>	14.50	21.75	32.63	15.50	23.25	34.88
<i>Step 8</i>	<i>6 years + 13,104</i>	15.00	22.50	33.75	16.00	24.00	36.00
<i>Step 9</i>	<i>7 years + 15,288</i>	15.50	23.25	34.88	16.50	24.75	37.13
<i>Step 10</i>	<i>8 years + 17,472</i>	16.00	24.00	36.00	17.00	25.50	38.25
<i>Step 11</i>	<i>9 years + 19,656</i>	16.50	24.75	37.13	17.50	26.25	39.38
<i>Step 12</i>	<i>10 years + 21,840</i>	17.00	25.50	38.25	18.00	27.00	40.50
<i>Step 13</i>	<i>12 years + 26,208</i>	18.00	27.00	40.50	19.00	28.50	42.75
<i>Step 14</i>	<i>15 years + 32,760</i>	19.00	28.50	42.75	20.00	30.00	45.00
<i>Step 15</i>	<i>20 years + 43,680</i>	20.00	30.00	45.00	21.00	31.50	47.25
<i>Step 16</i>	<i>25 years + 54,600</i>	21.00	31.50	47.25	22.00	33.00	49.50

Requirements:

- 1.) All new employees must successfully complete 1,040 hours (probation period) and obtain APCO Certification to increase to Step 2.
- 2.) If funds are available in budget for pay increases, step increases will only be granted upon successful annual evaluations and working the required hours.
- 3.) Night shift differential pay – (6p-6a)
- 4.) In order to receive night pay you must actually work the night shift.

Deborah Gautreaux, Secretary/Treasurer Date _____

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Governments)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana state and local government and quasi-public agencies. Upon completion, the questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed questionnaire and a copy of the adoption instrument, if appropriate, must be given to the auditor at the beginning of the audit. The auditor will, during the course of his regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to my office.

Certain portions of the questionnaire may not be applicable to your organization, especially those related to federal financial assistance. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his examination. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Daryl G. Purpera, CPA, CFE
Louisiana Legislative Auditor

Enclosure

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Government Agencies)**

January 2, 2018 (Date Transmitted)

Bourgeois Bennett L.L.C.
1340 W. Tunnel Blvd. Suite 226
Houma, Louisiana 70360
_____ (Auditors)

In connection with your audit of our financial statements as of December 31, 2017
and for January 1-December 31, 2017
(period of audit) for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our system of internal control as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of December 31, 2017 (date completed/date of the representations).

PART I. AGENCY PROFILE

1. Name and address of the organization.

Lafourche Parish Communications District

P.O. Box 1157/ 111Dunkleman Drive

Raceland, LA 70394

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

n/a

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

Chairman- Reggie Pitre, 2124 Alex Plaisance Blvd, Golden Meadow, 70357/985-475-5213

Vice Chairman-Chris Boudreaux, 743 Hwy 20, Thibodaux, 70301/985-537-7603

Secretary/Treasurer-Deborah Gautreaux, PO Box 489, Cut Off, 70345/985-798-7259

Board Member-Eric Benoit, 338 Myrtle Drive, Lockport 70374/985-532-8174

Board Member-Mark Fontenot, 113 Alma St, Thibodaux, 70301/985-447-8732

Board Member-Zina Pitre, 720 Seventh St, Lockport 70374 / 719-237-5180

Board Member-Brian Rhodes, 1309 Canal Blvd, Thibodaux 70301/985-446-7290

Board Member-Tom Simons, 310 West 2nd Street, Thibodaux 70301/985-446-7290

Board Member Roster in Front of 2017 Minute Book & Attached to this form

4. Period of time covered by this questionnaire.

January 1-December 31, 2017

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

RS 33:9103/Act 1029 (1999 Legislative Session)/Act 531 (2009) Legislative Session)

6. Briefly describe the public services provided.

Enhanced 911 Telephone Service for Lafourche Parish

7. Expiration date of current elected/appointed officials' terms.

Board Member Roster Attached

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$150,000 have been publicly bid.

B) All material and supply purchases exceeding \$30,000 have been publicly bid.

Yes [x] No []

PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS AND PUBLIC EMPLOYEES

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [x] No []

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [x] No []

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable:

A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).

2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The

advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).

8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified the governing authority in writing during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).

9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

N/A Enterprise fund

Yes [] No []

B. State Budget Requirements

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

N/A Enterprise fund

Yes [] No []

C. Licensing Boards

1. The licensing board has complied with the budgetary requirements of R.S. 39:1331-1342.

Yes [] No []

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.

Yes [x] No []

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes [x] No []

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [x] No []

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes [x] No []

16. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes [x] No []

PART VI. MEETINGS

17. We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:11 through 42:28.

Yes No

PART VII. ASSET MANAGEMENT LAWS

18. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes No

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

19. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes No

PART IX. DEBT RESTRICTION LAWS

20. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes No

21. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes No

22. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes No

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

23. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes No

24. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes No

25. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes No

PART XI. ISSUERS OF MUNICIPAL SECURITIES

26. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes No

PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

27. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the auditor, R.S. 48:758.

Yes No

School Boards

28. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-401.

Yes [] No []

29. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes [] No []

30. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Education Levels of Public School Staff
- Schedule 3, Number and Type of Public Schools
- Schedule 4, Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Schedule 5, Public School Staff Data: Average Salaries
- Schedule 6, Class Size Characteristics
- Schedule 7, Louisiana Educational Assessment Program (LEAP)
- Schedule 8, Graduation Exit Examination (GEE) (Note: this schedule is no longer applicable.)
- Schedule 9, iLEAP Tests

Yes [] No []

Tax Collectors

31. We have complied with the general statutory requirements of R.S. 47.

Yes [] No []

Sheriffs

32. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

Yes [] No []

33. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

Yes [] No []

District Attorneys

34. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes [] No []

Assessors

35. We have complied with the regulatory requirements found in R.S. Title 47.

Yes [] No []

36. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [] No []

Clerks of Court

37. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [] No []

Libraries

38. We have complied with the regulations of the Louisiana State Library.

Yes [] No []

Municipalities

39. Minutes are taken at all meetings of the governing authority (R.S. 42:7.1).
Yes [] No []
40. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528).
Yes [] No []
41. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28).
Yes [] No []

Airports

42. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.
Yes [] No []
43. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).
Yes [] No []
44. All project funds have been expended on the project and for no other purpose (R.S. 2:810).
Yes [] No []
45. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).
Yes [] No []

Ports

46. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.
Yes [] No []
47. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).
Yes [] No []
48. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).
Yes [] No []
49. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).
Yes [] No []
50. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).
Yes [] No []

Sewerage Districts

51. We have complied with the statutory requirements of R.S. 33:3881-4159.10.
Yes [] No []

Waterworks Districts

52. We have complied with the statutory requirements of R.S. 33:3811-3837.
Yes [] No []

Utility Districts

53. We have complied with the statutory requirements of R.S. 33:4161-4546.21.
Yes [] No []

Drainage and Irrigation Districts

54. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts); R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or

R.S. 38:2101-2123 (Irrigation Districts), as appropriate.

Yes [] No []

Fire Protection Districts

55. We have complied with the statutory requirements of R.S. 40:1491-1509.

Yes [] No []

Other Special Districts

56. We have complied with those specific statutory requirements of state law applicable to our district.

Yes [x] No []

The previous responses have been made to the best of our belief and knowledge.

_____ Secretary _____ Date

_____ Treasurer _____ Date

_____ President _____ Date

LAFOURCHE PARISH COMMUNICATIONS DISTRICT

4 year term

7 - Member Board

RS 33:9103 created

Act 1029 / 1999 Legislative Session

Ordinances: 1484,1519,1523,1541,1880,1896, and 1904

BOARD MEMBERS	DATE APPOINTED	TERM EXPIRES
Sec./Treas. Deborah G. Gautreaux P.O. Box 489 129 West 33 rd St. Cut Off, LA 70345 798-7259 hm, 632-7192 wk 637-1664 or 291-1664 cell e-mail: lad1@viscom.net Administrator Lafourche Ambulance District	10/26/04 re-appt 10/14/08 re-appt 11/13/2012 re-appt 1/10/2017	10/26/08 South Lafourche 10/13/2012 11/12/2016 1/9/2021
Vice Chairman Christopher "Chris" Boudreaux 743 Highway 20 Thibodaux, LA 70301 633-2147 hm 537-7603, 532-8174 wk, 637-5195 cell e-mail: chrisb@lafourchegov.org Lafourche Parish Council EOC Manager	1/13/05 (replacement) re-appt 9/23/08 re-appt 9/24/2012 re-appt 9/26/2017	1/13/09 Lafourche Parish Council 9/23/2012 9/23/2016 9/27/2021
Mark Fontenot 113 Alma St Thibodaux, LA 70301 447-8732 hm, 448-0618 wk, 448-0619 fax e-mail: stjohn410@hotmail.com	11/6/04 re-appt 3/10/09 re-appt 3/26/2013 re-appt 3/14/2017	11/6/08 North Lafourche 3/9/2013 3/25/2017 3/13/2021*
Tom Simons 210 Davis Drive Thibodaux, LA 70301 448-5865 wk, 287-1745 cell e-mail: t.simons@ci.thibodaux.la.us City of Thibodaux/Emergency Preparedness/Risk Manager	9/22/2015	9/22/2019 City of Thibodaux
Chairman Reggie Pitre 2124 S Alex Plaisance Blvd Golden Meadow, LA 70357 475-5213 or 379-6433 cell e-mail: chief@townofgoldenmeadow.com Chief - Town of Golden Meadow	9/11/2012 re-appt 12/13/2016	9/10/2016 12/12/2020 Town of Golden Meadow
Eric Benoit 338 Myrtle Drive Lockport, LA 70374 wk 532-8174 cell 985-709-1900 e-mail: ericb@lafourchegov.org Employed Lafourche Parish Council	April 24, 2012 re-appt April 12, 2016	April 23, 2016 April 11, 2020 Central Lafourche
Zina Sampey 720 Seventh St Lockport, LA 70374 e-mail: z.sampey@yahoo.com	9/12/17	9/11/2021 Town of Lockport

Lafourche Parish
Communications District

E-911

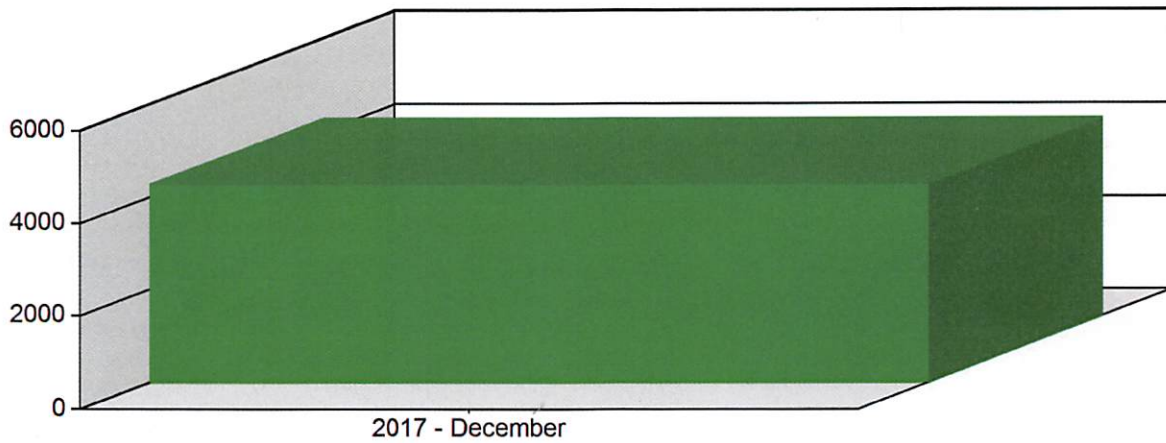


S Y S T E M

Call Volume per Month

From: 12/01/2017 00:00:00 To: 12/31/2017 23:59:59
 PSAP: PowerLocate, Undefined
 Line Group/Pool: LG - 9-1-1, LG - Intercom, LG - POTS, LP - AdminM

Number of Calls : 4,256



<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2017 - December	4,256	100.00	100.00
	4,256	100.00	

Lafourche Parish
Communications District

E-911



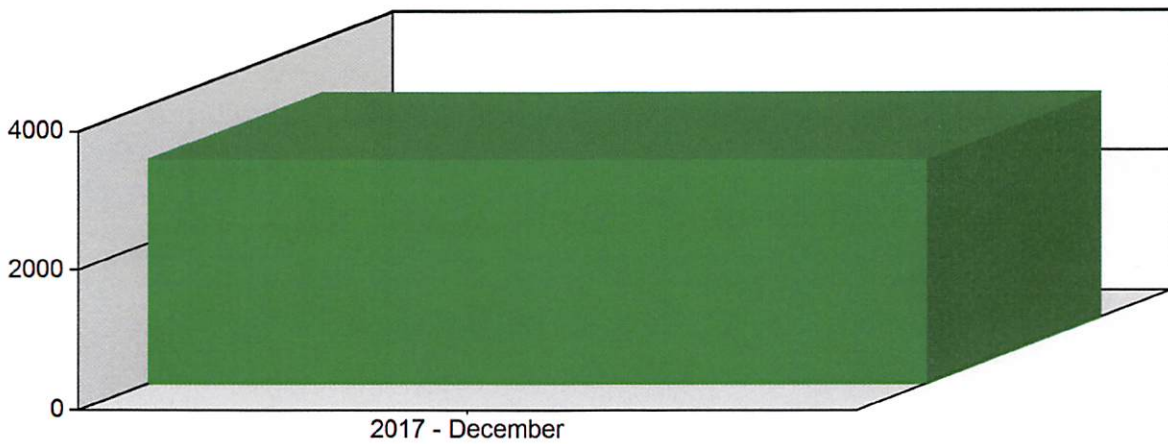
S Y S T E M

Call Volume per Month

From: 12/01/2017 00:00:00
 PSAP: PowerLocate, Undefined
 Line Group/Pool: LG - 9-1-1

To: 12/31/2017 23:59:59

Number of Calls : 3,213



<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2017 - December	3,213	100.00	100.00
	3,213	100.00	

Lafourche Parish
Communications District

E-911

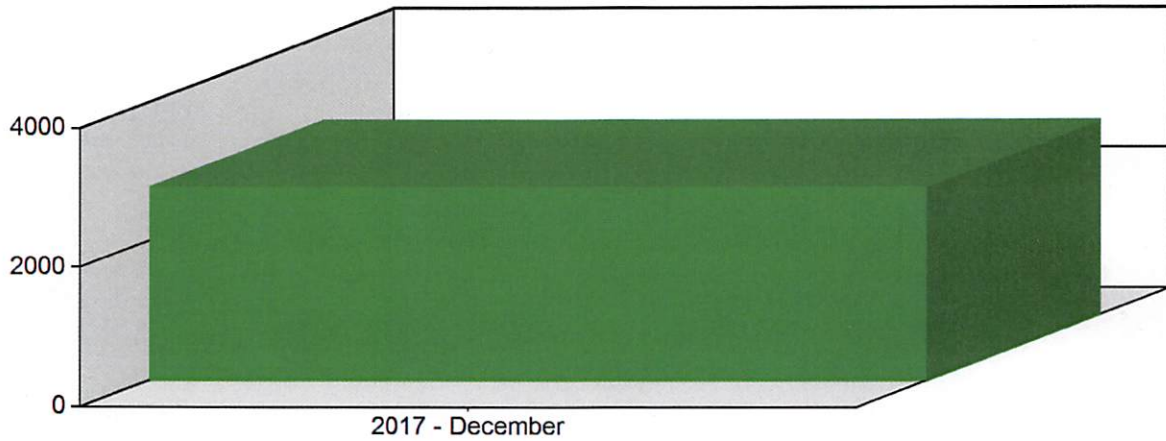


Call Volume per Month

From: 12/01/2017 00:00:00
 PSAP: PowerLocate, Undefined
 Line Group/Pool: LG - 9-1-1
 Class of Service: VOIP, WPH1, WPH2, WRLS

To: 12/31/2017 23:59:59

Number of Calls : 2,773



<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2017 - December	2,773	100.00	100.00
	2,773	100.00	

Lafourche Parish
Communications District

E-911



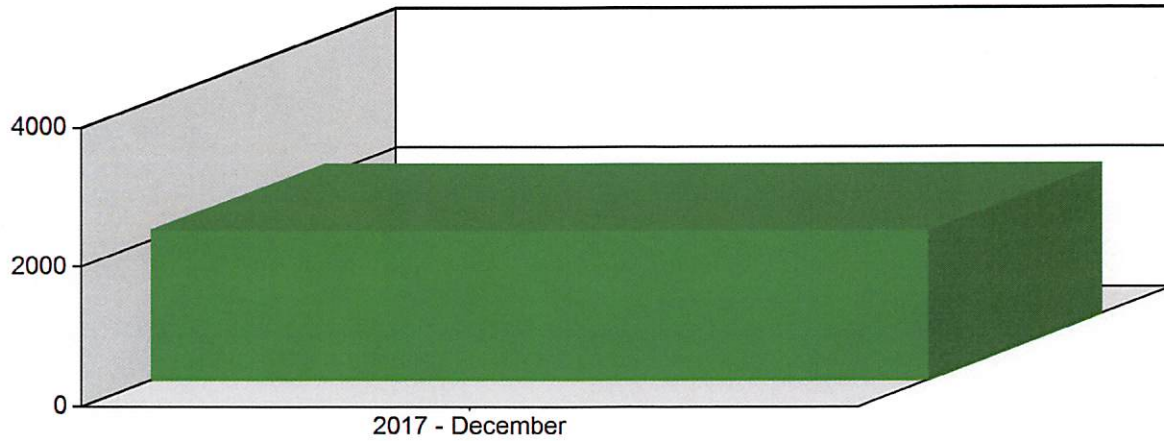
S Y S T E M

Call Volume per Month

From: 12/01/2017 00:00:00
 PSAP: PowerLocate, Undefined
 Line Group/Pool: LG - 9-1-1
 Class of Service: WPH2

To: 12/31/2017 23:59:59

Number of Calls : 2,145



<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2017 - December	2,145	100.00	100.00
	2,145	100.00	

Lafourche Parish
Communications District

E-911

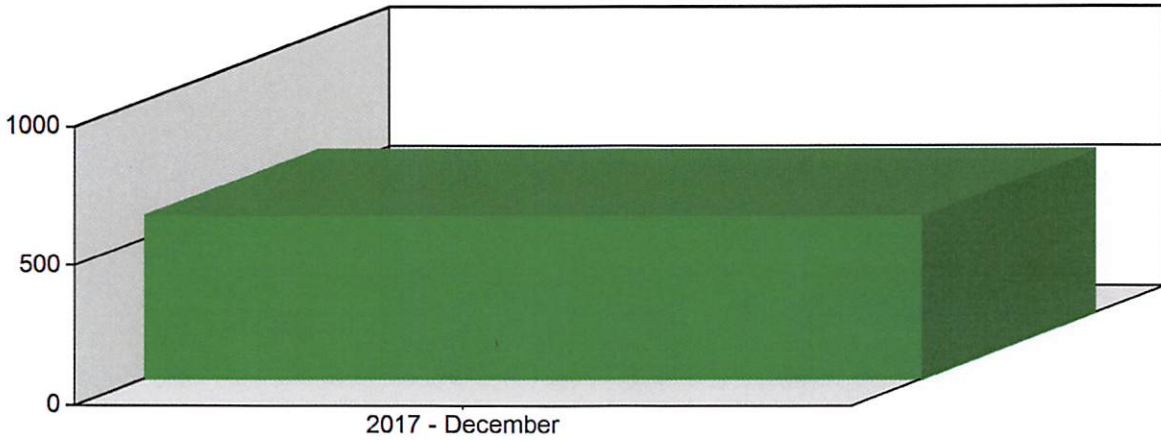


Call Volume per Month

From: 12/01/2017 00:00:00
 PSAP: PowerLocate, Undefined
 Line Group/Pool: LG - 9-1-1
 Class of Service: WPH1

To: 12/31/2017 23:59:59

Number of Calls : 585



Month	Number of Calls	Percentage (%)	Cumulative (%)
2017 - December	585	100.00	100.00
	585	100.00	

Lafourche Parish
Communications District

E-911

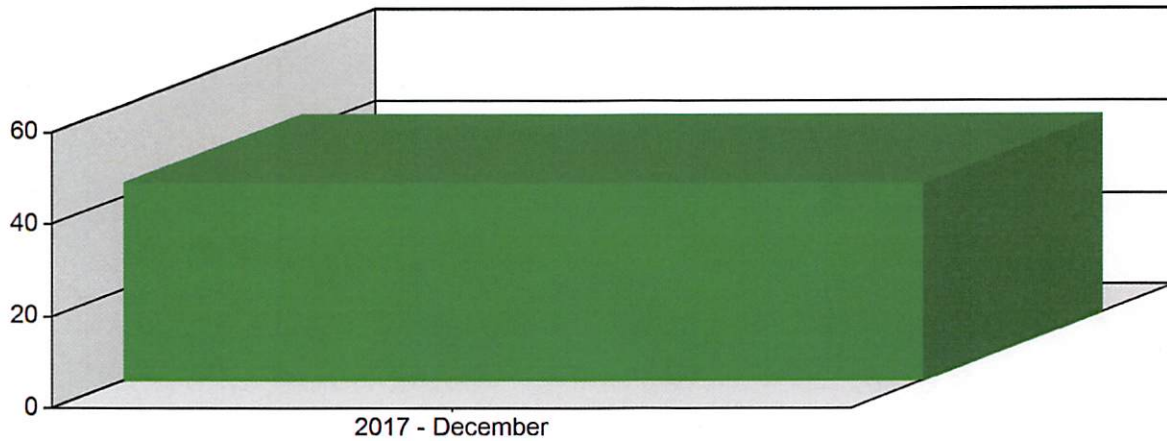


Call Volume per Month

From: 12/01/2017 00:00:00
 PSAP: PowerLocate, Undefined
 Line Group/Pool: LG - 9-1-1
 Class of Service: VOIP

To: 12/31/2017 23:59:59

Number of Calls : 43



<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2017 - December	43	100.00	100.00
	43	100.00	

Lafourche Parish
Communications District

E-911



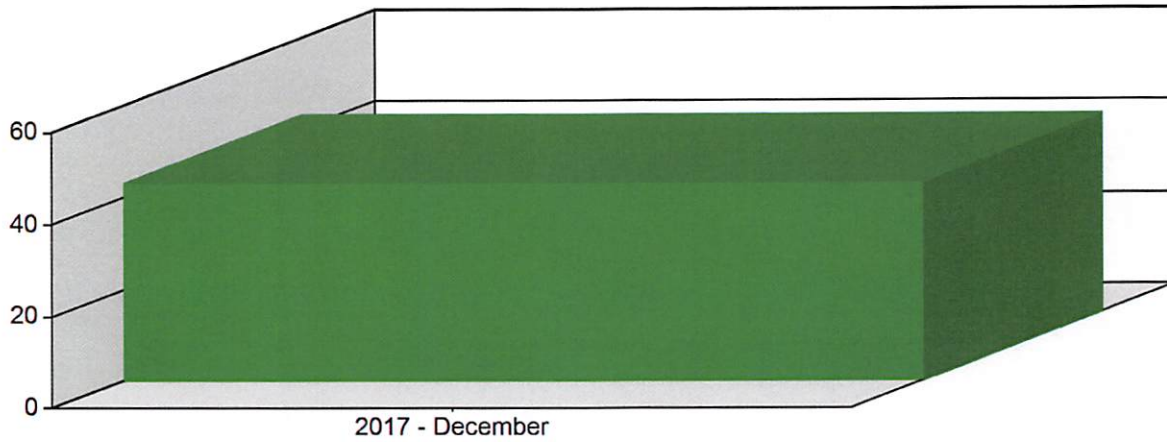
S Y S T E M

Call Volume per Month

From: 12/01/2017 00:00:00
 PSAP: PowerLocate, Undefined
 Line Group/Pool: LG - 9-1-1
 Class of Service: VOIP

To: 12/31/2017 23:59:59

Number of Calls : 43



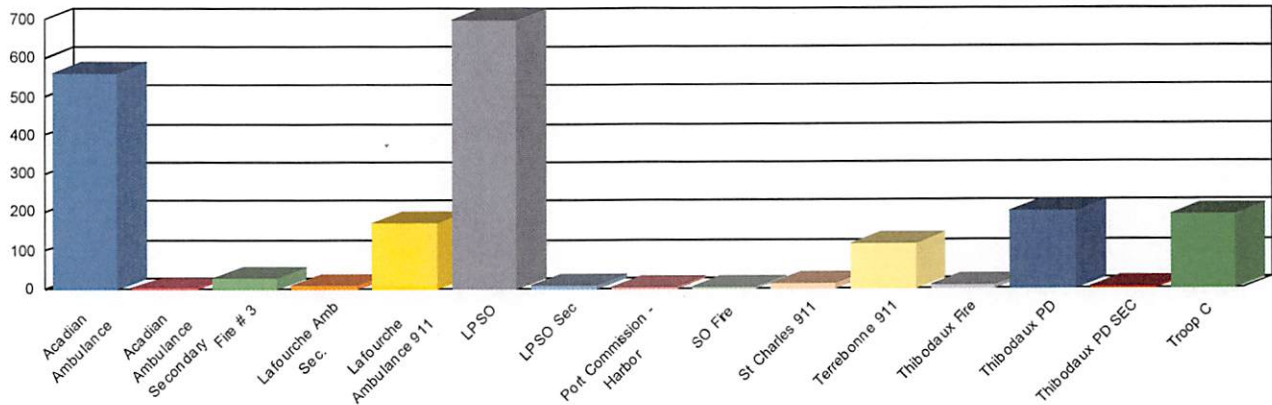
<u>Month</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
2017 - December	43	100.00	100.00
	43	100.00	



Call Transfer Volume per Agency

From: 12/01/2017 00:00:00 **To:** 12/31/2017 23:59:59
PSAP: PowerLocate, Undefined
Agency: Acadian Ambulance, Acadian Ambulance Secondary, Fire # 3, Fire # 3 - Sec., Lafourche Amb Sec., Lafourche Ambulance 911, LPSO, LPSO Sec, Port Commission - Harbor, SO Fire, St Charles 911, St James - C, St Mary 911, Terrebonne 911, Thibodaux Fire, Thibodaux Fire SEC, Thibodaux PD, Thibodaux PD SEC, Troop C, Troop C Secondary

Number of Transfers : 2,013



<u>Agency</u>	<u>Number of Calls</u>	<u>Transferred</u>	<u>Percentage (%)</u>
Acadian Ambulance	552	562	27.92
Acadian Ambulance Secondary	1	1	0.05
Fire # 3	27	27	1.34
Lafourche Amb Sec.	7	7	0.35
Lafourche Ambulance 911	167	172	8.54
LPSO	682	697	34.62
LPSO Sec	9	9	0.45
Port Commission - Harbor	2	2	0.10
SO Fire	3	3	0.15
St Charles 911	14	14	0.70
Terrebonne 911	117	118	5.86
Thibodaux Fire	9	9	0.45
Thibodaux PD	198	199	9.89
Thibodaux PD SEC	3	3	0.15
Troop C	186	190	9.44
		2,013	

Lafourche Parish
Communications District

E-911



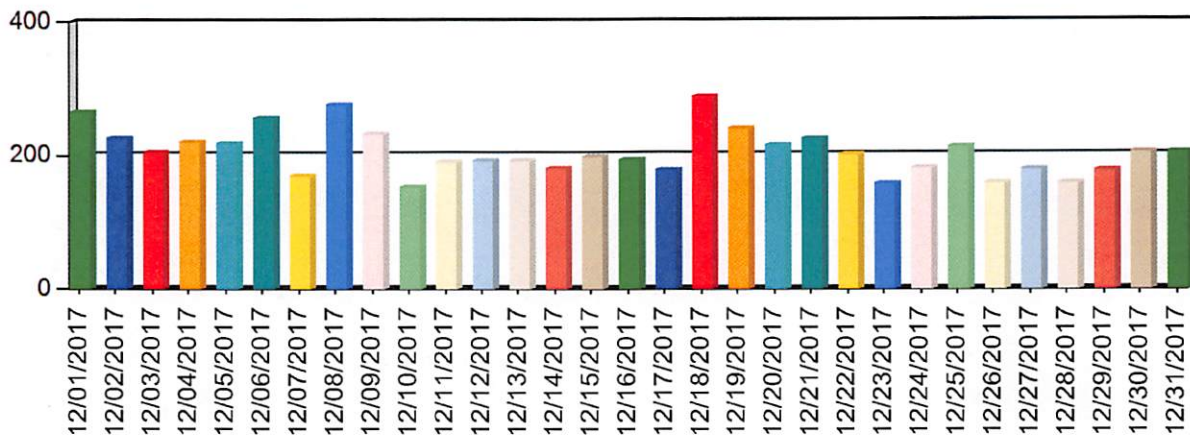
S Y S T E M

Call Volume per Day

From: 12/01/2017 00:00:00
PSAP: PowerLocate, Undefined

To: 12/31/2017 23:59:59

Number of Calls : 6,316



Day	Number of Calls	Percentage (%)	Cumulative (%)
12/01/2017	264	4.18	4.18
12/02/2017	225	3.56	7.74
12/03/2017	203	3.21	10.96
12/04/2017	219	3.47	14.42
12/05/2017	217	3.44	17.86
12/06/2017	255	4.04	21.90
12/07/2017	168	2.66	24.56
12/08/2017	275	4.35	28.91
12/09/2017	231	3.66	32.57
12/10/2017	152	2.41	34.97
12/11/2017	189	2.99	37.97
12/12/2017	191	3.02	40.99
12/13/2017	191	3.02	44.02
12/14/2017	179	2.83	46.85
12/15/2017	197	3.12	49.97
12/16/2017	192	3.04	53.01
12/17/2017	177	2.80	55.81
12/18/2017	287	4.54	60.35
12/19/2017	239	3.78	64.14

<u>Day</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
12/20/2017	214	3.39	67.53
12/21/2017	224	3.55	71.07
12/22/2017	200	3.17	74.24
12/23/2017	157	2.49	76.73
12/24/2017	180	2.85	79.58
12/25/2017	212	3.36	82.93
12/26/2017	158	2.50	85.43
12/27/2017	178	2.82	88.25
12/28/2017	158	2.50	90.75
12/29/2017	176	2.79	93.54
12/30/2017	204	3.23	96.77
12/31/2017	204	3.23	100.00
	6,316	100.00	

Lafourche Parish
Communications District

E-911

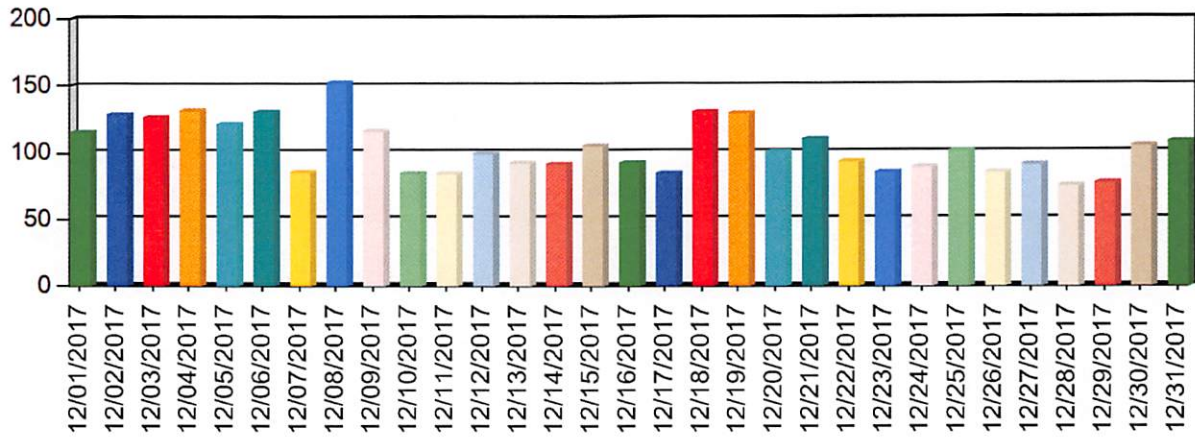


Call Volume per Day

From: 12/01/2017 00:00:00
 PSAP: PowerLocate, Undefined
 Line Group/Pool: LG - 9-1-1

To: 12/31/2017 23:59:59

Number of Calls : 3,213



Day	Number of Calls	Percentage (%)	Cumulative (%)
12/01/2017	115	3.58	3.58
12/02/2017	128	3.98	7.56
12/03/2017	126	3.92	11.48
12/04/2017	131	4.08	15.56
12/05/2017	121	3.77	19.33
12/06/2017	130	4.05	23.37
12/07/2017	85	2.65	26.02
12/08/2017	152	4.73	30.75
12/09/2017	116	3.61	34.36
12/10/2017	84	2.61	36.97
12/11/2017	84	2.61	39.59
12/12/2017	99	3.08	42.67
12/13/2017	92	2.86	45.53
12/14/2017	91	2.83	48.37
12/15/2017	105	3.27	51.63
12/16/2017	92	2.86	54.50
12/17/2017	84	2.61	57.11
12/18/2017	130	4.05	61.16

<u>Day</u>	<u>Number of Calls</u>	<u>Percentage (%)</u>	<u>Cumulative (%)</u>
12/19/2017	129	4.01	65.17
12/20/2017	100	3.11	68.29
12/21/2017	110	3.42	71.71
12/22/2017	93	2.89	74.60
12/23/2017	85	2.65	77.25
12/24/2017	89	2.77	80.02
12/25/2017	101	3.14	83.16
12/26/2017	85	2.65	85.81
12/27/2017	91	2.83	88.64
12/28/2017	75	2.33	90.97
12/29/2017	77	2.40	93.37
12/30/2017	105	3.27	96.64
12/31/2017	108	3.36	100.00
	3,213	100.00	