

**North Webster Parish Industrial District (NWPID)**  
**Board of Directors (BOD)**  
**MINUTES – Regular Meeting**  
**Monday, April 23, 2018 – 5:30 PM**  
**117 Loading Dock Drive, Cullen, LA 71021**

**Present:** Craig Tripp, David Smith, Denny McMullan, Jeff Harper, Randy Sexton; John Slattery, NWPID Attorney; Cindy Scheer (staff) and Mike Dunaway (staff).

A quorum was present.

**Absent:** Terry Revelle and Lamar Smith

**Guests:** None

Mr. Denny McMullan, Chairman called the meeting to order; Mr. Craig Tripp led in the Pledge of Allegiance and David Smith offered the invocation.

**Public Comment:** None

**Approval of Minutes:**

Mr. Craig Tripp made a motion to approve the March BOD minutes and the April 3, 2018 special meeting minutes as presented; with a second by Mr. David Smith. Motion passed unanimously by show of hands.

**Claims Docket:**

Mr. David Smith made a motion to approve the April claim docket totaling \$18,122.78 as presented; with a second by Mr. Craig Tripp. Motion passed unanimously by show of hands.

**April Financials:**

Ms. Cindy Scheer reviewed the April financial reports which consisted of the Balance Sheet, Profit & Loss current & year to date; plus review of the budget for the same periods. Mr. Jeff Harper made a motion to accept the financials as presented; with a second by Mr. Craig Tripp. Motion passed unanimously by show of hands.

**Administrative Assistant Reports:**

- **Status Report** - Ms. Scheer reviewed with the Board the items that she was aware of that needed to be addressed. Mr. Jeff Harper after the discussion of the various items made the motion that we contact KSA to resolve any further issues regarding the new building; with a second by Mr. Randy Sexton. Motion passed unanimously by show of hands.
- **Tier 2.1 Personal Financial Disclosures** – Ms. Scheer informed and reminded the Board of the May 15, 2018 due date for them to completed and file their 2017 reports.
- **Ethics Training Certification** – Also everyone will need to complete your annual ethics training prior to June 30, 2018 to be in compliance.

**Old Business:**

- **NWPID/SMC Truck Accident** – Ms. Scheer covered this item in the status reports and currently is waiting on the accident report to submit with the pictures of the accident.

- **Executive Director Position** – The Board discussed the need for an Executive Directors and the interest the District has had from possible candidates. The consensus at this time was to table the decision.
- **Employee Benefits – Insurance & Wages** – The Board discussed the current employee benefits, which consist of Medical Insurance and the possible increase in premium due to no longer having a group and the possible increase in salary. The Board had a lengthy discussion regarding the insurance, reimbursement of insurance and cell phones. Mr. Jeff Harper made the motion to increase the salary to \$40,000.00 annual which would be a flat amount with no other reimbursements; with a second by Mr. Randy Sexton. Motion passed unanimously by show of hands.

**New Business:**

- **Five Year Plan** – The Board discussed the future plans and needs of the District moving forward at this time. The discussion consisted of the needs to possibly continue with getting additional surrounding property of the District, getting additional sites certified, expanding the new building to 100,000 square feet, waste water – infrastructure improvements, possible turn lane addition to accommodate additional truck traffic. Mr. David Smith also mentioned another avenue possibly to receive additional funds would be to become certified as a Community Development Financial Institution (CDFI) within this certification you can receive loan funds and grants. Mr. David Smith also mentioned another avenue with the new market tax credits and one of the criteria's are that you promote low income communities, which we would qualify for that we could use and pass on to potential tenants. The process to obtain the above will not cost the District, but is a very time consuming process and will take about a month to complete. The Board discussed many options or things needed for a long term plan. Mr. Craig Tripp made a motion to pursue what and estimate would be as to the cost of expanding the new building by 50,000 square feet (total of 100,000 sq. /ft.); with a second by Mr. David Smith. Motion passed unanimously by show of hands.

Mr. Jeff Harper made the motion to adjourn this meeting at this time; with a second by Mr. Craig Tripp – Motion carried unanimously by show of hands. Meeting adjourned.

Respectfully Submitted by  
Cindy Scheer, Executive Assistant

Approved by  
Randy Sexton, Secretary-Treasurer