

**TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION
DISTRICT**

**MINUTES OF REGULAR MONTHLY MEETING OF THE BOARD OF
COMMISSIONERS**

February 18, 2021, 6:30 PM

Conducted via Zoom

MEETING CALLED TO ORDER (6:35 PM)

Roll call: Chair Jon McGill: present, Ann Berthelot: present, Ronald Evans: present, John Firestone: present. Harry Stumpf: present. Quorum was present.
There were 5 panelists. Zoom attendees maxed at 2 participants.

AGENDA ITEMS

1. Approval of minutes from the January Regular TNIBD Meeting and the February 4 Special Meeting.

A. Approval of the minutes for the January 21, 2021 Regular Meeting.

MOVER: Evans
SECONDER: McGill
ACTION: APPROVE
VOTE: 5 – 0
YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
NAYS: None
ABSTAIN: None

B. Approval of the minutes for the February 4, 2021 Special Meeting.

MOVER: McGill
SECONDER: Stumpf
ACTION: APPROVE
VOTE: 5 – 0
YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
NAYS: None
ABSTAIN: None

2. Century Update (Donny Darville).

Donny cannot attend tonight's meeting because of the bad weather and power problems in Texas. We will push the update until next month.

3. Treasurer Update (Audit and CPA)

The Commission can now provide all the financials from April 2020 through the end of January. We will also provide the financials starting December 28, 2019 (date TNIBD officially took over from TCC) through March of 2020: they are just not part of current fiscal year. All the information is in the TNIBD Dropbox Treasurer folder now for review by Commissioners. A folder will be created on tnibd.org to display this information for public review.

The Chairman reviewed the one-page budget display summary document created for commissioner meetings. This will evolve to include a monthly balance sheet, a monthly and profit and loss statement, and a year-to-date profit & loss (with comparisons of budget to actual figures). The Chair reviewed how the supporting documents are available in the accounting folder if any item's information needs to be reviewed in more detail. The Commission especially appreciates the work of our Treasurer (Ann Berthelot), Michelle, and our CPA consultants in arriving at this system.

The Board is awaiting the posting of our audit by the Louisiana Legislative Auditor. As soon as we know that the audit is posted, a link to that audit report will be posted.

4. Resolution to approve payment of additional fees to CPA.

Kushner & Lagraize accomplished our original goals (to prepare us for the audit) within the budgeted amount. In fact, those services were provided at some discount to their usual fees. However, the Board needed more help with transition to reporting from the Century system to the TNIBD required reporting format. Additional fees were incurred to accomplish this end.

A. Motion to authorize this additional payment to Kushner & Lagraize.

MOVER: McGill
 SECONDER: Stumpf
 ACTION: APPROVE
 VOTE: 5 – 0
 YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
 NAYS: None
 ABSTAIN: None

5. Fiscal Year 2022 Budget Draft,

The Board reviewed a draft of the budget at the last meeting. The Treasurer has added the TNIBD administrative budget. The software is being tweaked to help automatically produce the budget. This will help present and future commissioners with management. Also, the more weeks of operation information we can draw from, the better will be our estimates.

As provided by law, there will be a meeting to receive public comment on the budget. The budget will be posted in a public place ten days before that public meeting. Notification of the posting of the budget and the date of the budget will be placed in the Official Journal for Jefferson Parish, the Advocate. Spending is limited to 50% of the previous year's approved budget until such time as the new budget is passed.

6. Resolution to approve proposal from Applied Business Concepts.

A. Motion to add to this item to the agenda.

MOVER: McGill
 SECONDER: Stumpf
 ACTION: APPROVE
 VOTE: 5 – 0
 YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
 NAYS: None
 ABSTAIN: None

B. Discussion: This vendor provides an all-in-one copier / scanner / fax machine. ABC accepted the addition of non-appropriation provision (required in order to not have to go to the Bond Commission). It is actually two agreements. The first agreement is the lease of the machine (term of 3 years at \$76.50 per month. The second agreement is for maintenance (term of one year at \$31.09 per month). The agreements are dated February 18,2021.

C. Motion to approve the lease / maintenance agreements.

MOVER: Stumpf
SECONDER: Evans
ACTION: APPROVE
VOTE: 5 - 0
YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
NAYS: None
ABSTAIN: None

7. Questions or comments from attendees.

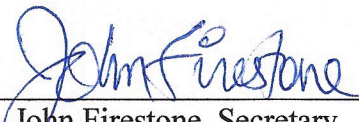
No comments from attendees.

8. Adjourn (8:02 PM)

MOVER: Harry Stumpf
SECONDER: Ronald Evans
ACTION: ADJOURN
VOTE: 5 - 0
YEAS: Berthelot, Evans, Firestone, McGill, and Stumpf
NAYS: None
ABSENT: None



John S. McGill, Sr., Chairperson
Signed:



John Firestone, Secretary
Signed:

Date: 2/18/2024

