Recreation District #1/Pelican Park
Board of Commissioners Monthly Meeting
June 25, 2025

Call to Order: 6:30 PM
Adjournment: 8:03 PM

Board Members Present:
- Nixon Adams, Chairman
- Shearn Lemoine, Vice Chairman
- Rick Danielson, Commissioner
- John Neill, Commissioner
- DeShea Richardson, Commissioner
- Ed Bee, Commissioner
- Barrett McGuire, Commissioner (Absent)

Staff Present:
- Suzanne Reeder, Executive Director
- Scott Goodwill, CFO
- Melissa Garcia, Grants & Contracts Manager (filling in for Secretary)
- Louisette Scott, Director of Planning & Environmental Education
- Alex Landry, Naturalist
- Stephanie Welch, Environmental Staff
- Carly Arthur, Recreation Supervisor
- Borato Broughton, Recreation Supervisor
- Chad Groover, Recreation Supervisor
- Doug McLemore, Assistant Director
- Ron Johnson, Park Manager/Superintendent

1. Call to Order
Chairman Nixon Adams called the meeting to order at 6:30 PM.

2. Agenda Approval
Chairman Adams presented the agenda and asked for any additions, deletions, or substitutions. Executive Director Suzanne Reeder requested adding Item 6i – Mandeville Soccer Club MOU as a walk-on item under New Business.

Motion: To approve the agenda with the addition of Item 6i.
Motion by: John Neill | Seconded by: Shearn Lemoine
Vote: All in favor. Motion carried.

3. Proclamations
a. **July is Parks & Recreation Month** proclamation was read aloud by Vice Chairman Shearn Lemoine.
b. **Recognition of Skip Skarin and Thurston Yeats** proclamation honoring their contributions to the Pines Disc Golf Course was read by Commissioner Rick Danielson.

Motion: To approve both proclamations as presented.
Motion by: Rick Danielson | Seconded by: John Neill
Vote: All in favor. Motion carried.

4. Welcome / Visitors
Visitor Eric DeWitt from Assured Partners was introduced and welcomed.

5. Approval of Minutes
May 21, 2025, Regular Commission Meeting Minutes were presented by Chairman Nixon Adams.

Motion: To approve the minutes from the May 21, 2025, regular meeting.
Motion by: Ed Bee | Seconded by: Shearn Lemoine
Vote: All in favor. Motion carried.

6. New Business

a. **Castine Wind & Hail Insurance Renewal**

Suzanne Reeder introduced the agenda item and then deferred to Eric DeWitt and Paul Beckmann of Assured Partners to present two renewal proposals for the Castine Center's expiring wind and hail insurance policy. Following the presentation, Board members discussed the options and reached a consensus. Staff recommended selecting one of the proposals to maintain wind and hail coverage.

Motion: To accept Proposal #2 with the deductible buy-down option.
Motion by: Shearn Lemoine | Seconded by: DeShea Richardson
Vote: All in favor. Motion carried.

b. **Budget Reallocation for Development Fund Projects**

Scott Goodwill recommended reallocating funds within the Development Fund based on the Board's May 28, 2025 project priorities. Funds will be moved from the Paths/Bridges/Miscellaneous and Science Center/Planetarium categories into the Small Projects category to support smaller purchases, including a portable planetarium. Staff recommended approval.

Motion: To approve the budget reallocation as presented.
Motion by: Rick Danielson | Seconded by: Shearn Lemoine
Vote: All in favor. Motion carried.

c. **Sand Volleyball Restrooms/Team Pavillion Building Presentation**

Louisette Scott introduced the conceptual design for the Sand Volley Restrooms and Team Pavilion Building, presented by G.O.A.T. Architects. The presentation was intended to introduce the design concept. The Board recommended advancing the design and requested that it be brought back for review at a later stage in the planning process.

d. **Pelican Park Astronomy Presentation**

Louisette Scott introduced Leon Zebrick, who delivered a presentation on telescopes and the Astronomy Programming Initiative at Pelican Park.

e. **Portable Planetarium Presentation**

Louisette Scott introduced Stephanie Welch, who provided further information regarding the Portable Planetarium and will be responsible for its operation. Stephanie detailed the staff recommendation to purchase the larger 6-meter portable planetarium.

Motion: To approve and authorize the purchase of the 6-meter portable planetarium in accordance with the proposal from Digitalis.
Motion by: Shearn Lemoine | Seconded by: Ed Bee
Vote: All in favor. Motion carried.

f. **Selection of the Official Journal (July 1, 2025 – June 30, 2026)**

Scott Goodwill introduced the statutory requirement under R.S. 43:171 for selecting an official journal annually. The board voted to continue using the *St. Tammany Farmer* as the official journal for the next fiscal year.

Motion: To authorize the **St. Tammany Farmer** as the official journal of record for Recreation District #1 for the period of **July 1, 2025, through June 30, 2026**.
Motion by: John Neill | **Seconded by: Shearn Lemoine**
Vote: All in favor. Motion carried.

g. **CLECO Emergency Use of Facilities Agreement**

Melissa Garcia introduced the finalized agreement between Recreation District #1 and CLECO for emergency use of designated Pelican Park facilities. Key points are included in the attachments of the board packet. There was a question regarding the increase from a 10% rate to a CPI-based adjustment. Melissa clarified that the 10% increase applies over the entire term, whereas the CPI adjustment will be applied annually. The board voted to approve the agreement.

Motion: To approve and authorize execution of the CLECO Emergency Use of Facilities agreement.
Motion by: Rick Danielson | **Seconded by: DeShea Richardson**
Vote: All in favor. Motion carried.

h. **Approval of Revised Youth Athletic Scholarship Policy (FP005.3.7)**

Suzanne Reeder presented the revised Youth Athletic Scholarship Policy, FP005.3.7, which replaces the outdated Policy #1996-28. The new policy aims to ensure equitable access to youth athletic programs through clear eligibility criteria, a formal Youth Scholarship Review Committee, standardized application and verification processes, and an appeals procedure. It also establishes administrative oversight under the Executive Director and includes annual reporting requirements to promote transparency. The policy aligns with CAPRA Standard 5.3 – Comprehensive Revenue Policy. Feedback from the Finance Committee, who reviewed the draft on June 13, 2025, was incorporated into the final version.

Motion: To approve the Youth Athletic Scholarship Policy **FP005.3.7**, effective June 26, 2025, and rescind Policy #1996-28.
Motion by: John Neill | Seconded by: Shearn Lemoine
Vote: All in favor. Motion carried.

i. **Mandeville Soccer Club MOU (Walk-On Item)**

Suzanne Reeder introduced a walk-on item for Board consideration: the renewal of the Memorandum of Understanding (MOU) with the Mandeville Soccer Club. She noted that the MOU remains largely unchanged from the prior version, with the only substantive update being the addition of Sunday practices to the permitted usage schedule.

Motion: To approve the renewal of the Mandeville Soccer Club MOU as presented, including the revision allowing Sunday practices.
Motion by: DeShea Richardson | Seconded by: Shearn Lemoine
Vote: All in favor. Motion carried.

7. Financials – Monthly Summary

Nixon Adams discussed the financials and noted that all of the expenditures presented appeared to be reasonable and ordinary, and all cash balances matched with bank reconciliations. Shearn Lemoine said that credit card transactions looked clean for the month.

Motion: To accept the financials as presented.
Motion by: Rick Danielson | Seconded by: John Neill
Vote: All in favor. Motion carried.

8. Committee Meeting Updates

Finance Committee – June 13, 2025

A brief meeting was held with members Nixon Adams and Ed Bee present. Auditors from Ericksen Krentel reported a clean 2024 audit. Scott Goodwill reviewed May financials, discussed fund reallocations, and introduced a $25 late registration fee for athletics.

Insurance Committee Meeting Update – June 17, 2025

The Insurance Committee convened at Pelican Park Administration Conference Room with virtual attendance available. The meeting included approval of the agenda with no changes and featured a presentation by Assured Partners regarding the Castine Center wind and hail insurance renewal quotes. No old business or public comments were noted, and the meeting was adjourned thereafter.

9. Division Monthly Reports

a. **Administration**

Executive Director Suzanne Reeder provided updates on recent committee meetings, contract signings, pending grants, upcoming safety training, personnel changes, and park visitation. Key highlights include new vendor contracts, safety training scheduled for late June, a draft Personnel Manual under review, and steady park visitation with a peak on June 7.

b. **Planning & Environmental Education**
Louisette Scott updated on Development Fund projects, including progress on the Skate Park/Pump Track with specialty contractors active on site, pending permits for the Pickleball project, and presentation of conceptual Sand Volleyball designs by architects for Board approval. In Small Projects, stakeholder meetings are planned for the Habitat Restoration Master Plan. Environmental education highlights include recent telescope acquisitions and upcoming astronomy programs, active Pelican Park Nature Club events such as butterfly surveys and nature walks, and several upcoming educational programs and field trips scheduled through July.

c. **Parks**
Doug McLemore introduced his report but deferred to the Board to review the packet and address any questions as needed. There were no questions or discussion. The report included updates on disc golf course maintenance, pest control treatments, playground equipment replacements totaling $18,027, restroom grinder motor replacement ($4,516), a successful “A” rating on the Louisiana Dept. of Health water inspection, turf field treatments and irrigation adjustments, upgrades to the fire panel and voice evacuation system at Castine Center ($16,790), burglar alarm and keypad upgrades ($8,000), basketball frame and motor replacements at Brown Pelican Gym ($32,311), and safety matting replacement with poured-in-place surfacing at Orange Fields Playground ($25,120). No motion was required.

d. **Recreation**
Carly Arthur, Chad, and Borato presented updates on various programs. Highlights included Youth Sports activities such as the Spring Intra-League All-Star games held June 23-24 and the MSC Soccer MOU under review for Fall 2025 and Spring 2026. Summer Basketball and Volleyball evaluations and team formations were completed, with player counts by age and gender provided. Basketball Clinics are ongoing with 69 participants, and Volleyball Clinics featured Players Night Out events on June 6 (88 players) and June 20 (60 players). Hockey Clinic participation included 25 players in May and 12 in June. Leisure classes continue with offerings such as card making, painting, wire art jewelry, stamping cards, techniques, and yarn crafts. Additionally, a Disc Golf Tournament was held in June with over 50 participants, alongside course improvements including new baskets and maintenance. No motion was required.

e. **Castine Center**
The Board received an informational update on recent and upcoming events, as well as pending and recently received contracts. No presentation was made, no discussion occurred, and no board action was required.

f. **Concessions**
The Board received a revenue update for the period May 5 to June 8, 2025. No further discussion or action was required.

10. **OLD BUSINESS**
Board Commissioners discussed the letter from the parish regarding millages, noting that it is a recommendation, not a demand, to consider a reduction. Ed added that the parish report has been received and should be taken into account. No further action is needed.

11. **Next Meeting**
The next meeting will be held on Wednesday, July 16, 2025, at 6:30 PM in the Castine Center Conference Rooms E & F.

12. **Adjournment**
The Chairman adjourned the meeting at 8:03 PM