

**Recreation District #1
Board of Commissioners Meeting
August 16, 2023**

Board present: Nixon Adams
Majure Savell
Rick Danielson
William Matthews
John Neill
Shearn Lemoine

Board absent: deShea Richardson

Staff present: Jenny Dexter – Executive Director
Doug McLemore – Assistant Director
Kia Knight – Assistant Director
Scott Goodwill – Finance Director
Niki Butler – Marketing Administrator
Louisette Scott – Park Planner/Environmental Ed.
Marie Dupre – Records Information Manager

Staff absent: None

Call to Order:

The meeting was called to order by Chairman N. Adams at 6:30pm. Board Secretary, Niki Butler, called the roll. Six of the seven Board members were present. deShea Richardson was absent.

Welcome visitors: Chairman N. Adams welcomed the Board and staff members.

Open agenda for proposed new items:

Motion by R. Danielson to add the discussion of a Hydrologic and Hydraulic (H&H) Study to the agenda and talk about it during the Report in Brief: Water Valve Placement. Seconded by M. Savell. Vote: 6-0 in favor.

Approval of minutes (attachment):

Motion by R. Danielson to accept the previous board meeting minutes as presented. Seconded by W. Matthews. Vote 6-0 in favor.

Financials:

N. Adams presented a brief explanation of the newly revised version of the financial report given by S. Goodwill. N. Adams reiterates that the budget for this year is right on track and the financial statements are accurate. M. Savell had a few questions about the credit card statements and talked to S. Goodwill before the meeting to clear up any questions.

Motion by W. Matthews to approve the financials as presented. Seconded by M. Savell. Vote 6-0 in favor.

Resolutions:

None

Reports in Brief:

- **Personnel Policies (Vote)**

- J. Dexter presented to the Board the start of the new Recreation District #1's policies and procedures. Board Member W. Matthews and several staff members; J. Dexter, K. Knight, and S. Goodwill gathered a work group began by using a template adopted by the Louisiana Laws and Regulations from (SHRM) Society for Resource Management. This work group took several sections of the policies and updated them. Once additional policies and procedures are completed, the staff will present them to the Board Members to approve. **Discussion.**

Motion by R. Danielson to amend the Sick Days Policy to fix the second paragraph of the "3-5. Sick Days Policy" that says "vacation" and change the word to "sick." These new policies will supersede any previous policies. Seconded by S. Lemoine. Vote 6-0 in favor.

Motion by Majure to amend "3-13. Travel Reimbursement Program" to add "prior approval" after the word "expenses". Seconded by R. Danielson. Vote 6-0 in favor.

- **Water Valve Replacement (No Vote)**

- D. McLemore presented an updated about the Park's current water valve replacement project. This will not be a vote since the Board had previously approved the funds that are coming from Capital Replacement. The sediment over the years have ruined the seven (7) valves underground. Subterranean Construction LLC., the company replacing the valves, also recognized that we do not have any fire hydrants in the Park. If the Board would like to add the extra valves, pipes and fire extinguishers on the property during this project, the fire trucks could schedule times to come out and flush the lines and it would still be within the state contract. This would also extend the life of the currently replaced valves.

Rick would also like to have a Hydrologic and Hydraulic (H&H) Study of the Park done that would be beneficial during these current water valve, pipes, and water well projects during the expansion of the Park. **Discussion.**

Motion by R. Danielson to engage with Neill Schaffer on completing a hydraulic study, not to exceed \$15,000. Seconded by J. Neill. Vote 6-0 in favor.

Updates:

Division Reports:

• **Admin – J. Dexter**

- Human Resource Manager position has been posted with a preference of being SHRM certified, salary range and has attracted the interest of 62+ applicants. We are currently looking at a candidate from a local temp agency.
- The Insurance Committee had a meeting and discussed interviewing several insurance companies to find a good fit for Recreation District #1 before our wind and hail policy for the Castine Center insurance expires this October. On August 29th there will be a Zoom meeting to interview several insurance companies. J. Dexter asked the Board if they had any questions to ask these potential insurance candidates.

• **Park – D. McLemore** (attachment)

- D. McLemore's staff, Ron, and Jesse worked hard to modify one of the Castine Center doors, by adding a handicap button to the indoor wall and outside column, to make it open automatically and become handicap accessible.

• **Recreation –** (attachment)

- Recreation staff is working together to prepare for the fall season.

• **Castine Center – K. Knight** (attachment)

Master Plan Update: (Attachment)

- Quality Courts came and measured the courts.
- Bid opening for the Stage is August 24th at 2:00pm

Old Business:

▪ Northlake Nature Center

Staff members met with the Northlake Nature Center Board to go over the next steps to come up with an agreement for their lease of the land and the agreed upon Memorandum of Understanding (MOU) of the land. **Discussion.**

Meeting Adjourn: Motion by J. Neill to adjourn the Board Meeting at 8:00pm. Seconded by S. Lemoine. Vote 6-0 in favor.