

**Recreation District #1 of St. Tammany Parish
Board of Commissioners' Meeting Minutes
October 18, 2023**

Board present: Nixon Adams, Chairman
John Neill, Commissioner
Rick Danielson, Commissioner
Shearn Lemoine, Commissioner
William "Bill" Matthews Jr., Commissioner

Note: Five (5) of the seven (7) Board Members were present. Thus, a quorum, a minimum of four (4) were present for voting and approval purposes.

Board absent: deShea Richardson, Commissioner

Staff present: Jenny Dexter, Executive Director
Kia Knight, Asst. Director
Doug McLemore, Asst. Director
Scott Goodwill, Finance Director
Louisette Scott, Park Planner
Marie Dupre, Records Information Manager

Visitors:

Grant Schlueter, Foley & Judell, L.L.P and Stephanie Ferry, Raymond James
Richard Lambert, Vince Alvero & Paul Dimitrios, RCL Architecture LLC

Call to Order:

The meeting was called to order by Chairman N. Adams at 6:35 PM, in the Castine Center Conference Rooms, 63350 Pelican Drive, Mandeville, LA 70448.

Roll Call:

Assigned Secretary, M. Dupre, called the roll. Five of the seven Board Members were present. Majure Savell has resigned as a Vice Chairman with effective date of September 21, 2023. deShea Richardson, Commissioner was absent

Welcome visitors: Chairman N. Adams welcomed the representatives:
Grant Schlueter for Foley Judell, and Stephanie Ferry for Raymond James.
Richard Lambert, Vince Alvero, and Paul Dimitrios for RCL Architecture, LLC.

Open agenda to proposed new items:

No new items

Public Comments:

None to announce

Old Business:**Announcement of Public Meeting to consider adopting resolution for renewal or replacement ad valorem taxes**

N. Adams, introduced Grant Schlueter, of Foley & Judell, LLP, to discuss an option for bond issuance in April (2024).

Mr. Schlueter discussed with Board Members and staff the status of the District's two (2) property tax millages, Special and Special 2, with regard to renewal dates and the options available for the Board to consider. If the District's wishes to generate revenue for additional capital improvements, the millages would need to be renewed, as they have limited duration remaining. Mr. Schlueter recommended a course of action to put an in-lieu-of tax proposal on the ballot (public vote) for 6.05 mills; which is the aggregate of the two (2) millages and cancelling out the current Special tax millages. Following, 20-year limited bond issuance of \$6.5MM could occur. The taxes would be recognized in the 2024 tax roll with available tax revenue in 2025. The two current bond issuances would need to be paid off, approximately \$2.2MM, leaving approximately \$4MM available for capital outlay.

N. Adams: an advantage to getting \$4MM, would allow the current tax payers the benefit of projects now. With the current capitol program (outlay) of \$7MM, plus interest earned, plus any unused capital project funding, we would have available a \$12MM - \$15MM available for capitol. Which is significant if we could build the planetarium, or down the line with the (Northlake) Nature Center. N. Adams furthered explanation of April election versus Fall election (opinion).

Discussion continued between the Board Members, staff and Mr. Schlueter regarding the matter.

In order to place the option for vote on the election ballot for April 27, 2024, several steps must be taken. One is to read aloud a meeting announcement during the Board meeting.

The following was read by Mr. Schlueter:

Announcement of Public Meeting

Notice is hereby given that at its meeting to be held on Wednesday, November 15, 2023 at 6:30 p.m. at its regular meeting place, the Pelican Park/Castine Center Conference Room, 63350 Pelican Drive, Mandeville, Louisiana, the Board of Commissioners of Recreation District No. 1 of the Parish of St. Tammany, State of Louisiana, plans to consider adopting a resolution ordering and calling an election to be held in Recreation District No. 1 of the Parish of St. Tammany, State of Louisiana to authorize the renewal or replacement of ad valorem taxes.

The announcement will also be published on October 25, 2023 in the Legal Section of the District's Official Journal of Record, the St. Tammany Farmer. As well as distributed to the St. Tammany Parish Council, and the District's State of LA representatives.

A vote to approve is not necessary at this time. At the November 15, 2023 Board of Commissioners' Meeting, a Board Resolution will be required, approving the actions to place the item on the April 27, 2024 election ballot.

Event Stage authorization for bids and budget allocation

N. Adams, introduced Richard Lambert, RCL Architecture, LLC.

RCL Architecture, L.L.C, presented an update to the Board and staff regarding the Event Stage project with respect to re-design and costs for build. The cost is being targeted at the original budget of \$650,000. Alternatives/alternates will be included in the bid package. The project is ready to go out for public bidding.

Discussion: 95% of the design remain, major changes from the previous design include reduction in size, and roof materials.

Motion by: W. Mathews authorizing RCL Architecture, LLC, to advertise bidding for the build of the Event Stage project with the budget allocation of \$650,000.

Second by: S. Lemoine Vote: For 5 Against 0 Absent 1 Abstain 0

New Business:

Elect vacant Vice Chairman position

N. Adams discussed the resignation of Majure Savell, Vice Chairman on September 21, 2023. In order to fill the vacancy, nominations are open to select a new Vice Chairman of the Board. The replacement will require a Board vote of approval.

R. Danielson nominated Shearn Lemoine as Vice Chairman. No other nominations were made.

Motion by: R. Danielson to name Shearn Lemoine as Vice Chairman.

Second by: J. Neill Vote: For 5 Against 0 Absent 1 Abstain 0

Resolutions:

1. Resolution 2023-11

Remove Majure Savell as Vice Chairman and Signatory on financial accounts

N. Adams presented to the Board, the need to remove Majure Savell from all applicable financial accounts as Signatory on behalf of the District.

Motion by: R. Danielson to remove Majure Savell as Vice Chairman and Signatory of financial accounts.

Second by: W. Matthews Vote: For 5 Against 0 Absent 1 Abstain 0

Signed by: N. Adams

2. Resolution 2023-12**Replace vacant Vice Chairman position and add as Signatory on financial accounts**

N. Adams presented to the Board, the need to appoint Shearn Lemoine as Vice Chairman, and to add as Signatory on behalf of the District to financial accounts.

Motion by: R. Danielson to appoint Shearn Lemoine as Vice Chairman and Signatory of financial accounts.

Second by: J. Neill Vote: For 5 Against 0 Absent 1 Abstain 0

Signed by: N. Adams

Approval of the Previous Month's Board Meeting Minutes (attachment):

Motion by: R. Danielson to accept the meeting minutes from the Regular Monthly Board meeting held on September 20, 2023, as presented.

Second by: W. Matthews Vote: For 5 Against 0 Absent 1 Abstain 0

Financials:

N. Adams presented a brief explanation of the financial report provided by S. Goodwill. (Attachment). N. Adams analysis concludes with a projection of a positive year-end fund balance. J. Dexter has been working on the NY Budget (2024) for the District and the possibility of establishing a new Fund (within the District's financial system). Further presentation and discussion, by J. Dexter, will follow. Including self-insuring for commercial property.

N. Adams reviewed the credit card statement for September 2023, in the absence of a Vice Chairman. Bonus points on the statement can be deducted from the statement or cash redemption. N. Adams approved the credit card statement.

Motion by: A. Nixon to accept the financials and credit card statement as presented.

Second by: R. Danielson Vote: For 5 Against 0 Absent 1 Abstain 0

Reports in Brief:**St. Tammany Parish Fund**

J. Dexter presented the option of the Board to vote allowing her, as Executive Director, to sign on behalf of the District, to file for funding for the St. Tammany Parish Fund CEA July 1, 2023 – June 30, 2023.

Discussion: N. Adams asked if Board have packets been reviewed and ready to vote. Members asked to table to next Board Meeting, allowing time to review the CEA for vote. The CEA will be provided in the next Board Meeting packet (November 15, 2023), to include redacted personnel info for applicable sheets.

Motion by: W. Matthews to table the vote for the St. Tammany Fund to be presented at the November 15, 2023 Board Meeting, as well as the complete (redacted/adjusted) CEA packet in the November 2023 Board Meeting packets delivered hardcopy/digital.

Second by: J. Neill Vote: For 5 Against 0 Absent 1 Abstain 0
Tabled to next Board Meeting – November 15, 2023

2024 Board Meeting Calendar

J. Dexter presented the option for the Board Meeting calendar dates for the calendar year 2024. The dates presented require a Board vote. (Attachment).

J. Dexter will follow up with Committee Member with options for meeting dates.

Motion by: S. Lemoine to accept the 2024 Board Meeting Dates as presented*.

Second by: W. Matthews Vote: For 5 Against 0 Absent 1 Abstain 0

**Correction to Juneteenth Holiday date as listed*

Approved Calendar will be posted on the District's website, as well as the Official Journal of Record, the St Tammany Farmer.

Insurance renewal

J. Dexter presented the options being proposed by HMIA, Wind and Hail coverage for the Castine Center/Office, with a renewal date of 10/27/2023. The policy was \$95k (2023) with an increase to \$139k (2024). Recommendation is to not renew the December 2023 policy and to move the \$150+/- surplus of the 2023 budgeted Insurance line item to a newly created Insurance Fund to allow for contingencies related to property damages.

Motion by: R. Danielson to accept the proposed new Fund and not renew the insurance policy in December.

Second by: S. Lemoine Vote: For 5 Against 0 Absent 1 Abstain 0

Division Reports / Updates:

- **Administration** – presented by: J. Dexter
Salaries and Benefits Committee will need to meet in the coming weeks to align the 2024 Annual Budget.

Upcoming Sports' Organization Events:

- Louisiana Recreation and Parks Association (LRPA) is November 14-16, 2023 in New Orleans. Board Meeting is November 15, 2023. Board Members are welcome to attend.
- National Alliance for Youth's Sports (NAYS) is November 1-4, 2023 in Baltimore, MA. Staff will be attending.

- **Parks** – presented by D. McLemore (attachment)

J. Dexter recapped history of the grant from CLECO and the three (3) contract with Adopt-a-Charger (A-A-C) for the install of the six (6) new Electric Vehicle Charging Stations (EVCS) located in several sections of the park, including the Castine Center. Parking spots will be striped and signage will be installed in the near future. The units are available for public use. The contract includes install and maintenance by A-A-C. The District will own the units at the end of the contract terms.

- **Castine Center** – presented by K. Knight (attachment)
K. Knight recapped the number of events held in October 2023. As well as new event, Bellangers' Expo (Bayou Country Exotic Pet Expo & Craft Fair) on November 18-19, 2023. Board Members are welcome to attend. Possible return of the Fear Fest in 2024..
- **Recreation** – presented by J. Dexter (attachment)
K. Knight announced the upcoming event being hosted by Mandeville Soccer Club (MSC) - annual Midnight Madness soccer event October 19-22, 2023. As well as, Fontainebleau High School Homecoming Dance on October 21, 2023, in the Castine Center. J. Neill questioned the parking availability. K. Knight reassured there will be no issues with parking
- **Master Plan** – presented by L. Scott (attachment)
L. Scott provided progress reports on the following projects:
 - Event Stage redesign will be provided by RCL Architecture, LLC
 - The Survey (public input) for the skatepark/pump track has been provided to the Board Members. The second community engagement will be held on Wednesday, October 25th, 6:30 – 8:30 PM in the Castine Center, where Newline Skateparks will provide attendees with the conceptual drawings of the project. All are welcome to attend.
 - L. Scott met with Northlake Nature Center Board Member, Larry Burch, to discussion included the development of a maintenance plan for the property.
 - The currently proposed location of the pickleball courts may need to be revisited due to current infrastructure. Quality Courts will conduct a site-visit to discuss options for alternative locations.
 - A draft copy of the water well hydraulic study, being conducted by Neel-Schaffer, LLC, should be available in approximately 12 weeks for Board review. Once the Board approves the options, the project could potentially be completed by Summer of 2024. She further detailed the projects scope of work.
 - The Geographic Information System (GIS) project is moving forward. Plans include scanning the District's physical blue prints allowing for digital access.
 - Wildlife and Fisheries (Louisiana Department of Wildlife and Fisheries) stocked the Groves Pond with 200 channel catfish last week. Future plans are to add blue gill and white mouth bass. Discussion: open to the public fishing vs District sponsored fishing events. Staff will consult with W&F to develop options. The next newsletter will include information of the project.

Next Board of Commissioners' Meeting:

Wednesday, November, 15, 2023. 6:35 PM, in the Castine Center Conference Rooms,
63350 Pelican Drive, Mandeville, LA 70448

Meeting Adjourn:

Motion by: J. Neill to adjourn the October 18, 2023 Board Meeting at 7:56 PM.

Second by: R. Danielson Vote: For 5 Against 0 Absent 1 Abstain 0