

**Recreation District #1 of St. Tammany Parish
Board of Commissioners' Meeting Minutes
November 15, 2023**

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

Board absent: None

Vacancy: One

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, LLP and Stephanie Ferry, Raymond James
Karen Reisch and Rue McNeill, Northlake Nature Center

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:
Executive Director, J. Dexter, called the roll. Six of the six Board Members were present. One vacancy remains. Thus, a quorum has been met for voting purposes.

Welcome visitors: Chairman N. Adams welcomed the representatives: Grant Schlueter, with Foley & Judell, and Stephanie Ferry, with Raymond James.

Open agenda to proposed new items:
N. Adams requested the Board to announce any new items to be added to the agenda.

Motion by: S. Lemoine to add Personnel Committee for discussion to the meeting agenda. N. Adams suggested to be moved for discussion prior to Executive Session.
Second by: J. Neill, Vote: 6:0 in favor.

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

N. Adams requested correction to the Millage in Lieu of value from .605 to 6.05, and omit sentence referencing Ms. Ferry.

Motion by: R. Danielson to accept the meeting minutes with corrections from the Regular Monthly Board meeting held on October 18, 2023.

Second by: S. Lemoine, Vote: 6:0 in favor.

Resolutions:

Resolution (2023-13)

Millage in Lieu of – April 27, 2024 Election (Vote)

Mr. Schlueter presented to the Board, the Millage in Lieu Resolution, authorizing to be placed on the April 27, 2024 election ballot for public vote - one 6.05 Millage replacing two current Special District Millages. Discussion with Mr. Schlueter and the Board members included the advantages for the public and the agency related to capital projects and continued operations of the agency. Discussion included related issuance of one new tax bond issuance and the payoff of the two limited tax bond issuances, as a result of voter approval. Foley & Judell. LLP to preview all proposition advertisement. Ms. Ferry overviewed the current interest rates.

J. Dexter will assist in coordinating all steps necessary on behalf of the agency.

Motion by: W. Matthews to authorize J. Dexter to sign the necessary documents to place the Millage in Lieu of on the April 27, 2024 election ballot.

Second by: R. Danielson

Roll called for vote by J. Dexter

- N. Adams For
- R. Danielson For
- J. Neill For
- W. Matthews For
- d. Richardson For
- S. Lemoine For

Vote: For 6 Against 0 Absent 0 Abstain 0

J. Dexter signed all documents as presented by Mr. Schlueter.

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. Suggesting contributing at year-end to the suggested Reserve account and Strategic Planning.

S. Lemoine reviewed the credit card statement for October 2023, noting only a couple of receipts, immaterial in value, were missing. S. Lemoine approved the credit card statement. S. Goodwill will follow-up on obtaining the receipts from the vendor.

Motion by: W. Matthews to accept the financials and credit card statement as presented.
Second by: J. Neill, Vote: 6:0 in favor

Division Reports / Updates:

- **Castine Center** – presented by K. Knight (attachment)
K. Knight recapped the number of events held or to be held in November 2023. See attachment. N. Adams noted the rentals are admirable. W. Matthews inquired the Pelicans Nest rental quotas. D. McLemore recapped several rentals for the pavilion.
- **Recreation** – presented by J. Dexter (attachment)
J. Neill requested a report be developed and presented regarding the number of boys' basketball teams/players for Winter 2022 and 2023. K. Knight noted the increase of registration resulting in increase of teams. d. Richardson requested a review of the option for the 11/12-year-old teams to scrimmage during practice sessions. D. McLemore will review the basketball goal heights to allow usage of full-court vs split-courts.
- **Master Plan** – presented by L. Scott (attachment)
L. Scott provided progress reports on the following projects:
 - **Event Stage**: bid is being advertised today (11/15/2023 - ad run 1 of 3) for the redesigned plans presented by RCL Architecture, LLC.
 - **Skatepark**: preconceptual drawing and report may be presented to the Board members at the December 2023 meeting.
 - **Geographic Information System (GIS)**: project is moving forward. D. McLemore assisted Colby (GIS tech) in processing GIS information in the park related for the wells.
- **Parks** – presented by D. McLemore (attachment)

Reports in Brief:

St. Tammany Parish Fund

J. Dexter, presented the option of the Board to vote allowing her, as Executive Director, to sign the St. Tammany Parish Fund Cooperative Endeavor Agreement (CEA) on behalf of the agency, in order to receive the funding for the period of July 1, 2023 – June 30, 2023. N. Adams asked if the Board members have packets been reviewed and ready to vote.

Motion by: d. Richardson to allow the Executive Director the authorization to sign the CEA between the Department of Treasury (State of LA) and Recreation District # 1 (St. Tammany Parish) in order to request funding for the fiscal year July 1, 2023 – June 30, 2024.

Second by: R. Danielson, Vote: 6:0 in favor.

New Business:**• Personnel Committee Discussion**

S. Lemoine requested the Personnel Committee to be formalized. N. Adams overviewed the development and structure of (Special) committees with up to three. W Matthews suggested outlining duties and items to be discussed. S. Lemoine requested a copy of the latest (Special) Committee Member list. M. Dupre will send the list to the Board. N. Adams suggested the Chairman and Vice Chairman work to define Committee roles and duties. d. Richardson suggested a Personnel Committee of W. Matthews, J. Neill, and S. Lemoine.

• Insurance Committee Discussion

R. Danielson discussed the need to add a member on the Insurance Committee since the previous Vice Chairman's resignation from the Board.

• New Personnel Policies – presented by J. Dexter (vote)

1. Conflict Resolution and Grievance Policy (attachment)
2. Culture & Hostile Work Environment Policy(attachment)

Policies were presented to the Board members and management staff for review. Policies are being presented and requested for vote to allow for inclusion in the Employee Handbook. Board members discussed the advantages of having such a policy in place, as well how the document should be structured, including changes.

Motion by: R. Danielson to defer the vote of both documents to the December Board meeting, as well as the Personnel Committee for further discussion.

Second by: d. Richardson Vote: 6:0 in favor

• Presentation of the 2024 proposed budget – J. Dexter (attachment)

The 2024 Budget (proposed) document, as presented to the Board and staff, was discussed. Additional attachments included detailed descriptions for specific line items. N. Adams overviewed the changes to the Chart of Accounts for 2024, and the Summary Comparison sheet, including the salaries and benefit changes. Board discussion included several line items. J. Dexter will send a revision to the Board members, adjusting any discrepancies as noted.

• Presentation of Organization Chart – (attachment)

J. Dexter presented the proposed 2024 Organization Chart for Board review, including hierarchy and title changes. Discussion included the vacant positions of the Human Resources (HR) Manager and the Recreation Superintendent. Board members requested J. Dexter to advertise and interview for the position of Recreation Superintendent, reporting candidates and reasons for recommendations to the Personnel Committee. The HR position is also to be filled; however, research regarding third-party options and cost-related factors are to be presented to the Board for review prior to advertisement and interviews.

Old Business:

None

Public Comment:

None

Executive Session:

Motion by: d. Richardson to move to Executive Session at 8:37 PM.

Second by: W. Matthews, Vote: 6:0 in favor

Motion by: R. Danielson to adjourn the Executive Session at 9:13 PM.

Second by: S. Lemoine, Vote: 6:0 in favor

Meeting Adjourn:

Motion by: d. Richardson to adjourn the November 15, 2023 Board meeting at 9:13 PM.

Second by: S. Lemoine, Vote: 6:0 in favor

Next Board of Commissioners' Meeting:

Wednesday, December 13, 2023. 6:30 PM, in the Castine Center Conference Rooms, 63350 Pelican Drive, Mandeville, LA 70448