

# Recreation District #1 of St. Tammany Parish



Chairman: Nixon Adams  
Vice-Chairman: Shearn Lemoine  
Commissioner: Rick Danielson

Commissioner: John Neill  
Commissioner: deShea Richardson  
Commissioner: Barrett McGuire

Commissioner: Ed Bee  
Executive Director: Suzanne Reeder

**Recreation District #1 of St. Tammany Parish  
Board of Commissioners Meeting Agenda  
Wednesday, December 11, 2024  
6:30PM  
Castine Center – Conference Room E**

1. Call to Order
2. Agenda Approval
  - a. Additions, Deletions, Substitutions
3. Welcome/Visitor Presentations
4. Proclamations/Resolutions
5. Approval of Minutes p. 4
  - a. Board of Commissioner Meeting Minutes – Budget Hearing November 20, 2024  
**Recommendation:** Motion to approve the meeting minutes for Budget Hearing held on November 20, 2024
  - b. Board of Commissioner Regular Meeting Minutes – November 20, 2024 p. 6  
**Recommendation:** Motion to approve the meeting minutes for the regular Commission Meeting held on November 20, 2024
6. New Business p. 16
  - a. 2025 Board of Commissioners Regular Meeting Schedule  
**Sponsor:** Suzanne Reeder, Executive Director  
**Recommendation:** Motion to approve the 2025 Board of Commissioners regular meeting schedule as presented.  
**Attachment(s):** Agenda memo
  - b. 2025 Holiday Schedule – Pelican Park & Castine Center FT Staff p. 17  
**Sponsor:** Suzanne Reeder, Executive Director  
**Recommendation:** Motion to approve the 2025 Holiday schedule as presented.  
**Attachment(s):** Agenda Memo
  - c. Petty Cash Policy FP005.6.2 p. 18  
**Sponsor:** Scott Goodwill, Finance Director  
**Recommendation:** Motion to approve the Petty Cash Policy as presented/with recommendation with an effective date of 12/12/2024.  
**Attachment(s):** Agenda Memo and Draft Policy

d. Purchasing Policy FP00.5.6.3		p. 20
	<b>Sponsor:</b> Scott Goodwill, Finance Director	
	<b>Recommendation:</b> Motion to approve the Purchasing Policy as presented/with recommendation with an effective date of 12/12/2024.	
	<b>Attachment(s):</b> Agenda Memo and Draft Policy	
e. Credit Card Policy FP00.5.6.4.		p. 24
	<b>Sponsor:</b> Scott Goodwill, Finance Director	
	<b>Recommendation:</b> Motion to approve the Purchasing Policy as presented/with recommendation with an effective date of 01/01/2025.	
	<b>Attachment(s):</b> Agenda Memo and Draft Policy	
f. Contracts Policy FP005.1.4.		p. 27
	<b>Sponsor:</b> Scott Goodwill, Finance Director	
	<b>Recommendation:</b> Motion to approve the Purchasing Policy as presented/with recommendation with an effective date of 12/12/2024.	
	<b>Attachment(s):</b> Agenda Memo and Draft Policy	
g. Receipts Policy FP005.3.1		p. 30
	<b>Sponsor:</b> Scott Goodwill, Finance Director	
	<b>Recommendation:</b> Motion to approve the Purchasing Policy as presented/with recommendation with an effective date of 12/12/2024.	
	<b>Attachment(s):</b> Agenda Memo and Draft Policy	
h. LWCC policy renewal		p. 33
	<b>Sponsor:</b> Scott Goodwill, Finance Director	
	<b>Recommendation:</b> Motion to authorize Executive Director to bind LWCC policy renewal as presented.	
	<b>Attachment(s):</b> Policy Renewal Proposal	
7. Financials		p. 39
a. Monthly Summaries (vote)		
b. Review of Bank Statements and Credit Card Statements		
8. Committee Meeting Updates		p. 45
a. Finance Committee – 12/06		
9. Division Monthly Reports		p. 47
a. Administration		
b. Planning/Environmental Education		
c. Parks		p.49
d. Recreation		

- e. Castine Center
- f. Concessions

**10. Old Business**

**11. Public Comments**

**12. Adjourn**