

**Recreation District #1
Board of Commissioners Meeting
April 17, 2024**

Board present: Nixon Adams
Rick Danielson
Shearn Lemoine
John Neill
deShea Richardson
Barrett McGuire
Ed Bee

Board absent: None

Staff present: Kia Knight – Co-Executive Director
Doug McLemore – Co-Executive Director
Scott Goodwill – Finance Director
Louisette Scott – Park Planner/Environmental Education
Niki Butler – Marketing & PR Administrator
Noel Baham – Recreation Director

Staff absent: Marie Dupre – Records Manager

Call to Order:

The meeting was called to order by Chairman N. Adams at 6:30pm. Niki Butler, Board Secretary, called the roll. All seven of the current Board Members were present, which represents a quorum.

Welcome Visitors: N. Adams welcomed the visitors:

- Eric DeWitt – Assured Partners
- Bobby Sesse – Boy Scout Presentation for Eagle Scout Project is with his parents Mary Danna and Jim Sesse.
- Ben and Katelyn Gorman – Sand Volleyball Representative
- Dylan Bertucci – Skatepark Representative

Open agenda to proposed new items:

J. Neill motions to move the presentations to the beginning of the agenda. Second by S. Lemoine. Vote 7-0. Motion passes.

Presentations:

- Bobby Sesse-
 - Bobby Sesse is a Boy Scout from Troop 611, he is a ninth grader at St Paul's and is on the MSC Soccer team that practices and plays at Pelican Park. Bobby would like to earn his final Eagle ranking by completing his Eagle Scout Project by making an impact on the community. Due to his severe peanut allergy, he wants to make a difference at Pelican Park by bringing awareness to the patrons about the severity of

some peanut allergies like his own. His project idea is to post acrylic signs on the dugouts and next to the concession stands to bring awareness to the fact that any discarded peanut shells laying on the ground could cause a dangerous allergic reaction to others. In hopes of bringing awareness, his signs would ask the patrons to please discard all shells in the trash cans instead of on the ground. To complete this project, he is asking the Board for permission to hang up signs at desired locations and will need signatures to complete his tasks and earn his Eagle rankings.

Discussion.

J. Neill motions to approve Bobby Sesse's Eagle Scout Project to allow him to hang up signs throughout the park to bring awareness to peanut allergies. Second by S. Lemoine. Vote 7-0. Motion passes.

- Eric Dewitt-
 - Eric Dewitt is with Assured Partners did a presentation on the insurance updates. Eric stated that we have completed phase 1 of the transition and gave an overview of the restructuring of our insurance program for November 2024. Phase 2 will be the restructuring and Eric asked the Board to have two meetings in mid-July for the onsite meetings with the underwriters. **Discussion.** With restructuring in the Fall, Eric wanted to make sure that with the new buildings and possibly security cameras and measures that may be installed, he will need to know for the underwriters ahead of time to reduce the insurance rate for general liability in the future. For example, the claim that came through with a patron hitting the front gate, the first thing they ask for is if there is video. It's better to be proactive in these measures to ensure best practices for security.

Approval of the Previous Month's Board Meeting Minutes:

- There are no changes needed to the previous month's minutes.

Motioned by E. Bee to accept the previous month's minutes with no changes, seconded by R. Danielson. Vote 7-0. Motion passes.

Financials:

- N. Adams mentions that the payroll expenditures and utility costs have been down, but by the end of April, we anticipate a clearer picture of upcoming payroll costs with additional employees. We are working hard to get this millage combination passed next Saturday during the Special Election. If it is accepted, the District will be able to unlock the financial opportunities to complete the upcoming Master Planning Projects with those funds.
- N. Adams reviewed the bank statements, and all the balances are accurate with no discrepancies.
- S. Lemoine reviewed the credit card statements and did not find any discrepancies or have any questions.

Motion by J. Neill to accept the financials as presented. Second by d. Richardson. Vote 7-0. Motion passes.

Reports in Brief: None**Resolutions:**

- **2024-003- Authorizing Executive Director, Suzanne Fisher Reeder to sign contracts**
 - R. Danielson reads the resolution out loud that authorizes Suzanne Fisher Reeder, Executive Director, to sign on behalf of the District for any and all correspondence, documents, and legal paperwork in association with District operations as needed to accomplish the job of Executive Director. It also allows Suzanne Fisher Reeder, the Executive Director, authorization to sign contracts, grants, agreements, leases, etc., up to the level of \$25,000. For contracts, grants, agreements, leases, etc., from \$25,000 to \$100,000 there shall be two signatures that of Executive Director and Chairman of the Board. For contracts, grants, agreements, leases, etc., over \$100,000, all paperwork must be signed by the Chairman of the Board and Executive Director, after authorization by the Board of Commissioners.

Motion by R. Danielson to accept the resolution as presented. Second by N. Adams. Vote 7-0. Motion passes.

- **2024-004- Authorizing Executive Director, Suzanne Fisher Reeder as new administrator**
 - R. Danielson reads the resolution out loud which would authorize Suzanne Fisher Reeder, the Executive Director, to inform, replace or change the administrator from Kia Knight or Doug McLemore, Co-Executive Directors. This includes financial institutions, credit card companies, business vendors, and any other business entities associated with District operations as needed to accomplish the job of Executive Director. L. Scott mentioned that we should have an overlap of authorized signers due to the timing that it may take to transition at the bank and to make sure there is full coverage of authorizations during the transition. **Discussion.**

Motion by R. Danielson to amend the resolution presented to include an overlap of card authorization with both Co-Executive Directors and the new Executive Director until all current transactions are finalized. Second by d. Richardson. Vote 7-0. Motion passes.

Policies:

- **Work From Home Policy:**
 - J. Neill reads the new work from home policy out loud which states that eligible District employees may be granted permission to work remotely only in the event of exceptional, emergency, or extenuating circumstances. Positions eligible for remote work must have quantifiable, project-oriented, or other portable job tasks that can be performed remotely with needed technology and work materials that can be appropriately secured/safeguarded at the remote location. **Discussion.** The Board suggests adding that all eligible employees must have approval for the WFHP from the Executive Director and/or HR Manager.
 - Circumstances that may warrant remote work include, but are not limited to:
 - Employee or a member of their household is sick or needs to quarantine to prevent the spread of illness.

- Employee is dealing with a personal emergency, such as a family member's illness or natural disaster.
- Inclement weather makes it unsafe or difficult for an employee to travel to/from the work site.
- Company is experiencing computer or internet connections issues.
- Emergency circumstances requires an employee to care for a child or an elderly relative.

Motion by E. Bee to the adoption of the policy stated. Second by N. Adams. Vote 7-0. Motion passes.

• **Committee Updates:**

○ **Committee Assignments –**

- N. Adams reviewed the new Committee Assignments with the Board Members where each member will be on no more than three committees. All Board Members agree to the new Board Assignments that have been presented.

○ **Youth Sports Committee Update –**

- The committee had to reschedule their meeting due to employees being unavailable.

○ **Personnel Committee Update –**

- The Personnel Committee discussed many important agenda items in the last few months. Their main topics included the review of the work-from-home policy, employee policies, and various personnel matters. Ray Lieber, the current contracted human resources consultant, provided vital insights by conducting several assessments and reports. Mr. Lieber brought to the staff's attention that several staff in the past year, had been incorrectly reclassified from non-exempt to exempt status. These misclassifications should be corrected to ensure that the District is in compliance with current Fair Labor Standards Act regulations. Following Mr. Lieber's assessments and recommendations, the Personnel Committee is asking the Board for permission to reclassify employees back into their appropriate classifications. Consequently, those employees who will be reclassified will now need to be reverted to their previous hourly pay scales plus adjustments for subsequent pay increases by the next pay period on April 20th. S. Goodwill calculated the changes that need to be made.

Motion by J. Neill to reclassify the identified employees from exempt to hourly in accordance to the Park's interpretation of the Fair Labor Standards Act guidelines. Second by S. Lemoine. Vote 7-0. Motion passes.

Division Reports:

- **Parks-** (Report included in official minutes on green paper)
 - Park staff rebuilt the triangle flowerbed again after a vehicle ran over it.
 - (4) new LED streetlights were purchased and installed along the Orange 4 and 5 fields.
 - Still no update on who destroyed Purple 3 field.
- **Recreation-** (Report included in official minutes on blue paper)

- The baseball and softball season has begun.
- MSC Rec is complete and competitive will end in June. Staff is reviewing the MOU for next board MSC board meeting.
- YBOA basketball Tournaments were this past weekend and on the 27th and 28th
- Pickleball Tournament rental on April 20th.
- The Castine Car Show has only 39 cars registered since there are several other car shows and it's the last weekend of Jazz Fest. May try to reschedule for October/November.
- **Castine Center**- (Report included in official minutes on pink paper)
 - Collectors Con is coming up and will be renting the whole Castine Center as well as the courtyard for the food trucks, so patrons can use the pavilion as a place to sit and eat.
- **Park Planning / Environmental Education**- (Report included in official minutes on gold paper)
 - **Park Planning:**
 - **The Groves Stage**- The building permit has been issued and RCL has issued the Notice to Proceed effective Monday, April 15, 2024. The contractor has 180 days to complete the project, with completion expected on or before October 12, 2024. The site area has been fenced and ready for the start of construction.
 - **Skate Park/Pump Track**- The current schedule is still on track and will be closed around the first of July and hoping for the completion of the skatepark by the end of 2024. N. Adams asked to possibly donate the old equipment to other recreational districts that are in need of equipment.
 - **Pickleball**- NSI submitted amendment to original proposal reflecting the approvals of the Board from the March meeting.
 - **Sand Volleyball**- meeting with Batture tomorrow to start the programming work to evaluate the site reports for the next board meeting.
 - **Environmental Education:**
 - Pelican Park is ranked #4 of the 20 listed on the Louisiana Iris Conservation Initiative (LICI) website. We should expect several groups and visitors.
 - Purple Martins are back and the Park on its third year with approximately 10 nesting pairs this year. Once the babies are born, we will have them banded again through Wildlife and Fisheries.
 - Through Wild Ones connections, we have been in communication with Dr. Eva Hillman, Ph.D. in the Dept. of Biological Sciences at SLU, and she is interested in conducting a plant survey at Pelican Park with her class. She teaches a Native Plants of Louisiana class which will have a summer session and she would like to use Pelican Park as a learning opportunity for the class - possibly a semester-long project identifying the dominant plant assemblages that would result in a report/ppt for you detailing our findings.
- **Administration Update:**

- NRPA Conference-What Board members would like to go? It's from October 8th – 10th in Atlanta. Please let Doug know as soon as possible to make arrangements and complete registrations.

New Business:

- **None**

Old Business:

- **Millage Renewal** -The election for the millage renewal is next Saturday, April 27th. Extremely low early voters for the election so far.
- Reminder Mailers will be going out next week through Mele Printing, as well as Causeway signage, posters, mass emails through Pelican Park, MSC, FNA and social media etc.

Public Comments:

- Dylan Bertucci is present and would like to get more information on the skatepark and is concerned about the design that was chosen. Dylan was here at the second skatepark input meeting and would like to talk to the designers about their suggestions.
- Ben Gorman is present to voice his support for the new sand volleyball courts. He has a large group of players that have left Pelican Parks courts to go to Coquille after not being able to make a difference in the courts after many years of asking the Pelican Park Staff. Ben and his group would like to be involved in the public meetings at Pelican Park before the new courts are built to make sure the issues at the current courts will not be an issue in the future courts.

Board Notes:

- Next Board of Commissioner Meeting, Thursday, June 20th (NOTE: It's on a Thursday due to the Juneteeth holiday being on that Wednesday)

Meeting Adjourn:

Motion to adjourn at 7:39pm by B. McGuire. Second by J. Neill. Vote 7-0 in favor.

*All attachments, item lists and Reports in Brief documents are included in the official minutes.