

**Recreation District #1
Board of Commissioners Meeting
August 21, 2024**

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

Board absent: deShea Richardson

Staff present: Suzanne Reeder – Executive Director
Doug McLemore – Assistant Director
Scott Goodwill – Finance Director
Louisette Scott – Park Planner/Environmental Education
Niki Butler – Marketing & PR Administrator
Marie Dupre – Records Manager
Carly Arthur – Recreation Supervisor

Staff absent:
Noel Baham – Recreation Director

1. Call to Order:

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

2. Open agenda to proposed new items:

N. Adams motions to adjust the agenda to move 7A after item 3 and add items 5F and 5G Second by B. McGuire. Vote 6-0. Motion passes.

3. Welcome Visitors: N. Adams welcomed the visitors:

- Michael Wahl, Cedar Grove Senior Health Solutions
- ~~Djole Palfi, Flock Safety~~ – Was not present
- Lt. Alex Dantagnan, Jr. and Captain Trinity Grave, St. Tammany Parish Sheriff Office
- Eric DeWitt – with Assured Partners - Insurance Updates

****7. Proclamations/Resolutions – (Moved up in the Agenda)**

7A. St Tammany Parish Sheriff's office and Lieutenant Alex Dantagnan Jr.-

- R. Danielson read the full Proclamation recognizing the St. Tammany Parish Sheriff's Office and Lieutenant Alex Dantagnan Jr. for their exemplary leadership and commitment to public safety. The Proclamation acknowledges their provision of Sheriff Details and Narcan to Recreation District #1/Pelican Park, ensuring that this crucial life-saving medication is available at our facility. Recreation District #1/Pelican Park extends special

recognition and gratitude to Lieutenant Alex Dantagnan Jr. for his outstanding efforts and leadership in making this life-saving program a reality for our community.

3. Visitor Presentations

3.A. – Michael Wahl, Cedar Grove Senior Health Solutions

- Introduced himself and is excited to be a new Sponsor for the Pelican Park Pickleball Courts and The Groves. Michael will be at our upcoming Pelican Park Pickleball Classic Tournament

3.B. – Kjole Palfi, Flock Safety – Was not present, will reschedule

3.C. – Eric Dewitt – with Assured Partners – Commercial Wind and Hail Coverage

- Eric expressed his appreciation to the Board and staff for their efforts in implementing risk reduction strategies. He specifically acknowledged the value of the CPR safety and Narcan training, the installation of security cameras, and other measures aimed at stabilizing or reducing insurance rates. Erik requested that the Board and Insurance Committee consider adjusting the renewal dates for the commercial insurance to either November 1st or January 1st. This decision will influence the planning process for the committee meeting scheduled for tomorrow, August 22nd.

4. Approval of Minutes

4.A. Approval of the Previous Month's Board Meeting Minutes held on July 17, 2024:

Motion by J. Neill to approve the previous month's minutes as presented with no changes, seconded by E. Bee Vote 6-0. Motion passes

5. New Business/Reports in Brief

5.A. Park Security Cameras Flock Safety.

- S. Reeder provided an overview of the Flock Safety Security System to the Board, highlighting its risk reduction and management features. The system offers several advantages, including connectivity with the local sheriff's office, portability, and adjustability. It is designed to address threats of damage, monitor traffic volume in the park, and aid in identifying human trafficking activities. The cameras include license plate readers, and feature tilt, zoom, and some are solar-powered. S. Reeder requested approval to engage with Flock Safety to obtain pricing information for the equipment and monitoring services.

Motion by R. Danielson to approve the purchase and installation of the Flock Safety camera and monitoring system for a two-year term, as outlined in the proposed contract. This motion includes authorization for the allocation of the necessary budget to cover the costs of the system, installation, and ongoing monitoring services for the contract duration. Furthermore, the motion authorizes the Park Director or their designated representative to execute all agreements required to complete this purchase and implementation. Seconded by J. Neill Vote 6-0. Motion passes

5.B. Sponsorship Contract: Youth Leagues – Ochsner & St Tammany Health System.

- S. Reeder discussed the renewal of the Youth Leagues – Ochsner and St Tammany Health System for a 3-year sponsorship contract. The only change from the previous contract was to reflect option for Ochsner & St. Tammany Health Systems to work directly with Pelican Park's future events.

Motion by R. Danielson to approve the renewal of the sponsorship agreement with Ochsner and St. Tammany Health System annually for the next three years. Seconded by S. Lemoine Vote 6-0. Motion passes

5.C. Sponsorship Contract: Pickleball & The Groves Cedar Grove Senior Health.

- S. Reeder introduced a new sponsor for our sponsorship program, Michael Wahl from Cedar Grove Senior Health Solutions, who was present at the meeting. The sponsorship agreement is for a duration of 42 months.

Motion by J. Neill to approve and endorse sponsorship agreement with Cedar Grove Senior Health Solutions per the terms and conditions noted in the attached Sponsorship Agreement. Seconded by B. McGuire Vote 6-0. Motion passes

5.D. New Position – Recreation Assistant II.

- S. Reeder requests to open a new position – Recreation Assistant II that will work directly with Recreation division for ongoing for drafts, leagues, events, programs etc. The funding is already approved and identified.

Motion by S. Lemoine to approve expanding the organization chart and authorize the addition of a full-time Recreation Assistant II to assist the Recreation Division to support ongoing and anticipated new athletics, leisure, and special events programming, and to make the necessary budget adjustments to accommodate this new position
Seconded by E. Bee Vote 6-0. Motion passes

5.E. Inclement Weather Policy – Athletics (REC008.5.1)

- S. Reeder proposed a new Inclement Weather Policy for umpires, which includes the following provisions:
 - Umpires will have the authority to halt games and wait for 30 minutes after each lightning strike, in alignment with LHSA guidelines and other affiliations.
 - If the temperature exceeds 95 degrees Fahrenheit, mandatory water breaks will be implemented every 30 minutes.
 - Games will be suspended if temperatures reach 104 degrees Fahrenheit or higher.

This policy aims to ensure player safety and aligns with established standards.

Motion by B. McGuire to approve the new Inclement Weather Policy. Seconded by R. Danielson. Vote 6-0. Motion passes

5.F. Kubota Mower Purchase/Replacement of 2 ZTR Mowers – State Contract 4400025089

- D. McLemore requested approval to purchase and replace two mowers that are currently 10 and 11 years old. Replacing these mowers will allow us to sell the older models, which are frequently in need of repair and require significant

maintenance costs. The intention is to list these mowers for sale on GovDeals.com so we can potentially generate additional revenue.

Motion by R. Danielson to approve the purchase of 2 Kubota ZTR mowers from Evergreen Tractor and Equipment Inc., off State of Louisiana contract #4400025089-T92397, in the amount of \$35,448.35. Seconded by S. Lemoine. Vote 6-0. Motion passes

5.G. Purchase of Jacobsen TriKing TR320 Triplex Reel Mower (Replacement for TriKing 1900D Mower purchased in 2011) off State of Louisiana Contract

- D. McLemore requested the purchase of a TriKing TR320 Triplex Reel Mower that will work through the Louisiana bid process. The funds will come out of the Operating Budget that will replenish the Capitol Replacement.

Motion by R. Danielson to approve the purchase of purchase of a Jacobsen TR320 Triplex Reel Mower from Bob Ladd & Associates, Inc., off State of Louisiana contract #4400029607, in the amount of \$49,504.73. Seconded by S. Lemoine. Vote 6-0. Motion passes

6. Financials

6.A. Monthly Summary

- The financials which show a surplus and operational revenue contributing to our reserves. In the last month the financial discussions have largely been focused on the 2025 budget. S. Goodwell informed the Board that he will present the initial draft of the new budget at the next Board Meeting on September 18th.
- **6.B.** N Adams reviewed the bank statements, and all the balances are accurate with no discrepancies.
- **6.C.** S. Lemoine reviewed the credit card statements and did not find any discrepancies.

Motion by d. Richardson to accept the financials as presented. Second by S. Lemoine. Vote 6-0. Motion passes.

****7. Proclamations/Resolutions**

- Discussed earlier in the Agenda after welcome visitors item 3.

8. Committee Updates

8.A. Insurance Committee on 7/29/2024

- Has already been discussed earlier in the agenda with Erik Dewitt.

8.B. Sports Committee on 8/7/2024

- C. Arthur updated the Board on the Sports Committee's recent discussions. Specifically, it was noted that Pelican Park Girls Softball will join the West St. Tammany League, which includes teams from Coquille, Folsom, and Lee Road, due to lower participation numbers in our softball program and those of the other Recreation Districts as well. Additionally, the Recreation staff plans to organize two events; an equipment swap for sports, allowing players to trade in equipment they no longer need for items that fit their current requirements as well as a costume swap event where patrons can donate used costumes for one month and then attend a final event on October 12th to select a new costume for the season.

- Summertime modifications for the number of players on that team that can be used from the pool player lists, since so many players were absent during the summer leagues this season.
- No bounce ball this season. The Recreation department are now using the new volleyball nets that will adjust to the lower height and the younger age will have a slightly smaller court.

8.C. Concession Committee on 8/14/2024

- The Concession Committee meeting was productive. There is still substantial work required regarding the Concessions POS System, including addressing costs and budgets. Ray is performing exceptionally well, and the team is committed to getting the concessions operation back on track.

8.D. Finance Committee on 8/16/2024

- Finance Committee was discussed earlier in the Agenda.

9. Division Monthly Reports

9.A. Administrative

- S. Reeder would like to introduce our newest employee LyKinda Thibodeaux that is our new Human Resource Director. She has been here for two weeks and hit the ground running.
- Special Events: First Concert on October 30th and the Pelican Park Pickleball Classic on September 21st.

9.B. Master Plan /Environmental Education

Master Plan Updates:

- Events Stage: Contractor is on schedule and they are currently adding the roof decking.
- Skate Park: The bids is out to bid and the pre-bid meeting will be on the 29th and the bidding will take place on September 4th for the bid opening.
- NSI: has all of the documents for the Pickleball and Water well completed and they are preparing for the bid. Projected Bid by the end of August
- Science Center & Planetarium: RCL completed the tasks orders and design development.
- Batture LLC: is working on the Schematic Design Phase that includes Civil schematic design, Landscape schematic design, electrical schematic design and sand selection. Once this phase is complete, a new task order for construction drawings, and permitting/construction phase services will be submitted for Board review and approval.

Small Projects:

Wayfinding sign package:

- NSI is working on the sign package and is expected to have something for the park to review by the week of August 19th.

Trails and Bridges:

- NSI is working on the trails package and is expected to have something for the park to review by the week of August 19th.

Environmental Updates:

- Lake Pontchartrain Basin Restoration Program Grant:
 - Forty-one proposals were submitted requesting \$35M plus. Scoring of proposals was just completed. Announcement of awards expected to be in the fall.
- Apiary:
 - Meeting with Reid Falconer on Tuesday to discuss programming for beekeeping.
- Pontchartrain Astronomy Society (PAS)
 - PAS met with staff and a “Star Party” has been scheduled on Saturday, October 5th at 7:00 p.m. on Orange 2.
- New Part-Time Employee hired for park planning
 - Stephanie has started with Louissette on Park Programming

9.C. Parks Updates:

- D. McLemore provided an update on park activities, including preparations for soccer, baseball, and softball fields, as well as turf treatments. A new permanent employee has been hired, and three temporary employees have joined the team. The Park Crew, Will and Austin also completed in-house repairs on a damaged culvert and road near the Nature Center and Orange 3 entrance.

9.D. Recreation Updates:

- Summer Basketball & Volleyball finished on August 10th
- Fall Sports season starts September 7th
- New survey software with Survey Monkey
- The Fall Sports are starting up with some great numbers in baseball and adult sports
- Volleyball registration is open now and will end next Tuesday.

9.E. Castine Center Updates:

- C. Barbier is present and discussed the Castine Center report that has been used for several years based on the amount of days that have been in that year, not by the actual events. The staff has requested to use a better way of tracking because it will track the actual customer and how many days they have rented, what days are rented, compared to set-up, estimated revenue etc.

9.F. Concessions Updates:

- Report is based on what concessions were sold in the last month based on the programs that are going on at the time.
- We have a 7-year history with Coca-Cola and they will be coming to replace many of our old price signs and add signage to the windows.

10. New Business

- NRPA is coming up in October. The staff and Board members are excited for this learning opportunity and should be able to look at the agenda of classes in the next week to plan their continuing education. Melissa is setting up the rooms and accommodation.

Public Comments: None

Board Notes:

- Next Board of Commissioner Meeting, Wednesday, September 18th

Meeting Adjourn:

Motion to adjourn at 7:37pm by B. McGuire. Second by S. Lemoine. Vote 6-0 in favor.

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