

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

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

Board absent: John Neill

Staff present: Suzanne Reeder – Executive Director
Scott Goodwill – Finance Director
Louisette Scott – Park Planner/Environmental Education
Niki Butler – Marketing & PR Administrator
Marie Dupre – Records Manager
Noel Baham – Recreation Director
Ray Duplantier – Concessions Supervisor

Staff absent: Doug McLemore – Assistant 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 all items from Old Business (10A-10E) to be presented and discussed at an earlier time before item 4.A. B. McGuire would also like to move item 9.A. up in the agenda to be discussed under Financials item 5.A.. Second by B. McGuire. Vote 6-0. Motion passes.

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

- Bob Mora – Batture to design Sand Volleyball Complex
- Joe Impastato – Councilman for District #7
- Tommie Galloway – Parish Council
- Grant Schlueter – Foley & Judell, LLP
- Stephanie Ferry – Raymond James - Online Attendance
- Don Lancaster – Neel-Schaffer

Old Business (10A-10D)**10.A. Review report with Opinion of Cost and Conceptual Plan for Sand Volleyball - with Batture Inc.**

Batture, Inc. has provided a conceptual design for six sand volleyball courts, which includes seating with four sets of bleachers, an outdoor shower area, lighting, perimeter fencing, and a parking lot with 30 spaces. This submission completes their contract for the design and the optional project components. The estimated total cost for the volleyball courts and amenities is \$800,003, with an additional \$310,860 required for the parking lot, bringing the grand total to \$1,132,863. This exceeds the approved project budget of \$750,000 by \$382,863. The board must decide whether to proceed with the project and authorize an increase in the budget. **Board Discussion.** Concerns were raised by N. Adams regarding the significant costs of the parking lot and if it is needed for this facility. Other Board Members showed concern for potential safety issues related to accessing the courts from the skate park parking lot, specifically due to the hwy1088-190 bypass road planned to be built between the courts and the skateboard. The addition of the road might impact safety and accessibility. The Board would like to look at several options.

Motion by R. Danielson to accept the current plans and contract with Batture for the next phase by cleaning up the cost, designs and options that work best for Recreation District #1. Second by B. McGuire. Vote 6-0. Motion passes.

10.B. Pickleball Budget Adjustment

NSI has completed the preliminary design for the Pickleball project and submitted the design documents for staff review. The approved budget for construction is \$560,000, but NSI's estimated cost is \$775,000, representing an increase of \$225,000. This increase accounts for additional engineering and project fees, the choice of a more advanced shade sail system, and an upgrade, which includes more substantial poles and remote lighting automation that would be camera ready for recorded events.

Motion by B. McGuire to add an additional \$225,000 to the current pickleball budget. Second by R. Danielson, and a roll call vote was conducted by the Board Secretary, N. Butler:

- Nixon Adams – For
- Shearn Lemoine – For
- Rick Danielson – For
- John Neill - Absent
- deShea Richardson - For
- Barrett McGuire – For
- Ed Bee - For

With a unanimous vote of 6-0 in favor, the motion passes.

10.C. Water Well Budget Adjustment

NSI has completed the preliminary design for the Water Well project and submitted the design documents for review. The estimated project cost is higher than the approved budget, with the construction cost projected at \$1,320,000 compared to the \$850,000 budget, resulting in a \$470,000 increase. This estimate includes all project costs, such as surveying and engineering fees. B. McGuire requested clarification on the \$470,000 increase, specifically why project

costs have risen since the initial budget. The explanation provided by NSI was that the initial budget was based on preliminary estimates by local contractors, and later while contacting vendors for quotes there had been a substantial price increase. Don Lancaster, with Neel Schaffer hopes that they will receive a competitive public bid to potentially reduce costs. The well is expected to produce 200 gallons of water per minute, with an 8,000-gallon storage tank. The bid packages will be ready to go out by the end of the month. The Board was also asked to decide whether to include a generator with the well for emergency use or future facility operations. **Board Discussion.**

Motion by S. Lemoine move forward with NSI detailed design and project with a budget adjustment of \$470,000. Second by R. Danielson, and a roll call vote was conducted by the Board Secretary, N. Butler:

- Nixon Adams – For
- Shearn Lemoine – For
- Rick Danielson – For
- John Neill - Absent
- deShea Richardson - For
- Barrett McGuire – For
- Ed Bee - For

With a unanimous vote of 6-0 in favor, the motion passes.

10.D. Draft of the Cooperative Endeavor Agreement with Lacombe Parks Recreation District #4 and Recreation District #1/Pelican Park for the transfer of modular skatepark equipment and elements.

- S. Reeder met with the Lacombe Director, Tony Henry and discussed working together and having a cooperative endeavor agreement with Lacombe Recreation District #4 and Recreation District #1/Pelican Park for the transfer of the Districts current modular skatepark equipment and elements to be transferred to Lacombe Park upon the construction and expansion of the Districts new facility. The Districts Legal counsel currently has the CEA to review before final authorization and signatures. Joe Impastato, Councilman for District #7, is an attendance.

Motion by B. McGuire to approve the Cooperative Endeavor Agreement with Lacombe Recreation District #4 on contingency of the Legal councils concurrence. Second by S. Lemoine. Vote 6-0. Motion passes.

- S. Reeder has been working on an additional Cooperative Endeavor Agreement with Recreation District #4 for a reciprocal agreement to wave of the out of District Fees with any program that the other District does not already have. This agreement is being drafted up at this time and will be completed by the August Board Meeting. Joe Impastato, Councilman for District #7, is an attendance and explained how excited he is for the opportunity for this consideration and working together to being efficient with the tax dollars and more importantly to help service to the youth in our community to the best of our ability. Joe mentioned how thankful he is for the Board and staff of Pelican Park and invited the members to the next Council Meeting that will be held on August 1st to really show the big picture of the District's working together for our community. R. Danielson thanked Joe for

being a part of this Board of Commissioners Meeting and for his continued support of Pelican Park even before his campaign and even more since January.

Motion by B. McGuire to approve the Cooperative Endeavor Agreement with Recreation District #1 and Lacombe Recreation District #4 and on contingency on final review from Parish Legal Council. Second by R. Danielson. Vote 6-0. Motion passes.

4. Approval of Minutes

4.A. Approval of the Previous Month's Board Meeting Minutes held on June 20, 2024:

Motion by R. Danielson to approve the previous month's minutes as presented with no changes, seconded by S. Lemoine Vote 6-0. Motion passes.

4. B. Approval of the Special Meeting Minutes held on July 1, 2024:

Motion by R. Danielson to approve the special meeting minutes as presented with no changes, seconded by S. Lemoine Vote 6-0. Motion passes.

5. Financials:

- **5.A.** Revenue saw a significant increase compared to June 2023, largely due to an unexpected additional round of funding from the St. Tammany Fund. The finance department has reported no unusual activities or transactions that warrant further attention from the board.

Financially the District's bank balance was notably high at the end of June, but it is expected to decrease substantially by year-end, as expenditures are anticipated to significantly surpass revenues across all funds. Construction-related expenses are projected to become a major component of the District's overall spending for the remainder of the year and into 2025. In early July, notable expenditures included the Castine Center's wind and hail insurance policy and the second payment to Sieverding for the construction of the Groves stage. The Board and staff has a meeting with Eric Dewitt, with Assured Partners on the 29th of July. He would like to make suggestions on possibly moving our renewal from November 1st to January 1st. The Board will need to make this decision with a vote after this Insurance meeting.

- 5.B. N Adams reviewed the bank statements, and all the balances are accurate with no discrepancies.
- 5.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 Ed. Bee. Vote 6-0. Motion passes.

9.A. Bond Issuance – Discussion/Vote with line items (Moved up to Financials)

Stephanie our Financial Advisor has been a part of this meeting through Zoom conference and will be available for any questions on the Bond Issuance. Information was recently given for the new debt issuance with \$800,000 in annual debt serviced. Grant Schlueter is also in attendance, and explained the timetable on the Bond Issuance and the related 85% rule. For example, If the Board were to vote to approve debt issuance tonight, the funds would be available on October 23. The three-year time frame starts on that date, and we would need to have a reasonable expectation on that date that the Board will be able to actually spend that 85% of the proceeds. If adjustments are needed, the District will

potentially have to do a yield restriction at that point in time. **Board Discussion.** The Board decided to delay the bond issuance until after the budget process.

Motion by B. McGuire to accept the financials as presented and delay the bond issuance until after the budget process. Second by S. Lemoine. Vote 6-0. Motion passes.

7. Committee Updates

7.A. Insurance Committee

The Insurance Committee convened on June 27, 2024. Paul Beckmann from Assured Partners presented the insurance proposal for wind and hail coverage for the Castine Center. Following a detailed discussion and determination of the policy's effective date, the Committee voted to accept the proposal from Assured Partners as presented and voted to approve the policy. The District is no longer self insured.

7.B. Legal Committee

The Legal Committee convened on June 24th to discuss an HR matter. There are no updates currently.

8. Division Monthly Reports

8.A. Administrative

- Lightning Detection and Alarm Systems: We have received SMS proposals from Thor Guard and AM for lightning detection and alarm systems. These will be presented as part of the upcoming budget process for the Board to review.
- HR Manager Recruitment: Staff have completed the first round of interviews for the HR Manager position. The second round of interviews is scheduled for next Monday, during which staff will interview three candidates. Staff anticipate moving forward with the hiring process shortly thereafter. Further details are included later in the agenda.
- Sponsorship Contracts: The sponsorship contract with Oscar is currently under review by their legal team. Staff expect to have it back for review in August. Staff are also working on a second sponsorship contract with Cedar Grove, which will be presented in August. This agreement, related to pickleball and the Grooves, is for a three-year term. Draft signage for this sponsorship will be circulated for your review.
- Co-Sponsorship with Children's Museum: A draft Co-Sponsorship Agreement (CEA) with the Children's Museum for their Back to School Bash at Pelican Landing is in progress. This event aims to help children prepare for school and raise awareness about our programs at Pelican Park. We will have a tent at the event. Further details will be provided as the event will be on July 27th.
- Lacombe Program Partnerships: Suzy met with the Lacombe director on Monday. They are interested in program partnerships, including men's basketball and a potential Halloween event featuring a Trunk or Treat. We are exploring reciprocal opportunities with them.

8.B. Master Plan /Environmental Education

Master Plan Updates:

- Events Stage: Construction is progressing on schedule, with completion expected in October. A concert by the Covington Concert Band is tentatively scheduled for October 30th, featuring Halloween-themed activities.

- State Park Trail: The bid package for the State Park trail is being split into two parts. Further updates will follow.
- Skate Park Construction Drawings: The final construction drawings for the State Park are nearly complete. The project team is confident that the costs are within the original budget, including the proposed alternates.
- Planetarium Project: The planetarium project is progressing under the existing task orders. Staff are awaiting a final invoice to determine current status.
- Wayfinding Plans: Staff are continuing to work with the consultant on the wayfinding plans. Several meetings have been held, but there is still progress needed.

Environmental Updates:

- Restoration Grant: The grant application for the restoration program was resubmitted after an initial rejection. Staff expect to receive a decision by mid-August.
- Beehive Program: The beehive program is progressing with established classes and activities. We are working to finalize details and will provide updates as they become available.
- Dr. Eva Hillman & Southeastern University: Southeastern University has completed its native plants class at the Park. They will submit a final report on their fieldwork, which will be shared with the board. They have also offered to give a presentation to the board or staff to showcase their work.
- Astronomy Society: Staff are working with the Astronomy Society to establish regular programming events. They are considering hosting a "star party" on October 5th. They will visit the site to finalize set-up and arrangements.

8.C. Parks Updates:

- A 10x20 cover has been erected over the fuel gauges and pumps to protect them from weather and reduce transportation issues.
- Repairs are complete on all sports fields, with Rhizomes and Stolon's growing in as preparation for winter sports continues and fields are being treated for Armyworms.

8.D. Recreation Updates:

- The summer sports season began last week with boys and girls basketball and girls volleyball starting on August 12th. The summer tournament runs from August 5th to August 10th.
- The Pre-Fab 50 Basketball Recruiting Camp will start on August 11th.

8.E. Castine Center Updates:

- Castine Center: Niki and Suzy are working on a new promotional flyer for Castine Center to boost traffic and rentals. The center is still managing regular and new contracts, with updates provided in the Friday report.

8.F. Concessions Updates:

- Coca-Cola Update: Last week, Suzy and the team met with Coca-Cola, which since then have replaced 19 old machines. New signage and sports menu boards are coming soon. A concession meeting is scheduled for August 1st to discuss further improvements.

9.New Business (Continued from 5A)

9.A. Bond Issuance was voted unanimously in Financial 5A

9.B. Contract award for 2024 Team Uniforms/Apparel to Smith's Sporting Goods

Smith's Sporting Goods out of Slidell has been a vendor of Pelican Park for many years and has produced years of jerseys and t-shirts for events, youth leagues and staff. Smith's Sporting Goods has the lowest bids on the 2024 Request for Proposal, for jerseys, socks and visors. Noel Baham, Recreation Director, recommended to the Board to approve the contract with Smith's Sporting Goods for team uniforms/apparel with a contract expiration date of December 31, 2025. Two items attached to the official minutes: Agenda Memo, Bids Motion by B. McGuire to approve the contract with Smith's Sporting Goods for team uniforms/apparel. Second by S. Lemoine. Vote 6-0. Motion passes.

9.C. Memorandum of Understanding with Mandeville Soccer Club

Noel Baham, Recreation Director, recommends the Board to approve the CEA with Mandeville Soccer Club for the period August 1st 2024 – July 30, 2025

Two Items attached to the official minutes: Agenda Memo and CEA

Motion by B. McGuire to approve the Memorandum of Understanding with the Mandeville Soccer Club. Second by E. Bee. Vote 6-0. Motion passes.

9.D Cooperative Endeavor Agreement – Children's Museum of St. Tammany Parish

S. Fisher Reeder, Executive Director recommends the Board to approve the CEA with the Children's Museum of St. Tammany Parish to co-sponsor and host the 2024 Back to School Bash on July 27, 2024, at Pelican's Landing. Two Items attached to the official minutes: Agenda Memo and CEA

Motion by B. McGuire to approve the Cooperative Endeavor Agreement with the Children's Museum of St Tammany. Second by d. Richardson. Vote 6-0. Motion passes.

19.E Request Expand Organization and Add Part-time Environmental Specialist

S. Fisher Reeder, Executive Director recommended approving to expand the organization chart and authorize the addition of a part-time environmental specialist to assist the Planning Director. This position will help support ongoing and anticipated new nature-based programming. The Board will need to approve the necessary budget adjustments to accommodate this new position. Two Items attached to the official minutes: Agenda Memo and Job Description

Motion by B. McGuire to approve the budget and addition of a part-time Environmental Specialist on the Organizational Chart. Second by S. Lemoine. Vote 6-0. Motion passes.

Public Comments: None**Board Notes:**

- Next Board of Commissioner Meeting, Wednesday, August 21st

Meeting Adjourn:

Motion to adjourn at 8:05pm 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.