

**Recreation District #1
Board of Commissioners Meeting
June 20, 2024**

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

Board absent: deShea Richardson
Rick Danielson

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
Noel Baham – Recreation Director
Ray Duplantier – Concessions Supervisor

Staff absent: None

1. Call to Order:

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

2. Open agenda to proposed new items:

S. Lemoine motions to adjust the agenda to move all items under New Business/Reports in Brief 10A-10E to be presented and discussed at an earlier time under line item 4. Second by J.Neill. Vote 5-0. Motion passes.

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

- Erik Dewitt – Assured Partners – Commercial Insurance
- Michael Arnaud – First Tee of New Orleans
- Tim Tonglet and Gretchen Fischer – Ericksen Krentel – Audit Report

4. Approval of the Previous Month's Board Meeting Minutes:

Motion by S. Lemoine to approve the previous month's minutes as presented with no changes, seconded by E. Bee. Vote 5-0. Motion passes.

New Business/Presentations:

First Tee Northshore Presentation-

- Michael Arnaud from First Tee Northshore, expressed interest in increasing public access to golf within our community. He aims to impact local youth by teaching life skills through the

game of golf. The Board inquired about the spatial requirements for facilities such as putting greens or driving ranges. Michael indicated that an average driving range typically occupies 10-12 acres. After the Board retreat discussions on July 12th, S. Reeder will set up a meeting to talk more about the possibility of future endeavors.

Ericksen Krentel Audit Results of fiscal year ending 2023 Presentation-

- Tim Tonglet and Gretchen Fischer from Ericksen Krentel presented the Audit Results of Recreation District #1/Pelican Park's. They highlighted a clean opinion across pages 1-4 of the independent audit reports for the fiscal year ending 2023. The audit confirmed compliance with internal control regulations, with no issues noted on pages 46 and 47. Page 48 summarized the audit as clean, noting no deficiencies or non-compliance. Tim also thanks the staff for being so helpful during the long process.
- Gretchen Fischer from Ericksen Krentel presented additional audit highlights, encompassing the Statement of Net Position, Statement of Activities and Income on Debt Services, Balance Sheet for Governmental Funds, Statement of Revenue, Proprietary Information, Cost-to-Run Fees indicating break-even status, and Cash Flow analysis. Both Tim and Gretchen affirmed that the District has adhered to all internal controls and statewide procedures, confirming compliance without any identified deficiencies.

10. Reports in Brief:

- 10.B. Finance – Closing the Deposits Held Checking Account
 - S. Goodwill is recommending to the Board to close the Deposits Held checking account ending in -5306. The process is the same as the previous account closures. This will bring the number of active checking accounts down to six as an effort to clean up the transfers between multiple checking accounts.

Motion by S. Lemoine to close the deposits held checking account ending in -5306. Second by J. Neill. Vote 5-0. Motion passes.

- 10.C. Finance – Selection of the Official Journal
 - J. Neill is recommending to the Board to make the St. Tammany Farmer the official journal of the District for the period of July 1, 2024, through June 30, 2025.

Motion by J. Neill to make the St. Tammany Farmer the official journal of the District.

Second by S. Lemoine. Vote 5-0. Motion passes.

- 10.D. Finance – Addition of Full-Time Accounting Specialist
 - S. Goodwill, Finance Director is asking the Board to authorize hiring an additional full-time accounting specialist. The second part-time position has been vacant since March, and the financial department is in desperate need of one full-time employee and one part-time employee instead of two part-time employees. Looking at the current year's budget, S. Goodwill mentioned that the District would still be under budget, if hired in August.

Motion by S. Lemoine to authorize an additional full-time accounting specialist to support the ongoing and anticipated needs of the Finance department. Second by J. Neill. Vote 5-0. Motion passes.

- 10.E. Finance – Approve and Accept the Audit Documents as Submitted
 - Tim Longet and Gretchen Fischer gave their presentation of the Audit documents at the beginning of the meeting.

Motion by S. Lemoine to approve and accept the audit documents as submitted by Ericksen Krentel for the fiscal year ending December 31, 2023. Second by J. Neill. Vote 5-0. Motion passes.

5. Financials:

- N. Adams thanks the team from Ericksen and Krentel for all their time and effort on the audit. And reminds the Board of the Board Retreat that will be on July 12th to go over the financial position, operation margins and upcoming construction projects.
- N. Adams reviewed the bank statements, and all the balances are accurate with no discrepancies.
- S. Lemoine reviewed the credit card statements and mentioned that they are very clear and Scott is doing an outstanding job making them easy to follow and approve. S. Lemoine did not find any discrepancies.

Motion by J. Neill to accept the financials as presented. Second by S. Lemoine. Vote 5-0. Motion passes.

6. Proclamation:

- 6.A. S. Reeder would like to declare a proclamation that July as Parks and Recreation Month and July 19, 2024, as Park and Recreation Professionals Day at Pelican Park. The staff will have an event on the 19th to celebrate the staff and all the great work they do every day. The staff will have team-building activities and group projects on July 19th.

Motion by E. Bee to adopt Parks and Recreation Professionals Day at Pelican Park on July 19th, 2024. Second by B. McGuire. Vote 5-0. Motion passes.

7. Resolutions:

- **2024-007- Resolution to accept the millages**
 - 7.A. N. Adams reads the 2024-007 resolution out loud to accept the following millages to be levied on the 2024 tax roll on all property subject to taxation by Recreation District #1 of St Tammany Parish.
 - 1069 148 Acquisitions & Maintenance Exp. 2043 6.050 mills
 - 1069 147 Bond Exp. 2042 0.700 mills

Motion by E. Bee to accept the millage rates as presented. Second by B. McGuire, and a roll call vote was conducted by the Board Secretary, N. Butler:

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

With a unanimous vote of 5-0 in favor, the motion passes.

8. Committee Meeting Updates:

- **8.A. Youth Sports Committee Update:**
 - Youth Sports Committee Report is added into the official minutes. No discussion.
- **8.B. Strategic Planning Committee Update –**
 - The Districts' staff has had several meetings with local agencies such as CMST and SLU. The Board Planning Retreat and relationships with the agencies was the main topic during these discussions. The Strategic Planning Committee Report is added to the official minutes. No further discussion.
- **8.C. Concession Committee Update –**
 - S. Lemoine stated that the last few committee, staff meetings and discussions about concessions have gone very well. J. Neill mentioned that Ray is doing an outstanding job and appreciate his dedication. R. Duplantier mentioned that he has currently cleaned out all of the baseball and softball concession stands that will not be used this current season. He has also recently talked to a local Coca-Cola representative that will be coming out to the Park to fix eight of our coolers and will be planning to replace all of our concession stands signage and add some signage to our windows as well.

9. Division Reports:

- **9.A. Park Planning-**
 - **Event Stage**-has the concrete poured and have started to erect the steel beams.
 - **Skate Park**-Louisette met with Andrew Doyle today, and talked about the different options for the lights, landscaping, design etc. to reflect the local area. They are behind because of the permitting process, but once the bid goes out in early July, they will do their best to get back on track.
 - **Pickleball** -Meeting next week to go over surveys and prepare the bid documents.
 - **Science Center**-Met with RCL, CMST and SLU to discuss and gather information about possible partnerships.
 - **Sand Volleyball**- Reached out to Bob Mora, from Batture, and received a design update/conceptual updates on phase 1 with the estimated costs on the Sand Volleyball Complex and the price for the parking lot. We will talk about more of this during the Board Planning Retreat.
- **9.A. Environmental Education-**
 - **Pontchartrain Conservancy Grant Application**- The District was not awarded the previous grant that was submitted but did resubmit another grant to hopefully receive in its place.
- **9.B. Parks-** (Report included in official minutes on light green paper)
 - D. McLemore gave an update on the Park. The Park Crew staff is currently conducting field repairs on all of the damaged fields, since the sports are moved inside during the summer time. They are also working on pressure washing the buildings, fixing any appliances and facility maintenance while there is not patrons at the facilities.

- **9.C. Recreation-** (Report included in official minutes on light blue paper)
 - N. Baham gave an update on youth and adult sports including current registrations as well as upcoming rentals and clinics that are opening in the near future.
- **9.D. Castine Center-** (Report included in official minutes on light pink paper)
 - S. Reeder gave the update. The Castine Center has a few slower weeks right now, with smaller events like birthdays and smaller rentals during the summer month. The staff has been working on some larger event contracts that will be coming up in the future. The Castine Center may be accepted as a smaller convention nominee by the Southeast Convention Society.
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- **9.E. Concessions-** (Report included in official minutes on salmon paper)
 - R. Duplantier mentioned that his update was in the Committee meeting updated previously stated.
- **9.F. Administration Update:**
 - S. Reeder gave an update on the Events Technical Advisory Committee (ETAC) meeting for efficiency, and how the divisions work together and plan out events and come up with solutions before there are issues.
 - The staff had their Quarterly Safety Meeting last week.
 - There is a Legal Committee scheduled next week.
 - Working on the Ochsner contract with Ripple Resources. They will hopefully add details to the contract that they could provide training sessions with our staff and possible volunteering for events for medical awareness or medical availabilities during tournaments and events.

11. Old Business:

- Erik Dewitt with Assured Partners gave an update from the meeting last week with the staff that the District was asking for the renewal update for the wind and hail insurance. Assured Partners want to present all options and hopefully make a decision during tomorrow's scheduled Special Meeting.

Public Comments: None

Board Notes:

- Next Board of Commissioner Meeting, Wednesday, July 17th

Meeting Adjourn:

Motion to adjourn at 7:40 pm by B. McGuire. Second by S. Lemoine Vote 5-0 in favor.

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