

# 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, September 18, 2024, at 6:30 PM Castine Center – Conference Room E

1. Call to Order
2. Agenda Approval
  - 2.A. Additions, Deletions, Substitutions
3. Welcome/Visitor Presentations
  - 3.A. Bobby Seese, Eagle Scout Project Update
4. Proclamations/Resolutions p.4
  - 4.A. Bobby Seese, Eagle Scout Project
5. Approval of Minutes p.5
  - 5.A. Board of Commissioner Meeting Minutes – August 21, 2024  
**Recommendation:** Motion to approve the meeting minutes for regular Commission Meeting held on August 21, 2024  
**Attachment(s):** Draft – August 21,2024, Regular Meeting Minutes
6. New Business p.11
  - 6.A. Ratification of Emergency Declaration  
**Sponsor:** S. Reeder, Executive Director  
**Recommendation:** Motion to ratify and approve the Emergency Declaration for Hurricane Francine, as signed by the Board Chairman and authorized by the Board of Commissioners on September 10, 2024. This declaration enacted emergency procedures and authorized the necessary actions to ensure public safety, facilitate the use of Pelican Park by Cleco for staging emergency response vehicles, and address any required operational measures for the park and facilities during and after the storm. All actions taken under this declaration comply with applicable local, state, and federal regulations.  
**Attachment(s):** Cover memo and Emergency Declaration

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- 6.B. Commercial Ceiling Fans – Castine Center p.24  
**Sponsor:** S. Reeder, Executive Director  
**Recommendation:** Motion to approve the purchase and installation of four 20' Powerfoil fans from BAF for the Castine Center.  
**Attachment(s):** Agenda Memo and Proposal, Sole Source Letter, Installation Diagram
- 6.C. Finance Reserve Policy p.42  
**Sponsor:** Scott Goodwill, Finance Director  
**Recommendation:** Motion to approve the financial reserve policy (as attached/with modifications presented by the Board) to maintain appropriate reserve levels to ensure the financial stability and sustainability of the operations, capital improvements, and emergency contingencies of Recreation District #1.  
**Attachment(s):** Agenda Memo and Draft Policy
- 6.D. Selection and Award of Financial Auditor p.45  
**Sponsor:** Scott Goodwill, Finance Director  
**Recommendation:** Motion to award RFP for Financial Audit Services to the highest ranked firm, Ericksen Krentel, for an effective term of two years from the date of award with an optional contract extension period of two additional years.  
**Attachment(s):** Agenda Memo, RFP, RFP Responses Received by Carr, Riggs & Ingram, Ericksen Krentel, and LaPorte.
- 6.E. Personnel Policy – Unpaid Leave of Absence – First Review p.139  
**Sponsor:** LyKinda Thibodeaux, HR – People Operations  
**Recommendation:** No action needed at this time. Request for Board to review draft for possible approval at October meeting.  
**Attachment(s):** Agenda Memo and Draft Policy

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6.F. Inclement Weather – Gym/Facility Usage for Practices Policy p. 142

**Sponsor:** Dr. Noel Baham, Recreation Director  
**Recommendation:** Motion to approve and implement policy REC008.2.2 – Inclement Weather – Gym/Facility Usage for Practices (as draft/with requested revisions)  
**Attachment(s):** Agenda Memo and Draft Policy

## 7. Financials

7.A. Monthly Summaries (vote) p. 145

7.B. Review of Bank Statements and Credit Card Statements

7.C. Initial 2025 Budget Overview p. 152

## 8. Committee Meeting Updates

8.A. Insurance Committee – 8/22

8.B. Finance Committee – 9/13 p. 209

## 9. Division Monthly Reports

9.A. Administration p. 211

9.B. Planning/Environmental Education p. 214

9.C. Parks p. 216

9.D. Recreation p. 217

9.E. Castine Center p. 219

9.F. Concessions p. 221

## 10. Old Business

## 11. Public Comments

## 12. Adjourn