

# Recreation District #1 of St. Tammany Parish



Chairman: Nixon Adams  
Vice Chairman: Majure Savell  
Commissioner: Rick Danielson

Commissioner: Shearn Lemoine  
Commissioner: William B. Matthews, Jr., J.D.  
Commissioner: John Neill

Commissioner: deShea Richardson  
Executive Director: Jennifer Dexter

## **Recreation District #1 of St. Tammany Parish Board of Commissioners Meeting Minutes Wednesday, April 19, 2023 Castine Center Conference Rooms**

**Board present:** Nixon Adams  
Majure Savell  
Rick Danielson  
William Matthews  
John Neill  
deShea Richardson

**Board absent:** Shearn Lemoine

**Staff present:** Jennifer Dexter, Executive Director  
Kia Knight, Asst. Director  
Doug McLemore, Asst. Director  
Scott Goodwill, Finance Director  
Steven Knecht, Recreation Superintendent  
Tina Massel, Human Resources Manager  
Niki Butler, Marketing Administrator

**Visitors:** Grant Schlueter, Foley and Judell, LLP

### **Call to order:**

The meeting was called to order by Chairman, N. Adams at 6:37 p.m. Marketing Administrator, N. Butler, called the roll.

### **Welcome visitors:**

Visitors and staff were welcomed by the board.

### **Open agenda for proposed new items:**

N. Adams motioned to open the agenda in order to move presentations of visitors to be considered first on the agenda. Seconded by B. Matthews. Vote: 6-0 in favor.

### **New Business:**

- Millage renewals
- **Visitors' Presentations:** Grant Schlueter with Foley and Judell,  
Schlueter presented information on Pelican Park's two special millages as they expire in 2027 and 2033. He recommended board consideration to combine both millages styled as an "in lieu of" millage to replace the two separate millages. Benefits of doing so are:

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1. Results in more revenues for park purposes because it is levied on ALL properties in entire district;
2. Would take effect in 2024 which is assessment year and this would not be subject to that (so levy is 6.74 regardless of what happens in 2024);
3. Extends the term to 2044 (another 20 years) so can preserve option to borrow against it in future;
4. Would result in one election (and cost) instead of two separate elections;
5. Approval rates of "in lieu of" millage is around the same rate of a normal renewal.

**Approval of minutes (attachment):**

March 2023 Minutes were reviewed and approved. Motion by J. Neill to accept March 2023 board minutes. Seconded by M. Sewell. Vote 6-0 in favor.

**Financials:**

Month end March 2023 Financial Statements, bank statements, and credit card statements were reviewed and approved. N. Adams asked to move for approval of the financials ending March 2023. Motion by B. Matthews to approve financial statements. Seconded by J. Neill. Vote 6-0 in favor.

**Reports in brief:**

Insurance Renewal (Vote - attachment)

Discussed recent insurance renewals (two policies exceeding \$100,000). Motion by R. Danielson to approve insurance renewal premiums as presented. Seconded by M. Sewell. Vote 6-0 in favor.

Long-term Revenue Forecast (attachment)

Nixon presented long-term revenue forecast with potential sources of revenue in the future and potential to complete additional projects in next five years.

Allocation of Development Funds (Votes - attachments)

- R. Danielson presented recommendations from Strategic Planning Committee to allocate funding for specific projects as outlined in the handout (from the Development Fund). R. Danielson motioned to approve the projects/funding as presented. Seconded by M. Sewell. Vote: 6-0 in favor.
- J. Dexter presented Task Order for construction documents and resident inspection services for the construction of the Events Stage. R. Danielson made a motion to award the contract, with N. Adams and J. Dexter as signers of the contract, in the amount of \$72,307.05 to RCL Architecture, LLC. Seconded by M. Sewell. Vote: 6-0 in favor.
- J. Dexter presented information related to the skatepark and pump track project with estimate funding, pictures, and information from Newline Skateparks. Next step is to draft and release and RFP/RFQ for the Skatepark and Pump Track project. R. Danielson made a motion to release an RFP/RFQ. J. Neill Seconded the motion. Vote: 6-0 in favor.

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**Updates:**

Castine Center Renovations and Office Expansion Construction Project

K. Knight presented update of trying to still get the list of punch items complete with the help of Paul Dimitrios.

Authorization for Notice NNC (Vote)

B. Matthews presented letter from Paul Maryonne drafted to send to NNC. With the correction of the date and removing the Seconded “that” with “the” under Section 21, B. Mathews made a motion for Paul to mail the letter with corrected as stated to Larry Burch with NNC. Seconded by R. Danielson. Vote: 6-0 in favor.

Administration Update

J. Dexter provided an update on the audit status, payroll and accounting software transitions, and Tier 2 Financial Disclosures.

**Division reports:**

Castine Center – K. Knight (attachment)

See attachment.

Park – D. McLemore (attachment)

See attachment.

Recreation – S. Knecht (attachment)

See attachment

Master Plan – L. Scott (attachment)

See attachment

**Old Business:**

None.

**Public comments:**

None.

**Adjourn:**

With no further business, a motion to adjourn was made by M. Sewell at 7:56 p.m. Seconded by J. Neill. Vote: 6-0 in favor.