

**Recreation District #1  
Board of Commissioners Meeting  
April 20, 2022**

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

**Board absent:**

**Staff present:** Margie Lewis – Executive Director  
Kia Knight – Assistant Director  
Doug McLemore – Assistant Director  
Cindy Jackson – Business Manager  
Niki Butler – Marketing and PR Supervisor

**Visitors:** None

The meeting was called to order by Chairman N. Adams at 6:30pm. Executive Director, Margie Lewis, called the roll. All Board Members were present.

Chairman N. Adams asked if there was anyone wanting to open the agenda for new items. No new items at this time.

**Approval of the Previous Month's Minutes.**

Page 3, last paragraph, line 3. The word "survey" needs to change to "leases"

Motion by W. Matthews to accept the minutes. Second by M. Savell.  
Vote 7-0 in favor. Motion passes.

**Financials**

N. Adams stated there is a possibility of un-runs on expenses and over-runs on revenue for this year. The rental fee from Cleco for Hurricane Ida was received in March. Nixon remarked that year to date salaries expense is down due to lower number of full time employees.

- N. Adams reviewed the bank statements and all of the balances are accurate with no discrepancies.
- M. Savell was absent at the last meeting. He approved the credit card statements for both February and March. There were no discrepancies or questions for either month.

Motion by S. Lemoine to accept the financials as presented. Second by J. Neill. Vote 7-0. Motion passes.

### **Resolutions:**

None

### **Reports in Brief:**

- Insurance Renewal (Yellow)

We are under budget by \$58,000 for all insurance premiums for the year related to budget numbers. Starr Indemnity & Liability Company is the property insurance company that the District has used for full coverage for the majority of the past years. This year in 2022, Star dropped their wind coverage, so the District will now be insured by Louisiana Citizens Property Insurance Corporation. The only issue we may incur by having two companies covering damage, would be that the two companies blaming the other for damages.

- Rental Fees for Pelicans Landing (Deep Pink)

Assistant Director, Kia Knight, reported on the rental fees for Pelicans Landing. Most people that want to rent the pavilion are asking if they can just come on a first-come, first-served basis instead of paying for the guarantee to rent the area. The staff feels the prices are too high for most events and believe that if the prices are lower, than more patrons will rent the space for a guarantee that they will have the space for themselves. **Discussion.**

Motion by R. Danielson to reset the rates for weekend rentals to \$75 per hour with a 2-hour minimum and \$50 for any additional hours. Weekday rates will be \$50 per hour with a 2-hour minimum and \$25 for any additional hours. Second by J. Neill. Vote 7-0. Motion passes.

- Request for Exception to the Castine Center Cancellation Policy (Gold)

The Castine Staff is asking for a one-time policy exception for the Louisiana Wildfowl Carvers and Collectors Guild. They have lost a lot of employees and would like to move their event back from October to later in the year. The policy states that the Board has to approve if they change the date within 6 months of their scheduled event. They missed the date by 2-weeks.

Motion by J. Neill to accept this one-time date change exception of the policy for Louisiana Wildfowl Carvers and Collectors Guild. Second by d. Richardson. Vote 7-0. Motion passes.

- Castine Center Hall Rental Increase (Turquoise)

The rental rates for the Castine Center have not changed since 2010. With the prices of everything increasing at such a quick rate and the increasing expenses on all things related to the operations of the Castine Center, the staff would like the Board to consider increasing the rental rates. **Discussion.**

Motion by W. Matthews to accept option #3 at a rate increase of \$200 per hall. **Discussion.** Motion by R. Danielson to amend W. Matthews motion to accept option #2 instead and increase the rental rate by \$100 instead of a \$200 increase. Second by J. Neill

**Roll call vote.**

Nixon Adams - For  
 Majure Savell - For  
 Rick Danielson - For  
 Shearn Lemoine - Against  
 William Matthews - Against  
 John Neill - For  
 deShea Richardson - For

Vote 5-2 in favor of Option #2. Another motion by R. Danielson to vote on the amended option #2 for rental rates of \$100. Second by J. Neill.

**Roll call vote.**

Nixon Adams - For  
 Majure Savell - For  
 Rick Danielson - For  
 Shearn Lemoine - For  
 William Matthews - Against  
 John Neill - For  
 deShea Richardson - For  
 Vote 6-1. Motion passes.

- Request for Funding for the Castine Center Replacement Controllers and repairs (Light Pink)

The Castine Center's Chiller 1 was replaced in 2017 and Chiller 2 was replaced in 2019. All of the internal controls, blowers, actuators, etc., are from the original units from 1999. The staff met with ChillCo to assess the current condition of all of the equipment and there are several repairs that need to be done to make sure the units will last for as long as possible. The staff has the funding for most of the project, but is requesting an additional \$9,361 from Reserve for Replacement to complete the project.

Motion by R. Danielson to approve the \$9,361 to be moved from Reserve for Replacement to complete the project. Second by W. Matthews. Vote 7-0. Motion passes.

### Updates:

- **Castine Center Renovations and Office Expansion Job**

- Executive Director, Margie Lewis, informed the Board about the new changes at the front of the Castine Center, the structure is moving along quickly and may have windows installed soon.
- The roofing company will be coming in this week and the doors and elevator for the storage unit will be coming in as well.
- The contractors will be working on the frame for the skylights in the concourse and the brick columns will be built next week.

- **Personnel and Insurance Committee:**

The staff is asking to increase the minimum wage at Pelican Park from \$13.08 to \$15.00 to be able to keep and add employees that we have during this time. Doug McLemore stated that, "Employees hired before 2019 have remained on staff and any hired after that time are not staying long." Doug McLemore Parks department has never been this short staffed in the 25 years that he has been employed here at Pelican Park. He is losing employees at this minimum pay rate, for other available jobs that pay \$15.00 or more in our area. His current team is working so much overtime and weekend times, he is scared that he may lose his best employees if something doesn't change. The Personnel Committee has discussed giving the current employees a \$2,000 increase and make the minimum wage for new employees and move all current employees up to \$15.00 an hour. **Discussion.**

Motion by R. Danielson to approve each discussed personnel increase.

Part 1 – Increase minimum wage up to \$15 an hour for new employees. Part 2 – give the current staff a straight \$2,000 per year (.96/hour) for the cost of

living raise and bring the wage of any current employee to \$15 per hour.  
Second by d. Richardson.

**Roll call vote.**

Nixon Adams - For  
Majure Savell - For  
Rick Danielson - For  
Shearn Lemoine - For  
William Matthews -For  
John Neill - For  
deShea Richardson - For  
Vote 7-0. Motion passes.

• **Sponsorship Committee Meeting Update:**

- The District has a memorial policy in place. The Board Members and staff would also like to be able to start a general fund for memorial plaques and trees for members or designated recipients.

**Discussion.**

**Division Reports:**

- **Parks**- (Report included in official minutes on green paper)
  - Margie Lewis reported on the state land that the District released the lease to the Parish. The Mandeville bypass has been slated to start the project next summer, 2023.
  - Need more umpires for Softball and Baseball
- **Recreation**- (Report included in official minutes on blue paper)
- **Castine Center**- (Report included in official minutes on pink paper)
- **Environmental Education**- (Report included in official minutes on yellow paper)

**New Business**

**Old Business**

- Margie Lewis reported that the last documents were signed from the State Land office by the District to release from the lease. The bypass road is slated to begin construction next summer, 2023. **Discussion.**
- Monday-Internal Meeting for the Northlake Nature Center
- Tuesday-Meeting with full Northlake Nature Center
- Wednesday-Master Planning meeting with staff and Richard Longman.

Motion to adjourn meeting at 7:45PM by J. Neill. Second by S. Lemoine. Vote 7-0 in favor. Meeting Adjourned

\*Bill would like copies of the pipeline leases

\*Documents from the Parish to see the Mandeville Bypass plans