

**RECREATION DISTRICT #1
OF ST. TAMMANY PARISH /
PELICAN PARK**

**2025 BUDGET HEARING
&
Regular Meeting
BOARD OF
COMMISSIONERS MEETING**

AGENDA
SEE ATTACHED

**WEDNESDAY,
OCTOBER 16, 2024**

AT 6:30 PM

**CASTINE CENTER
MEETING HALL - E & F**

PUBLIC INVITED

**BOARD SECRETARY, RECREATION DISTRICT #1, PELICAN PARK 63350 PELICAN DRIVE (985)
626-7997 IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL
ASSISTANCE, PLEASE CONTACT THE BOARD SECRETARY, AT (985) 626-7997, DESCRIBING THE
ASSISTANCE THAT IS NECESSARY.**

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, October 16, 2024, at 6:30 PM Castine Center – Conference Room E

- 1.** Call to Order
- 2.** Public Hearing for 2025 Operating Budget
 - 2.A. Overview of Budget / Significant Changes
 - 2.B. Revenues
 - 2.C. Expenditures
 - 2.D. Departmental Notes
 - 2.E. Questions / Comments
 - 2.F. Next Steps
- 3.** Public Comments
- 4.** Adjourn

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**Recreation District #1 of St. Tammany Parish
Board of Commissioners Meeting Agenda
Wednesday, October 16, 2024,
Budget Hearing – 6:30PM
Regular Board Meeting – Immediately Following Budget Hearing
Castine Center – Conference Room E**

Budget Hearing – 6:30PM

1. Call to Order
2. Budget Presentation
3. Public Comment
4. Discussion
5. Next Steps
6. Adjourn

Regular Meeting – Immediately Following Budget Hearing

1. Call to Order
2. Agenda Approval
 - a. Additions, Deletions, Substitutions
3. Welcome/Visitor Presentations
4. Proclamations/Resolutions
 - a. Gary Guidroz, CLECO

5. Approval of Minutes

- a. Board of Commissioner Meeting Minutes – September 18, 2024

Recommendation: Motion to approve the meeting minutes for regular Commission Meeting held on September 18, 2024

Attachment(s): Draft – September 18, 2024, Regular Meeting Minutes

- b. Special Called Board of Commissioner Meeting Minutes – October 4, 2024

Recommendation: Motion to approve the meeting minutes for Special Called Commission Meeting held on October 4, 2024

Attachment(s): Draft – October 4, 2024, Special Called Meeting Minutes

6. New Business

a. Capital Asset Policy – Finance

Sponsor: Scott Goodwill, Finance Director
Recommendation: Motion to approve the updated Capital Assets Policy, which increases the capitalization threshold for the District's assets to various levels ranging from \$5,000 to \$100,000, depending on the type of asset. This replaces the previous threshold of \$2,500.
Attachment(s): Cover memo and Draft Policy

b. Travel Policy - Finance

Sponsor: Scott Goodwill, Finance Director
Recommendation: To approve the updated and more detailed employee policy, aligning it with the format of other recently approved policies, as reviewed at the October 4th Finance Committee meeting, with procedures to be drafted for implementation pending board approval.
Attachment(s): Agenda Memo and Draft Policy

c. St. Tammany Fund – CEA & Resolution

Sponsor: Scott Goodwill, Finance Director
Recommendation: Motion and vote to provide the Executive Director with the authorization to sign the CEA between the Department of Treasurer and Recreation District #1 to request funding for the Fiscal Year July 1, 2024 – June 30, 2025.
Attachment(s): Agenda Memo and Draft Policy

d. CEA – Northshore Music Alliance dba/Covington Concert Band

Sponsor: Scott Goodwill, Finance Director
Recommendation: Motion and vote to provide the Executive Director with the authorization to sign the CEA between the Department of Treasurer and Recreation District #1 to request funding for the Fiscal Year July 1, 2024 – June 30, 2025.
Attachment(s): Agenda Memo and Draft Policy

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- e. Lake Pontchartrain Basin Restoration Program – Notification of Pending Grant Award
\$350,000

Sponsor: Louisette Scott, Planning Director
Recommendation: To grant authority to the Executive Director to accept the Lake Pontchartrain Basin Restoration Program Grant in the amount of \$350,000 or the final award amount as designated by the Environmental Commission (EC) and approved by the Environmental Protection Agency (EPA) via subaward.

Approval of this motion authorizes the Executive Director to take all necessary actions to finalize the grant acceptance process and ensure compliance with grant requirements.

Attachment(s): Agenda Memo, Award Notification Email, Priority Project Ranking Sheet

- f. Approval to move forward with Final Construction Drawing and budget adjustment for Sand Volleyball – Batture

Sponsor: Louisette Scott, Planning Director
Recommendation: Motion to approve final construction drawing as presented by Batture and budget adjustment as noted.

Attachment(s): Agenda Memo, Schematic Design Narrative (Batture, LLC) dated 10/10/2024, Estimate of Probable Construction Cost

- g. Enter Into Contract with Sieverding, Inc. – Skate Park and Pump Track

Sponsor: Louisette Scott, Planning Director
Recommendation: Approval of this motion authorizes the Executive Director to take all necessary actions to finalize and execute the contract.

Attachment(s): Agenda Memo

- h. Personnel Policy – Unpaid Leave of Absence – Second Review & Vote

Sponsor: LyKinda Thibodeaux, HR – People Operations

Recommendation: Motion to approve the Unpaid Leave of Absence policy as presented at the September 2024 meeting and reviewed by legal counsel.

Attachment(s): Agenda Memo and Draft Policy

7. Financials

- a. Monthly Summaries (vote)
- b. Review of Bank Statements and Credit Card Statements
- c. 2025 Budget Discussion/Status

8. Committee Meeting Updates

- a. Personnel Committee – 10/3
- b. Finance Committee – 10/4

9. Division Monthly Reports

- a. Administration
- b. Planning/Environmental Education
- c. Parks
- d. Recreation
- e. Castine Center
- f. Concessions

10. Old Business

11. Public Comments

12. Adjourn