

# 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



## **Board of Commissioners Meeting Agenda**

**Wednesday, August 20, 2025**

**6:30PM**

**Castine Center – Conference Room E**

1.	Call to Order	Page #
2.	Agenda Approval	
a.	Additions, Deletions, Substitutions	
3.	Welcome/Visitors	
4.	Proclamations/Presentations	
5.	Approval of Minutes	
a.	Board of Commissioner Regular Meeting Minutes – July 16, 2025	2
	<b>Recommendation:</b> Motion to approve the meeting minutes for the regular Commission Meeting held on July 16, 2025	
6.	New Business	
a.	Internship Presentation - Emily Pelligrin	
b.	Grant Presentation - Melissa Garcia	9
c.	Park Maintenance Temp. Relocation Update	10
	<b>Sponsor:</b> Doug McLemore & Ron Johnson, Park Maintenance	
	<b>Recommendation:</b> No action needed	
	<b>Attachment:</b> Cover memo including PO & storage building layout	
7.	Financials	11
a.	Monthly Summaries (vote)	
b.	Review of Bank Statements and Credit Card Statements	
8.	Committee Meeting Updates	
a.	Finance Committee – 08/14	14
9.	Division Monthly Reports	
a.	Administration	17
b.	Planning/Environmental Education	20
c.	Parks	24
d.	Recreation	25
e.	Castine Center	
f.	Concessions	26
10.	Old Business	
a.	Notice of Withdrawal NRPA Million Coaches Challenge Grant & Reschedule Game Changer Conference to 2026	27
11.	Public Comments	
12.	Adjourn	

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## **Recreation District #1/Pelican Park Board of Commissioners Monthly Meeting July 16, 2025**

### **Board present:**

- **Nixon Adams**
- **Shearn Lemoine**
- **Rick Danielson**
- **John Neill**
- **deShea Richardson**
- **Barrett McGuire**
- **Ed Bee**

### **Staff present:**

- **Suzanne Reeder – Executive Director**
- **Scott Goodwill – Chief Financial Officer**
- **Niki Butler – Marketing Director/Board Secretary**
- **Louisette Scott – Dept. Planning & Environmental Ed.**
- **LyKinda Thibodeaux – People Operations Director**
- **Alex Landry – Naturalist & Environ. Ed. Coordinator**
- **Borato Broughton – Assistant Director of Recreation**
- **Carly Arthur – Recreation Supervisor**
- **Chad Groover – Recreation Supervisor**

### **1. Call to Order:**

- The Board of Commissioners Regular Meeting was called to order by Chairman N. Adams at 6:30pm. N. Butler, Board Secretary, called the roll. Six of the Seven Board Members were present at roll call, with E. Bee joining the meeting at 6:45pm, which represents a quorum.

### **2. Open agenda to propose new items:**

- No New Items

### **3. Welcome Visitors:**

- **Carla Gamble – Miller Photo**
- **Joe Impastato – St Tammany Parish Councilman - District 7**

### **4. Proclamations**

- None

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## **5. Board of Commissioner Meeting Minutes:**

- **5a. Board of Commissioner Regular Monthly Meeting Minutes – June 18, 2025.**
  - Motion by B. McGuire to approve the previous month's Meeting Minutes as presented with no changes, Second by d. Richardson Vote 7-0. Motion passes.

## **6. New Business:**

- **6a. Resolution 2025-003 – In Support of a Tunnel Connecting the Tammany Trace between Pelican Park and Fontainebleau State Park**
  - J. Neill reads Resolution 2025-003 out loud exploring a potential tunnel under U.S. Highway 190/Florida Street to connect Pelican Park and Fontainebleau State Park via the Tammany Trace.
  - Motion by B. McGuire to adopt Resolution #2025-003, affirming the District's support of St. Tammany Parish's efforts to evaluate the feasibility and pursue funding for the project.
  - Second by R. Danielson, Second by d. Richardson Vote 7-0. Motion passes.
  - Mr. Joe Impastato stood up and commented on Resolution 2025-003, stating that he did not believe the resolution could have been written any better and described it as perfect for our community. He explained that the intent was to ensure the Council, the Parish President, and others understood that the resolution was supported by each and happy that the District's Board was in favor as well. He emphasized the importance of aligning the Lieutenant Governor's plans and broader initiatives with the Board's efforts for the benefit of the area. He noted that this was the reason he had requested the resolution and expressed his appreciation to the Board.
- **6b. Award of Sports Photography Contract**
  - B. Broughton reported that seven proposals were issued for photography services, with two responses received. Based on the established grading rubric, Miller Photo was awarded the contract. Under the new agreement, the Park will receive a 22.5% return (an increase from 15%) and will acquire an in-house ID machine for producing IDs when needed. Miller Photo will provide the initial IDs, while Park staff will be able to print additional ones on-site as required.
  - Carla Gamble from Miller Photo was present and introduced herself, thanking the staff and Board for the opportunity to once again photograph the youth and coaches at Pelican Park over the next few years. She expressed excitement for upcoming projects, including coach badges and team photos, and noted she attended the meeting to personally connect with members who may have only communicated with her via email or phone. She emphasized her commitment to maintaining an open line of communication and assured staff she is always available if needed.
  - Motion by R. Danielson to approve the awarding contract to Miller Photo. Second, by B. McGuire. Vote 7-0. Motion passes.

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- **6c. Park Master Plan/Long-Range Siting**

- S. Reeder provided information about the Park Master Plan / Long-Range Siting Direction Proposal by Perkins & Will. S. Reeder reported that Item 6C resulted from the Board's recent planning session, during which B. McGuire requested an evaluation of siting for various areas and amenities within the park. S. Reeder reached out to Perkins & Will, a firm she has previously worked with and was impressed by.
- The proposal will build on the existing Master Plan, focusing on site circulation to address traffic and pedestrian flow, program elements, building placement, and standards for amenities such as overflow parking, maintenance access, and shade structures. Discussion with the firm has already included potential relocation of maintenance facilities in relation to the planned new road. The study will also evaluate possible reuse of the existing U.S. 190 entrance road.
- The proposal cost is \$46,800 plus \$2,000 for two site visits, which L. Scott noted is significantly lower than similar projects she has seen. The anticipated timeline is 10–11 weeks. The existing Master Plan, completed three years ago, will be updated as part of the process.
- S. Reeder emphasized the importance of strategic siting to maximize reuse of existing parking and utilities, which could result in substantial cost savings for future construction. If approved, Perkins & Will's first step will be an in-person meeting with staff and Board members to gather input and ensure collaboration throughout the process
- Motion by J. Neill to accept the proposal from Perkins & Will. A roll call vote was conducted by the Board Secretary, N. Butler:
  - Nixon Adams – For
  - Shearn Lemoine – For
  - Rick Danielson – For
  - John Neill - For
  - deShea Richardson – For
  - Barrett McGuire – For
  - Ed Bee – For
- Second, by R. Danielson. Vote 7-0. Motion passes.

- **6d. Closure of Construction Fund**

- S. Goodwill reported that the District currently maintains two capital project funds: the Construction Fund and the Development Fund. The Construction Fund has historically been used for strategic planning and funding construction projects, while the Development Fund contains the current bond issue being spent. He stated that there is no longer a practical need to maintain two separate capital project funds. He proposed transferring funded construction projects and strategic planning activities from the Construction Fund into the Development Fund, effectively merging the two.

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- Two separate checking accounts will be maintained to ensure the bond issue funds remain segregated, as required. The Construction Fund has had minimal activity in recent years, typically only one or two checks per month, making it redundant.
- Originally, the plan was to close the Construction Fund at year-end; however, in order to meet Government Finance Officers Association (GFOA) budget submission requirements, which include a map of the fund structure, he recommended closing the fund now so the change can be reflected in the current budget submission.
- Motion by S. Lemoine to move the Funded Construction Projects checking account into the Development Fund, and close the Construction Fund, as described above, with an effective date of July 31, 2025. Second by B. McGuire. Vote 7-0. Motion passes.

## **7. Financials**

### **• 7a. Monthly Summaries:**

- The financials were reviewed by S. Goodwill and N. Adams. The financials continue to look strong as we approach year-end.

### **• 7b. Bank and Credit Card Statements:**

- N. Adams reported that revenues and expenses are tracking as expected, with a positive surplus projected at year-end. S. Lemoine reviewed the credit card activity, all appeared in order. Motion by J. Neill to approve the financials as presented. Second by S. Lemoine. Vote 7-0. Motion passes.

## **8. Committee Updates:**

### **• 8a. Finance Committee– 07/11**

- During the meeting they mainly discussed all of Item 6d Closure of the Construction Fund and Capitol Replacement Projects that were all discussed above.

## **9. Division Monthly Reports**

### **• 9a. Administration**

- S. Reeder highlighted the upcoming Game Changer Conference on October 10–11, part of the NRPA 1,000,000 Coaches Challenge Grant. The conference will feature NRA, the Center for Healing and Justice, a keynote speaker, breakout sessions, and roundtables. Coaches from the District will attend free of charge; outside participants will be charged. Board members are invited.
- The draft Personnel Manual has been updated and is under review by the HR attorney. It will be ready for the Personnel Committee and Board review at the August 20 meeting.
- Power DMS implementation by M. Garcia is complete, allowing the District to begin uploading policies and prepare for CAPRA accreditation. Accreditation standards will be displayed in the conference room to track progress.
- Visitation: The highest day was June 24 (All-Star Game) with 4,043 visitors. Total monthly main gate attendance was 4,043.

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- Social Media: Engagement continues to grow, with a 65% increase in views and reach. Fontainebleau published 4 items on Social media, Mandeville Trailhead none, and Pelican Park 197 posts, highlighting strong content output and community engagement.
- The Pelican Park Newsletter has been mailed to the community and is available digitally as a PDF and flipbook on the website, with the conference featured on the back page.

## • 9b Planning:

- Project Updates at Pelican Park:
- Skate Park: Moving along on schedule; concrete pouring begins next week. Expected completion: early October.
- Pickleball Courts: Still awaiting permits; hoping for progress soon.
- Sand Volleyball Facility: After follow-up review, modifications were requested and accommodated:
  - Team spaces are now flexible with movable/divisible walls.
  - Showers relocated behind bathrooms for better convenience.
  - Open common space preserved and updated.
  - Clearstory adjustments addressed with options for decorative panels.
- Bypass Road / Maintenance Access: The meeting with Parish and contractors was productive; rock was added for stability, cones for visibility, and access restricted from Highway 190 where possible. Biweekly construction meetings scheduled; Park events calendar shared to avoid conflicts.

## • Environmental Education Programs:

- Astronomy Program: Originally scheduled for this Saturday, postponed to Saturday, August 26 due to weather. The program will be held at the Yellow Complex, which now has a climate-controlled storage area for equipment. Staff completed building preparation and equipment setup in advance.
- Nature Programs: Recent bird walks continue to draw strong participation, including 30 attendees at the end of June there were 140 patrons at the LSU Raptor Rehab event. Upcoming events include:
  - Turtle Cove trip (rescheduled due to construction)
  - Bird walk and night hike at North Lake Nature Center on Saturday, August 26, followed by the astronomy program.
- Educational Initiatives: Planning improvements at North Lake Nature Center and preparing to tag migrating butterflies for research, with certified staff leading the activity.
- All program details are available on the Pelican Park Nature Club page, Visit the Northshore calendar, and social media platforms.

## • 9c. Parks:

- D. McLemore reported that he has been in communication with John Kelly of Eco Light, including a phone conversation last week. Out of 30 LED lights currently out in the park, each pole has an individual driver for each light. Rather than replacing only the faulty



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drivers (e.g., 3 out of 8 on a pole), Eco Light is sending a complete replacement box with all new drivers for each pole to prevent further outages.

- The replacements have been ordered, since the products are manufactured in China, delivery time is uncertain. Mr. Kelly agreed to furnish all materials at no cost, with the park handling installation. He recommended replacing all drivers on a pole while work is being done. D. McLemore is hopeful that the parts will arrive within the next couple of weeks and plans to provide a further update at the next board meeting.

- **9d. Recreation:**

- C. Arthur reported that there was not much new to share. The spring season had just ended, and summer activities were wrapping up. Fall registration had closed, evaluations were underway, and team formation was scheduled for next week. Practices would begin immediately after, with games anticipated to start on September 1. This schedule would provide teams a full month for preseason practices, which many participants were expected to appreciate.
- Fall 2024–2025 registration numbers were reviewed. Overall, most age groups showed similar participation to prior seasons, with a few increases and decreases likely due to the natural variation in age group composition.
- A question was raised about the lower participation in the 9/10 baseball age group, which was down by approximately 50 players. It was noted that the age group structure had been changed, splitting into 7/8 and 9/10 divisions, which likely accounted for the drop.
- Staff reported that the summer had been busy with a variety of camps and clinics, all of which had been well-received. It was noted that the programs had made for a great summer overall.
- J. Neill complimented the work being done to promote these programs through the District's Newsletter and social media, noting that the stories and posts showcased the growth of activities, camps and clinics and it has definitely left a strong impression on readers who may not be aware of all the offerings.

- **9e. Castine Center:**

- S. Reeder reported that the Castine Center is hosting the Card Con event this weekend, featuring LSU baseball players available for meet-and-greets between 12-4pm and 4-6pm. The Castine Center has been busy and continues to book new events. Catherine has taken the lead in securing several car dealer rentals, ranging from sales events to staff training sessions and family picnics, while Tracy has also been working to fill open dates.
- Rental revenue has seen an increase over last year, despite not having changes in rental rates, indicating improved booking volume and success in attracting new clients. with events filling the calendar.

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- **9f. Concessions:**

- S. Reeder reported on behalf of Ray, who prepared the food for the meeting. She noted that his top-selling PJ's items so far is the lemonade and sweet tea, followed by cold brew, with hot brew coffee being the least popular, but likely due to the July heat reaching 108°F. There have not yet been any major tournaments, such as basketball, during his operations.
- Ray opted to avoid selling pre-made cold brew with creamer, as taste tests (including staff feedback) found it less appealing. Instead, he offers plain cold brew with flavored creamers available upon request.

## **10. Old Business:**

- S. Reeder provided updates under Old Business. She recognized staff members who have recently celebrated 10, 15 and 25 years of service.
  - Ron Johnson 25yrs
  - Ricky Forster 15yrs
  - William Reed 15yrs
  - Charles Rosevally 10yrs
  - Catherine Barbier 10yrs
- Regarding the disc golf course, she reported that the UDisc system continues to provide valuable analytics. In the past month, 363 rounds were recorded. Of those players, 22 traveled from more than 30 miles away, 9 from over 150 miles, and 7 from more than 300 miles. This data allows for month-over-month comparisons to monitor course usage.
- She also introduced Dominic Palisi, the new IT Specialist who has been with the district for about two months. Dominic works closely with Scott and his team, supports nearly every department, and has quickly proven to be a well-qualified, personable, and valuable addition to the staff.

## **11. Public Comments:**

- **None**

**Next Board of Commissioner Meeting, Wednesday August 20, 2025**

## **12. Meeting Adjourn:**

- **Motion to adjourn at 7:08pm by B. McGuire. Second by John Neill. Vote 7-0 in favor.**

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





RECREATION DISTRICT #1  
MEETING DATE: AUGUST 20, 2025  
AGENDA ITEM: 6B

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TO: Board Chairman and Board of Commissioners  
FROM: Melissa Garcia, Grants & Contracts Manager  
RE: Grants & Contracts 6 month Report  
DATE: August 13, 2025

This memo provides a mid-year summary of activity under the Grants & Contracts Manager since transitioning oversight in February 2025. The report reflects progress made in centralizing contract management, improving financial tracking, and streamlining procedures across departments.

Highlights:

- 228 contracts processed with an 86% execution rate
- Financial commitments led by construction contracts; receivables performing as expected
- One active federal grant (EPA), with reimbursements in progress
- New contract tracking system and DocuSign implemented
- Staff trained on standardized procedures and templates

Challenges:

- Ongoing work to integrate contract data with QuickBooks
- Continued coordination needed for historical records and insurance documentation

Next Steps:

- Expand use of templates and tracking tools
- Develop performance metrics and improve reporting
- Progress continues toward stronger financial oversight and operational consistency.



# RECREATION DISTRICT #1

MEETING DATE: AUGUST 20, 2025  
AGENDA ITEM: 6C

TO: Board Chairman and Board of Commissioners  
FROM: Doug McLemore & Ron Johnson, Park Maintenance  
RE: Update on New PM Storage Building  
DATE: August 15, 2025

## Background

Due to the increased safety risk created by ongoing timber and underbrush clearing for the construction of the new highway—which will bisect the current maintenance compound and Pelican Park—it has become necessary to relocate essential park maintenance equipment back into Pelican Park. This relocation will reduce staff exposure to potential hazards and limit the need to travel between the maintenance facility and the park to perform essential job functions.

The following information and purchases have been made to facilitate this move and ensure that key equipment is on-site at Pelican Park, allowing staff to maintain operations efficiently and safely throughout the construction period.

- The total price of the building is 422,101.00; it required a down payment of \$2,210.10. Remaining balance pf \$19.890.90 will be paid after invoice is received and building is delivered and installed. Please refer to P.O. #53471.
- The building is 2250 sg. Ft., 30 ft. wide & 75 ft. long, being open on both ends for access in and out to house parks equipment. Park Staff will install a limestone Base for the building to sit on, and fenced gates will be installed at either end to ensure no unauthorized entry.
- The building will be 4 ft. off the back fence and 4 ft. off of the asphalt, it will also be 41 ft, from the fence on the East and West sides to gain entry.
- The dumpsters will be able to stay in their present location.
- As of this moment the building will be delivered and installed between 9/8/25 – 9/12/25.





RECREATION DISTRICT #1  
MEETING DATE: AUGUST 20, 2025  
AGENDA ITEM: 7.A.

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TO: Board Chairman and Board of Commissioners  
FROM: Scott Goodwill, Chief Financial Officer  
RE: Finance Update  
DATE: August 13, 2025

For the seven months ending July 31, the District received \$6,156,154.15 in revenue and expended \$4,014,601.07 in the General Fund. Ad valorem receipts continue to be consistent with budgetary expectations. There were no noteworthy/unusual transactions meriting the Board's attention in July.

An initial draft of the 2026 operating budget was presented to Finance Committee on 8/14. A revised draft will be presented to the Board of Commissioners in future meetings.

# Recreation District #1 of St. Tammany Parish

## Monthly Financial Summary

### July 2025

	Admin	Castine	Park	Planning	Recreation	July 2025	Year to Date	Budget	% of Budget
Taxes & Revenue Sharing	32,652	-	-	-	-	32,652	5,238,099	5,307,727	98.7%
Interest & Investment Income	9,546	-	-	-	-	14,824	114,807	87,500	131.2%
Facilities Rentals	-	20,146	-	-	10,826	30,972	285,657	442,700	64.5%
Programs	-	-	-	-	64,330	64,330	325,231	543,275	59.9%
Sponsorships & Endorsements	-	-	-	-	2,701	2,701	20,558	102,000	20.2%
Merchandise	-	-	-	-	-	-	-	500	0.0%
Grants, Appropriations, & Miscellaneous	22,713	1,001	-	-	-	23,714	171,803	236,382	72.7%
<b>TOTAL BUDGET REVENUE</b>	<b>64,911</b>	<b>21,147</b>	<b>-</b>	<b>-</b>	<b>77,857</b>	<b>169,193</b>	<b>6,156,154</b>	<b>6,720,084</b>	<b>91.6%</b>
Salaries & Wages	87,194	26,824	107,565	14,857	58,158	294,597	1,457,486	2,778,406	52.5%
Benefits & Taxes	25,670	7,337	31,997	1,365	12,789	79,158	550,347	1,037,373	53.1%
Other Personnel Costs	2,403	706	6,226	-	19	9,354	35,270	70,885	49.8%
Professional Fees & Contract Labor	5,151	-	-	-	30,256	35,407	212,990	368,488	57.8%
Insurance	-	142,892	-	-	-	142,892	432,209	536,000	80.6%
Electric & Gas	1,292	11,505	1,354	-	12,851	27,003	183,025	300,000	61.0%
Fuel	-	-	1,788	-	-	1,788	9,765	24,696	39.5%
Marketing & PR	10,400	-	-	-	700	11,100	31,450	97,350	32.3%
Board	102	-	-	-	-	102	2,293	11,828	19.4%
Technology	29,455	-	565	1,147	4,500	35,667	189,092	228,143	82.9%
Maintenance & Repair	-	4,793	20,794	-	-	25,587	125,285	190,310	65.8%
Supplies and Equipment	2,159	584	2,267	2,186	12,874	20,071	131,421	297,825	44.1%
Turf & Field Care	-	3,225	15,100	-	-	18,325	85,851	195,881	43.8%
Financial Expenses	367	-	-	-	-	367	1,047	2,855	36.7%
Other Expenses	16,773	-	-	-	-	16,774	36,827	44,500	82.8%
Capital Expenditures	-	-	5,355	2,890	-	8,245	21,050	26,350	79.9%
Transfers to Other Funds	-	-	-	-	-	-	509,195	509,195	100.0%
<b>TOTAL BUDGET EXPENDITURES</b>	<b>180,967</b>	<b>197,866</b>	<b>193,011</b>	<b>22,445</b>	<b>132,146</b>	<b>726,435</b>	<b>4,014,601</b>	<b>6,720,084</b>	<b>59.7%</b>
<b>BALANCE</b>							<b>2,141,553</b>		

## Recreation District #1 of St. Tammany Parish

### Series 2023 Bond Activity, as of July 31, 2025

	<i>Beginning Cash Balance</i>	<i>Reallocations</i>	<i>Monthly Expenditures</i>	<i>Previous Cumulative Expenditures</i>	<i>Cumulative Interest Income</i>	<i>Remaining Cash Balance</i>
Event Stage at Groves	650,000	177,252	-	(827,252)	-	-
GIS Development	-	21,719	-	(21,719)	-	-
Maint. Facility Relocation	750,000	(750,000)	-	-	-	-
Northlake Nature Center	150,000	(149,304)	-	(696)	-	-
Paths/Bridges/Misc.	250,000	(212,704)	-	(36,454)	-	842.50
Pickleball Courts	400,000	630,000	-	(68,704.02)	-	961,295.98
Reforestation / Landscaping	250,000	(120,000)	-	(93,120)	-	36,880.00
Sand Volleyball Courts	250,000	1,852,146	(64,949)	(54,833)	-	1,982,364.00
Science Center / Planetarium	326,000	(173,816)	-	(152,184)	-	-
Skateboard Park / Pump Track	1,700,000	1,295,000	(161,509)	(782,726)	-	2,050,765.30
Small Projects	124,000	391,549	(12,047)	(76,335)	-	427,167.30
Water Well / Hydraulic Study	150,000	(69,833)	-	(80,167)	-	-
Unallocated	2,315,664	(2,892,009)	-	(109,720)	806,135	120,070.81
	<b>\$ 7,315,664</b>	<b>\$ -</b>	<b>\$ (238,505)</b>	<b>\$ (2,303,909)</b>	<b>\$ 806,135</b>	<b>\$ 5,579,385.89</b>

	<i>Current Allocation</i>	<i>Spent to Date</i>	<i>Additional Committed</i>	<i>Current Unencumbered</i>
Event Stage at Groves	827,252	(827,252)	-	-
GIS Development	21,719	(21,719)	-	-
Maint. Facility Relocation	-	-	-	-
Northlake Nature Center	696	(696)	-	-
Paths/Bridges/Misc.	37,296	(36,454)	(843)	-
Pickleball Courts	1,030,000	(68,704)	(27,325)	933,970.50
Reforestation / Landscaping	130,000	(93,120)	-	36,880.00
Sand Volleyball Courts	2,102,146	(119,782)	-	1,982,364.00
Science Center / Planetarium	152,184	(152,184)	-	-
Skateboard Park / Pump Track	2,995,000	(944,235)	(1,996,512)	54,253.53
Small Projects	515,549	(88,382)	(69,217)	357,950.80
Water Well / Hydraulic Study	80,167	(80,167)	-	-
Unallocated (Inc. Interest)	229,791	(109,720)	-	120,070.81
	<b>\$ 8,121,800</b>	<b>\$ (2,542,414)</b>	<b>\$ (2,093,896)</b>	<b>\$ 3,485,489.64</b>

Percentage of Funds Spent  
and/or Committed:

**63.38%**

Time Remaining until 85%  
Deadline (April 5, 2026):

**8.2 Months**

# Recreation District #1 of St. Tammany Parish

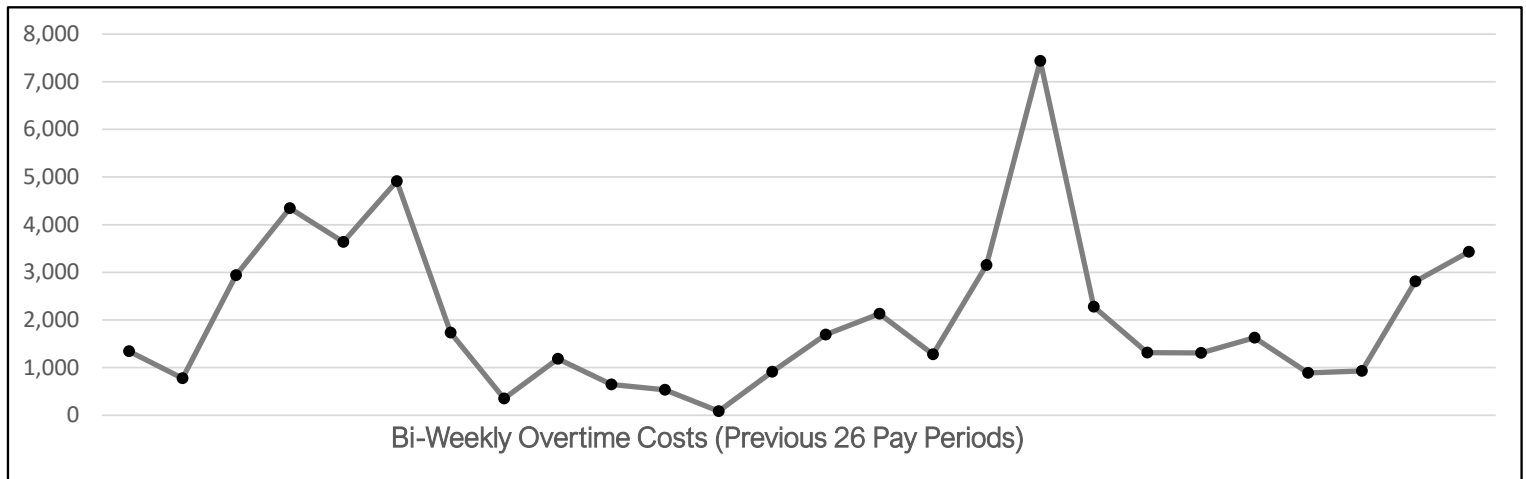
## Selected Payroll Data, as of 08/15/25

(all figures in dollars unless stated otherwise)

	Admin	Castine	Park	Planning & Env.	Rec	Concessions	Total
	Most Recent Payroll (08/15/25)						
<b>TOTAL Pay</b>	<b>29,022</b>	<b>8,984</b>	<b>34,755</b>	<b>5,175</b>	<b>19,079</b>	<b>3,585</b>	<b>100,601</b>
<i>Hourly</i>	<i>6,099</i>	<i>2,774</i>	<i>26,180</i>	<i>125</i>	<i>8,245</i>	<i>1,769</i>	<i>45,192</i>
Full-Time	5,528	1,378	26,180	0	3,433	0	36,519
Part-Time	571	1,396	0	125	4,811	1,769	8,673
<i>Salary (Full-Time)</i>	<i>22,923</i>	<i>6,211</i>	<i>8,575</i>	<i>5,050</i>	<i>10,834</i>	<i>1,816</i>	<i>55,409</i>
Overtime	85	166	3,151	0	26	0	3,428
Overtime %	1.54%	12.01%	12.04%	-	0.77%	-	9.39%

	Year-to-Date						
<b>TOTAL Pay</b>	<b>443,134</b>	<b>139,699</b>	<b>591,275</b>	<b>77,243</b>	<b>263,254</b>	<b>71,096</b>	<b>1,585,702</b>
<i>Hourly</i>	<i>102,078</i>	<i>38,826</i>	<i>451,635</i>	<i>18,166</i>	<i>111,342</i>	<i>40,333</i>	<i>762,379</i>
Full-Time	91,321	14,040	451,635	0	57,609	0	614,606
Part-Time	10,756	24,785	0	18,166	53,733	40,333	147,773
<i>Salary (Full-Time)</i>	<i>341,057</i>	<i>100,873</i>	<i>139,640</i>	<i>59,078</i>	<i>151,912</i>	<i>30,763</i>	<i>823,323</i>
Overtime	1,422	1,241	28,507	9	1,283	0	32,462
Overtime %	1.56%	8.84%	6.31%	-	2.23%	-	5.28%

	Previous 52 Weeks						
<b>TOTAL Pay</b>	<b>659,344</b>	<b>201,760</b>	<b>900,061</b>	<b>77,243</b>	<b>386,134</b>	<b>107,184</b>	<b>2,331,726</b>
<i>Hourly</i>	<i>188,604</i>	<i>100,887</i>	<i>725,126</i>	<i>18,166</i>	<i>220,905</i>	<i>60,844</i>	<i>1,314,531</i>
Full-Time	156,932	65,975	725,126	0	144,557	0	1,092,589
Part-Time	31,672	34,912	0	18,166	76,348	60,844	221,942
<i>Salary (Full-Time)</i>	<i>470,740</i>	<i>100,873</i>	<i>174,935</i>	<i>59,078</i>	<i>165,229</i>	<i>46,340</i>	<i>1,017,195</i>
Overtime	4,180	2,912	35,920	9	10,663	0	53,684
Overtime %	2.66%	4.41%	4.95%	-	7.38%	-	4.91%





**Recreation District #1 of St. Tammany Parish**  
**Finance Committee**  
**Thursday, August 14, 2025**  
**10:00Am – 11:30AM**

**1. Called to Order: 10:14AM**

**2. Members present:**

Nixon Adams

Edd Bee

Members absent:

Barrett McGuire

Staff Present:

Suzanne Reeder

Scott Goodwill

Melissa Garcia

**3. July Financials**

Scott reviewed the monthly financial statements and discussed any unexpected figures, which were not considered significant.

**4. Financial Updates**

Scott discussed changes in bond percentages resulting from permit delays and challenges in expending funds within the required timeline. He also addressed the allocation of funding to smaller, board-prioritized projects to ensure the money is spent appropriately.

**5. Mid-Year Update for Grants & Contracts Manager**

Melissa discussed the Mid-Year Grants & Contracts Report, highlighting strong operational performance since assuming the role, including steady progress in contract execution and construction-related commitments. She noted advancements in centralizing contract management, implementing DocuSign, and improving grant reimbursement processes. Ongoing challenges with financial system integration and insurance documentation were acknowledged, with next steps focused on refining procedures, expanding training, and enhancing tracking systems.

**6. Initial Draft of 2026 Operating Budget**

Scott and Suzanne reviewed the initial draft of the 2026 Operating Budget with the committee, addressing questions related to personnel, grants, debt service, St. Tammany Fund appropriation, ad valorem revenue, and upcoming programming within the Planning & Environmental Department.

Scott has been meeting with departments about their budgets and briefly touched on the previous sponsorship vendor, Ripple Services, noting the contract has ended and existing sponsorships will continue until completion. The committee requested the budget include

a projected year-end comparison of budget versus actuals, focusing on spending and salary/wage offsets. These offsets reflect the elimination of a full-time position replaced by a contract consultant, as well as contributions from security detail and baseball officials. Additional revenue increases for the 2026 fiscal year are expected from new programming, with sand volleyball projected to provide a substantial boost.

## **7. 2026 Budget Timeline Update**

The 2026 budget is targeted for completion by November, with the board scheduled to review and approve it in September. This timeline allows adequate time for thorough board review and consideration.

No deliverables or action items were required, as the meeting served as a discussion and informational update.

## **8. Adjourn**

Meeting adjourned at 11:26AM



## RECREATION DISTRICT #1

MEETING DATE: AUGUST 20, 2025  
AGENDA ITEM: 9.A.

TO: Board Chairman and Board of Commissioners  
FROM: Suzanne Fisher Reeder, Executive Director  
RE: Administration Report in Brief  
DATE: August 13, 2025

### Board Committee Meetings

- Finance Committee – 08/14

### Administration & Finance

- Grant Applications Status Update: Keep Louisiana Beautiful – not funded
- Website proposal/discovery meetings held with Antoine Marketing & Design (Hammond) and Push Design Group (Mandeville)
- Meeting held with ST. Tammany Parish permitting for pickleball courts

### Personnel/Human Resources

- Draft of Personnel Manual with HR attorney revisions and questions received and updated. Call for clarifications with HR attorney week of 8/21.
- 1 staff on FMLA, 1 staff on Medical Leave of Absence, 2 PT recreation staff hired.

### Social Media Analytics: 07/16/2025 – 08/12/2025

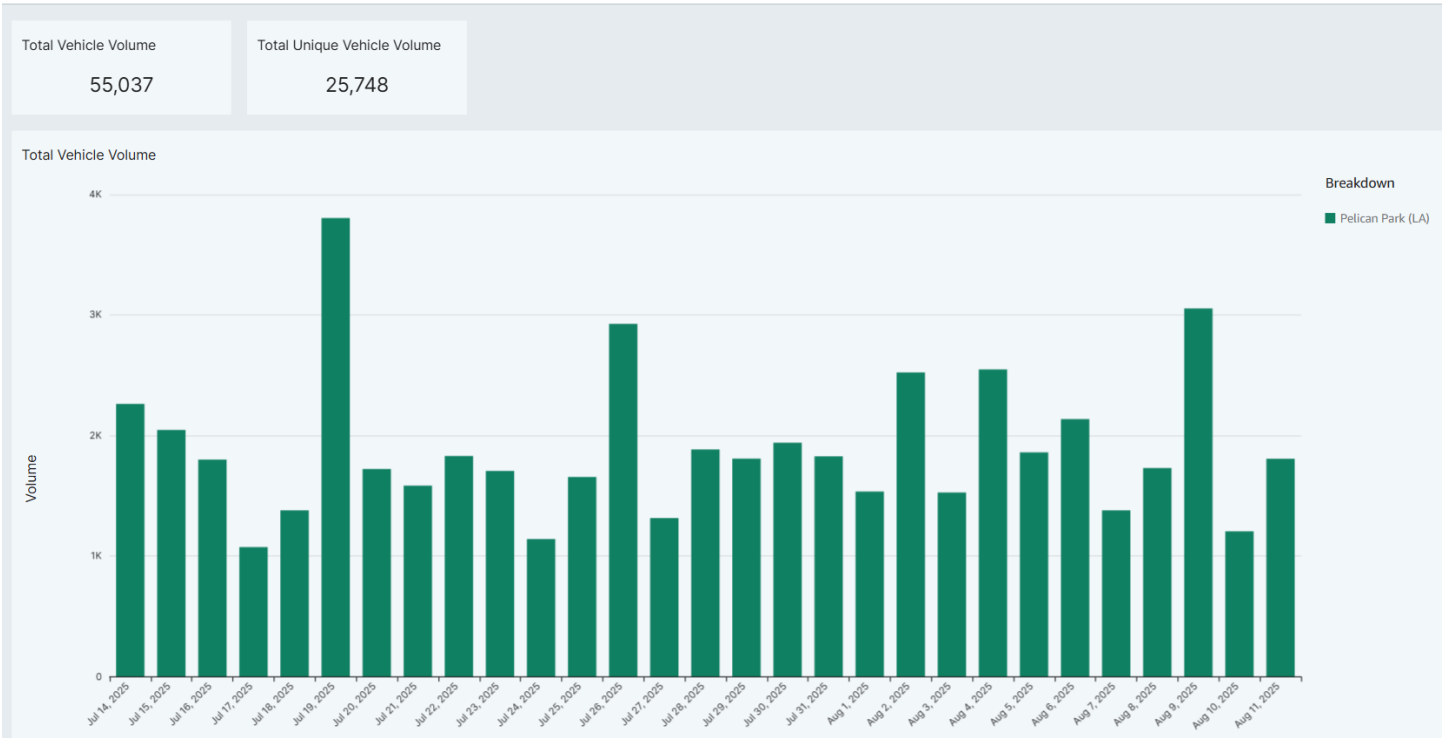
Views: 143.2K – down 44.3% over previous month  
Reach: 32.5K – down 32.9% over previous month  
Content interactions: 1.6K – down 48.6% over previous month  
Follows: 94 – down 49.2% over previous month  
Post with largest reach – 7/23/2025 – 8,481 views – 4,569 views  
Post with 2<sup>nd</sup> largest reach – 8/9/2025 - 4,081 views, 2,464 reach

### Park Visitation: 07/14/2025 – 08/12/2025

Total vehicle volume: 55,037  
Total unique vehicle volume: 25,748  
Highest visitation days:

Day of Week	Date	Vehicle Volume	Associated Events
Saturday	July 19, 2025	3,805	Chuck's Sports Cards at Castin, Youth Basketball Games
Saturday	August 9, 2025	3,055	MSC Team Camp, Youth Basketball, Lil' Dribblers, baby Shower at Castine
Saturday	July 26, 2025	2,927	Krewe of Poseidon at Castine, CMST Back to School Bash, Nola Floor Hockey Clinic, Youth Basketball Games





08/14/2025 - Youth Softball Pitching Clinic with Pearl River CC Players



William Reed & Ron Johnson replacing LED light drivers

# The Pines Disc Golf Course

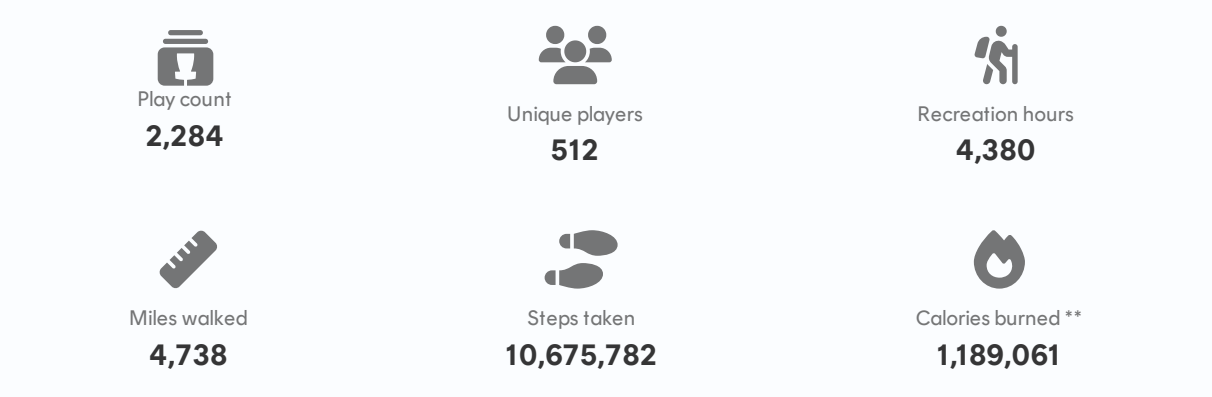
## Play counts from last year and this year \*

January 1, 2024 to August 11, 2025

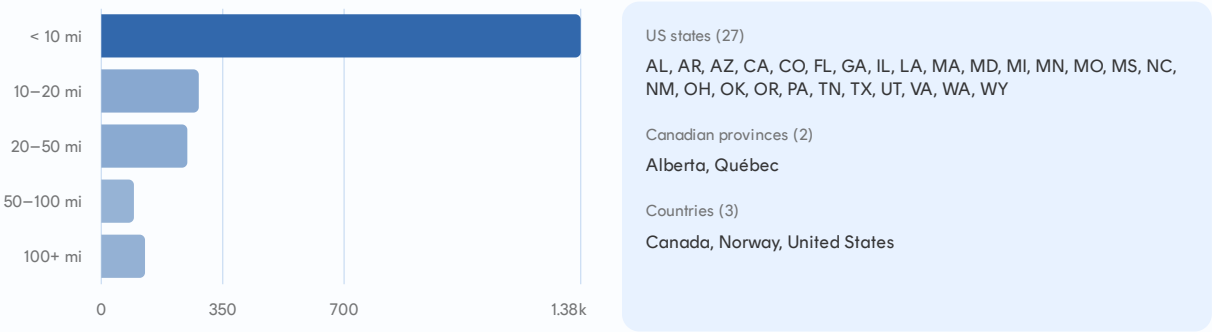


## Stats from the past year

August 11, 2024 to August 11, 2025



## Where players are coming from



## More about disc golf

There are 16,267 public courses available on UDisc as of February 20, 2025.

There are disc golf courses in 91 countries.

In 2024 on UDisc:

20.1 million rounds of disc golf were played.

1.26 million disc golfers used the app.

33 million recreation hours were spent on the course.

Stats and information  
powered by



## What is disc golf?

Disc golf is similar to traditional golf, with players throwing discs at metal baskets instead of hitting balls into holes. This lifetime activity offers a low-cost, environmentally friendly form of recreation that is accessible to all ages and skill levels.

## What is UDisc?

UDisc is the leading disc golf app on both Apple and Android devices. Players can find courses, get a map of the course, keep score, track their rounds, find events and much more.

## Where does this data come from?

Everything on this sheet is collected from players that choose to track their disc golf rounds with UDisc. While there are many disc golfers worldwide, the number of players who use UDisc varies by region, so comparing these statistics against local survey data is the best way to extrapolate their findings.

\* Casual rounds, league rounds, and tournament rounds are all included as long as they were tracked with UDisc. Each point on the chart represents the total plays over the previous 28 days.

\*\* Calorie calculation is based off an average adult weight of 150lbs.  
 $\text{Calories burned} = \text{MET (3.8)} \times 3.5 \times \text{Weight (68.0389kg)} / 200 \times \text{hours spent} \times 60$   
Herrmann, S.D., et al. (2024). *Journal of Sport and Health Science*, 13(1), 6-12.  
Kaminski, J. (n.d.). NASM. [blog.nasm.org/metabolic-equivalents-for-weight-loss](https://blog.nasm.org/metabolic-equivalents-for-weight-loss)



## RECREATION DISTRICT #1

### AGENDA ITEM 9.B

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TO: Pelican Park, Board of Commissioners  
FROM: Louisette Scott, Dept. Planning & Env. Edu.  
RE: Board Report/Planning & Env. Edu  
DATE: August 14, 2025

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#### Development Fund Projects (Bond)

##### Skate Park/Pump Track Update:

###### Phase 2: Specialty Contractor Scope

- Work is continuing at a steady pace. Concrete Pour will begin the week of 8/20
- The project schedule indicated final completion in early October.

##### Pickleball Project Update:

- Significant progress has been made with STP to resolve the permitting. We expect the permit for the Pickleball Courts to be issued within the week.
- Staff is working with Neel-Schaffer to prepare to advertise the Notice to Bid for the Pickleball project.

##### Sand Volleyball Update:

- Our design consultants are in the final stages of completing the construction drawings.
- Staff and design consultants have had successful pre-development meetings with STP to review the documents, and they've indicated that they don't foresee any issues with permitting.
- Staff and design consultants met on-site with an STP landscape inspector to review site conditions and code requirements. The meeting was very productive, with a few minor revisions needed.

##### ByPass Road Update:

- No significant updates. Staff participates in bi-weekly meetings.

#### Environmental Education:

##### Lake Pontchartrain Basin Restoration Program Grant

- Habitat Master Plan: A stakeholder meeting was held on August 7<sup>th</sup>, from 9:00-12:00. The meeting was attended by individuals with expertise to provide input in a collaborative process to identify the most effective and impactful ways to Integrate habitat conservation, protection, and improvement with the park's active recreation. Make Pelican Park a place where people not only engage in sports and play, but also connect with nature.



- Key Points discussed:
  - **Creation of Biodiversity Corridors:** Coordinated with Cane Bayou Mitigation Band and NNC
  - **Riparian Corridors:** Address the riparian corridors throughout the park by landscaping and restoring them to a more natural function. This would improve water quality in Bayou Castine and provide additional flood storage.
  - **Pelican Park East:** The 55 acres are a foraging ground for Red-Cockaded Woodpeckers.
    - **Safe Harbor Agreement:** Pelican Park may consider a Safe Harbor Agreement with the Louisiana Department of Wildlife and Fisheries (LDWF) for guidance and financial support for habitat management for the RCW.
  - **Address invasive species**
  - **Create low maintenance zones**
  - **Create opportunities for Community Engagement and Education.**

#### **Bartrum Conference: Saturday, October 25<sup>th</sup>.**

- We are hosting a day-long conference to celebrate the 250th anniversary of William Bartram, known as "America's first naturalist." The event will feature speakers sharing Bartram's story and travels. As part of a larger effort by the Bartram Trail Conference, we will be placing a permanent marker at the park to commemorate his journey through the region.

#### **Pelican Park Astronomy**

- The "Astronomy in the Park" field nights were unfortunately canceled due to rain. We are working on rescheduling additional stargazing events from now through December.
- The Backyard Astronomy Classes taught by Leon Zebrick successfully launched on August 6th. The program includes three classes and one field night. To date, we have had 42 participants registered and in attendance.

#### **Planetarium:**

- The 6-meter dome planetarium has been shipped and is expected to arrive on Friday, August 15th. We plan to unbox it the week of August 18<sup>th</sup>. Staff will begin the setup and program creation.

#### **Pelican Park Nature Club:**

- Coquille's Summer Camp Program: On August 6th and 8th, We participated in Coquille's Summer Camp Program. We brought a variety of nature-based educational materials, including mammal pelts and a live butterfly, to engage the campers.

#### **Upcoming Programs and Promotions**

- We have created and began promoting several new events on RecDesk, Facebook, Linktree, and Visit the Northshore.
  - **Horror in Nature** (October 28 at the Castine Center): This event will explore the parallels between the horror genre and the natural world. We'll highlight spooky "horror vibes" found in Louisiana's species and environments, such as thorns, teeth, and traps, and show how they are reflected in popular entertainment.
  - **Turtle Cove Environmental Research Station Field Trip** (November 14): This is a rescheduled event from July.

- **LSU Raptor Rehabilitation Demonstration** (December 6): A popular returning program.

**Below is a full list of our upcoming programs and Events:**

- **August 27:** Basic Outdoor Knot Tying at Tandem Coffee and Cocktails
- **September 6:**
  - **Morning:** NRPA BioBlitz / Native Plant Hike with Wild Ones Pontchartrain Basin at Northlake Nature Center
  - **Afternoon:** NRPA BioBlitz / Moth Sheeting at Northlake Nature Center
- **September 10:** Old Mandeville Nature Walk
- **September 12:** Bird Watching 101 at Fontainebleau State Park Visitor's Center
- **September 13:** Fontainebleau Early Birds BIRDATHON at various parks around Rec. Dist. #1
- **September 14:** Butterfly and Insect Hike with Linda "NOLA Bug Lady" Auld at Northlake Nature Center
- **September 24:** Honey and Habitat: How Beekeeping Sheds Light on Native Plants
- **October 11:** Fontainebleau Early Birds at Fontainebleau State Park
- **October 25:** William Bartram Celebration at Pelican Park
- **October 28:** Horror in Nature at Castine Center Hall D
- **November 8:** Fontainebleau Early Birds at Fontainebleau State Park
- **November 14:** Turtle Cove Environmental Research Station Field Trip
- **November 15-16:** Northshore Naturalist Introduction Overnight Program (details to be finalized)
- **December 6:** LSU Raptor Rehabilitation Demonstration at White Pelican Gym

**Pelican Park Nature Club Social Media:**

To achieve a more cohesive image and maximize reach, we are adopting a variety of reoccurring social media posts: Trivia Tuesday and Suburban Cheniers (highlights a local natural area). Our goal is two posts a week.

- 8/1 Instagram Post; Pelican Park Nature Club Aug-Sept. Calendar. 560 views
- 8/4 Instagram Reel; Searching for Purple Martins. 16.6k views.
- 8/5 Instagram Reel; Trivia Tuesday (Bayou Castine). 4k views.
- 8/8 Instagram Reel; Suburban Cheniers (Pottery Hill). 9.5k views
- 8/11 Instagram Post; Fontainebleau Early Birds Summer Overview. 26 likes.



## Pelican Park Nature Club

### Upcoming Events

- 8/6-8/27 Backyard Astronomy Series
- 8/9 Fontainebleau Early Birds Bird Walk
- 8/13 Old Mandeville Nature Walk
- 8/27 Basic Outdoor Knot Tying
- 9/6 NRPA BioBlitz / Native Plant Hike (AM)
- 9/6 NRPA BioBlitz / Moth Sheeting (PM)
- 9/10 Old Mandeville Nature Walk
- 9/12 Birdwatching 101 Class
- 9/13 Fontainebleau Early Birds BIRDATHON!
- 9/14 Butterfly and Insect Hike
- 9/24 Honey and Habitat:  
How Beekeeping Sheds Light on Native Plants  
(Presentation)

For more details, visit:

-  @PelicanParkNatureClub
-  Pelican Park Nature Club
-  [www.PelicanPark.com](http://www.PelicanPark.com)





**RECREATION DISTRICT #1**  
**MEETING DATE: AUGUST 15, 2025**  
**AGENDA ITEM: 9C.**

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TO: Board Chairman and Board of Commissioners  
FROM: Doug McLemore, Assistant Director of Parks  
RE: Monthly Report  
DATE: August 15, 2025

**General Parks:**

- Currently, Parks Division has hired (4) Temporary employees from Express Employment. Several interviews for full-time staff have been conducted, but unfortunately none were found eligible. We will continue to use the temps until we have filled the open positions.
- During the Bypass Road construction, the underground internet line from the Castine Center to the Maintenance facility was severed by the large equipment removing trees. A new roof-mounted Inseego FW3000 wireless device has been purchased for \$200.00 from T Mobile and mounted at the Maintenance facility so that we have internet access.
- Dog Parks have been treated for ticks and fleas with Bifenthrin @ 43 oz. per 150 gallons of water.
- All Buildings, concessions, and gyms have been sprayed for ants, roaches and spiders with Suspend insecticide @ a rate of 1 oz. per gallon of water.

**Fields:**

- Turf Staff have been monitoring fields for Armyworms and spraying with 20 oz. Bifenthrin, 64 oz. Sevin SI and 20 oz. Permethrin per 150 gallons of water when needed to eradicate breakouts.
- All fields have been fertilized with 32-3-7 granular fertilizer at a rate of 3 lbs. per 1,000 square feet.
- All fields were sprayed with 40 oz. TUBZ fungicide to eliminate a breakout of root rot brought on by the high temperature/humidity and heavy rainfall over the last few weeks. Staff also applied 128 oz. BOLSTER 12- 0 -0 liquid iron to encourage the greening of the affected turf.
- All fields have been sprayed for broadleaf weeds using 128 oz. of MSMA and 64 oz. of Drive herbicide per 150 gallons of water.
- ECOLITE lived up to its promise and delivered (33) LED driver units to make field light repairs needed. An 80' lift was rented on Monday, 8/11 and Park Staff have been making the field light repairs needed. Red, Purple, Gold and Silver drivers have been repaired.
- Fournier Electric was called out and replaced (4) bad light contactors located within a 480-v panel for Purple 1 field. While making repairs to Purple 1 it was discovered that there are bad contactors also in purple field 2 panel. They have been ordered and will be replaced next week.

**Projects:**

- Staff replaced damaged manual height adjusters on the backboards of White gym court 4.
- Park Staff are putting a material list together to make new tie ins on the replaced electric backboard goal lifters located at the Brown gym.



## RECREATION DISTRICT #1

MEETING DATE: AUG 20, 2025

AGENDA ITEM: **9.D.**

TO: Board Chairman and Board of Commissioners  
 FROM: Carly, Arthur, Recreation Supervisor  
 RE: Recreation Monthly Report In Brief  
 DATE: August 20, 2025

### Youth Sports

Sport / Age Group	2023	2024	2025
<b>Baseball - Fall</b>	<b>302</b>	<b>360</b>	<b>371</b>
6/7	84	108	
7/8			108
8	60	55	
9			86
9/10	60	88	
10			48
11/12	48	67	72
13/15	50	42	57
<b>Football - Fall</b>	<b>96</b>	<b>100</b>	<b>92</b>
5/6	14	14	14
7/8	22	21	20
9/10	33	34	19
11/12	27	31	39
<b>Softball - Fall</b>	<b>92</b>	<b>83</b>	<b>118</b>
7/8	13	24	30
9/10	34	22	41
11/12	22	23	22
13/15	23	14	25
<b>Volleyball - Fall</b>	<b>213</b>	<b>296</b>	<b>281</b>
7/8		70	55
9/10	66	72	95
11/12	78	100	98
13/15	69	54	33

- Fall Games: September 1
- Home Football Game: September 13th
- Winter registration opened on August 18.
- Winter Evaluations: September 25-28
- Winter Team Formations: October 6 – October 8
- Winter Games: November 8
- Pickleball Classic – September 27 – September 28
- Karaoke In the Park – September 27





**RECREATION DISTRICT #1**  
**MEETING DATE: AUGUST 20TH , 2025**  
**AGENDA ITEM: 9.F**

TO: Board Chairman and Board of Commissioners  
 FROM: Ray Duplantier, Concessions Supervisor  
 RE: Concessions Report In Brief  
 DATE: August 20th, 2025

Concessions revenue for July 7<sup>th</sup> – August 10<sup>th</sup>  
 were as follows:

<b>Gross Sales by Week</b>	<b>7/7/2025- 7/13/2025</b>	<b>7/19/2025- 7/20/2025</b>	<b>7/21/2025- 7/27/2025</b>	<b>7/28/2025- 8/03/2025</b>	<b>8/04/2025- 8/10/2025</b>
Red Complex	\$ -	\$ -	\$ -	\$ -	\$ -
Yellow Complex	\$ -	\$ -	\$ -	\$ -	\$ -
Orange Complex	\$ -	\$ -	\$ -	\$ -	\$ -
White Gym	\$ 1,986.51	\$ 2,020.78	\$ 1,750.30	\$ 1,794.92	\$ 1,626.33
Brown Gym	\$ 1,110.67	\$ 834.44	\$ 1,140.34	\$ 975.20	\$ 1,161.50
Green Complex	\$ -	\$ -	\$ -	\$ -	\$ -
Blue Complex	\$ -	\$ -	\$ -	\$ -	\$ -
Square Transactions	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 3,097.18</b>	<b>\$ 2,855.22</b>	<b>\$ 2,890.64</b>	<b>\$ 2,770.12</b>	<b>\$ 2,787.83</b>
Notes/Events	Basketball/ Volleyball	Basketball/ Volleyball	Basketball/ Volleyball	Basketball/ Volleyball	Basketball/ Volleyball





## RECREATION DISTRICT #1

MEETING DATE: AUGUST 20, 2025

AGENDA ITEM: 10

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TO: Board Chairman and Board of Commissioners  
FROM: Suzanne Fisher Reeder, CPRP Executive Director  
RE: Withdrawal - NRPA Million Coaches Challenge & Rescheduling of the Game Changer Conference to 2026  
DATE: August 14, 2025

Pelican Park has withdrawn from participation in the NRPA Million Coaches Challenge and is rescheduling the Game Changer Conference to 2026. Each Board member was contacted prior to the notice being sent to NRPA and expressed agreement with withdrawing from the Million Coaches Challenge and rescheduling the Park-produced conference to a date in 2026. This decision provides the team the necessary time and opportunity to hand-select session topics, training tracks, and guest speakers so the final program precisely reflects the needs of Pelican Park, our volunteer coaches, youth and adult athletes, and the broader community.

### Background

1. Over the past several months, staff evaluated program options, speaker availability, and alignment with local priorities in youth sports, safety, inclusion, and coach development.
2. Feedback from coaches, partner leagues, and community stakeholders emphasized the importance of tailoring content to Pelican Park's specific operational environment rather than adopting a pre-packaged curriculum.
3. Based on that assessment, staff determined that withdrawing from the Million Coaches Challenge and moving the conference to 2026 will best position the Park to curate high-value sessions and secure speakers who meet our community's expectations.

### Planned approach and next steps

1. Develop a draft program framework (keynotes, breakout tracks, demonstrations, and hands-on clinics).
2. Initiate speaker recruitment and hold dates with preferred presenters and organizations.
3. Prepare a detailed project timeline with milestones for content finalization, marketing, registration launch, and on-site operations.
4. Return to the Board with periodic status updates and any items requiring approval.

### Fiscal and administrative considerations

1. Staff will refine a proposed 2026 conference budget, sponsorship plan, and registration structure
2. Staff will coordinate communications to stakeholders regarding the new 2026 conference timeline.