

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 24, 2025
6:30PM
Castine Center – Conference Room E**

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1. Call to Order	
2. Agenda Approval	
a. Additions, Deletions, Substitutions	
3. Welcome/Visitors	
4. Proclamations/Presentations	
5. Approval of Minutes	
a. Board of Commissioner Regular Meeting Minutes – August 20, 2025	2
Recommendation: Motion to approve minutes for the regular Commission Mtg. held on 8/20/25	
6. New Business	
a. Resolution 2025-004: Supporting the Mandeville Bypass Wetland Study	11
b. Rental Revenue Policy FP5.3.4	13
Sponsor: Scott Goodwill, CFO	
Recommendation: Motion to approve and adopt Rental Revenue Policy FP5.3.4	
Attachment(s): Cover memo	
7. Financials	14
a. Monthly Summaries (vote)	
b. Review of Bank Statements and Credit Card Statements	
8. Committee Meeting Updates	
a. Finance Committee – 09/11	
9. Division Monthly Reports	
a. Administration	20
b. Planning/Environmental Education	21
c. Parks	28
d. Recreation	29
e. Castine Center	30
f. Concessions	31
10. Old Business	
11. Public Comments	
12. Adjourn	

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Recreation District #1/Pelican Park Board of Commissioners Monthly Meeting August 20, 2025

Board present:

- **Nixon Adams**
- **Shearn Lemoine**
- **Rick Danielson**
- **Barrett McGuire**
- **Ed Bee**

Board Absent:

- **John Neill**
- **deShea Richardson**

Staff present:

- **Suzanne Reeder – Executive Director**
- **Scott Goodwill – Chief Financial Officer**
- **Niki Butler – Marketing Director/Board Secretary**
- **Louisette Scott – Dept. Planning & Environmental Ed.**
- **Alex Landry – Naturalist & Environ. Ed. Coordinator**
- **Melissa Garcia – Grants & Contracts Manager**
- **Carly Arthur – Recreation Supervisor**
- **Chad Groover – Recreation Supervisor**
- **Catherine Barbier – Castine Center Supervisor**
- **Ron Johnson – Park Supervisor**
- **Emily Pellegrin – Pelican Park Recreation Intern**

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. Five of the Seven Board Members were present, which represents a quorum.

2. Open agenda to propose new items:

- No New Items

3. Welcome Visitors:

- **Patrick Cox – Girls Softball Coach**

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4. Proclamations

- None

5. Board of Commissioner Meeting Minutes:

- **5a. Board of Commissioner Regular Monthly Meeting Minutes – July 16, 2025.**
 - Motion by R. Danielson to approve the previous month's Meeting Minutes as presented with no changes, Second by B. McGuire. Vote 5-0. Motion passes.

6. New Business:

- **6a. Internship Presentation – Emily Pellegrin**

The Board welcomed Emily Pellegrin, summer intern with the Recreation Department, who presented a presentation and summary of her work and experiences during her internship, which began in May. Staff expressed appreciation for Emily's contributions, highlighting her professionalism, work ethic, and positive impact on the department. A farewell gift was presented to her on behalf of the staff.

- **Emily's Presentation Highlights:**

- **Background:** Sophomore at Southeastern Louisiana University, majoring in Sport Management. Aspires to pursue a leadership role in athletics or recreation management.
- **Projects include:** Inventory Management: Organized and cataloged the Brown Gym inventory, creating a comprehensive spreadsheet and preparing equipment for team use. Photography RFP: Researched over 10 local photography businesses, assisted with outreach, evaluated responses, and participated in the contract renewal process with Miller Photo. File Organization: Scanned and digitized Recreation Department records and assisted staff with improved file organization. Daily Operations: Managed score sheets, incident reports, and facility communication records; provided support to staff across various tasks as needed.
- **Board Comments:** The Board and staff commended Emily for her dedication and professionalism throughout the summer. Encouragement was given regarding her career path, with offers to provide future networking opportunities and support within the sports and recreation field. Emily was thanked for her meaningful contributions in just two months and invited to return to visit or collaborate in the future.

- **6b. Grant Presentation – Melissa Garcia**

- Melissa Garcia, Grants and Contracts Manager, provided an update on her work since beginning in February 2025. She has implemented a new tracking system for all contracts across departments, which has already resulted in significant improvements in organization and efficiency. From February through July 31, a total of 228 contracts have been logged into the system. These include construction contracts, cooperative endeavor agreements, vendor contracts, revenue-generating rental contracts, insurance agreements, MOUs such as the bike revenue share agreement, and one active grant

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agreement. Of these, approximately 86% have been executed successfully, while the remaining were canceled, postponed, or identified as duplicates.

- Melissa noted that construction contracts currently represent the largest share of revenue being tracked, though her work is ongoing to integrate historic construction agreements and expand tracking of vendor services, CEAs, and rentals. She also highlighted the district's active EPA grant of \$350,000, explaining that to date \$31,000 has been invoiced, \$21,000 reimbursed, \$9,000 is pending, and approximately \$340,000 remains available.
- She emphasized that the new system not only allows for accurate tracking but also provides a framework to streamline processes, align with QuickBooks for payables and receivables, and improve coordination across departments. Looking ahead, her goals include enhancing grant monitoring and reporting, developing a contract retention and archiving process, and exploring new opportunities for community programs and partnerships.
- Board members commended Melissa for the progress made in just six months, noting that other agencies have struggled with similar efforts, while she has already brought structure, vision, and measurable results to the district. They praised the level of detail in her reporting and the positive impact her work is having on operations. Melissa expressed her gratitude for the support of staff and the Board and welcomed continued feedback as the system grows and develops.

- **6c. Park Maintenance - Temporary Building - Relocation Update – No Vote**

- Staff provided an update on the upcoming installation of a new equipment storage building. With the bypass road project scheduled to eliminate access to the current maintenance road in October, the park staff needed a solution for housing equipment in a protected, accessible location. To address this, the district has purchased a 2,250 square-foot metal building from Eagle Carports that will be installed behind the Castine Center, within the green space near the fence and dumpsters.
- The structure will sit on a limestone base, with installation scheduled between September 8–12. Both 30-foot ends of the building will remain open to allow equipment to move in and out easily, and once construction is complete, a chain link fence will be installed to restrict public access while allowing staff use. The building will be large enough to house daily-use equipment such as mowers and tractors, though larger or less frequently used items will continue to be stored offsite in existing facilities. Smaller tools, such as weed eaters and blowers, may be stored in repurposed containers located behind the Castine Center.
- Staff explained that while this building addresses the immediate need for storage during the road construction period, it also offers flexibility for the future. The structure could be relocated if necessary, or later enclosed with roll-up doors to serve as permanent storage or other uses for the park.
- Board members acknowledged the importance of this project in maintaining daily operations and commended staff for their planning and preparation.

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7. Financials

• 7a. Monthly Summaries:

- The Board received the monthly financial report. Staff noted there was little of significance to report for July, other than the presentation of an initial rough draft of the 2026 budget at the Finance Committee meeting. That draft will be refined in September and October as more accurate numbers become available. Board members commented on the budget preparation process is ahead of schedule compared to prior years, thanks to the great work done by Scott. While adjustments and decisions remain, the district is projected to meet its budget and end the year with a positive financial result. No financial concerns were identified in the July reports, and bank reconciliations and credit card charges were all in order.

• 7b. Bank and Credit Card Statements:

- N. Adams reported that there are no financial concerns identified in the July reports.
- S. Lemoine reviewed the credit card activity, all appeared in order. Motion by R. Danielson to approve the financials as presented. Second by S. Lemoine. Vote 5-0. Motion passes.

8. Committee Updates:

• 8a. Finance Committee– 07/11

- The Finance Committee provided additional context from its recent meeting. Scott has worked closely with department heads during the budget process to gather input and improve projections. A particular focus has been placed on the gap historically seen between budgeted salaries and actual expenditures due to turnover and vacancies. Scott reviewed data going back to 2017, which showed variances ranging from approximately \$99,000 to \$250,000 under budget annually. While those figures were influenced by COVID and leadership transitions, the committee agreed it remains necessary to fully allocate budgeted salary funds for compliance purposes.
- For the current year, Scott estimated that salary savings could range between \$200,000 and \$300,000, depending on the pace of filling vacancies. At present, the district has five open positions. Staffing remains a challenge, as noted by Doug, who explained that his department is currently down three full-time employees and relying on temporary workers. However, retaining temporary staff has been difficult, as many do not remain for the full term. The Board acknowledged the staffing challenges and commended staff for their efforts to manage operations despite the vacancies.

9. Division Monthly Reports

• 9a. Administration – by Suzanne Reeder

- The personnel manual revisions were received back from the district's HR attorney. Staff are currently reviewing and responding to the attorney's questions, and the manual will be resubmitted for a second review. It is anticipated that a final version will be presented

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to the Board in September. The manual is over 50 pages, and Board members were reminded to expect detailed review material.

- Staffing updates included one employee on FMLA leave, one on medical leave, and two part-time recreation staff in the process of being hired.
- Social media analytics showed strong engagement for the month, with 143,000 views and a reach of approximately 32,000. The busiest day for park visitation was July 19, with 3,800 unique vehicles recorded entering the park. Although no major tournaments were scheduled that day, the visit coincided with LSU baseball players appearing at Chuck's Sports Cards, which accounted for the unusually high traffic.
- The monthly disc golf report from UDisc was also reviewed. Notably, players from Canada and Norway were recorded on the course, with staff identifying that the Norwegian player was a professional disc golfer who had been participating in a pro tour event in Memphis. The UDisc system also tracks activity data, including steps taken by players, with over 10 million steps recorded on the course since implementation.
- Administration also highlighted the success of the recent Back to School Bash, which was well attended and supported by staff and volunteers. In addition, social media coverage of championship events has been strong, with N. Butler recognized for her efforts in promoting activities online.

- **9b Planning – Louisette Scott**

- Staff reported that the Pickleball project has received its approved permit and is moving forward. Bid advertisements are scheduled for September 10, 17, and 24, with a bid opening expected on October 2. Contracting would follow within 30 days, with construction anticipated to begin in November. L. Scott noted that significant progress was made in working through permitting issues with the Parish, which should help streamline future projects.
- The Skate Park and Pump Track project is progressing, though slower than anticipated due to heat and rain delays. Small concrete pours are continuing, with larger visible progress expected in the coming weeks. Specialty Construction is scheduled to wrap up in early to mid-October, with final work completed by Sieverding Construction. The project is currently delayed two to three weeks, with a revised completion estimate of early November.
- For the Sand Volleyball project, consultants have been finalizing construction drawings following site visits and meetings with St. Tammany Parish Inspectors. Permit applications are expected to be submitted within one to two weeks, with bid advertisements to follow soon after.

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- The Bypass Road project continues under Parish management. Clearing has been completed and debris burning is underway. The entrance road from the bypass into the park will not be addressed for several months, but staff continue to monitor progress through bi-weekly meetings.
- The Master Plan siting contract with Perkins & Will is underway, with a site visit scheduled for September 9-10. Internal and external stakeholder meetings will be held as part of the nine-week schedule. Board members will be invited, and meetings will also be publicly advertised.
- Staff also shared that the park's beehives produced their first honey harvest, yielding approximately four to five gallons. This was a smaller but expected first-year yield. S. Reeder and staff presented bottles of the very first Pelican Park Gold MVP Honey that are decorated with a precious sticker logo designed by N. Butler. Honey will be brought to the upcoming NRPA conference for an exchange with other park agencies in Florida. Local beekeeper Greg Capranica assisted with the harvest and will also lead an upcoming Pelican Nature Club program on Wednesday, August 24.
- The Lake Pontchartrain Basin Restoration Program grant work is continuing, focusing on the Habitat Master Plan and Drainage Master Plan. A stakeholder meeting was held August 7, with discussions centered on biodiversity corridors, planting of native species, invasive species management, creating low-maintenance areas, and opportunities for education and engagement. The group also discussed agreements related to the red-cockaded woodpecker habitat to ensure long-term park flexibility.
- Additional programming updates included the upcoming Bartram Conference on October 25, celebrating the 250th anniversary of William Bartram with guest speakers and a trail marker installation at the park. The Pelican Park Astronomy program led by Leon Zebrick has had strong participation, with 42 people registered. Public Astronomy events have been scheduled through December.
- Finally, staff announced that the new portable planetarium has been delivered and set up in Hall A. Programming is currently being loaded and prepared. Board members were invited to stop by for a demonstration. Staff also recognized A. Landry for representing the park on a Fox 8 community segment, where he provided updates on several upcoming Pelican Park events.
- **Environmental Education Programs - Alex Landry**
 - Alex reported that he led several programs this summer, including presentations for Coquille's summer camps, where he used mammal pelts and live butterflies from the LSU Ag Garden at Brown Gym to engage students. He noted it was a valuable learning experience and will help guide future programming.

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- Upcoming programs include Horror in Nature, presented by a master naturalist and librarian from Baton Rouge, which will draw parallels between nature and themes found in horror films in a family-friendly format. The LSU Raptor Rehab will also be returning on a new date to be determined. In addition, the Northshore Naturalist Introduction Workshop, an overnight program at Fontainebleau State Park, is scheduled for November 15-16. Registration opened earlier this week and has already drawn participants from as far as Baton Rouge and Thibodaux.
- Alex has also expanded environmental education outreach through social media. His Instagram reels, including features on purple martins and local natural areas have generated significant engagement with thousands of views. He also represented Pelican Park at a Lakeview Hospital health pop-up event, where he interacted with approximately 150 people and received strong positive feedback from community members about the park.
- Additionally, the Louisiana Master Naturalist – Greater New Orleans Chapter has invited Alex to lead their programs at Northlake Nature Center going forward and has asked him to serve on their board. Staff expressed pride in this recognition of his leadership and expertise.

- **9c. Parks – Doug McLemore**

- D. McLemore reported that John Kelly with Eco Light followed through on his commitment and supplied 33 replacement fixtures at no cost to the District. Ron and Will assisted with the installation using the lift, resulting in an estimated \$25,000 worth of equipment being replaced free of charge. This resolves the outstanding lighting issues in the Park. While this was likely a one-time offering related to the prior SEEP grant challenges, the District will need to consider long-term replacement options for the future. Staff expressed appreciation to Eco Light for honoring their commitment and to Ron and Will for completing the work.

- **9d. Recreation – Carly Arthur**

- Thanks to Scott's assistance, staff were able to provide a clearer year-to-year comparison from 2023 through 2025, which remained pretty consistent, with some growth in divisions such as 9–10 softball. Baseball participation improved compared to 2024 despite age adjustments. Games began September 1, with the first home football game set for September 13. Football days are especially busy, and volunteers are encouraged to assist.
- Winter basketball registration opened early to allow more preparation, with games starting November 8. Upcoming events include the Pickleball Classic, coordinating with Andy Rubenstein again, and after the tournament, the Park will have a Karaoke in the Park Event with food vendors and live entertainment.

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- Staff addressed football scheduling concerns, confirming Pelican Park teams will not play the St. Bernard Rage due to potential legal issues during this time. New football sleds, L-screens, and four batting cages have been purchased to improve facilities.

- **9e. Castine Center – Suzanne Reeder**

- Suzanne reported that Catherine, Tracy, and Kevin have all been busy the past month. Kevin is in the process of interviewing for an open position and has had temporary staff assisting with turnovers. Catherine and Melissa have been managing contracts. August was busy, but technically it's a lot slower month for the Castine Center, but activity will pick up significantly in September and remain steady through July.

- **9f. Concessions – Suzanne Reeder**

- Suzanne shared that concessions remain steady at White Gym and Brown Gym, with Ray providing weekly Tuesday updates. Operations are consistent and on track. Suzanne and Ray recently completed training in Toast and identified some system setting issues that will need to be addressed.

10. Old Business:

- S. Reeder provided updates under Old Business. The Game Changer Conference has officially been moved to 2026. This decision provides more time to expand programming and partnerships, ensuring the event is even stronger. Melissa has already made great progress, and John Neill has suggested potential speakers. Interest is growing with opportunities in concussion training, nutrition, and sponsorships, including LMNT. The extended timeline will allow the event to attract attendees not only from the Northshore but also from areas like North Florida and Alabama.
- Staff anniversaries were also recognized:
 - Catherine – 10 years
 - Charlie – 10 years
 - Will – 15 years
 - Ron – 25 years

The Board expressed gratitude for their continued dedication and service.

11. Public Comments:

Patrick Cox was present and shared positive feedback after traveling with a summer softball team to other venues. He noted that the experience highlighted the high quality of Pelican Park's fields and facilities, praising the maintenance team for their excellent work. He also mentioned that the shaded awning areas are greatly appreciated by families.

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Additionally, Nixon expressed his appreciation for the condolences offered following his wife's passing, noting they were very meaningful to him and his family.

Next Board of Commissioner Meeting, Wednesday September 24, 2025. Reminder that it was moved to a week later due to 7 staff members that will be going to NRPA the week of September 15-19th

12. Meeting Adjourn:

- Motion to adjourn at 7:27pm by B. McGuire. Second by S. Lemoine. Vote 5-0 in favor.

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

**Recreation District #1 of St. Tammany Parish
Resolution No. 2025-004**

**A RESOLUTION SUPPORTING THE MANDEVILLE BYPASS PARKWAY STUDY
AND REQUESTING INTEGRATION OF PARKWAY STANDARDS THAT PROTECT
SENSITIVE HABITATS, IMPROVE DRAINAGE, AND ENHANCE SAFE,
MULTIMODAL ACCESS TO PELICAN PARK**

WHEREAS, Recreation District #1 (“District”) owns and operates Pelican Park and the Castine Center, a regional recreation hub serving residents of St. Tammany Parish and surrounding communities; and

WHEREAS, the Mandeville Bypass will provide a new, approximately three-mile median-section roadway with an integral multi-use path connecting LA 1088 with US 190, improving network connectivity and multimodal access for park users; and

WHEREAS, land uses abutting the proposed corridor include Pelican Park, the Safe Haven Complex, the Northlake Nature Center, Fontainebleau State Park, and the Cane Bayou Wetlands Mitigation Bank—areas that contain sensitive environmental resources and significant public recreation assets; and

WHEREAS, the Mandeville Bypass Parkway Study contemplates (i) an environmental study characterizing sensitive wetlands and other critical habitats, (ii) an updated hydrology and hydraulics (“H&H”) drainage master plan utilizing detention-based concepts to enhance natural conditions and water quality, and (iii) a review of parish codes with recommendations to create a parkway zoning classification appropriate to the corridor’s context; and

WHEREAS, recommended parkway standards include, among other items, access management (limiting and locating roadway connections), signage controls, requirements for pedestrian and bicycle access, appropriate building heights and setbacks, minimum lot widths, drainage review requirements to align with the preferred detention-based plan, and notice/easement provisions related to prescribed burning and other sensitive-habitat practices; and

WHEREAS, the District recognizes that these measures advance public safety, environmental stewardship, flood resilience, and high-quality user experience for Pelican Park patrons and the broader community.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Recreation District #1 of St. Tammany Parish that the District hereby expresses its strong support for the Mandeville Bypass Parkway Study and the development of a parkway zoning classification to guide context-sensitive design and land use along the corridor.

BE IT FURTHER RESOLVED that the Executive Director is authorized and directed to transmit this Resolution to St. Tammany Parish Government, the Study consultants, and other relevant agencies, and to participate in stakeholder meetings, provide District data as needed, and advocate for the interests of Pelican Park patrons and the community.

This Resolution shall take effect immediately upon adoption.

Adopted this 24th day of September, 2025, by the Board of Commissioners of Recreation District #1 of St. Tammany Parish.

Nixon Adams,
Chairman



RECREATION DISTRICT #1
MEETING DATE: SEPTEMBER 24, 2025
AGENDA ITEM: 6.B

TO: Board Chairman and Board of Commissioners
FROM: Scott Goodwill, CFO
RE: Rental Revenue Policy
DATE: September 17, 2025

The following proposed policy would provide a unified framework for establishing prices for all facility rentals, including Castine Center, gyms, fields, etc. Previously, the District has set and updated prices on an ad hoc basis, which has produced substantial inconsistencies and variations from prevailing market rates. This policy calls for an annual review and setting of prices in conjunction with the annual budget process. The current objective is to pass this policy in September and then set the prices in November when the budget is voted on.

Staff have been conducting market research and will present analysis and recommendations to the board at the November meeting.

This policy was discussed in Finance Committee on 9/11/25.

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TITLE: RENTAL REVENUE

EFFECTIVE DATE: 9/25/25

REFERENCE NUMBER: FP5.3.4

CAPRA STANDARD(S): 5.3 – Comprehensive Revenue Policy

RESPONSIBLE AUTHORITY: Chief Financial Officer

BOARD APPROVAL DATE: 9/24/25

PAGES: 2

Purpose

This policy establishes a structure for revenue relating to the District's rentals.

Scope and Applicability

This policy applies to all rentals of the District's facilities, including Castine rentals and recreation rentals, with the exception of circumstances discussed in the "Exceptions" section below. For the purposes of this policy, rentals include spaces rented as well as all related products and services offered in conjunction with the rental, with the exception of concessions-related services.

Policy Overview

The District offers outside groups the opportunity to rent its facilities for private activities. Pricing for such rentals is determined by the Board of Commissioners on an annual basis, concurrent with the annual budget process. Staff will review all rental rates annually and will present recommendations to the Board of Commissioners for potential changes to the fees.

Rate Structure

Rental rates are set by the Board of Commissioners as part of the annual budget process. Prices are recommended by staff based on the following criteria:

- Regional market rates (pricing for comparable spaces and services at other facilities in the area);
- Historical rates, including the last time rates were modified
- Cost of services, such as direct cost for use of staff labor and cost of pass-through pricing such as for security detail.

The District may create alternate pricing structures, such as for in-district and out-of-district rates, and weekday and weekend rates. Such rates will be included in the list of rates that the Board of Commissioners votes on.

Rate Exceptions

The District may engage in cooperative endeavor agreements with other governmental agencies and nonprofits; in such cases, the cooperative endeavor agreements may specify alternative rates. Additionally, at the discretion of the Board of Commissioners, a contract may use rates other than the established rental rates when circumstances warrant; in such cases, the Board of Commissioners must approve the contracts.

Effective Dates

New rates will be effective January 1, concurrent with the fiscal year. Any rental rates will remain effective until superseded by new rates approved by the Board of Commissioners.

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Existing Contracts

The following rules apply to rental contracts executed prior the new rates being approved by the Board of Commissioners:

- If the date of the rental falls within the following calendar year, the old rates will still apply for the rental prices.
- If the date of the rental falls after the following calendar year, the rates in effect at the date of the rental will apply.

Any rental contracts executed following approval of the new rates, but prior to the effective date of the new rate will comply with whatever the effective rate is at the date of the rental.

For the purposes of this policy, the date of a multi-day rental is considered to be the date of the first day of the event.

Policy Implementation

The CFO will oversee the annual research on rental rates and will present staff recommendations to the Finance Committee and the Board of Commissioners. The CFO will create and implement any procedures necessary to implement this policy.

Review and Supersession of Policy

This policy supersedes all previous policies related to rental revenue. It shall be reviewed annually by the Board of Commissioners and updated as necessary to ensure alignment with best practices and the needs of the District.



RECREATION DISTRICT #1
MEETING DATE: SEPTEMBER 24, 2025
AGENDA ITEM: 7.A.

TO: Board Chairman and Board of Commissioners
FROM: Scott Goodwill, Chief Financial Officer
RE: Finance Update
DATE: September 16, 2025

For the eight months ending July 31, the District received \$6,251,392.13 in revenue and expended \$4,444,776.00 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 August.

Staff are continuing to work on refining the 2026 operating budget. A revised draft of the budget will be presented to the Board of Commissioners in the October meeting, with a vote and formal budget hearing to come in November.

Recreation District #1 of St. Tammany Parish

Monthly Financial Summary

August 2025

	Admin	Castine	Park	Planning	Recreation	August 2025	Year to Date	Budget	% of Budget
Taxes & Revenue Sharing	31,330	-	-	-	-	31,330	5,269,429	5,307,727	99.3%
Interest & Investment Income	7,663	-	-	-	-	12,851	127,658	87,500	145.9%
Facilities Rentals	-	6,980	-	-	14,383	21,363	306,940	442,700	69.3%
Programs	1,360	-	-	1,130	25,163	27,653	352,704	543,275	64.9%
Sponsorships & Endorsements	-	-	-	-	390	390	20,948	102,000	20.5%
Merchandise	-	-	-	-	-	-	-	500	0.0%
Grants, Appropriations, & Miscellaneous	1,759	151	-	-	-	1,910	173,713	236,382	73.5%
TOTAL BUDGET REVENUE	42,113	7,131	-	1,130	39,936	95,498	6,251,392	6,720,084	93.0%
Salaries & Wages	58,329	18,183	71,297	10,656	37,713	196,179	1,653,665	2,778,406	59.5%
Benefits & Taxes	17,777	6,290	29,527	1,044	10,605	65,243	615,589	1,037,373	59.3%
Other Personnel Costs	3,161	37	245	413	613	4,469	40,355	70,885	56.9%
Professional Fees & Contract Labor	4,211	30	-	-	28,731	32,972	246,105	368,488	66.8%
Insurance	-	-	-	-	-	-	432,209	536,000	80.6%
Electric & Gas	1,798	16,061	1,689	-	14,599	34,147	217,171	300,000	72.4%
Fuel	-	-	1,904	-	-	1,904	11,669	24,696	47.2%
Marketing & PR	-	-	-	-	207	207	31,677	97,350	32.5%
Board	144	-	-	-	-	144	2,485	11,828	21.0%
Technology	29,967	48	-	-	-	30,015	222,105	228,143	97.4%
Maintenance & Repair	1,075	7,506	10,587	-	-	19,168	144,453	190,310	75.9%
Supplies and Equipment	2,219	13	6,743	1,186	18,510	28,671	161,330	297,825	54.2%
Turf & Field Care	-	3,225	6,578	-	-	9,803	95,655	195,881	48.8%
Financial Expenses	240	-	-	-	-	240	1,286	2,855	45.0%
Other Expenses	-	-	-	-	-	-	36,827	44,500	82.8%
Capital Expenditures	-	-	-	-	-	-	23,260	26,350	88.3%
Transfers to Other Funds	-	-	-	-	-	-	509,195	509,195	100.0%
TOTAL BUDGET EXPENDITURES	118,921	51,394	128,570	13,298	110,978	423,161	4,445,036	6,720,084	66.1%
BALANCE							1,806,356		

Recreation District #1 of St. Tammany Parish

Series 2023 Bond Activity, as of August 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	(19,174)	(119,782)	-	1,963,190.50
Science Center / Planetarium	326,000	(173,816)	-	(152,184)	-	-
Skateboard Park / Pump Track	1,700,000	1,295,000	(275,871)	(944,235)	-	1,774,893.85
Small Projects	124,000	391,549	(68,360)	(88,382)	-	358,807.30
Water Well / Hydraulic Study	150,000	(69,833)	-	(80,167)	-	-
Unallocated	2,315,664	(2,892,009)	-	(109,720)	825,884	139,819.46
\$	7,315,664	\$ -	\$ (363,405)	\$ (2,542,414)	\$ 825,884	\$ 5,235,729.59

	<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	(138,956)	(40,155)	1,923,036.00
Science Center / Planetarium	152,184	(152,184)	-	-
Skateboard Park / Pump Track	2,995,000	(1,220,106)	(1,720,640)	54,253.53
Small Projects	515,549	(156,742)	(47,657)	311,150.80
Water Well / Hydraulic Study	80,167	(80,167)	-	-
Unallocated (Inc. Interest)	249,539	(109,720)	-	139,819.46
\$	8,141,548	\$ (2,905,819)	\$ (1,836,619)	\$ 3,399,110.29

Percentage of Funds Spent
and/or Committed:

64.83%

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

7.2 Months

Recreation District #1 of St. Tammany Parish

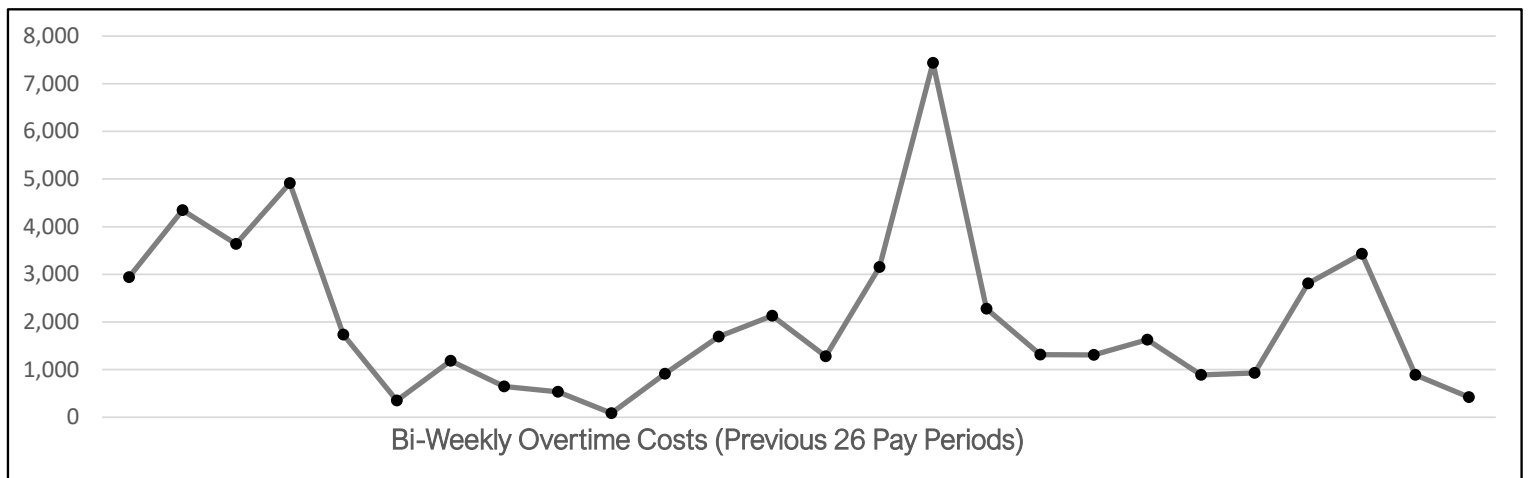
Selected Payroll Data, as of 09/12/25

(all figures in dollars unless stated otherwise)

	Admin	Castine	Park	Planning & Env.	Rec	Concessions	Total
	Most Recent Payroll (09/12/25)						
TOTAL Pay	29,087	8,646	32,575	5,194	18,495	2,692	96,689
<i>Hourly</i>	<i>6,164</i>	<i>2,435</i>	<i>23,999</i>	<i>144</i>	<i>7,661</i>	<i>876</i>	<i>41,280</i>
Full-Time	5,319	1,371	23,999	0	2,826	0	33,516
Part-Time	845	1,064	0	144	4,835	876	7,764
<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	0	0	410	0	13	0	424
Overtime %	0.00%	0.00%	1.71%	-	0.47%	-	1.26%

	Year-to-Date						
TOTAL Pay	501,529	156,786	656,418	87,919	300,383	76,220	1,779,255
<i>Hourly</i>	<i>114,626</i>	<i>43,491</i>	<i>499,627</i>	<i>18,741</i>	<i>126,802</i>	<i>41,826</i>	<i>845,114</i>
Full-Time	102,083	16,800	499,627	0	64,622	0	683,132
Part-Time	12,543	26,691	0	18,741	62,180	41,826	161,981
<i>Salary (Full-Time)</i>	<i>386,903</i>	<i>113,294</i>	<i>156,791</i>	<i>69,178</i>	<i>173,581</i>	<i>34,394</i>	<i>934,141</i>
Overtime	1,422	1,248	29,800	9	1,296	0	33,775
Overtime %	1.39%	7.43%	5.96%	-	2.01%	-	4.94%

	Previous 52 Weeks						
TOTAL Pay	668,350	206,798	898,727	87,919	396,580	108,135	2,366,508
<i>Hourly</i>	<i>182,508</i>	<i>93,503</i>	<i>714,484</i>	<i>18,741</i>	<i>215,066</i>	<i>61,626</i>	<i>1,285,928</i>
Full-Time	155,145	57,386	714,484	0	135,813	0	1,062,829
Part-Time	27,362	36,117	0	18,741	79,254	61,626	223,099
<i>Salary (Full-Time)</i>	<i>485,842</i>	<i>113,294</i>	<i>184,243</i>	<i>69,178</i>	<i>181,513</i>	<i>46,510</i>	<i>1,080,580</i>
Overtime	4,180	2,912	35,920	9	10,663	0	53,684
Overtime %	2.69%	5.07%	5.03%	-	7.85%	-	5.05%





RECREATION DISTRICT #1
MEETING DATE: SEPTEMBER 24, 2025
AGENDA ITEM: 9.A.

TO: Board Chairman and Board of Commissioners
FROM: Suzanne Fisher Reeder, Executive Director
RE: Administration Report in Brief
DATE: September 18, 2025

Board Committee Meetings

- Finance Committee – 09/11

Administration & Finance

- Site visit with Perkins & Will – 9/9 & 9/10
- NRPA Conference – 9/15 – 9/19

Personnel/Human Resources

- Draft of Personnel Manual sent to HR attorney revisions – draft in progress

Social Media Analytics: 08/21/2025 – 08/17/2025

- FB views 111.2K
- FB reach 28.9K
- Interactions 1K
- Follows: 146

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

83,500 Total Vehicle Volume for 8/13 – 9/19

Day of Week	Date	Vehicle Volume	Associated Events
Saturday	September 13, 2025	8,611	Home Football, Soccer, Baseball, Volleyball
Saturday	September 6, 2025	8,001	First weekend of fall sports



RECREATION DISTRICT #1

AGENDA ITEM 9.B

TO: Pelican Park, Board of Commissioners
FROM: Louissette Scott, Planning & Environmental Education Director
RE: Board Report/Planning & Env. Edu
DATE: September 17, 2025

Development Fund Projects (Bond)

Skate Park/Pump Track Update:

Phase 2: Specialty Contractor Scope

- Work is continuing at a steady pace. (see photos at end of report)
 - Rails have been poured including cap with colored concrete.
 - Continuing to form up on existing slab
 - Shock Crete – flashing and shock Crete for the bowl.

Pickleball Project Update:

- Project has been advertised for bid.
 - Pre-bid meeting scheduled for Wednesday September 24th.
 - Bids are due on Tuesday, October 7, 2025

Sand Volleyball Update:

- Our design consultants are in the final stages of completing the construction drawings.
- Submitted revised site plan adjusting location of parking at Park's request to accommodate disc golf.

Bypass Road Update:

- Staff participates in bi-weekly meetings.
 - Access roads will be cut through after September 27th at Park's request due to Disc Golf tournament.
 - The proposed multi-modal bike path lane is "outside" of ROW for northern access road. Parish is asking permission to construct on Park property.

Master Plan Siting: (Perkins & Will Contract)

- Site visit was held on Sept. 10 & 11th.
- Board and staff met with architects as part of internal stakeholder meeting.
- External stakeholder meeting was held with representatives of disc golf, children's museum, pickleball, hockey, sand volleyball, soccer;
- Board members who were unable to attend have a virtual meeting set up with Architects. (9/17 & 9/19)

Environmental Education:

Lake Pontchartrain Basin Restoration Program Grant

- Habitat Master Plan: Met with **Neel-Schaffer** and **LMG Environmental** on Tuesday, September 16, to conduct a site walk-through of the NNC property. The meeting focused on the strategic integration of a comprehensive habitat management plan for property as part of the grant.

Bartram Conference: Saturday, October 25th.

- To celebrate the 250th anniversary of William Bartram, "America's first naturalist," we will host a day-long conference on Saturday, October 25. The event will feature a lineup of speakers who will share Bartram's story and travels. In partnership with the Bartram Trail Conference, we will also install a permanent commemorative marker at the park to honor his historic journey through our region.

Pelican Park Astronomy (telescopes and planetarium)

"Astronomy in the Park" field nights are scheduled for the following dates:

- Saturday, September 20
- Saturday, October 4
- Wednesday, November 12
- Thursday, December 18
 - The new planetarium will make its public debut on **October 4 as part of NASA's International Observe the Moon Night**. This event will be a dual-program night, with both the telescopes and the planetarium available for guests. Stephanie has arranged for crafts and other educational resources to complement the planetarium program, which will be held in the white gym #3.

Audubon Delta. Urban Native Greens Program:

- Alex coordinated a meeting with **Audubon Delta** to discuss the Park's participation in the **Urban Native Greens** program scheduled to begin next Spring. This new collaboration will involve monitoring songbird nests, collecting vital data for conservation biologists, and bird banding at Pelican Park.
 - The public will be invited to participate in these activities to enrich the Park's environmental programming. The project will focus on four target species: the Carolina Chickadee, Carolina Wren, Prothonotary Warbler, and Purple Martin.

Pelican Park Nature Club:

August and September Highlights:

- **Basic Outdoor Knot Tying** workshop on August 27 had 24 attendees and was featured in a NOLA.com article. [NOLA.com article from event.](#)
- **NRPA BioBlitz** in partnership with Wild Ones Pontchartrain Basin. The daytime session had 20 participants, while the evening **Mothsheeting** event drew a crowd of 30.
- The **Birdathon** series was a major success with a combined total of 101 participants across five locations:

- **Fontainebleau State Park:** 40 in attendance, including John and Stacey Neil. Shae Freeman, who will lead October's Early Birds Walk, also joined.
- **Boy Scout Road:** 22 in attendance.
- **Northlake Nature Center:** 15 in attendance.
- **Fairview-Riverside State Park:** 14 in attendance.
- **Neighborwoods:** 12 in attendance.
- **Butterfly and Insect Hike** on September 14 at the Northlake Nature Center, which drew 25 people.

A special note of recognition goes to the four individuals who attended all five Birdathon walks: Natalie Pellegrini, a freshman at Loyola University, and the Brian family from Destrehan. The Brian's son, Gunnar, is a young birder on the autism spectrum with an incredible gift for birding.

- **Homeschool co-op (9/12 at Northlake Nature Center)**
 - Alex was invited to present at a homeschool co-op meeting on September 12th at the Northlake Nature Center. The session was attended by five students and six parents. The presentation focused on botany and the various methods plants use to disperse their seeds.
 - The lesson covered several key topics, beginning with an introduction to identifying plants by their leaf arrangement. The core of the presentation centered on seed cones and seeding mechanisms, using examples from local flora such as pine, cypress, and magnolia. The session concluded by discussing the relationship between butterflies and their host plants.
- **Educational Resources:** New educational resources have been developed to enhance our programs. Alex created three new tri-fold brochures that are now available, covering the following topics:
 - Venomous Snakes in St. Tammany Parish
 - Getting Started with Merlin Bird ID and Merlin
 - Local Areas To Explore
- **Social Media:**
 - 8/15 Instagram Reel; Feature Friday (Gulf Fritillary Butterfly) 1.7k views, 85 likes.
 - 8/20 Instagram Post; Taylor Swift Eras as Birds. 880 views, 21 reshares.
 - 8/22 Instagram Reel; Being a Naturalist. 2.5k views, 76 likes.
 - 8/28 Instagram Reel; Backyard Astronomy program. 1k views, 43 likes.
 - 9/2 Instagram Reel; August Critter Round-up. 1.7k views, reshared by Visit the Northshore.
 - 9/8 Instagram Reel; NRPA Mothsheets highlights. 1.2k views, reshared by NRPA's Instagram account.

Full list of upcoming programs:

9/12- Bird Watching 101@ Fontainebleau State Park Visitor's Center
 9/13- Fontainebleau Early Birds BIRDATHON @ Various parks around Rec. Dist. #1
 9/14- Butterfly and Insect hike with Linda "NOLA Bug Lady" Auld @ Northlake Nature Center.
 9/24- Honey and Habitat: How Beekeeping Sheds Light on Native Plants
 10/3- Sunset Yoga on the Beach **(new)**
 10/4- Sunset (moonlight) Paddle down Cane Bayou with Canoe and Trail Adventures **(new)**
 10/11- Fontainebleau Early Birds @ Fontainebleau State Park **(joint field trip with Orleans Audubon Society)**

10/17- Sunset Yoga on the Beach **(new)**

10/25- William Bartram Celebration @ Pelican Park

10/28- Horror in Nature @ Castine Center Hall D

11/1- Sunset (moonlight) Paddle down Cane Bayou with Canoe and Trail Adventures **(new)**

11/7- Sunset Yoga on the Beach **(new)**

11/8- Fontainebleau Early Birds @ Fontainebleau State Park

11/14- Turtle Cove Environmental Research Station Field Trip

11/15-11/16 Northshore Naturalist Introduction Overnight Program. **(Registration Full)**

11/29- Sunset (moonlight) Paddle down Cane Bayou with Canoe and Trail Adventures **(new)**

12/6- LSU Raptor Rehab Demonstration at White Pelican Gym

Binoculars

Birdwatchers commonly use 8x32 or 10x42 binoculars-- but what do those numbers mean?

8x32 ; 10x42

Magnification Level: This number is how far the binoculars zoom onto the subject. Lower than 8x sacrifices details, and higher than 10x can be challenging to hold steady.

Objective Lens Aperture: The objective lens determines the amount of light that passes through the barrel; the higher the number, the brighter the image. A good rule of thumb is the objective lens length should be 4x the magnification level.

SPORT OPTICS
AMERICA'S HIGH-END OPTICAL AUTHORITY

Pelican Park would like to thank SportOptics an online retailer based out of Hammond, for donating 20 pairs of Vortex Diamondback binoculars to our environmental education department!

Scan to download

Merlin Bird ID

eBird

Pelican Park Nature Club

The Pelican Park Nature Club hosts a birdwalk on the second Saturday of every month at Fontainebleau State Park. Scan the code below for more details and our full event calendar!

These organizations also host birdwalks around Southeast Louisiana.

Orleans Audubon Society

Baron de Lafourcade Audubon Society

Orleans Master Naturalists

Orleans Master Naturalists of Greater Baton Rouge

Getting started with Merlin Bird ID and eBird

Prothonotary Warbler

Prepared by Alex Landry, Master Naturalists and Environmental Education Programs Coordinator, Pelican Park / Recreation District #1 St. Tammany Parish

Hooded Warbler

Merlin Features

Step by Step

asks a series of questions (location, time, size, colors, behavior) and suggests possible birds that fit your answers.

Sound

identifies a bird based on its song or call in real time; generally reliable.

Photo

suggests a bird ID based on a photo; very dependent on picture quality.

Explore

shows birds you are likely to see based on date and location.

Life List

lists every bird species you've seen; requires linking eBird account.

Cornell Lab

Merlin Bird ID is *field guide* that helps you identify birds, while eBird is a *journal* that records the birds you and other birdwatchers see.

Both are completely free products of Cornell University's Bird Lab!

To get started with Merlin, download the bird pack for your region (US, Southeast) and set the date/location to see the birds you are likely to see.

eBird's **Explore** function and website is a trove of bird watching data that can help you find specific species, find places to bird, or see how you stack up against other birders.

eBird Checklists

09:14 0:04 mi Auto selected

Latest checklist based on 955 checklists in 2023/24 area

Species Name/Code

Cancel

1	Scrub Wren	●
1	Hooded Merganser	●
1	Kingfisher	●
1	gull sp.	●
23	Red-winged Blackbird	●
1	Prothonotary Warbler	●
1	Yellow Warbler	●
100	Pine Warbler	●

• eBird logs your track (not public), distance covered, and time; eBird will suggest a location for you to use.

• Input birds you see in the "I" species name/code bar.

• Indicates an unreported species.

• Indicates a rare species.

• Indicates a high count of that species.

• Rare species and high counts require a comment or picture from you describing the bird or how you counted them.

• The system is based off the honor system.

• Checklists and rare bird/high count comments are reviewed by a local volunteer eBird reviewer; our local eBird reviewer is very nice!

IDENTIFICATION

The Cottonmouth and Copperhead are closely related and share many similarities. They have the same general size, same general shape, and bites from both are **marked with the same antivenom** should an envenomation occur. **Dry bites** can occur when a snake injects no venom at all. Copperheads can be reliably identified by their copper color and the "honey" has pattern on their sides.



Eastern Copperhead (left), Northern Cottonmouth (below)

Cottonmouths, however, present more variation in their color and pattern. Cottonmouths may present a "paleated" pattern similar in shape and color to Copperheads, though many present solid black, or keep a faint pattern throughout their lifetime. Both species have a yellow tip to their tail when young, as seen on the Copperhead above.



Timber Rattlesnake (top), Western Coral Snake (right)

INTRODUCTION

At one time, our corner of Louisiana hosted many species of venomous snakes. However, due to habitat loss and urban development, **only two species are regularly encountered: the Eastern Copperhead and the Northern Cottonmouth** (also referred to as Water Moccasins), which are considered Pit Vipers.

Other venomous species, like the Timber Rattlesnake or Western Coral Snake, have been observed in remote portions of our parish, with often decades passing between sightings. We will not focus on the identification of these species, but it is worth noting that **the emergency snakebite management covered in this document apply to these species of snake as well.**

IDENTIFICATION

The most reliable way to identify between our venomous and nonvenomous species is to remember a few key field marks and characteristics related to their head, including lip bars.



Eastern Copperhead



Northern Cottonmouth



Nonvenomous water snake. Notice the lip bars are absent from pit vipers.

Pupil shape and head shape can be descriptive and should not be relied upon. Nonvenomous snakes are able to flatten their pupils in bright light. **The best practice is to use multiple field marks to support an identification.**

SNAKE MYTHS

Baby snakes are more dangerous.

Pit vipers are in complete control of their venom output from birth.

Sucking the venom out of the bite is an effective treatment.



This does not work, and increases possibility of infection. This includes "extraction kits" sold in stores.

Snakes are aggressive.

Snakes want nothing to do with us. Give them space and an escape route and they will run away.

You can fall into a Cottonmouth "hole".

Our Pit Vipers give the birth. They do not lay eggs, make a nest, or spend much energy tending to offspring.



SNAKEBITE MANAGEMENT

If bitten by a venomous snake (or a snake that you're unsure of), stay calm and:

- 1) Remove all jewelry to accommodate for swelling.
- 2) Call 911, wait for an ambulance if possible.
- 3) Elevate affected area above the heart if possible.

Do NOT:

- Self-administer any medication.
- Attempt to capture or kill the snake; this can lead to a second envenomation.
- Biting the snake to the hospital.
- Apply a tourniquet or compression bandage.
- Cut, bleed, or suck the bite.
- Apply ice.

RESOURCES

National Snakebite Support
www.nationalsnakebitesupport.org
The Rattlesnake Conservancy
www.rattlesnakeconservancy.org
Alex Landry, Pelican Park Naturalist
alexlandry@pelicanpark.com

Venomous Snakes in St. Tammany Parish

Northern Cottonmouth
Eastern Copperhead

Identification - Myths - Snakebite Management

Prepared by Alex Landry, Master Naturalist and Environmental Education Programs Coordinator, Pelican Park / Recreation District #1, St. Tammany Parish



Neighborhoods
700 Garden Ave, Mandeville, LA



Neighborhoods is tucked away, behind a residential neighborhood. The park has a trail through the woods that ends at a loop around a pond where nesting birds and alligators can be seen. A great spot for birdwatching!

Pottery Hill
Colbert St. @ Monroe St, Mandeville, LA



Best described as a "Pocket Park," Pottery Hill sits underneath the canopy of the ancient Caddo Oak on the bank of Bayou Cadeau.

OUR STATE PARKS

Fortanebleau State Park
62883 LA-1089, Mandeville, LA



Fortanebleau State Park is situated on 2800 acres of land on the Northshore of Lake Portchartrain. Its unique geography, situated between Bayou Cadeau to the west and Cane Bayou to the east, make the park an ecological hotspot of biodiversity.

Fairview-Riverside State Park
119 Fairview Dr, Mandeville, LA 70447



Fairview-Riverside State Park is situated on the Tchefuche River and has a wonderful elevated boardwalk over cypress-tupelo swamp, seen above.

OUR STATE PARKS

Fortanebleau State Park
62883 LA-1089, Mandeville, LA



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Pottery Hill
Colbert St. @ Monroe St, Mandeville, LA



Best described as a "Pocket Park," Pottery Hill sits underneath the canopy of the ancient Caddo Oak on the bank of Bayou Cadeau.

LOCAL AREAS TO EXPLORE

In and around Recreation District #1



Spanning over 400 acres, a walk through Northlake Nature Center will take you through Cypress-Tupelo swamp, mixed pine-hardwood forest, and Pine Savannah.

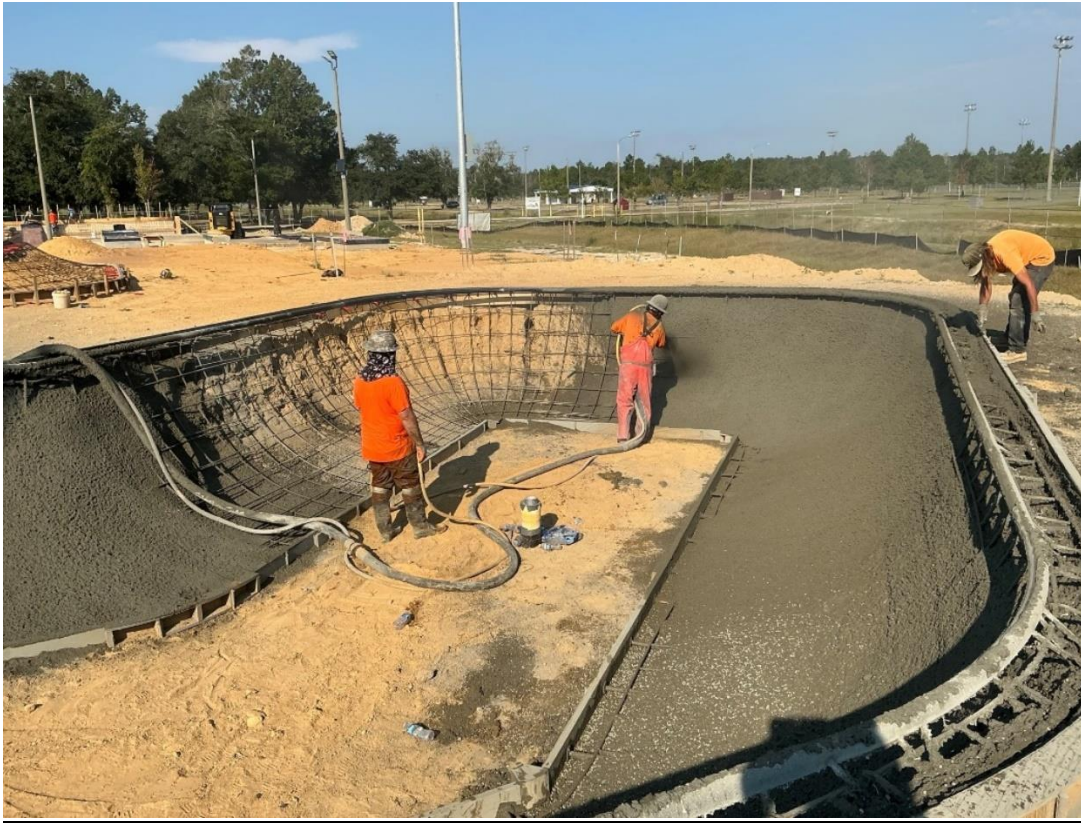
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Spanning over 400 acres, a walk through Northlake Nature Center will take you through Cypress-Tupelo swamp, mixed pine-hardwood forest, and Pine Savannah.







RECREATION DISTRICT #1
MEETING DATE: SEPTEMBER 24, 2025
AGENDA ITEM: 9C.

TO: Board Chairman and Board of Commissioners
FROM: Doug McLemore, Assistant Director of Parks
RE: Monthly Report
DATE: September 24, 2025

General Parks:

- On 9/10, Parks Division hired Cody Champagne to its Crew. There are now only two positions left to fill.
- Dog Parks have been treated this month for ticks and fleas with Bifenthrin @ 43 oz. per 150 gallons of water.
- Monthly treatment of all buildings, concessions, and gyms for ants, roaches and spiders has been accomplished with Suspend insecticide @ a rate of 1 oz. per gallon of water.
- The window a/c units for both gold field press boxes as well as Green Triplex concessions were replaced on 9/8/25. All the window units that were replaced were from 2013.
- One of the duplex lift station grinders for Brown gym had to be replaced. A Myers model WG20-21, 2 HP, 230 v was purchased at a cost of \$4,516.47. The replaced motor was an original motor from 1990.
- Inventory of all park fire extinguishers was conducted (62) and annual inspection set up for this month. Quotes were obtained with Davis Products offering the lowest cost.
- As part of a cleanup project, Park Staff have begun bush hogging several areas in the park around the purple and yellow fields that were reclaimed by nature over the last few years.

Fields:

- Turf Staff have been continuing to monitor fields daily for Armyworms and spraying with 20 oz. Bifenthrin, 64 oz. Sevin SI and 20 oz. Permethrin per 150 gallons of water needed to eradicate breakouts. October is normally when they subside in activity, as the days get colder.
- All fields have been fertilized for last summer's treatment with 32-3-7 granular fertilizer at a rate of 3 lbs. per 1,000 square feet.
- All fields have been sprayed with Resolute Pre-Emergent in preparation for winter overseeding a rate of 46 gallons per acre.
- An RFP was sent out for the purchase of 16,000 lbs. of winter sports turf rye grass seed for winter overseeding. The purchase was awarded to Ewing at a cost of \$19,840.00.
- Several soccer goal frames needed repairs, replacement parts cost \$2,550.00. Staff are making repairs this week.
- Base pad repairs are being performed on silver fields #4, #5, and #6. And fresh red dirt with Turface MVP is being incorporated into them.

Projects:

- Park Staff have completed rewiring all six electric backboard goal lifters located at the Brown gym.
- Park Staff demolished the old gray east wooden batting cage frame, formed a 14' x 70' pad and poured 17 yards of concrete. Staff are currently installing a new galvanized metal batting cage. Gray west will be removed and rebuilt upon completion of gray east. Green 4 wooden batting cages will also be replaced with new galvanized metal cages following the gray field upgrade.



RECREATION DISTRICT #1

MEETING DATE: SEPT 24, 2025

AGENDA ITEM: **9.D.**

TO: Board Chairman and Board of Commissioners
FROM: Carly, Arthur, Recreation Supervisor
RE: Recreation Monthly Report In Brief
DATE: September 24, 2025

Youth Sports

Sports & Seasons	2023	2024	2025
Winter - Boys			
6	96	80	69
7	88	88	43
8	96	88	79
9	77	96	66
10	104	71	83
11	65	94	57
12	64	56	51
Winter - Girls			
7/8	63	51	38
9/10	56	48	34
11/12	35	28	18

- Next Home Football Game: September 27th
- Winter Evaluations: September 25-28
- Winter Team Formations: October 6 – October 8
- Winter Games: November 8
- Karaoke In the Park – September 27
- Pickleball Classic – RESCHEDULED TENTATIVELY to April 18-19, 2026

CASTINE CENTER

BOARD UPDATE

AGENDA ITEM

August 16 – September 19, 2025

To : Board of Commissioners
 From : Catherine Barbier
 Date : September 19, 2025

August Events

	<u>Date</u>	<u>Est. People</u>	<u>Est Revenue</u>	<u>Customer</u>
Coast Guard Day 2025	August 4	400	\$1,000	Repeat
Lakeshore Villages Master Community	August 7	50	\$180	New
Brandi Davis Baby Shower	August 9	60	\$144	New
Coca-Cola United Meeting	August 12-13	200	\$1,400	Repeat
Regina Coeli	August 14-15	450	\$2,500	Repeat
LSU AG	August 20	120	\$63	Repeat
Folse Wedding Reception	August 23	250	\$1,100	New
Oxford House	August 24	50	\$144	Repeat

September Events

	<u>Date</u>	<u>Est. People</u>	<u>Est Revenue</u>	<u>Customer</u>
Diggers Night Out	September 3	300	\$900	Repeat
Stover Wedding	September 5-6	250	\$1,500	New
STPSB Bus In-Service	September 7-8		\$400	Repeat
LTAP Safety Mtg	September 16	45	\$180	Repeat
LSU Ag	September 17	120	\$63	Repeat
Mande Milkshakers	September 19-21	900	\$8,900	Repeat
Murphy's Gun Show	September 26-28	1,500	\$7,000	Repeat
Cisco's Vendors	September 27-28	300	\$2,700	Repeat
Oxford House	September 28	50	\$144	Repeat

October Events

	<u>Date</u>	<u>Est. People</u>	<u>Est Revenue</u>	<u>Customer</u>
COAST Resource Festival	October 1-2	500	\$6,300	Repeat
Mandeville High Homecoming	October 3	600	\$2,700	Repeat
Louisiana Card Con	October 4-5	1,500	\$9,000	Repeat
STPSB Career & College Expo	October 8	1,000	\$1,000	Repeat
Covington Concert Band	October 8	350	\$700	Repeat
Lakeshore Hugh Homecoming	October 11	575	\$2,500	Repeat
STP Library Meeting	October 13	160	\$1,200	Repeat
Bargain Boutique	October 15-17	500	\$2,200	Repeat
Ducks Unlimited	October 16	500	\$3,400	Repeat
Old Patriot	October 17-19	700	\$8,000	Repeat
Professional Women of STP	October 22-23	150	\$1,200	Repeat
Louisiana Wildfowl	October 24-26	450	\$7,000	Repeat

AWAITING SIGNED CONTRACTS:

FHS Senior Breakfast	May 4-5, 2026	1,000	\$4,000	Repeat
Louisiana Card Con	Oct 31-Nov 1, 2026	1,500	\$9,000	Repeat
LSU-LTAP	December 11, 2025	45	\$180	Repeat

CONTRACTS RECEIVED:

Cisco's Vendors	Sept 27-28, 2025	300	\$2,700	Repeat
Bad Mom's That Dance	March 14, 2026	600	\$3,50	New
Crown Athletics	November 21-22, 2025	200	\$3,000	Repeat
Lakeshore Hugh Homecoming	October 11	575	\$2,500	Repeat



RECREATION DISTRICT #1

MEETING DATE: SEPTEMBER 24TH , 2025

AGENDA ITEM: 9.F

TO: Board Chairman and Board of Commissoners
 FROM: Ray Duplantier, Concessions Supervisor
 RE: Concessions Report In Brief
 DATE: September 24th, 2025

Concessions revenue for August 11th – September 14th
 were as follows:

Gross Sales by Week	8/11/2025- 8/17/2025	8/18/2025- 8/24/2025	8/25/2025- 8/31/2025	8/01/2025- 8/07/2025	8/08/2025- 8/14/2025
Red Complex	\$ -	\$ -	\$ -	\$ 508.99	\$ 729.56
Yellow Complex	\$ 571.55	\$ 92.46	\$ -	\$ 664.70	\$ 647.91
Purple Complex	\$ 1,199.68	\$ -	\$ -	\$ 1,309.85	\$ 820.87
Orange Complex	\$ -	\$ -	\$ -	\$ 1,115.50	\$ 848.70
White Gym	\$ -	\$ -	\$ -	\$ 1,187.49	\$ 1,482.81
Brown Gym	\$ -	\$ -	\$ -	\$ -	\$ -
Gold/Gray Complex	\$ -	\$ -	\$ -	\$ -	\$ 2,660.18
Green Complex	\$ -	\$ -	\$ -	\$ 691.38	\$ 656.42
Blue Complex	\$ -	\$ -	\$ -	\$ 949.44	\$ 859.51
Castine Center	\$ -	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,771.23	\$ 92.46	\$ -	\$ 6,427.35	\$ 8,705.96
Notes/Events	MSC	MSC		Basketball/Softball Volleyball/MSC	Basetball/football/MSC Volleyball/Softball/