

**Recreation District #1  
Board of Commissioners Meeting  
February 15, 2023**

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

**Board absent:** deShea Richardson

**Staff present:** Jenny Dexter – Executive Director  
Doug McLemore – Assistant Director  
Cindy Jackson – Business Manager  
Niki Butler – Marketing Administrator  
Louisette Scott – Environmental Educator  
Steven Knecht – Recreation Superintendent  
Marie Dupre – Business Manager  
Tina Massel – Human Resources

**Staff absent:** Kia Knight – Assistant Director

**Visitors:**

RCL Architecture LLC - Richard Lambert, Vince Alvero & Paul Dimitrios

**Call to Order:**

The meeting was called to order by Chairman N. Adams at 6:30pm. Board Secretary, Niki Butler, called the roll. Six of the seven Board members were present. deShea Richardson was absent.

**Welcome visitors:** Chairman N. Adams welcomed the employees from RCL Architecture LLC. Richard Lambert, Vince Alvero & Paul Dimitrios. N. Adams also welcomed our new Executive Director, Jennifer Dexter and our Human Resource Manager that will be joining us for their first Recreation District #1/Pelican Park Board Meeting. Jennifer introduced herself and gave the Board an update of her first week and a half as the Executive Director and is so excited to be part of this great organization and amazing team and staff at Pelican Park.

R. Danielson and the Board wants to thank Louissette Scott for her service as the Interim Director and appreciates the hard work and projects that she accomplished during her time. She will now step down as the Interim Director and continue her position as the Environmental Educator as well as her new position, given by Jennifer Dexter, as the Park Planner to assist in the Districts' Master Plan Project.

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

No new items

### **Approval of the Previous Month's Minutes:**

Motion by R. Danielson to accept the previous month's meeting minutes as presented.

- January 18, 2023 – Monthly Board of Commissioners Meeting  
Seconded by M. Savell. Vote 6-0. Motion passes.

### **Financials:**

N. Adams stated that he has reviewed the monthly summary and gave a brief wrap up on the cash balances and revenues. The District has 26 payroll periods in a year and we have four that have been paid out in 2023, so far. Salaries, wages and benefits are the largest budget item and they are on schedule during this time. Electric bills are in and they are another large part of the budget. Park and Castine Center rentals have increased and are a great revenue for the Park.

- N. Adams reviewed the bank statements and all of the balances are accurate with no discrepancies.
- M. Savell just received the credit card statements today and has not been able to review the statement so we will defer them to next month's meeting on March 15<sup>th</sup>, 2023.
- N. Adams, Jennifer Dexter and Cindy Jackson had a meeting with Grant Schlueter, Foley and Judell about the District's new series 2023 bonds. He believes that we should be able to maintain our AA rating which means a **much cheaper ad valorem payment for our taxpayers.**

Motion by W. Mathews to accept the financials as presented. Second by J. Neill. Vote 6-0. Motion passes.

### **Resolutions:**

#### **Resolution 2023-06-**

To consider and take action with respect to adopting a resolution acknowledging receipt and compliance with Louisiana Compliance Questionnaire for Audits Engagements of Governmental Agencies from the Legislative Auditor's Office. (vote)

Cindy Jackson, Business Manager, reported the Louisiana Legislative Auditors require us to complete the questionnaire and vote via resolution.

They gave us a questionnaire to fill out and since the population increase in our area, all AUP's (Agreed Upon Procedures) will be performed on site and they will follow all ethics and state laws.

Motion by W. Matthews to call to vote Resolution 2023-06 The first page of the resolution was read by Board Chairman, N. Adams. Second by M. Savell and a roll call vote was recorded. **Roll call vote:**

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

Vote 6-0 in favor. Motion passes to accept Resolution 2023-06. Resolution 2023-06 will be updated with the roll call votes and signed by N. Adams.

#### **Resolution 2023-07-**

Motion by J. Neill to call to vote Resolution 2023-07 to allow funds up to \$500,000 to be added to a bypass road project to have available for safe passage for our employees to drive from Pelican Drive across or under the bypass road to our maintenance area as well as our second planned entrance. R. Danielson stated that he has met with the Parish President, Michael Cooper, and the City of Mandeville that are also putting funds aside for this project. W. Matthews is concerned about our commitment to this project stating that we cannot use recreational public funding from our District's millages for public roads. **Discussion.** J. Neill motions to accept the resolution contingent on the a positive outcome on a legal review. Second by R. Danielson to move conditional funding to a bypass road project account with the contingency that a meeting will be held and legal council will review and accept the law before funds are moved. A roll call vote was recorded. **Roll call vote:**

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

Vote 5-1 in favor with W. Matthew, voting against. Motion passes to accept Resolution 2023-07 with the contingency that a meeting will be held and legal council will review the law before funds are moved.

**Reports in Brief:**

- **Principal Interest Payment on Bonds/Certificates of indebtedness**  
(Informational report - No Vote)
  - Cindy Jackson has made the March payments.
- **Master Plan with RCL Architecture, LLC - Implementation of the Master Plan (Full report in approved Minutes)**
  - R. Danielson gives an update explaining that we recently accepted Phase 1 of the Master Plan last month to continue with RCL Architecture LLC. Phase 2, would be to engage with RCL to have a contract with them and pay \$126,000 for their services and development of the first phase of the Master Plan items. The District will receive the funds on April 6<sup>th</sup>, 2023 to start the payments for this project. **Discussion.**

Motion by R. Danielson to approve the first phase of projects on the Master Plan process and engage with RCL Architecture LLC. The Board gives N. Adams permission to authorize and sign the contract with RCL Architecture LLC. Second by J. Neill. Vote 6-0. Motion passes.

**Updates:****Castine Center Renovations and Office Expansion Job – Interim Director  
Louisette Scott reported:**

Paul Dimitrius, with RCL Architecture LLC, gave an update on the Castine Center Renovations.

- The employee parking lot is under review due to the damage from the contractors that needs to be repaired and replaced. Since the entire lot needs to be resurfaced, RCL will pay for their section that needs to be repaired and replaced and the District will pay for the resurfacing of the rest.
- The inside fountain water flow is going to be adjusted so it doesn't splash on the drywall. Plants and mats will be added under to make sure it is not a safety or damaging issue for the future.
- The roof of the port de cochere was not part of the Castine Center expansion but it has been repainted.

**Division Reports:**

- **Admin**- There have been 6 new hires recently.
- **Parks**- (Report included in official minutes - green)
  - Scott Howell with H.G. Engineering has completed his assessment on the White gym chiller replacement and are waiting for bids for the chillers.

- The new rails and the new arm curling machine for the Groves exercise area are to be delivered and installed within the next week or so.
- **Recreation**- (Report included in official minutes - blue)
  - CPR/first aid/AED equipment will be ordered for about \$1800 to start having certifications for staff, coaches and the public.
  - The Girls 10U Bidy Basketball team have won their first 2 tournaments again this season.
  - Castine Family Campout will be here overnight next Saturday.
- **Castine Center**- (Report included in official minutes - pink)
  - J. Neill was present for the Eve Ball at the Castine Center this past weekend and stated that it was an amazing event and the customers had a lot of great comments about the Castine Center and the staff.

**New Business:**

None

**Old Business:**

- **Northlake Nature Center:**
  - The last couple of months the Park's attorney, Paul Mayronne and Mr. Blaseck, with the Northlake Nature Centers Attorney have been working to restructure the cooperative endeavor agreement. At this time, the NNC board and Pelican Park NNC committee cannot come to an agreement and the District has pulled the deal off the table.
  - Since the District is the lease owner of the land and the area has several areas that need to be repaired due to safety concerns. Who is responsible if we are sued for damages? **Discussion.**
  - With the Boards approval the committee would like to ask for a formal motion to authorize Paul Mayronne to withdraw the cooperative endeavor with the Northlake Nature Center.

Motion by W. Matthews to accept the offer for Paul Mayronne to withdraw the cooperative endeavor with the Northlake Nature Center. Second by J. Neill. Vote 6-0. Motion passes.

**Next Board of Commissioner Meeting, March 15th.**

**Meeting Adjourn:** Motion to adjourn by J. Neill at 7:52pm. Second by M. Savell. Vote 6-0 in favor.

**Staff Notes:**

- Financial Disclosure Statements are due for all Board Members.
  - Louisiana Board of Ethics website
  - [ethics.la.gov](http://ethics.la.gov)
- Insurance meeting before next meeting
- Bypass Road Project-Legal review to use recreational money for public roads. Resolution 2023-07 Emily Couvillon with DA
- Remedy the hazards at the NNC- Need images and list
- Remaining NNC funds of \$ 3,500 use for legal expenses
- Shearn is getting Married...may miss the next meeting.