

**Recreation District #1
Board of Commissioners Meeting
February 21, 2024**

Board present: Nixon Adams
Rick Danielson
Shearn Lemoine
John Neill
deShea Richardson
Barrett McGuire
Ed Bee

Board absent: None

Staff present: Kia Knight – Co-Executive Director
Doug McLemore – Co-Executive Director
Scott Goodwill – Finance Director
Louisette Scott – Park Planner/Environmental Education
Marie Dupre – Records Manager
Niki Butler – Marketing & PR Supervisor
Noel Baham – Recreation Director
Ray Duplantier – Concession Supervisor
Anne Thompson – Human Resources Manager

Staff absent: None

Call to Order:

The meeting was called to order by Chairman N. Adams at 6:30pm. Niki Butler, Board Secretary, called the roll. All seven of the current Board Members were present, which represents a quorum.

Welcome Visitors: N. Adams welcomed the new Recreation District #1/ Pelican Park Board of Commissioners, Staff Members and Visitors. N. Adams announced the retirement of our previous long-standing Board of Commissioner, William Matthews, after 20 years and was the commissioner that pushed for the great Leisure programs that we still have today and was also a big part of all the legal committees and growth of Pelican Park. We would like to have a special acknowledgement and presentation of a park bench for all that he has done for Recreation District #1/Pelican Park over the years.

- Barrett McGuire – Newly appointed Board of Commissioners
- Ed Bee - Newly appointed Board of Commissioners

- Noel Baham – Recreation Director
- Ray Duplantier – Concession Supervisor
- Anne Thompson – Human Resources Manager

- RCL Architecture Consultants – Paul Dimitrios and Vince Alvero – Architects

During the meeting, Anne Thompson, the new Human Resources Manager and also a Justice of the Peace/Notary, directed all Board of Commissioners to rise and undergo the swearing-in process as the newly appointed 2024 Board of Commissioners of Recreation District #1/Pelican Park. Additionally, A. Thompson distributed official paperwork and administered oaths for all Board Members to sign, facilitating the notarization process.

Open agenda to proposed new items:

J. Neill motions to move the RCL presentation up on the agenda. Second by S. Lemoine. Vote 7-0. Motion passes.

Approval of the Previous Month's Board Meeting Minutes:

- There are no changes to the previous month's minutes.

Motioned by R. Danielson to accept the previous months minutes with no changes, seconded by S. Lemoine. Vote 7-0. Motion passes.

Approval of the Emergency Board Meeting Minutes (January 18th, 2024):

- There are no changes to the emergency meeting minutes.

Motioned by R. Danielson to accept the Emergency Meeting minutes with no changes, seconded by S. Lemoine. Vote 7-0. Motion passes.

Guest Presentation:

- Paul Dimitrios and Vince Alvaro, the Architects with RCL Architecture Consultants, presented the Science Center/Planetarium designs, location selection, options, and future vision of the project to the staff and board. The planetarium itself is projected to be 11,000sf area that would seat approximately 124 people. At a future date, the exterior walls can be removed to add several wings to the building, to include both a science and educational wing for labs and interactive displays.

Financials:

N. Adams stated that we are still in an excellent place to start this year and the District's payroll costs were down for the first four payrolls, but by the end of April we will be able to see the upcoming payroll amounts with all of the new employees starting this week. Election costs were originally budgeted for half of the election, but unfortunately, the School Board dropped out of the election and Recreation District #1 will be the only one on the ballot, so the District will now have to pay the entire cost of the election.

- N. Adams reviewed the bank statements, and all the balances are accurate with no discrepancies.
- S. Lemoine reviewed the credit card statements and did not find any discrepancies or have any questions.

Motion by R. Danielson to accept the financials as presented. Second by d. Richardson. Vote 7-0. Motion passes.

Report in Brief #1: Sealing of White 1 & 2 gyms and Brown gym roofs (Update)

- D. McLemore updated the Board and staff on the emergency roof repairs regarding the leaks at both Brown and White gyms. This will be a repair and enhancement on both gyms at the lowest bid cost of \$123,000. Waterproofing Solutions received the bid and will begin this week by pressure washing, cleaning gutters, knocking away all loose debris and exchanging any loose screws or fixtures. Next phase, will be the silicone and waterproof roof coating for the entire roofs that will both be completed with the applicable fire ratings and 10-year warranty on all materials.

Motion by R. Danielson to formally approve the funding of \$123,626.20 for the Brown and White Gym through the Strategic Funding line item. Second by S. Lemoine. Vote 7-0. Motion passes.

Report in Brief #2: Closure of Sports and Capital Replacement Checking Account

- S. Goodwill recommended closing the Sports checking account ending in -6676, because it is no longer needed after merging the General Fund and transferring the remaining funds into O&M. Also, he recommended closing the Capital Replacement checking account ending in -6593, as part of his effort to streamline our accounts. **Discussion.**

Motion by d. Richardson to allow S. Goodwill to close the Sports and Capital Replacement Account at Gulf Coast Bank. Second by J. Neill. Vote 7-0. Motion passes.

Report in Brief #3: Health Insurance deductibles for employees (Update)

- M. Dupre gave an update on all the challenges with the new insurance company and the HRA program. Marie has talked to the group administrator and they will be scheduling a time to come and talk to the staff. **Discussion.**

Report in Brief #4: Closeout of Funded Constructed Project Jobs

- S. Goodwill has organized the Funded Construction Projects and listed the projects that are now complete and still have a remaining balance. Scott is recommending to close the listed jobs and transferring the remaining balances into Strategic Planning. Castine Center Renovations & Office Exp., Hurricane Ida, Castine Center A/C Controllers, Sports Evaluation Equipment. **Discussion.**

Motion by R. Danielson to approve closing out the listed projects and transferring the remaining balance of \$79,437 into Strategic Planning. Second by S. Lemoine. Vote 7-0. Motion passes.

Report in Brief #5: Geographic Information System (GIS) funding request

- S. Goodwill reported that the staff has been working on a GIS (Geographic Information System) project, to provide us with comprehensive digital mapping of the park to guide our other current and future projects. Scott recommended creating a GIS Project job line item to be able to track all of expenditures for this project. The expected budget for this project is currently \$24,000 and will be allocated from the Unallocated Fund. **Discussion.**

Motion by d. Richardson to formally create a GIS job in the Developmental Fund and approve transferring the balance of \$24,000 from Unallocated Funds into the GIS job. Second by J. Neill. Vote 7-0. Motion passes.

Report in Brief #6: Event Stage Requests for additional funding

- S. Goodwill discovered that the original budget for the Event Stage project that was approved by the Board at \$750,000 was not an accurate depiction of the job's total cost to build. Scott found that there were several expenditures that were already allocated, but not added into the approved budget. Therefore, the staff is asking to increase the budget of the Event Stage job to \$830,000 to have enough funding to accommodate the estimated total cost.

Motion by J. Neill to increase the budget of the Event Stage budget by \$80,000. Second by R. Danielson. Vote 7-0. Motion passes.

Resolutions: None

Division Reports:

- **Parks**- (Report included in official minutes on green paper)
 - D. McLemore discussed the timeline of issues with several pumps, motors and wells that have gone out and replaced over the years. Some have been going strong for 30 years and some have only lasted only a few years and have already been replaced.
- **Recreation**- (Report included in official minutes on blue paper)
- **Castine Center**- (Report included in official minutes on pink paper)
 - The Castine Center has many large events coming up this month and has been booked out with very few dates available to rent.
- **Park Planning / Environmental Education**- (Report included in official minutes on gold paper)

Park Planning:

- The Groves Event Stage has been given the Notice to Proceed and will have 180 days to complete the project with a completion date by the end of November.
- Skatepark/Pumptrack completion date is by the end of October.
- We have proposals for six sand volleyball courts.
- Rebounding walls have been ordered for the lacrosse.
- The contract with Neel Schaeffer has been signed for the Pickleball Project.
- The staff had a meeting with NSI to review the Hydraulic Study.

Environmental Education:

- March 10th the Wild Ones is holding a meeting about the upcoming nationwide event called the iNaturalist and City Nature Challenge to teach patrons how to use the app for the event.
- The staff will be setting up an apiary with two beehive boxes installed by the west side of the maintenance facility and the bees are to be delivered and in the boxes by the middle of Spring.

- The staff has ordered fish food for the fish in the pond, in hopes that they will grow and be available to fish by the time the Father's Day fishing Rodeo is scheduled on June 8th of this year.
- **Administration:**
 - **Update on Hiring Process:** K. Knight provided an overview of the progress made in hiring new staff members, including details on the process and timeline for the Executive Director position. It was noted that there were twelve applicants for the position. Currently, Kia is coordinating phone interviews for the top six candidates selected. The objective is to finalize the hiring of the new Executive Director by May of this year.
 - **Acknowledgment of Interim Co-Executive Directors:** N. Adams commended Kia and Doug for their exceptional performance in their roles as Co-Executive Directors. Their efforts were highlighted, particularly Kia's contributions in the recruitment of new employees and effectively addressing tasks that had been pending for the past 10 months by successfully bringing them to fruition.

New Business:

- **Potential CEA with Lacombe Recreation District #4 (Vote)**
 - R. Danielson and N. Adams discussed the possible CEA with Lacombe Recreation District #4's and a few ways of possible integrating programming and future endeavors with them. R. Danielson would like to defer this vote until May.

Old Business:

- **Millage Renewal** -The election for the millage renewal is on April 27th. K. Knight and N. Butler presented a plan outlining promotions and activities to increase awareness of the election and the dates. These include mailers, radio interviews, flyers, Causeway signage, posters, local magazines, and "coming soon" boards for upcoming projects. James Hartman met with Kia and Niki and expressed confidence in their preparations, his only recommendation was to simplify the main message for broader public understanding.
- **Commercial Insurance** – No updates to report at this time.

Public Comments

No public comments.

Board Notes:

- Next Board of Commissioner Meeting, March 20th
- Need to have several mailing lists for millage mailers. One for the Friends of Pelican Park mailer and another for a broader audience.

Meeting Adjourn:

Motion to adjourn at 8:27pm by J. Neill. Second by R. Danielson. Vote 7-0 in favor.

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