

**Recreation District #1
Board of Commissioners Meeting
January 18, 2023**

Board present: Nixon Adams
Majure Savell
Rick Danielson
William Matthews
deShea Richardson
Shearn Lemoine

Board absent: John Neill

Staff present: Louissette Scott – Interim Director
Kia Knight – Assistant Director
Doug McLemore – Assistant Director
Cindy Jackson – Business Manager
Niki Butler – Marketing Administrator
Steven Knecht – Recreation Superintendent

Staff absent: Marie Dupre – Business Manager

Visitors:

Andrew Doyle – Landscape Architect at New Line Skateparks Inc.
Grant Schlueter – Bond Attorney with Foley and Judell, LLP
Stephanie Ferry – With Raymond James Financial Services, Municipal Advisor

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. J. Neill was absent.

Welcome visitors: Chairman N. Adams welcomed the Bond Attorney, Grant Schlueter with Foley, Judell, LLP, Stephanie Ferry, The Financial Municipal Advisor and Andrew Doyle, Landscape Architect at New Line Skateparks Inc..

Open agenda to proposed new items:

- N. Adams motioned to move the items on the agenda to allow Andrew Doyle to present his skate park presentation on his ideas for the future of the Pelican Park skate park. Second by S. Lemoine. Vote 6-0. Motion passes.

Andrew Doyle shared his thoughts on the issues that our current skate park is having such as overcrowding as well as the large age range differences that cause problems for the community. He presented to the Board his plans and designs of what he thinks the Park would need to have and options of what it may possibly look like with a 16,000 square foot facility. He believes there is a great opportunity for growth and even the possibility of receiving donations from other local companies such as Gnarly Barley and or Dickies and/or work on grants that will help this project move forward into the future.

Approval of the Previous Month's Minutes:

Motion by M. Savell to accept the previous month's meeting minutes as presented.

- December 14, 2022 – Monthly Board of Commissioners Meeting

Seconded by S. Lemoine. 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 for the year ending December 30, 2022. N. Adams thanked Cindy Jackson and Marie Dupre on their hard work and wanted to let everyone know that they did a great job on all of the informative spreadsheets and presented information.

- N. Adams reviewed the bank statements and all of the balances are accurate with no discrepancies.
- M. Savell reviewed the credit card statements and has approved the statements as is.

Motion by d. Richardson to accept the financials as presented Second by M. Savell. Vote 6-0. Motion passes.

Resolutions:

Resolution 2023-01

Resolution 2023-01 is to consider and take action with respect to adopting a resolution providing for canvassing the returns and declaring the results of the special election held in Recreation District No. 1 of the Parish of St. Tammany, State of Louisiana, on Saturday, December 10, 2022, to authorize the incurring of debt and issuance of bonds therein.

Grant Schlueter, The Districts Bond Attorney with Foley and Judell, LLP addressed the board and explained the resolution and bond information.

Motion by d. Richardson to call to vote Resolution 2023-01 The first page of the resolution was read by Board Chairman, Nixon Adams. Second by W. Matthews and a roll call vote was recorded. **Roll call vote:**

- Nixon Adams - For

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

Vote 6-0 in favor. Motion passes to accept Resolution 2023-01. The Resolution will be updated with the roll call votes and signed.

Resolution 2023-02

To consider and take-action with respect to adopting a resolution advertising for bids for the purchase of General Obligation Bonds, Series 2023, of Recreation District No. 1 of the Parish of St. Tammany, State of Louisiana; and providing for other matters in connection therewith. The first page of the resolution was read by Grant Schlueter, where he proposed one modification to the resolution. When receiving the competitive bids for the sales of the bonds that they will not have to require a special meeting to accept the bids. Once received, the officers will be authorized to receive the competitive bids and if the sales meet the parameters set forth in the resolution. The Board will then be informed and give a confirmation of the competitive bids. All competitive bids will take in the bids by March 8th at 11:00am. The Chairman and/or Executive Director will accept the lowest bid at that time. On March 15th they will receive a receipt of those bids and by April 6th, the bonds will be delivered, and Recreation District #1/Pelican Park will have the funds to use for future projects. **Discussion** with Stephanie Ferry, with Raymond James, about interest rates on the bonds. Motion by R. Danielson to call to vote Resolution 2023-02 with one modification. R. Danielson proposed that when we receive any competitive bids authorizing to review the bids and receive an authorization officer's conformation. Second by W. Matthews and a roll call vote was recorded. **Roll call vote:**

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

Vote 6-0 in favor. Motion passes to accept Resolution 2023-02 with one proposed and accepted change. The Resolution will be updated with one revision, the roll call votes will be added and signed.

Resolution 2023-03

Resolution 2023-03 To consider and take-action with respect to adopting a resolution authorizing the incurring of debt and issuance of General Obligation Bonds, Series 2023, of Recreation District No. 1 of the Parish of St. Tammany, State of Louisiana; and providing for other matter in connection therewith. Motion by d. Richardson to call to vote Resolution 2023-01 The first page of the resolution was read by Board Chairman, N. Adams. Second by W. Matthews and a roll call vote was recorded. **Roll call vote:**

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

Vote 6-0 in favor. Motion passes to accept Resolution 2023-03. The Resolution will be updated with the roll call votes and signed.

Reports in Brief:

- Allocation of 2022 Surplus Funds
 - The year-end surplus for 2022 is in the amount of \$672,894. The staff is asking to transfer this amount from the O&M bank account into either the Reserve Accounts or Funded Construction Project Funds. Staff is recommending Option #1 that will move some of the funds into the Capital Replacement checking account balance to keep the balance at \$300K and move the rest of the funds into the Funded Construction Project for Strategic Planning. **Discussion.**

Motion by R. Danielson to transfer the funds to replenish the \$69,355 into Capital Replacement line item and the remaining amount of \$603,539 into Strategic Planning. Second by W. Matthews. Vote 6-0. Motion passes.

- 2022 Encumbered Funds (Budget Line Items Brief is in Official Minutes)
 - Informational spreadsheet of the financials to show how the money has been moved over into the specific jobs for the budget.
- Disaster Recovery Recap (Details have been attached to the Official Minutes)
 - Two projects for both COVID-19 and Hurricane Ida have been submitted to FEMA for reimbursement.

- Fiscal Agent – Request for Proposal RFP
 - In accordance with LA R.S. 39:1211-1245, *Local Depository Law*, Recreation District #1, as a public entity, must contract with a Fiscal Agent Bank. RD#1's current Fiscal Agent contract with The First, A National Banking Association ends May 31, 2023. Request for Proposal (RFP) will be developed for Fiscal Agent for the period from June 1, 2023 through May 31, 2028; term of five years.

Updates:

Castine Center Renovations and Office Expansion Job – Interim Director Louissette Scott reported:

Down to the punch list items such as: The indoor fountain has finally been delivered and installed, the employee parking lot was damaged and they will need to get prices to get it fixed correctly. The porte-cochere painting will be on January 30th and February 1, 13 and 17th depending on weather. Courtyard will be pressure washed and re-stained. The color changing lights on the porte-cochere are installed and the company is coming tomorrow to show us how to work them. The Castine Center signage has been installed above the doors for the halls, doors, conference rooms and bathrooms.

Division Reports:

- **Parks**- (Report included in official minutes - green)
 - There is a proposal for a lease at Pretty Acres Dog Park to install a cell tower. They will need access to the area for 24 hours a day.
Discussion.
 - Drainage and flooding issues at Pretty Acres Dog Park
 - The trees and gazebo that was donated have been waiting to be delivered to Pretty Acres, but it has been too wet to get a truck back there.
 - Memorial bench at the Dog Park.
 - New Horticultural Specialist, Michelle, that was hired by Doug McLemore. He has enrolled her into a certification program, so that she can take the test to become a certified arborist which will be great to have on staff.
- **Recreation**- (Report included in official minutes - blue)
 - Steven Knecht is a certified CPR and AED instructor and has inquired about purchasing CPR equipment for the Park to conduct certification

- classes here at Pelican Park along with The Red Cross. There are no other classes offered in our District and after the emergency during the NFL game last week, with Damar Hamlin, there is definitely a need for more patrons in our area to be certified in handling these situations in an emergency situation. Steven has proposed his 5-year plan of having all staff and coaches certified for the safety of our families and players.
- de Shea gives a shout-out to Steven for the amount of work and changes he has made since he was hired. She has heard a lot of people talking about the progression of the recreation department.

 - **Castine Center**- (Report included in official minutes - pink)
 - Kia Knight has updated the Board on the current Castine Center rentals that are booming and the rentals that are already approved have met and exceeding the expectation of the amount of events for this year already.

New Business

None

Old Business

- **Northlake Nature Center:**
 - Working on the cooperative endeavor agreement with our attorney, Paul Mayronne and Mr. Blaseck, Northlake Nature Centers Attorney.

- **Sponsorship with Zen-Noh Grain:**
 - The Board accepted the Zen-Noh and Grain sponsorship proposal for the Green Tri-Plex. Zen-Noh and Ripple Resources are reviewing the contract for the sponsorship at this time.

- **Bypass Road:**
 - Asking for revisions of the master plan due changes that the Board would like to see with right of way area, where we would like to preserve trees and the revisions to the access road for the maintenance, so they will be able to get back to the maintenance area. The plans are not adequate at this time and would like to find a different solution. R. Danielson would like to see if we can find the funding to adjust the budget with those contingencies to make sure they plan will help ensure that the project will save the trees on our land instead of clear cutting the area and make sure that we have access to the Maintenance area.

Adoption of the Master Plan:

The master plan was discussed at the last Board meeting on December 14th. It will be used as a tool to move forward, and it will be used as a great resource to determine a priority list of projects to plan in advance to achieve what is best for the District. The master plan can also be used for grant funding to show the future of what the Park is looking to do with expansion. The proposed plans in the master plan are not set in concrete. The Strategic Planning Committee and staff will use it as a starting point, but locations and priorities that are shown can be adjusted as trends and planning moves forward. With the millage renewal being adopted, 85% of the funds will need to be spent in 3 years.

Motion by R. Danielson to adopt the master plan. Second by M. Savell. Vote 6-0. Motion passes.

Executive Session:

Motion by R. Danielson to move into the Executive Session Meeting with the present Board to discuss personnel. Second by S. Lemoine Vote. 6-0 in favor.

- Motion to adjourn out of the Executive Session and back into the Regular Session Meeting at 8:19 by d. Richardson. Second by W. Matthews. Vote 6-0 in favor.
- N. Adams announced the Executive Session was held to discuss personnel
- No votes were taken

Board Notes:

- Next Board of Commissioner Meeting, February 15th.

Meeting Adjourn:

Motion to adjourn by S. Lemoine. Second by W. Matthews. Vote 6-0 in favor.

STAFF NOTES:

- Budget adjustments and extra funding for the Master Plan/Bypass Road by next meeting
- Pelicans Landing Signage