

**Recreation District #1
Board of Commissioners Meeting
July 19, 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
Kia Knight – Assistant Director
Scott Goodwill – Finance Director
Niki Butler – Marketing Administrator
Louisette Scott – Park Planner/Environmental Ed.
Steven Knecht – Recreation Superintendent
Marie Dupre – Records Information Manager

Staff absent: None

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 guests representing the Northlake Nature Center (NCC), Larry Burch, Jim Blazek and Karen Reisch. Also present were employees from the District's Financial Auditors with Ericksen Krentel, Gretchen Fischer and Jim Tonglet.

Open agenda for proposed new items:

New Business:

- Northlake Nature Center would like to discuss a partnership between NNC & the District for the 200 Acres. Motion by W. Matthews to call a vote to move the Northlake Nature Center guests' presentation to the beginning of agenda. Second by J. Neill. Vote: 6:0

- Motion by J. Neill to open the agenda for Executive Session. Second by W. Matthews. Opposed by R. Danielson and N. Adams. Vote: 4:2 in favor to move Executive Session to the end of the regular meeting.

Presentation by NNC:

A certified letter was sent through the Recreation District #1's (District/RD#1) attorney, Paul Mayronne, to Larry Burch, President of the Board for the Northlake Nature Center (NNC). This formal correspondence stated many safety issues and conditions that are currently a cause for concern on the District's property that is leased by the NNC. L. Burch reported that the issues stated in the formal letter have been addressed in the last few weeks before receiving the certified letter. Comments made by both NNC representatives Larry Burch and Jim Blazek to the RD#1 Board regarding the said notice, stated that they had no intention of signing the CEA, which would dissolve the lease, and if put in a position of no option, they would seek relief through the courts. Additionally, stating that rather than pursuing resolution through the courts, they would rather keep the lease in place and work cooperatively with RD#1 on projects on a case-by-case basis. They stated that the land owned by RD#1 and leased by the NNC has already been allocated as part of the original master planning process that would be supported by the funds available through the Bond issuance. The NNC representatives stated that they would possibly support projects that were originally planned to be built in the NNC if discussed first, and approved by the NNC Board.

W. Matthews thanked the NCC members for attending. The RD#1 Board will take their offer into consideration and will contact them in the future.

Approval of minutes (attachment):

The previous month's Minutes were reviewed and approved with one change. Add Louisette Scott as Present for the last meeting. Motion by R. Danielson to accept June 2023 board minutes. Seconded by W. Matthews. Vote 6-0 in favor.

Financials:**Audit Presentation by Ericksen Krentel:**

Gretchen Fischer and Jim Tonglet – The District's Year Ending December 31, 2022 Financial Statements (FS) and Agreed Upon Procedures (AUPs) were audited and filed on June 20, 2023. The report was summarized by J. Tonglet that stated that the District's records are very well kept and presented by the staff with no findings to report. Recreation District #1/Pelican Park received a clean report with all regulations and requirements meeting compliance.

Gretchen Fischer – Presented an overview of the key areas of the Financial Statements, Balance Sheets and Long-Term Assets of the District.

Motion by R. Danielson to accept the audit as presented. Second by W. Matthews. Vote 6-0.

Month end June 2023 Financial Statements, bank statements, and credit card statements were reviewed and approved. N. Adams asked to move for approval of the financials. Motion by W. Matthews to approve financial statements. Seconded by J. Neill. Vote 6-0 in favor.

Resolutions:

None

Reports in Brief:

- **Park Facility Rentals (Vote)**

- S. Knecht presented plan for restricting the costs and times for the rentals of courts and fields.
- Proposed changes would create ease of rental process, and more available times for renters.
- The cost change would be \$20 for one hour rentals of fields and courts as opposed to \$30 per 1.5 hours rental.
 - R. Danielson – Discussion regarding Rental vs Reservation.
 - W. Matthews – Discussion regarding any operational costs and Risk Management to consider.

Motion by J. Neill to approve the rate structure – one hour per field/court at a fee of \$20 per hour. Seconded by M. Savell. Vote 6-0 in favor.

- **Ripple Resources Sponsorship Catalog restructure recommendations:**

- J. Dexter presented updates from a recent meeting with the representatives from Ripple Resources, Susan Sheenan and Lori Rase. This meeting was regarding the current structure of the sponsorships catalog where recommendations and changes could ultimately allow for more cohesive programs that would attract sponsor interests and ultimately execute more sponsorship contracts.
- Discussion by Board regarding the restructure as presented.

Motion by R. Danielson to approve the rate structure and associated changes as discussed. Second by S. Lemoine. Vote 5-1 in favor. Opposed by M. Savell.

Updates:**Master Plan Update:** (Attachment)

L. Scott gave updates on the Master Plan and upcoming meetings

- The Event Stage
 - Advertise to bid on July 26, Aug 2, and Aug 9 in the St. Farmer
 - Pre-Bid Meeting for bidders will be held on August 10th
 - Bidding Opening will be held August 24th
 - Construction estimated to begin September 24th
- Mandeville By-Pass Road
 - Project Manager meeting at the District office on July 20th at 10:00 am. President Mike Cooper to attend. Any interested Board Members may attend.

Division Reports:● **Admin – J. Dexter**

- Human Resource Manager position has been posted with a preference of being SHRM certified, salary range and has attracted the interest of 62+ applicants.
- Current projects include the development of the District's Employee Handbook. To include the review, revision and addition of Policies and Procedures.
- Great American Insurance (property insurance carrier) has completed their inspection site visit. Inspector noted how well maintained all of our facilities are and the how impressive the esthetics and amenities of the Castine Center and gymnasiums are presented.
- Insurance Committee to meet to discuss the expiring (October 2023) Wind and Hail Policy for the Castine Center.

● **Park – D. McLemore** (attachment)

- Water Well proposal due soon. Will present the proposal (if received) at the August Board Meeting.

● **Recreation – S. Knecht** (attachment)

- Summer Sports had 589 participants for boys' and girls' basketball as well as older girls' volleyball.
- Football has 40 participants with a week of registration remaining.
- Youth Fall Registration started this Monday, July 17th.

● **Castine Center – K. Knight** (attachment)

- Recent wedding event booked. \$1,150 rental fee for Hall and Courtyard.
- Covington Concert Band to pay for agreed costs for setup.

Old Business:

▪ By-pass Road-

The Districts staff will be meeting with Neel-Shcaffer and St. Tammany Parish staff directors to discuss the future plans and timeline for the 1088 by-pass road project tomorrow at 10:00am. J. Dexter invited Board Members that are interested to attend. **Discussion** R. Danielson would like to put up additional funds for the by-pass road project. At this time, R. Danielson is asking for \$200,000 for the by-pass road project. More information will be collected tomorrow at the meeting and in August with the City Council.

Motion by R. Danielson to approve the funding of up to \$200,000 for the By-Pass Road project. Second by J. Neill. Vote 4-1-1 in favor. Opposed by W. Matthews. Shearn was absent during voting and returned after vote was taken.

Executive Session:

Motion by J. Neill at 8:34pm to move into the Executive Session Meeting with only the Board Members to discuss a Personnel matter. 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 9:09 by R. Danielson. Second by J. Neill. Vote 6-0 in favor. Announce Executive Session was held to discuss personnel - No votes were taken.

Meeting Adjourn:

Motion by J. Neill to adjourn out of the Regular Session Meeting at 9:10pm. Second by S. Lemoine. Vote 6-0 in favor.