

**Recreation District #1
Board of Commissioners Meeting
March 20, 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
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 visitors:

- Paul Dimitrios with RCL Architecture Consultants
- Don Lancaster and Barry Brupbacher with Neel-Schaffer
- Bob Mora with Batture LLC
- Eric DeWitt with Assured Partners

Open agenda to proposed new items:

N. Adams motions to move the Executive Session to the end of the agenda. Second by S. Lemoine. Vote 7-0. Motion passes.

J. Neill motions to move the presentations from visitors and Master Plan reports up to the beginning of the agenda. Second by R. Danielson.

Vote 7-0. Motion passes.

Election of Officers:

N. Adams asked if any Board of Commissioners would like to be nominated for the Vice Chairman position of the Recreation District #1. R. Danielson motions to reappoint S. Lemoine as the Vice Chairman of the Recreation District #1 Board of Commissioners. Second by N. Adams. Vote 7-0. Motion passes.

R. Danielson motions to reappoint N. Adams as the Chairman of the Recreation District #1 Board of Commissioners. 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 month's minutes with no changes, seconded by J. Neill. Vote 7-0. Motion passes.

Presentations and Recommendations:**Neel-Shaffer:**

- Don Lancaster with Neel-Schaffer provided an update on the completed Hydrology/Water Modeling Study, presenting the Board with six different scenarios and options for improving our current water infrastructure and/or implementing a new well and tank to accommodate the Park's growth. The staff recommends installing a new well and tank capable of servicing the Silver, Gold, Purple, and Red fields, along with amenities like the Skatepark and future Volleyball Facility. This solution would alleviate strain on the existing pump and well, reducing its operational time from 90% to 45% and consequently prolonging its longevity. The proposed cost of the new well and tank is \$823,000. **Discussion.**
- Louissette Scott, Rec Districts Park Planner, gave an update on a second Neel-Schaffer proposed plan for the placement of the 4 new additional pickleball courts. **Discussion.** R. Danielson wanted to mention that after meeting with the Strategic Planning Committee and reviewing the options and costs, the staff and committee members preferred option 2A that would include the shade structure and additional seating.
- L. Scott gave an update on the third Neel-Schaffer proposal, for the development of the Trail Master Plan that would provide new pedestrian and bicycle trails and improve existing trails within the Park.

R. Danielson would make a recommendation and motion to continue the design phase of the Trail Master plan. seconded by J. Neill. Vote 7-0. Motion passes.

- L. Scott continued with the fourth Neel-Schaffer proposal for the Wayfinding Sign Package for the Park that would include sign concepts and preliminary placement mapping based on existing sign locations as well as newly proposed locations to improve circulation through the Park.

S. Lemoine motions to move forward with the wayfinding design package for \$17,130. Seconded by E. Bee. Vote 7-0. Motion passes.

Batture, LLC.

- L. Scott outlined the various design phases proposed by Batture, LLC. for the sand volleyball complex as part of the ongoing Master Plan Project. D. McLemore continued by providing details regarding the specifications and amenities of potential locations explored throughout this process. Bob Mora, with Batture, LLC emphasized the necessity of having a minimum of six courts for the area and is compiling detailed proposals that will outline all the necessary qualities and standards for both sand, equipment and design. These considerations are aimed to optimize opportunities for hosting events, fundraisers and tournaments while ensuring the complex's permanence and success. **Discussion.**

R. Danielson motions to move forward and engage with Batture, LLC for the design phase for \$27,110. seconded by N. Adams. Vote 7-0. Motion passes.

Financials:

- N. Adams reiterated that the District remains in a reasonable position at the beginning of this year, due to lower payroll costs in the last few months. However, by the end of April, we anticipate a clearer picture of upcoming payroll expenditures, especially with several new employees hired in March and the potential arrival of a new Executive Director in May. Additionally, there are ongoing updates regarding insurance matters that are currently being addressed.
- 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 J. Neill to accept the financials as presented. Second by d. Richardson. Vote 7-0. Motion passes.

Reports in Brief:**Development Fund Budget Adjustments (Report is included in the official minutes)**

- Scott Goodwill gives a list and overview of the accounts and budgets that require adjustments after the last Strategic Planning Committee meeting. These adjustments reflect the changes in project priorities and new estimates that have been updated since the last meeting. **Discussion.**

Motion by R. Danielson to approve the budget adjustments as follows:

- Pickleball Courts - Changing the total to allocate \$560,000 to this project.
- Sand Volleyball - Changing the total to allocate \$750,000 to this project.
- Water Well – Changing the total to allocate \$865,000 to this project.

Second by S. Lemoine. Vote 7-0. Motion passes.

Authorization for Kia Knight to sign the application for the Habitat Restoration and Green Infrastructure Grant (Report is included in the official minutes)

- Barry Brupbacher presents the District with the opportunity for Neel-Schaffer to prepare a grant for the Habitat Restoration and Green Infrastructure project. Approval from the Board is needed for Kia Knight, Co-Executive Director, to sign on behalf of the Park for the funding request for this Infrastructure Grant. Barry provided an overview of the funding history and available grants from the EPA for the LSU water quality enhancements for Lake Pontchartrain. The EPA has allocated \$10 million annually for five years to execute this project through its planning process. The total cost of the project is estimated at \$350,000, with a proposed 75%-25% match, requiring the Park to contribute \$85,000 towards the funds. The application deadline for signatures is April 10th, allowing time for the completion of hydrology modeling to analyze the existing surface's impact on local water channels and identify natural processes to potentially enhance water quality. The project aims to explore new lands, habitats, and features within the Park, integrating them into the existing Park's Master Plan.

Motion by R. Danielson to authorize Kia Knight to sign the application for the grant written by Neel-Schaffer with no expenses at this time unless the grant is accepted. Second by J. Neill. Vote 7-0. Motion passes.

Resolutions: None**Division Reports:**

- **Parks**- (Report included in official minutes on green paper)
 - Both Gym roofs have been completed. There was a leak after the rain and they came back to look at the issues. D. McLemore has a 10% retainage fee withheld until the staff can ensure that the leaks have been fixed and the project is complete.
- **Recreation**- (Report included in official minutes on blue paper)
 - The baseball and softball season will begin soon, and registration looked pretty good this season. The only low registration was the 13/15 softball age group, which will be playing against the other local recreational districts such as Coquille. YBOA is this weekend as well as soccer games, pylon flag-football tournament and the Twilight Eggstravaganza Egg Hunt.
- **Castine Center**- (Report included in official minutes on pink paper)
 - Last weekend was Victory Athletics which last year was at full capacity, this year they decided to also rent two courts at the White Gym for the awards and the courtyard for people to sit and eat by the food trucks. The Castine Center has a large Gun and Knife Show this Saturday and Sunday the park will be packed.
- **Park Planning / Environmental Education**- (Report included in official minutes on gold paper)
Park Planning:
 - The Stage Project is still in the Parish permitting process and waiting on a permit for the traffic study. May have to pay fees for permitting.

- Skatepark has also hit a standstill with Parish permitting for both drainage and traffic.

Environmental Education:

- Pelican Park is ranked #4 of the 20 listed on the Louisiana Iris Conservation Initiative (LICI) website. We should expect several groups and visitors.
- Purple Martins are back and the Park on it's third year with approximately 8 nesting pairs this year. Once the babies are born, we will have them banded again through Wildlife and Fisheries.

• Administration:

- **Update on Hiring Process:** K. Knight provided an update on the Executive Director position.
- **Insurance Committee:** The Insurance Committee met today to discuss the renewal that is coming up on the 11th of April, and since it is before the next Board meeting, the staff is asking if the Insurance committee can have the ability to accept or deny any of the offerings and sign any contracts that are needed.

Motion by E. be to authorize the Insurance committee to accept or deny the insurance offerings and sign any contracts needed. Second by R. Danielson. Vote 7-0. Motion passes.

New Business:

- **None**

Old Business:

- **Millage Renewal** -The election for the millage renewal is on April 27th. Rick will be on The Lake Radio on Friday morning discussing the election. "Coming Soon" boards for upcoming projects will be ready tomorrow to put up in the Park. Mailers will be going out the week before early voting, as well as Causeway signage, posters, mass emails etc.

Executive Session:

Motion by R. Danielson to move into the Executive Session Meeting at 7:55pm with the Board members and Co-Executive Directors. Second by J. Neill Vote. 7-0 in favor.

Reconvene:

- Motion to adjourn out of the Executive Session and back into the Regular Session Meeting at 8:44pm by d. Richardson. Second by E. Bee.
- N. Adams announced the Executive Session was held to discuss future personnel - No votes were taken.

Public Comments

No public comments.

Board Notes:

- Next Board of Commissioner Meeting, April 17th

Meeting Adjourn:

Motion to adjourn at 8:47pm by R. Danielson. Second by B. McGuire. Vote 7-0 in favor.

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