

**Recreation District #1
Board of Commissioners Meeting
November 16, 2022**

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

Staff present: Margie Lewis – Executive Director
Kia Knight – Assistant Director
Doug McClemore – Assistant Director
Cindy Jackson – Business Manager
Marie Dupre – Business Manager
Niki Butler – Marketing Administrator
Steven Knecht – Recreation Superintendent

Visitors: Karen Reisch - Northlake Nature Center Board Member

Call to Order:

The meeting was called to order by Chairman N. Adams at 6:30pm. Executive Director, Margie Lewis, called the roll. All seven Board members were present.

Welcome visitors: Chairman N. Adams welcomed the representative from the Northlake Nature Center Board.

Open agenda to proposed new items:

The Board would like to move the Employee Benefits and Personnel discussion into Executive Session at the end of the meeting.

Approval of the Previous Month's Minutes:

Page 4 - add a "t" in Nature and a "" in District's. Motioned by M. Savell to accept the minutes with 2 small changes, seconded by J. Neill. Vote 7-0. Motion passes.

Financials:

N. Adams stated that he has reviewed the monthly summary and the District is on target with funds to start our first projects for the Master Plan in 2023

- N. Adams reviewed the bank statements and all of the balances are accurate with no discrepancies.
- M. Savell reviewed the credit card statements for the past two months with the District's Business Managers, Cindy Jackson and Marie Dupre before the meeting. All questions were answered and M. Savell approved the statements as is.

Motion by J. Neill to accept the financials as presented and defer the credit cards until next month. Second by R. Danielson. Vote 7-0. Motion passes.

Resolutions/Announcements: None**Reports in Brief:****Funded Construction Project – Hurricane Ida Job Transfers** (Full report in official minutes - Yellow)

- Cindy Jackson, Business Manager, explains that this job was originally funded in September of 2021. Currently there is \$289,000 in the job and \$108,000 for bleacher replacement. Since \$50,000 was originally moved into the Hurricane Ida account from Capital Replacement, this money could be moved back into Capital Replacement. Cindy explained the three options for the remaining balance of \$118,691. **Discussion.** FEMA explanation of holdbacks from Marie Dupre, Business Manager. **Discussion.**

Motion by W. Matthews to move the \$50,000 back into Capital Replacement and leave the remaining balance in the Hurricane Ida Job. Second by S. Lemoine. Vote 7-0. Motion passes.

Establish Courtyard Rental Rates

- Assistant Director, Kia Knight, gave an explanation of the brand-new courtyard rental rates at the last month's Board Meeting. R. Danielson and S. Lemoine requested packages with the courtyard and conference rooms combined with a price break for our patrons. Kia Knight presented the new packages to the Board with rates to include the courtyard and conference rooms together. **Discussion.**

Motion by R. Danielson to approve the new rental rate packages presented by the staff. Second by J. Neill. Vote 7-0. Motion passes.

Updates:**Castine Center Renovations and Office Expansion Job – Executive Director Margie Lewis reported:**

- The construction is up to 95% complete at this time and down to mainly the punch list of items.
- Inside fountain still has shipping issues. It is not our issue financially, but the contractors.
- The flag pole is in, but the flag was not attached since the lights are not working as of today.
- Stage is prepped and pavers will be installed and sealed this week.
- The final change order has been signed with the funding accepted at last Board meeting.
- With the extensions that the contractor had received because of the change orders, they are still in line with finishing the job on time. The only deadlines that they did miss the deadline on, was the completion of the Castine Center and conference room bathrooms.
- Grand Re-Opening has been postponed until December 1st from 5pm-7pm. The Board would like to see if a different date could be possible for the Grand Re-Opening. **Discussion.** Margie will send out dates that the Castine Center is available to each Board Member.

Insurance Committee Update- (Printout is included in official minutes).

Cindy Jackson spoke on behalf of the insurance committee regarding their meeting in October with Helmut Mundt, Insurance Agent with Hartwig Moss Insurance Agency. The purpose of the meeting was to discuss wind coverage on the Castine Center. Helmut Mundt researched other insurance companies and found Lloyds of London to cover the Castine Center until November 2023. The policy was under \$100,000, N. Adams and Margie Lewis signed to bind the insurance coverage. No votes were taken.

Division Reports:

- **Parks**- (Report included in official minutes - green)
 - All non-working SEEP lights that Brilliant Efficiency have not replaced for months, are now operational. Margie Lewis talked to Jason Hewitt from Brilliant Efficiency, and he has ordered the lights needed to work on replacing the Silver Field, Skate Park and Dog Park lights by Christmas time.
- **Recreation**- (Report included in official minutes - blue)
 - Winter Basketball registration is now over and the team formations will begin next week.

- A Youth Sports Committee meeting was held before this meeting. They discussed the major issues and challenges from the Fall season and team formations. Steven Knecht shared ideas to address those challenges for next season.

- **Castine Center**- (Report included in official minutes - pink)

New Business

Approval of the 2023 Board of Commissioners Meeting Dates- (List of dates to approve in official minutes - Purple)

Discussion. Motion by R. Danielson to accept the proposed Board of Commissioners Meeting Dates for the 2023 calendar year. Second by M. Savell. Vote 7-0. Motion passes.

Old Business

- **Northlake Nature Center-** The Northlake Nature Center will be meeting this Friday, November 18th to discuss the CEA for the leases with their attorney. Once they have made changes and approved the agreement, then the Northlake Nature Center Board and the District's Northlake Nature Committee will meet and finalize the CEA.
- **Master Planning Update-** Michael Cooper met with the staff and Master Planning Committee and presented Recreation District #1's Master Plan for him and his team as well as the history and support for the East Mandeville by-pass road.
- W. Matthews wants to add to the record that he disagrees with a decision that the Board voted on last month. The Board voted to exchange the staff's Columbus Day holiday for the Juneteenth holiday for the 2023 calendar year. **Discussion.** R. Danielson states that it was changed due to the fact that it is now a Federal, State and Parish Holiday. **Discussion.**

Board Notes:

- Budget Public Hearing Meeting on November 30th followed by a Special Meeting.
- Recreation District #1/Pelican Park is proposing to renew their current 0.7 mil for bond dept service on the ballot. The Board would like to send out a flyer to our voters to encourage them to get out and vote on December 10th.

Approve to move into Executive Session at 7:19 PM

Motion by J. Neill to move into the Executive Session Meeting with M. Lewis and the full Board to discuss a Personnel matter. Second by S. Lemoine Vote. 7-0 in favor.

Motion to adjourn out of the Executive Session and back into the Regular Session Meeting at 7:40 by d. Richardson. Second by J. Neil. Vote 7-0 in favor

Announce Executive Session was held to discuss personnel - No votes were taken

Motion to adjourn out of the Regular Session Meeting at 7:45 by W. Matthews. Second by S. Lemoine. Vote 7-0 in favor.