

Recreation District #1 of St. Tammany Parish



Chairman: Nixon Adams
Vice Chairman: Majure Savell
Commissioner: Rick Danielson

Commissioner: Shearn Lemoine
Commissioner: William B. Matthews, Jr., J.D.
Commissioner: John Neill

Commissioner: deShea Richardson
Executive Director: Jennifer Dexter

Recreation District #1 of St. Tammany Parish Board of Commissioners Meeting Minutes Wednesday, May 10, 2023 Castine Center Conference Rooms

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

Board absent: None

Staff present: Jennifer Dexter, Executive Director
Doug McLemore, Asst. Director
Scott Goodwill, Finance Director
Steven Knecht, Recreation Superintendent
Tina Massel, Human Resources Manager
Niki Butler, Marketing Administrator
Louisette Scott, Park Planner/Environmental Educator

Staff absent: Kia Knight, Asst. Director

Visitors: None

Call to order:

The meeting was called to order by Chairman, N. Adams at 6:00 p.m. Marketing Administrator, N. Butler, called the roll.

Welcome visitors:

No visitors present

Open agenda for proposed new items:

No proposed items

New Business:

No proposed items

Approval of minutes (attachment):

The previous months Minutes were reviewed and approved with one change. Take out the sentence at the end stating that staff member Cindy Jackson was attending her last meeting

[Type here]

because of her retirement. This statement was left from the last meetings minutes. Motion by J. Neill to accept May 2023 board minutes. Seconded by S. Lemoine. Vote 7-0 in favor.

Financials:

Month end April 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 R. Danielson to approve financial statements. Seconded by M. Savell. Vote 7-0 in favor.

Resolutions:

- Resolution 2023-09-Vote to adopt O&M and Debt Service millage rates for 2023 tax year to be received in 2024 (Vote)
 - Discussion of millage rates - N. Adams read the details of the resolution. Roll called by N. Butler. Motion to accept by R. Danielson. Seconded by W. Matthews. Vote: 7-0 in favor

- Resolution 2023-10 Vote to open bank accounts with Gulf Coast Bank and Trust and close bank account with The First (Vote)
 - Discussion of Fiscal Agent RFP – The Finance Department sent out RFP's to all branched banks in our District and Recreation District #1 received four responses. S. Goodwill created a scoring matrix for the four banks, to see which bank would offer the best options for the District. N. Adams read the details of the resolution. Discussion and explanation by S. Goodwill. Roll called by N. Butler. Motion to accept by R. Danielson. Seconded by W. Matthews. Vote: 7-0 in favor

Reports in brief:

- Pickleball Court Expansion.
 - The Board would like to have a discussion about the pickleball expansion during the master plan update. R. Danielson votes to defer vote for the Pickleball Expansion until next meeting. Seconded by B. Matthews. Vote 7-0 in favor.

Reports in brief:

- Cell phone tower (Vote)

L. Scott gave a brief update on a proposed cell tower lease at Pretty Acres Dog Park: Park staff has been in communication with Jeb Dominick, a sub-contractor for Bennett Towers, who are in the process of identifying land in the Covington area to build a new cell tower. Pretty Acres Dog Park is one of the properties that they are interested in pursuing to construct a tower. Mr. Dominick contacted Margie Lewis in December 2022, and asked if the Park was interested in pursuing a lease agreement and Margie agreed and signed a non-binding letter of intent.

Since December, a draft lease was sent to the Park for review. A copy of this lease was sent to Paul Mayronne, legal counsel, for his review, comments and recommendations. Both a copy of the draft lease and Mr. Mayronne's comments were provided to the Board at the meeting.

A few highlights of the proposed lease were presented to the Board, including proposed monthly rent, terms and options, access needs, lease area and proposed design of a 150+- monopole. The Board discussed Mr. Mayronne's comments and they noted that

[Type here]

the comments include a variety of items that should be addressed in the proposed lease. The legal committee met prior to the Board meeting to discuss the proposed lease and they recommended that staff continue negotiations that included Mr. Mayronne's comments. The Board concurred and they voted to authorize staff to continue negotiations including addressing comments from Mr. Mayronne.

Updates:

Castine Center Renovations and Office Expansion Construction Project

- J. Dexter presented update of trying to still get the list of punch items complete by invoicing them for the last few items and getting the projects completed.

Administration Update

J. Dexter provided an update on the priority items.

- The audit status will be updated next month, since the first draft had to be submitted to St Tammany Parish and they were looking for more policies and procedures.
- The new payroll software, Netchex, has been set up and Tina has processed payroll for the first time using the new software this week. Thank you to Scott and Tina for all of their hard work during the transition.
- The accounting software is being updated with QuickBooks Enterprise Silver and hosted with cloud-based server.
- S. Goodwill has been working diligently on the new bank prospects.
- J. Dexter had the privilege of spending the day with R. Danielson and N. Adams as they went to the Chamber Meeting and Lt. Governor, William Nungesser, had a presentation on Tourism. Great relationships were made during this meeting.
- Newsletters came hot off the press and J. Dexter was able to pass them out while at the Chamber Meeting. Thank you, Niki, for your efforts in getting the beautiful newsletters out and all of the great changes that have made it a top-notch publication.
- Nine staff members are registered to attend the Recreation Day at the Capitol next week, this is an LRPA event and the staff will be able to witness Recreation Resolutions being signed on the House and Senate Floor.

Division reports:

Castine Center – K. Knight-Absent (attachment)

- MMA fight is this weekend in the Castine Center and there was also a Project Graduation this past weekend and everything went well.

Park – D. McLemore (attachment)

- Full staff for the first time in three years.

Recreation – S. Knecht (attachment)

- Nature Explorers Camp has been doing very well with registrations and six weeks will be available for our public to register for.
- Lacey Gill, our new Event Operations Supervisor has moved from a part time staff member in the accounting department to a full time Recreational Staff Member that will work with events and rentals.
- Jinx Vidrine and the World of Wonder Foundations (Wow Foundation) has given the District money to help both diverse and low income families in the way of scholarships.

[Type here]

So, they can have the opportunity to attend the Nature Explorers Summer Camp at Pelican Park.

Master Plan – L. Scott (attachment)

- L. Scott passed out an attachment of the stage concept and gave a brief update on where we are with the master plan.
- Skatepark and Pump Track - We are soliciting for contracts and navigate through the public bid laws for construction.
- Contract and design for the added pickleball courts.

Old Business:

None.

Public comments:

None.

Adjourn:

With no further business, a motion to adjourn was made by J. Neill at 7:33 p.m. Seconded by M. Sewell. Vote: 7-0 in favor.