

**Recreation District #1
Board of Commissioners Meeting
September 28, 2022**

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

Board absent: None

Staff present: Margie Lewis – Executive Director
Kia Knight – Assistant Director
Doug McLemore – Assistant Director
Cindy Jackson – Business Manager
Niki Butler – Marketing & PR Supervisor
Steven Knecht – Recreation Superintendent
Louisette Scott – Environmental Educator
Marie Dupre – Business Manager – New Hire

Visitors: Rue McNeill - Northlake Nature Center Staff
Jim Blazek- Northlake Nature Center Attorney
Jim Tonglet – Ericksen Krentel CPA Consultants, LLC
Dana Brown – Dana Brown & Associates, Inc

Call to Order:

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

Welcome visitors: Chairman N. Adams welcomed the representatives from Northlake Nature Center, Ericksen Krentel CPA, Consultants LLC for the Recreation District #1 Audit and Dana Brown from Dana Brown and Associates.

Open agenda to proposed new items:

R. Danielson makes a motion to add two items to the agenda. He would like to add the Recreation District #1/Pelican Park's Audit Report from Ericksen Krentel; CPA Consultants and the Northlake Nature Center Update Report. The Board voted on both items:

- Audit Report was voted on and all Board Members were in favor to add the Audit Report to the agenda.

Vote 7-0. Motion passes.

- Northlake Nature Center Report was voted on and all Board Members were in favor to add the Northlake Nature Center Report

Vote 7-0. Motion passes.

R. Danielson motioned to move the agenda order to have the following items before the financials: Fund Authorization voting under Report in Brief, Sponsorship Committee Report, Audit Report by our guest from Ericksen Krentel, CPA Consultants, LLC, The Northlake Nature Update and Strategic Planning Update and the Strategic Planning presentation by Dana Brown. Second by J. Neill. Vote 7-0. All in favor. Motion passes.

Approval of the Previous Month's Minutes:

There are no changes to the previous month's minutes.

Motioned by R. Danielson to accept the minutes with no changes, seconded by S. Lemoine. Vote 7-0. Motion passes.

Reports in Brief:**St Tammany Fund-Authorization to sign.**

- Explanation and discussion of the Cooperative Endeavor Agreement with the state which now requires a signature for the \$167,355 from the St. Tammany Fund. **Discussion.**

W. Matthews motioned that the CEA should be signed by Nixon Adams, Recreation District #1's Chairman of the Board of Commissioners. Second by R. Danielson. Vote 7-0. Motion passes.

Sponsorship

- Sponsorship Committee Meeting was held prior to this meeting and a recommendation to the Board was made.
- R. Danielson had a meeting with Ripple Resources the prior week. Ripple Resources staff had concerns about the high pricing of the sponsorship packages since they were having a hard time getting companies to commit to the price. Ripple Resources presented R. Danielson with a new pricing

chart catalog with several revisions and reduced prices of 35-40% of the current price. **Discussion.**

Motion by R. Danielson to accept the recommendation by the Sponsorship Committee to adjust the sponsorship pricing as presented by Ripple Resources with a few grammatical errors that need to be changed. Second by J. Neill. and a roll call vote was recorded. **Roll call vote:**

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

Vote 6-1. Motion passes. Ripple Resources will redesign the pricing catalog with the adjusted prices.

Auditors Report- (Full Reports included in official minutes)

- Jim Tonglet with Ericksen Krentel CPA Consultants LLC, presented the financial audit to the Board as of December 31, 2021 and the year then ended. The financial report and agreed-upon procedure reports are posted on the Louisiana Legislature Auditor website. Mr. Tonglet stated that his firm has issued an unqualified opinion on the financial statements. This is a clean opinion referring that the financial statement presents fairly the respective financial position of the District. here were no non-compliant areas of concern.
- For the agreed-upon procedure report, the only item found and reported was the non-deletion of assets sold or retired from the inventory tag sheets. They found four items listed on the inventory tag listing sheets that had been sold. His suggestion was to write a procedure for sold or retired items to be deleted from the inventory tag listing sheets. M. Savell point out an error on the agreed-upon title page stating Slidell, Louisiana instead of Mandeville, Louisiana.
- Interest income is rising and is above the budget amount. Expecting a positive cash flow for the year. Recently learned that the St. Tammany Fund will distribute an additional \$162,000 for the state's fiscal year 2022/23.

Motion by W. Matthews to accept the report as presented. Second by d. Richardson. Vote 7-0. Motion passes.

Strategic Planning Report- (Presentation printouts are included in official minutes).

- Dana Brown presented the Master Plan designs for the future of Recreation District #1/ Pelican Park. Ms. Brown explained the framework for the future growth of the Park and how all of the Northlake Nature Center, trails and Park areas will work together as one unit. The images she presented showed the options and possible designs for a new environment education area, boat launch, more pickleball and volleyball courts, nature-based playground, sculptures, BMX park, and archways for the new bypass road and present entrance etc. **Discussion.**

Northlake Nature Center

- Executive Director Lewis reported that Paul Mayronne, Pelican Park's attorney, has been working on a Cooperative Endeavor Agreement (CEA) with the Recreation District #1 and The Northlake Nature Center Board. The recent meeting was very productive and changes will be made and presented at the next meeting. Once the CEA is complete the Northlake Nature Center Board and Districts Northlake Committee will hold a meeting to finalize the agreement.

Division Reports:

- **Parks-** (Report included in official minutes on green paper)
 - There are 14 street lights that are not working as well as others throughout the Park. Doug McLemore explains that he has tried constantly to contact the company and get them to come by and fix the issues, bad bulbs, ballasts and replaced them per the Districts contract with them. Doug and his crew are not able to open or try to fix the lights because it will void the warrantee. What can the Board do to take actions against this company to make sure they take care of the issues? The Board directed Executive Director Lewis to talk to the Districts Attorney's office, and find out what the Districts legal options are.
- **Recreation-** (Report included in official minutes on blue paper)
 - Winter Basketball Registration started on Monday and will continue through October 11th. The Pickled Pink Pickleball tournament will be on October 8th and 9th.

- **Castine Center**- (Report included in official minutes on pink paper)
 - The Re-Grand Opening of the Castine Center has been postponed to a later date due to construction delays. The Covington Concert Band will still have the concert at the scheduled time of 7:00-8:15 on October 1st. Once the construction has caught up on the deadlines, the Re-Grand Opening will be rescheduled. **Discussion.**

Financials:

N. Adams stated an expected positive cash flow for the year. The expenses for salaries and electricity are higher than budgeted but revenues have been higher to offset.

- Adams reviewed the bank statements and all of the balances are accurate with no discrepancies.
- M. Savell reviewed the previous credit card statement. M. Savell reported everything was in order and did not find any discrepancies or have any questions.

Motion by J. Neill to accept the financials as presented. Second by W. Matthews. R. Danielson left the meeting before voting. Vote 6-0. Motion passes.

Resolutions/Announcements: None

Updates:

Castine Center Renovations and Office Expansion Job

- The inside fountain has only recently been shipped, even though it was paid for in December, due to the manufacturer wanting proof that the wall construction was done properly before shipping it.
- The outside fountain should be done at the end of this week.
- The translucent kalwall with LED lights will be in and attached to the porte cochere soon.
- The liquidated damages list will be completed by the architect for liquidated damages to be paid by the contractor.
- Grand Re-Opening has been postponed until a further date. The Covington Concert Band will still be performing from 7:00-8:15pm.

High School Project Graduation Cooperative Endeavor Agreements (CEA)

- Per the CEA, Fontainebleau High School & Lakeshore High School 2022 Project graduation post event reports have been received. See report attached
- The staff has completed the CEA with both the Fontainebleau & Lakeshore High School project graduation for the 2023 school year.

Old Business

- **Northlake Nature Center-** Reported earlier.

Motion to adjourn meeting at 7:45 pm by J. Neill. Second by M. Savell. Vote 6-0 in favor. Meeting Adjourned.