

**Recreation District #1 Board of Commissioners  
February board meeting  
Castine Center Conference Rooms  
Wednesday March 22, 2017  
6:30pm**

**Board present:** Majure Savell  
Nixon Adams  
Jeff Blackman  
Bill Matthews  
Todd Richard  
Daniel Seiden (6:46)

**Board absent:** Rick Danielson

Present: Board member Emeritus: Tony Oramous

**Staff present:** Kathy Foley – Director  
Kia Knight- Assistant Director  
Jason Walker-Recreation Director  
Doug McLemore- Park Superintendent

The meeting was called to order at 6:30pm by Chairman Adams. Roll call was taken. 5 present 2 absent.

**Minutes** (attachment)

Motion by B. Matthews to accept the February minutes as presented. Second by T. Richard. Vote 6-0 in favor. Motion passes.

**Financials** (attachment)

Nixon and Kathy recapped the February tax report that show the District has collected 95.01% of budget estimate. Discussion.

Kathy recapped the February monthly financial reports. She reported that all line items are within budget. Discussion.

Nixon stated that he had reviewed the bank statements to the financials and that he had also viewed the District's accounts on line and all appear to balance.

Bill stated that he had reviewed the monthly credit card statements and associated documentation and all have their paperwork and justifications. Bill complimented staff for being caring even off the job with the purchase of the baby changing stations. Dennis and Doug saved the Park hundreds of dollars.

Motion by T. Richard to accept the financial reports as prepared by Cindy Jackson, Business Manager. Second by M. Savell vote 5-0 in favor. Motion passes.

#### **Update on 2016 audit and LLA agreed upon procedures**

Cindy recapped the process for the audit that will take place during the next 30 days. Discussion.

#### **RIB Insurance update** (attachment)

Kathy and Cindy recapped the insurance renewal process and staff asked that the board appoint Todd Richard to act as their spokesman and authorize engagement of the insurance once options are presented. (6:46 D. Seiden arrived) Discussion. Motion to appoint Todd Richard was made by B. Matthews. Second by M. Savell. Vote 6-0 in favor. Motion passes.

#### **RIB to add business manager to signing tax exempt forms** (attachment)

Kathy recapped report. Motion by B. Matthews to authorize Cindy Jackson, Business Manager to be added as a signer for the tax exempt forms for the District. Second by D. Seiden. Discussion. Vote 6-0 in favor. Motion passes.

#### **RIB LED lighting and grant received** (attachment)

Kis recapped that we had received the grant money and asked the board where they wanted the funds to be deposited. Discussion. Motion by T. Richard to deposit the funds back into the Funded Construction Project LED. Second by B. Matthews. Vote 6-0 in favor. Motion passes.

### **Overview of green triplex improvements and update on lighting.**

Doug showed slides of the work recently completed by the staff at the green complex as well as the construction project to relight the complex.

### **On-site approved for NRPA conference**

Kathy reported that the District had been chosen as one of 10 on-sites for the National Recreation and Park Association conference in September.

### **Recap of LRPA conference**

Kathy and Nixon recapped the recent conference attended by 3 staff and Nixon in Baton Rouge. Good sessions and some excellent vendors.

### **Presentation of the LRPA award**

Kathy presented to the Board the recent award won by the District for best Park. Kathy stated it was a result of many people's efforts over the years and the Board should be very proud.

### **Update on Lighting District**

Kathy stated the issue was on the April 29<sup>th</sup> ballot. They have not asked the Recreation District for help. Discussion. If it passes the Recreation District will continue to ask them to fund the roadway lights in the Park.

### **Recap of Strategic Planning Committee (attachment)**

The Board added Rick Danielson on via phone, since he was out of town and couldn't attend the meeting. Rick recapped the scope of work that he had developed for hiring a consultant to complete a demographic study. Discussion. Motion by B. Mathews to engage Triamerica with the cost being \$10,000.00 or less. Second by T. Richard. Discussion. Board asked if work should be competitively bid. Kathy stated it was considered professional services and was exempt from public bid law but if a project was significantly larger, the board would be wise to do RFQ and interviews to find the best design team/company. Call for vote. Vote 6-0 in favor. Kathy and Rick will work on a contract, final scope and cost.

### **Presentation of details on proposed ideas for development**

Staff gave a 30 second or less overview of each of the 50 items on the list of possible ideas for development. The goal is at the next strategic planning meeting to narrow the list down to 20 so more details can be obtained about each project. Discussion.

### **Review of aerial photos taken for District**

Kathy shared with the board several of the aerial photos taken for the District which shows the Park looking absolutely beautiful.

### **Concession monthly report (attachment)**

Board recapped last month's sale and estimated profit. Discussion.

### **Division reports (attachment)**

Nixon asked if anyone had comments about the reports. There were no questions.

**Old Business-** Update on Proposed land swap. Kathy distributed copies of the map of the area being proposed. Discussion. All indications that the Parish is very interested but it will take time.

### **New Business**

#### *RIB cooperative endeavor policy (attachment)*

Kia recapped that the board needed to establish a written policy for cooperative endeavors. The District has been doing them but we couldn't find the written policy. Bill asked if this just documents what we have been doing and staff said yes. Motion by B. Matthews to establish the policy for cooperative endeavors as presented. Second by T. Richard. Vote 6-0 in favor.

#### *Clarification about IT consultant.*

Kia said that she had found a consultant but needed a clarification. At the last board meeting the board had stated that they wanted to talk with the consultant as he started working. Discussion. Board stated they only wanted the consultant to present his recommendations to them after he was complete.

With no further business, a motion was made at 8:38 by T. Richard to adjourn the meeting. Second by B. Matthews. Vote 6-0 in favor.