

# TERREBONNE PARISH RECREATION DISTRICT NO. 2/3

P.O. Box 4254, Houma, LA 70361

Shawn Dupre, Chairman  
Wayne Champagne, Vice-Chairman  
Lee Dillard  
Wren "Buddy" Halford  
Chad Quick

Chad Adams  
Terese McCormick  
Jerome Boykin  
Roy Miller

## **AGENDA**

### **Regular Board Meeting**

**Wednesday, July 3, 2024**

**6:00 p.m.**

**Meeting Location – TPR Annex Building  
1192 Barrow Street, Houma 70360**

- 1) Call meeting to order
- 2) Invocation and Pledge of Allegiance
- 3) Roll call
- 4) Public wishing to address the board
- 5) Engineers and Architects Project Status
  - a) Approval of Change Order from All South
- 6) Approve the minutes for the regular meeting of May 15, 2024.
- 7) Financial Report
  - a) Current financial statements to include Balance Sheet and Budget to Actual through June 30, 2024.
- 8) Report on all parks and playgrounds – Discussion and/or possible action regarding:
  - a) Broadmoor
  - b) Southland Field – Field Bullpen Catch Basin and Remediation work to Press Box area
  - c) Westside Girls' Softball Complex
  - d) Lisa Park Recreation Center
  - e) Tennis Courts and Parks
  - f) Summerfield Park
  - g) Rozand Park
  - h) Skate Park
  - i) Westgate
  - j) Cottage Drive
  - k) Kelly Street
  - l) Bike Trail
  - m) Lisa Park Playground

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE, PLEASE CONTACT SONJA LABAT (985) 438-4668, DESCRIBING THE ASSISTANCE THAT IS NECESSARY.

# TERREBONNE PARISH RECREATION DISTRICT NO. 2/3

P.O. Box 4254, Houma, LA 70361

Shawn Dupre, Chairman  
Wayne Champagne, Vice-Chairman  
Lee Dillard  
Wren "Buddy" Halford  
Chad Quick

Chad Adams  
Terese McCormick  
Jerome Boykin  
Roy Miller

- 9) New Business
  - a) Discussion and/or possible action for an act of transfer for the Bayou Country Sports Complex
  - b) Rental fees for all facilities
- 10) Council Member's Comments
- 11) Board Member Comments
- 12) Adjourn

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE, PLEASE CONTACT SONJA LABAT (985) 438-4668, DESCRIBING THE ASSISTANCE THAT IS NECESSARY.

# **TERREBONNE PARISH RECREATION DISTRICT NO. 2/3**

P.O. Box 4254  
Houma, LA 70361

## **MINUTES**

### **REGULAR BOARD MEETING**

**May 15, 2024**

The Board of Commissioners of Recreation District No. 2/3 of the Parish of Terrebonne, State of Louisiana, met at the TPR Annex Building at 1192 Barrow Street on Wednesday, May 15, 2024, at 6:00 p.m.

Commissions Present: Shawn Dupre, Wayne Champagne, Wren "Buddy" Halford, Terese McCormick and Jerome Boykin

Commissioners Absent: Chad Quick, Roy Miller, Chad Adams and Lee Dillard

Others Present: Sonja Labat, Brock Landry, Derick Bercegeay with The Law Office of Michelle Neil, Mike Slovensky with All South and Brandon Arceneaux with Total Project Services

The meeting was called to order by Shawn Dupre at 6:00 p.m who led us in prayer. Sonja Labat called the roll and it was determined that a quorum was present to conduct business. He advised that Chad Quick is getting off of the board.

Public Wishing to Address the Board:

There was no public present. Motion by Terese McCormick, seconded by Jerome Boykin to close public. Motion passed.

Engineers and Architects Project Status

Mike Slovensky with All South was present to discuss the Hurricane Ida facility repairs. He discussed a change order from Freetown Builders in the amount of \$25,325. The first item on the list is the flashing on the press box HVAC units at Broadmoor. This item would be FEMA eligible. The second item on the list is the installation of weather stripping and seal the windows of the press boxes at Broadmoor. This item would be FEMA eligible. The third item on the list is a 48" door at Broadmoor. This item would be FEMA eligible. The fourth item on the list is the construction and installation of an aluminum batting cage frame at Southland. This item would not be FEMA eligible. The fifth item on the list is a new canopy on the storage building at Southland. This item would be FEMA eligible. Motion by Terese McCormick, seconded by Wren "Buddy" Halford to accept change order #2 from Freetown Builders in the amount of \$25,325. Motion passed. The contractor is waiting on the change order approval and will need more time. Mike advised that he will come back to the board to request more contract time.

Brandon Arceneaux with Total Project Services was present to give an update on the Westgate Park Improvements project. Substantial completion was recorded and the benches in the dog park are the only remaining lunch list item. The contract and change orders were discussed. The retainage due is \$63,749.

The Chairman gave a project update on behalf of Merlin Lirette as he was unable to attend. The project is still on schedule.

Motion by Jerome Boykin, seconded by Wayne Champagne to approve the minutes for the regular meeting of April 3, 2024. Motion passed.

Motion by Jerone Boykin, seconded by Terese McCormick to approve the April financial report. Motion passed.

Parks and Playgrounds: Brock advised that the termite inspections have been done at the facilities.

Broadmoor – Fields are being used by the travel teams. The broken playground equipment has been fixed. .

Southland Field – CCA is done but TPR and summer ball have been using the fields. He is having issues with TPR with gum, sunflower seeds and spikes. Jim Wendell has been contacted. The high school All Stars will be there on Saturday.

Westside Girls' Softball Complex – TPR and the travel teams are utilizing the facility more than expected. Councilman Clayton Voisin asked the Chairman about the Kelly Street Park and the Chairman advised that it is not the intention of the board to replace the park.

Lisa Park Gym – Nothing to report.

Tennis Courts and Parks – Maintained.

Summerfield Park – Maintained.

Rozands Park – Maintained. The cement sidewalk repairs quote was in the amount of \$5,200. Someone carved elicit works into the concrete so the final invoice was in the amount of \$5,650 as they had to come back and repair the cement.

Skate Park – Maintained. The signage is in the process of being done. Also had minor restroom issues.

Westgate – Maintained. The benches have been ordered. The dog park signage has been ordered and picked up.

Cottage Drive – Maintained.

Kelly Street – Maintained.

Bike Trail – Maintained. The Chairman advised the Southdown nature trail has been expanded and people are enjoying it.

Lisa Park Playground – Maintained.

The next regular meeting is scheduled for Wednesday, June 5, 2024, at the TPR Annex Building.

Motion by Wren “Buddy” Halford, seconded by Jerome Boykin to adjourn. Motion passed.

Meeting as adjourned at 6:38 p.m.

Terrebonne Parish Recreation District No. 2-3  
**Balance Sheet**  
As of June 30, 2024

|                                        | Jun 30, 24          |
|----------------------------------------|---------------------|
| <b>ASSETS</b>                          |                     |
| <b>Current Assets</b>                  |                     |
| Checking/Savings                       |                     |
| 0001100 · Cash-Whitney-368814          | 618,295.67          |
| 0001101 · Cash - Synergy - 665738      | 1,034,821.17        |
| 0001102 · Synergy - Debt Service       | 734,740.70          |
| 0001103 · Synergy - Capital Projects   | 3,771,085.51        |
| <b>Total Checking/Savings</b>          | <b>6,158,943.05</b> |
| <b>Other Current Assets</b>            |                     |
| 0001301 · Ad Valorem Taxes Receivable  | 1,341,038.38        |
| 0001401 · Due from Tax Collector       | 165,562.48          |
| 0001402 · Due from State of Louisiana  | 10,538.00           |
| 0001500 · Meter Deposits               | 2,185.00            |
| <b>Total Other Current Assets</b>      | <b>1,519,323.86</b> |
| <b>Total Current Assets</b>            | <b>7,678,266.91</b> |
| <b>TOTAL ASSETS</b>                    | <b>7,678,266.91</b> |
| <b>LIABILITIES &amp; EQUITY</b>        |                     |
| <b>Liabilities</b>                     |                     |
| <b>Current Liabilities</b>             |                     |
| Accounts Payable                       |                     |
| 0002100 · Accounts Payable             | 26,295.28           |
| <b>Total Accounts Payable</b>          | <b>26,295.28</b>    |
| <b>Other Current Liabilities</b>       |                     |
| 0002200 · Payroll Liabilities          | 1,962.93            |
| 0002403 · Deferred Revenue-Ad Val Tax  | 1,567,973.76        |
| 0002410 · 2023 Bond Issuance           | 3,856,125.00        |
| <b>Total Other Current Liabilities</b> | <b>5,426,061.69</b> |
| <b>Total Current Liabilities</b>       | <b>5,452,356.97</b> |
| <b>Total Liabilities</b>               | <b>5,452,356.97</b> |
| <b>Equity</b>                          |                     |
| 0004000 · Opening Balance Equity       | 1,765,607.92        |
| 0004001 · Unrestricted Net Assets      | -180,385.20         |
| Net Income                             | 640,687.22          |
| <b>Total Equity</b>                    | <b>2,225,909.94</b> |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>7,678,266.91</b> |

**Terrebonne Parish Recreation District No. 2-3**  
**Profit & Loss Budget vs. Actual**  
**January through June 2024**

10:03 AM  
06/26/24  
Accrual Basis

|                                         | Jan - Jun 24        | Budget              | \$ Over Budget    | % of Budget   |
|-----------------------------------------|---------------------|---------------------|-------------------|---------------|
| <b>Income</b>                           |                     |                     |                   |               |
| 0005100 · Ad Valorem Tax Revenue        | 1,458,839.13        | 1,324,143.94        | 134,695.19        | 110.2%        |
| 0005101 · State Revenue Sharing         | 10,121.00           | 31,614.00           | -21,493.00        | 32.0%         |
| 0005300 · Concessions                   | 11,935.15           |                     |                   |               |
| 0005301 · Rental Fees                   | 0.00                | 2,500.00            | -2,500.00         | 0.0%          |
| 0005400 · Interest                      | 5,639.97            | 5,000.00            | 639.97            | 112.8%        |
| 0005500 · Miscellaneous                 | 717.50              |                     |                   |               |
| 0005600 · Compensation-Property Damage  | 168,612.16          |                     |                   |               |
| <b>Total Income</b>                     | <b>1,655,864.91</b> | <b>1,363,257.94</b> | <b>292,606.97</b> | <b>121.5%</b> |
| <b>Expense</b>                          |                     |                     |                   |               |
| 0006100 · Payroll Expenses              | 98,553.77           | 165,000.00          | -66,446.23        | 59.7%         |
| 0006102 · Group Insurance               | 24,198.37           | 40,000.00           | -15,801.63        | 60.5%         |
| 0006103 · Life Insurance                | 0.00                | 1,000.00            | -1,000.00         | 0.0%          |
| 0006104 · Worker's Comp                 | 5,756.11            | 10,000.00           | -4,243.89         | 57.6%         |
| 0006106 · New Employee Expenses         | 160.00              | 500.00              | -340.00           | 32.0%         |
| 0006200 · Office Supplies               | 1,056.11            | 3,000.00            | -1,943.89         | 35.2%         |
| 0006201 · Supplies and Materials        | 4,980.97            | 10,000.00           | -5,019.03         | 49.8%         |
| 0006203 · Chemicals                     | 1,196.93            | 2,500.00            | -1,303.07         | 47.9%         |
| 0006204 · Fuel                          | 4,614.55            | 9,500.00            | -4,885.45         | 48.6%         |
| 0006300 · Utilities                     | 6,494.50            | 15,000.00           | -8,505.50         | 43.3%         |
| 0006301 · Telephone Expense             | 259.38              | 1,000.00            | -740.62           | 25.9%         |
| 0006302 · Alarm Monitoring              | 419.94              | 16,000.00           | -15,580.06        | 2.6%          |
| 0006303 · Garbage                       | 1,710.00            | 4,000.00            | -2,290.00         | 42.8%         |
| 0006304 · Pest Control                  | 2,855.00            | 1,000.00            | 1,855.00          | 285.5%        |
| 0006305 · Bank Charges                  | 46,829.12           | 3,000.00            | 43,829.12         | 1,561.0%      |
| 0006306 · Gen Liab & Building Insurance | 19,016.36           | 45,000.00           | -25,983.64        | 42.3%         |
| 0006307 · Bond Insurance                | 0.00                | 500.00              | -500.00           | 0.0%          |
| 0006308 · Director's & Officer's Insur  | 4,115.76            | 2,000.00            | 2,115.76          | 205.8%        |
| 0006309 · Vehicle Insurance             | 2,231.64            | 2,000.00            | 231.64            | 111.6%        |
| 0006310 · Engineering and Design Fees   | 192,265.02          | 100,000.00          | 92,265.02         | 192.3%        |
| 0006311 · Legal Fees                    | 4,254.03            | 10,000.00           | -5,745.97         | 42.5%         |
| 0006312 · Accounting and Secretary Fees | 10,850.00           | 18,000.00           | -7,150.00         | 60.3%         |
| 0006313 · Audit Fees                    | 5,575.00            | 10,000.00           | -4,425.00         | 55.8%         |
| 0006314 · Advertising                   | 0.00                | 2,000.00            | -2,000.00         | 0.0%          |
| 0006400 · Equip Rep & Maint             | 2,116.07            | 2,500.00            | -383.93           | 84.6%         |
| 0006401 · Vehicle Rep & Maint           | 13.05               | 2,500.00            | -2,486.95         | 0.5%          |
| 0006402 · Facility Rep & Maint          | 40,212.46           | 100,000.00          | -59,787.54        | 40.2%         |
| 0006500 · Capital Expenses              | 489,150.57          | 500,000.00          | -10,849.43        | 97.8%         |
| 0006600 · Misc Expense                  | 46,292.98           | 5,000.00            | 41,292.98         | 925.9%        |
| <b>Total Expense</b>                    | <b>1,015,177.69</b> | <b>1,081,000.00</b> | <b>-65,822.31</b> | <b>93.9%</b>  |
| <b>Net Income</b>                       | <b>640,687.22</b>   | <b>282,257.94</b>   | <b>358,429.28</b> | <b>227.0%</b> |

**Total Project Services, LLC  
294 Meadow View Ct.  
Thibodaux, LA 70301  
(985)859-8571**

March 12, 2024

Mr. Shawn Dupre, Chairman  
**Terrebonne Parish Recreation District 2-3**  
P.O. Box 4254  
Houma, LA 70361

**RE: Letter Agreement for Professional Services Southland Bullpen Pavement**

Mr. Dupre,

Total Project Services, LLC is pleased to present the following proposal for professional services. Terrebonne Parish Recreation District 2-3 (District) would like to plan and construct amenities at the Southland Field facility. This agreement is for the professional services listed below and does not include any further services. However, additional services can be made available in accordance with the attached rate sheet.

The District requires engineering and related services to complete this project, and Total Project Services, LLC is capable of providing these services. Specifically, Total Project Services, LLC proposes to:

- Prepare project plans for concrete pavement in the bullpen area from the field turf concrete to the existing concrete sidewalk/batting cage and all related incidental infrastructure related thereto.
- Coordinate receiving quotes from insured contractors.
- Review quotes and make recommendation for award to the District.
- Manage the construction of the project as directed by the District.
- Provide on-site inspection during construction.

The construction of the above described work is estimated to be \$15,000.00. It is the intention of the parties to maintain this budget.

Total Project Services, LLC proposes to provide these services for the following fees:

Basic Design Services

Not to exceed \$5,000.00

Residential Inspection

Not to exceed \$1,500.00

The basic services and residential inspection will be billed on a time and materials basis, according to the attached rate schedule. Total Project Services, LLC will invoice the District monthly for the services provided. The combined fee for professional services (basic & additional services) shall not exceed \$6,500.00 without board authorization for an amendment to this agreement.

The District will provide access to the site and any information in its possession relative to the project.

If the Terrebonne Parish Recreation District 2-3 would like for Total Project Services, LLC to proceed with this project in accordance with the terms listed above, please sign accepting this letter agreement and the work will be cordially scheduled.

Thank you for allowing Total Project Services, LLC to be a part of this project, and please let me know if you have any questions or require additional information.

Sincerely,  
Total Project Services, LLC

---

Brandon M. Arceneaux, P.E,  
Owner

Agreed to and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

---

Terrebonne Parish Recreation District 2-3

**Total Project Services, LLC**  
**294 Meadow View Ct.**  
**Thibodaux, LA 70301**  
**(985)859-8571**

**2024 Rate Sheet**

|                                       |    |        |
|---------------------------------------|----|--------|
| Principal                             | \$ | 250.00 |
| Senior Engineer                       | \$ | 230.00 |
| Professional Engineer Project Manager | \$ | 175.00 |
| Senior Architect                      | \$ | 185.00 |
| Architect                             | \$ | 165.00 |
| Professional Engineer                 | \$ | 150.00 |
| Non-Engineer Project Manager          | \$ | 120.00 |
| Pre-Professional Engineering Intern   | \$ | 115.00 |
| Construction Manager                  | \$ | 175.00 |
| Resident Project Representatives      | \$ | 75.00  |
| CADD Technician                       | \$ | 95.00  |
| Clerical/Administrative               | \$ | 55.00  |