TERREBONNE PARISH RECREATION DISTRICT NO. 2/3

P.O. Box 4254, Houma, LA 70361

AGENDA
Regular Board Meeting
Wednesday, November 6, 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) AllSouth – Hurricane Ida Facility Repairs
   b) Merlin Lirette – Gym Renovations

6) Approve the minutes for the regular meeting of October 2, 2024.

7) Financial Report
   a) Current financial statements to include Balance Sheet and Budget to Actual through October 31, 2024.

8) Report on all parks and playgrounds – Discussion and/or possible action regarding:
   a) Broadmoor
   b) Southland Field
   c) Westside Girls' Softball Complex
   d) Lisa Park Recreation Center
   e) Summerfield Park
   f) Rozand Park
   g) Skate Park
   h) Westgate
   i) Cottage Drive
   j) Bike Trail
   k) Lisa Park Playground

9) New Business
   a) Discussion and/or possible action of changes to the bylaws

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.

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

Chad Adams
Terese McCormick
Jerome Boykin
Roy Miller

10) Council Member's Comments

11) Board Member Comments

12) Adjourn

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P.O. Box 4254
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MINUTES

REGULAR BOARD MEETING

October 2, 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, October 2, 2024, at 6:00 p.m.

Commissions Present: Shawn Dupre, Jerome Boykin, Chad Adams, Roy Miller, Lee Dillard and Wayne Champagne

Commissioners Absent: Wren "Buddy" Halford and Terese McCormick

Others Present: Sonja Labat, Brock Landry, Derick Bercegeay with the Law Office of Michelle Neil, Alex Quebedeaux with All South, Brandon Arceneaux with Total Project Services and Merlin Lirette

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. The Chairman advised that there is still a vacancy on the board.

Public Wishing to Address the Board:

Motion by Lee Dillard, seconded by Wayne Champagne to close public. Motion passed.

Engineers and Architects Project Status

Merlin Lirette was present to give an update on the Lisa Park Gym project. Paint colors and windows were discussed. The Chairman asked for the estimated project completion date.

Brandon Arceneaux with Total Project Services was present to discuss the Westgate project as it is complete. We still owe the contractor $43,004.60 in retainage once a clear lien certificate is provided. The playground supplier was contacted, and she will keep Brandon informed of the status. Brandon discussed the Southland bull pen area as that project is also complete. Brandon is not satisfied with the job and the contractor will come back to repair those issues.

Alex Quebedeaux with All South was present to discuss the Hurricane Ida facility repairs. Change order number 3 was discussed. The contract added 81 days due to the delay of the canopy delivery. The canopy is estimated to be delivered in November. The increase in value in the amount of $2,676.48 was due to ceiling issues. Motion by Chad Adams, seconded by Jerome Boykin, to accept change order number 3, but amend the language that the 81 day extension is for the canopy only. The ceiling work should be complete in 30 days. Motion passed.

Motion by Jerome Boykin, seconded by Lee Dillard to approve the minutes for the regular meeting of September 4, 2024. Motion passed.

Motion by Chad Adams, seconded by Jerome Boykin to approve the September financial report. Motion passed.

Parks and Playgrounds: Brock reported on the parks.

Broadmoor – Maintained. Practices are ongoing because MLK is full. The park signs are up. There was no hurricane damage at the facility.

Southland Field – There was hurricane damage at this facility. The score board legs sunk due to not having concrete under them. The repairs are estimated to cost $3,900. The bleacher cover collapsed and the repairs are estimated to cost $10,890. The lights did not fall but they are no longer pointed in the right direction. Cameras are estimated to cost $1,291. The speakers fell but have been repaired. Wi-Fi costs will be obtained.

Westside Girls' Softball Complex – Maintained. The facility is being used for practices. The fields are being used heavily and is requiring more maintenance.

Lisa Park Gym – Merlin was present to report.

Summerfield Park – Branches were down from the hurricane. Working on cleaning up and moving those branches. A tree also fell during the hurricane.

Rozands Park – Branches were down from the hurricane. Brock discussed the condition of the playground equipment as it will need to be replaced soon.

Skate Park – Maintained.

Westgate – Maintained. The signs were put up. He looked at moving the workout equipment.

Cottage Drive – Maintained. Repairs needed on the playground equipment was discussed. Replacing parts cost half as much as a new playground feature. Brock suggests obtaining quotes for a new playground feature. A bench was removed and will be replaced.

Bike Trail – Maintained.

Lisa Park Playground – Signs and wind screens have been put back up.

New Business

Rental fees for Lisa Park Gym were discussed. The Chairman discussed rates that Rec District No. 1 charges. Something to keep in mind is that the gym is not on road lighting, so the district pays utilities. The district also pays for a gym supervisor. Motion by Lee Dillard, seconded by Roy Miller to charge $35 per hour for the Lisa Park Gym rental fee. Motion passed.

The Chairman advised that all board members should review the bylaws prior to them being updated. This item will be tabled until the November meeting.

The next regular meeting is scheduled for Wednesday, November 6, 2024, at the TPR Annex Building.

Motion by Lee Dillard, seconded by Jerome Boykin to adjourn. Motion passed.

Meeting as adjourned at 7:28 p.m.

Terrebonne Parish Recreation District No. 2-3
Balance Sheet
As of October 31, 2024

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
0001100 · Cash-Whitney-368814	291,237.52
0001101 · Cash - Synergy - 665738	60,083.50
0001102 · Synergy - Debt Service	734,740.70
0001103 · Synergy - Capital Projects	3,775,039.05
Total Checking/Savings	4,861,100.77
Other Current Assets	
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
Total Other Current Assets	1,519,323.86
Total Current Assets	6,380,424.63
TOTAL ASSETS	**6,380,424.63**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0002100 · Accounts Payable	16,171.82
Total Accounts Payable	16,171.82
Other Current Liabilities	
0002200 · Payroll Liabilities	1,380.21
0002201 · Direct Deposit Liabilities	-1,670.60
0002403 · Deferred Revenue-Ad Val Tax	1,567,973.76
0002410 · 2023 Bond Issuance	3,856,125.00
Total Other Current Liabilities	5,423,808.37
Total Current Liabilities	5,439,980.19
Total Liabilities	5,439,980.19
Equity	
0004000 · Opening Balance Equity	1,765,607.92
0004001 · Unrestricted Net Assets	-180,385.20
Net Income	-644,778.28
Total Equity	940,444.44
TOTAL LIABILITIES & EQUITY	**6,380,424.63**

2:10 PM
11/04/24
Accrual Basis

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

	Jan - Oct 24	Budget	$ Over Budget	% of Budget
Income				
0005100 · Ad Valorem Tax Revenue	1,472,940.31	1,324,143.94	148,796.37	111.2%
0005101 · State Revenue Sharing	20,242.00	31,614.00	-11,372.00	64.0%
0005300 · Concessions	14,545.30			
0005301 · Rental Fees	0.00	2,500.00	-2,500.00	0.0%
0005400 · Interest	10,817.63	5,000.00	5,817.63	216.4%
0005500 · Miscellaneous	717.50			
0005600 · Compensation-Property Damage	250,258.73			
Total Income	1,769,521.47	1,363,257.94	406,263.53	129.8%
Expense				
0006100 · Payroll Expenses	179,934.33	165,000.00	14,934.33	109.1%
0006102 · Group Insurance	31,730.50	40,000.00	-8,269.50	79.3%
0006103 · Life Insurance	0.00	1,000.00	-1,000.00	0.0%
0006104 · Worker's Comp	7,831.30	10,000.00	-2,168.70	78.3%
0006106 · New Employee Expenses	160.00	500.00	-340.00	32.0%
0006200 · Office Supplies	1,108.85	3,000.00	-1,891.15	37.0%
0006201 · Supplies and Materials	6,465.42	10,000.00	-3,534.58	64.7%
0006202 · Medical Supplies	522.70			
0006203 · Chemicals	2,028.63	2,500.00	-471.37	81.1%
0006204 · Fuel	7,044.09	9,500.00	-2,455.91	74.1%
0006300 · Utilities	11,826.41	15,000.00	-3,173.59	78.8%
0006301 · Telephone Expense	518.76	1,000.00	-481.24	51.9%
0006302 · Alarm Monitoring	704.91	16,000.00	-15,295.09	4.4%
0006303 · Garbage	2,850.00	4,000.00	-1,150.00	71.3%
0006304 · Pest Control	3,465.00	1,000.00	2,465.00	346.5%
0006305 · Bank Charges	127,833.13	3,000.00	124,833.13	4,261.1%
0006306 · Gen Liab & Building Insurance	48,296.16	45,000.00	3,296.16	107.3%
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	198,515.02	100,000.00	98,515.02	198.5%
0006311 · Legal Fees	4,254.03	10,000.00	-5,745.97	42.5%
0006312 · Accounting and Secretary Fees	15,500.00	18,000.00	-2,500.00	86.1%
0006313 · Audit Fees	11,155.00	10,000.00	1,155.00	111.6%
0006314 · Advertising	400.00	2,000.00	-1,600.00	20.0%
0006400 · Equip Rep & Maint	3,275.66	2,500.00	775.66	131.0%
0006401 · Vehicle Rep & Maint	13.05	2,500.00	-2,486.95	0.5%
0006402 · Facility Rep & Maint	62,587.36	100,000.00	-37,412.64	62.6%
0006500 · Capital Expenses	1,633,471.06	500,000.00	1,133,471.06	326.7%
0006600 · Misc Expense	46,460.98	5,000.00	41,460.98	929.2%
Total Expense	2,414,299.75	1,081,000.00	1,333,299.75	223.3%
Net Income	**-644,778.28**	**282,257.94**	**-927,036.22**	**-228.4%**

TERREBONNE PARISH RECREATION DISTRICT NO. 2/3
BUDGET FOR YEAR ENDING DECEMBER 31, 2025

	2024 Adopted Budget	2024 Budget Amendment	2024 Last Adopted Budget	2024 Actual Year-to-Date as of October 2024	2024 Actual Estimated Nov & Dec 2024	2024 Projected Actual Result at Year End	2024 % Change Last Adopted Budget vs. Projected Actual Result at Year End [h /e - 1]	2025 Proposed Budget
REVENUES								
Ad Valorem Taxes	$ 1,324,143.94	$ 148,000.00	$ 1,472,143.94	$ 1,472,940.31		$ 1,472,940.31		$ 1,472,940.00
State Revenue Sharing	31,614.00		31,614.00	20,242.00		20,242.00		20,242.00
Interest Revenue	5,000.00		5,000.00	10,817.63	2,163.53	12,981.16		10,000.00
Rental Fees	2,500.00		2,500.00	14,545.30		14,545.30		10,000.00
Compensation-Property Damage		250,000.00	250,000.00	250,258.73		250,258.73		-
Miscellaneous Revenue			-	717.50		717.50		-
Total Revenues	1,363,257.94	398,000.00	1,761,257.94	1,769,521.47	2,163.53	1,771,685.00	0.6%	1,513,182.00
SUMMARY OF EXPENDITURES								
Personal Services								
Payroll Expenses	165,000.00		165,000.00	179,934.33	35,986.87	215,921.20		220,000.00
New Employee Expenses	500.00		500.00	160.00		160.00		500.00
Group Insurance	40,000.00		40,000.00	31,730.50	6,346.10	38,076.60		40,000.00
Life Insurance	1,000.00		1,000.00	-	-	-		1,000.00
Worker's Comp	10,000.00		10,000.00	7,831.30	1,566.26	9,397.56		10,000.00
Total Personal Services	216,500.00	-	216,500.00	219,656.13	43,899.23	263,555.36		271,500.00
Supplies and Materials								
Office Supplies	3,000.00		3,000.00	1,108.85	221.77	1,330.62		1,500.00
Supplies and Materials	10,000.00		10,000.00	6,988.12	1,397.62	8,385.74		10,000.00
Chemicals	2,500.00		2,500.00	2,028.63	405.73	2,434.36		2,500.00
Fuel	9,500.00		9,500.00	7,044.09	1,408.82	8,452.91		9,000.00
Total Supplies and Materials	25,000.00	-	25,000.00	17,169.69	3,433.94	20,603.63		23,000.00
Other Services and Charges								
Telephone Expense	1,000.00		1,000.00	518.76	103.75	622.51		1,000.00
Alarm Monitoring	16,000.00		16,000.00	704.91	140.98	845.89		1,000.00
Utilities	15,000.00		15,000.00	11,826.41	2,365.28	14,191.69		15,000.00
Garbage	4,000.00		4,000.00	2,850.00	570.00	3,420.00		4,000.00
Bank Charges	3,000.00	125,000.00	128,000.00	127,833.13		127,833.13		130,000.00
Pest Control	1,000.00		1,000.00	3,465.00	693.00	4,158.00		5,000.00
General Liability & Other Insurance	45,000.00		45,000.00	48,296.16		48,296.16		50,000.00
Bond Insurance	500.00		500.00	4,115.76		4,115.76		5,000.00
Director's Officer's Insurance	2,000.00		2,000.00	-		-		2,000.00
Vehicle Insurance	2,000.00		2,000.00	2,231.64		2,231.64		2,500.00
Engineering and Design Fees	100,000.00	150,000.00	250,000.00	198,515.02	39,703.00	238,218.02		250,000.00
Legal Fees	10,000.00		10,000.00	4,254.03	850.81	5,104.84		5,500.00
Accounting and Secretary Fees	18,000.00		18,000.00	15,500.00	3,000.00	18,500.00		18,600.00
Audit Fees	10,000.00		10,000.00	11,155.00		11,155.00		12,000.00
Advertising	2,000.00		2,000.00	400.00	80.00	480.00		1,000.00
Miscellaneous Expenses	5,000.00		5,000.00	46,460.98		46,460.98		5,000.00
Total Other Services and Charges	234,500.00	275,000.00	509,500.00	478,126.80	47,506.83	525,633.63		507,600.00
Repair and Maintenance								
Equipment Repairs & Maintenance (Admin)	2,500.00		2,500.00	3,275.66	655.13	3,930.79		4,000.00
Vehicle Repairs & Maintenance	2,500.00		2,500.00	13.05	2.61	15.66		2,500.00
Facility Repairs & Maintenance	100,000.00		100,000.00	62,587.36	12,517.47	75,104.83		100,000.00
Total Repair and Maintenance	105,000.00	-	105,000.00	65,876.07	13,175.21	79,051.28		106,500.00

TERREBONNE PARISH RECREATION DISTRICT NO. 2/3
BUDGET FOR YEAR ENDING DECEMBER 31, 2025

	2024 Adopted Budget	2024 Budget Amendment	2024 Last Adopted Budget	2024 Actual Year-to-Date as of October 2024	2024 Actual Estimated Nov & Dec 2024	2024 Projected Actual Result at Year End	2024 % Change Last Adopted Budget vs. Projected Actual Result at Year End [h /e - 1]	2025 Proposed Budget
Capital Outlay								
Capital Expenditures	500,000.00	(500,000.00)	-			-		
Capital Expenditures - Ida		41,000.00	41,000.00	40,065.65		40,065.65		
Capital Expenditures - Gym		1,311,000.00	1,311,000.00	1,310,772.99		1,310,772.99		
Capital Expenditures - Southland Park		74,000.00	74,000.00	73,902.22		73,902.22		
Capital Expenditures - Westgate		203,000.00	203,000.00	202,660.20		202,660.20		
Capital Expenditures - Skatepark			-			-		
Capital Expenditures - Rozand Park		6,070.00	6,070.00	6,070.00		6,070.00		
Total Capital Outlay	500,000.00	1,135,070.00	1,635,070.00	1,633,471.06	-	1,633,471.06		-
Total Expenses	1,081,000.00	1,410,070.00	2,491,070.00	2,414,299.75	108,015.20	2,522,314.95	1.3%	908,600.00
SUMMARY OF FUND BALANCE								
Net change in fund balance	282,257.94	(1,012,070.00)	(729,812.06)	(644,778.28)	(105,851.68)	(750,629.96)		604,582.00
Estimated Beginning Fund Balance	2,453,156.00	2,453,156.00	2,453,156.00	2,453,156.00	2,453,156.00	2,453,156.00		1,702,526.04
Estimated Ending Fund Balance	$ 2,735,413.94	$ 1,441,086.00	$ 1,723,343.94	$ 1,808,377.72	$ 2,347,304.32	$ 1,702,526.04		$ 2,307,108.04