

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, March 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) Merlin Lirette, Lisa Park Recreation Center
- 6) Approve the minutes for the regular meeting of February 7, 2024.
- 7) Financial Report
 - a) Current financial statements to include Balance Sheet and Budget to Actual through February 29, 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) 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
- 9) New Business
 - a) Annual review of Executive Director

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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10) Council Member's Comments

11) Board Member Comments

12) Adjourn

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MINUTES

REGULAR BOARD MEETING

February 7, 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, February 7, 2024, at 6:00 p.m.

Commissions Present: Shawn Dupre, Wayne Champagne, Terese McCormick, Jerome Boykin and Lee Dillard

Commissioners Absent: Chad Quick, Chad Adams, Wren "Buddy" Halford and Roy Miller

Others Present: Brock Landry, Sonja Labat, Derick Bercegeay with The Law Office of Michelle Neil, Merlin Lirette, Mike Slovensky with All South, Tony Gros, John Fontenot and Stuart Babin

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.

Nominations were opened for the Chairman and the Vice-Chairman. Shawn Dupre was nominated for Chairman and Wayne Champagne was nominated for Vice-Chairman.

Motion by Jerome Boykin, seconded by Terese McCormick to move to item 10a, legal representation. Motion passed.

Shawn advised that he spoke to both Jules with Hebert and Marceaux and Parish Attorney Michelle Neil regarding legal services. Motion by Terese McCormick, seconded by Jerome Boykin to remain with the Parish Attorney for legal services. Motion passed. The board welcomed Derick Bercegeay.

Motion by Lee Dillard, seconded by Jerome Boykin to return to the agenda. Motion passed.

Public Wishing to Address the Board:

Tony Gros, the Terrebonne High School softball coach, was present to ask for use of the fields at the Girls' Complex for home games. They will soon have their own field but it will not be ready in time. He plans to take care of everything as usual such as raking the fields and picking up trash. He would also like to utilize the drag to keep the fields nice. He will provide a schedule. Motion by Lee Dillard, seconded by Wayne Champagne to allow Terrebonne High School to use the fields at the Girls' Complex. Motion passed.

John Fontenot and Stuart Babin, outdoor enthusiasts, were present to discuss Southdown trail system improvements. They have been speaking to Chris Pulaski and they would like to do improvements that would involve volunteers and community work. They are not asking the district for funding other

than the possibility of some signage. They would like to work together to move their project forward and request that the board sit down with them once they get the green light from Chris Pulaski.

Engineers and Architects Project Status

Mike Slovensky with AllSouth was present to discuss the bid for the facility repairs. Two bids were received. One bid was from HMSE in the amount of \$254,000 and the low bid was from Freetown Builders in the amount of \$188,227.30. Motion by Terese McCormick, seconded by Lee Dillard to accept the low bid from Freetown Builders in the amount of \$188,227.30. Motion passed. A notice of award will be issued and the pre-construction meeting will be scheduled for the week of the 19th.

Merlin Lirette was present to give a project update. A notice to proceed was issued and work began on Monday. The board discussed the color selection of the roof and the interior color choices. He plans to set up monthly progress meetings.

Motion by Lee Dillard, seconded by Jerome Boykin to approve the minutes for the regular meeting of January 3, 2024. Motion passed.

Motion by Lee Dillard, seconded by Jerome Boykin to approve the January financial report. Motion passed.

Parks and Playgrounds: Brock provided his report.

Broadmoor – Maintained. Fields are being used by the travel teams. Pressure washing was done.

Southland Field – Pressure washed. CCA has started utilizing the facility. The PA system was ordered and will be installed when received. The Chairman discussed the possibility of hosting a college exhibition. Motion by Lee Dillard, seconded by Wayne Champagne to host a college exhibition on February 18th and waive the rental fee. Motion passed. The Chairman noted on Brandon's behalf that the final payment to the contractor has been made.

Westside Girls' Softball Complex – Terrebonne High school will begin using the facility.

Lisa Park Gym – Everything was cleared out of the gym. Some things were disposed of and a storage unit was rented to store the remainder of things.

Tennis Courts and Parks – Maintained.

Summerfield Park – The restroom water fountains need to be repaired so they were shut off.

Rozands Park – There are spots on the walking track that will need to be repaired. TPCG Risk Management noted 16 spots.

Skate Park – Maintained. Having issues with the lighting system timer.

Westgate – Maintained. Brandon was not present so the Chairman read his report. The contractor worked two days. It is \$1,000 per day in liquidated damages. February 7th will be an accepted rain day.

Motion by Terese McCormick, seconded by Lee Dillard to accept February 7th as a rain day. Motion passed. Motion by Lee Dillard, seconded by Terese McCormick to begin accessing liquidated damages beginning at midnight or February 8th. Motion passed. Motion by Lee Dillard, seconded by Jerome Boykin to approve legal fees regarding the Westgate project prior to today. Motion passed.

Cottage Drive – Maintained. Cut today.

Kelly Street – Maintained.

Bike Trail – Maintained.

Lisa Park Playground – Maintained.

Lee Dillard welcomed back Derick Bercegeay as the district legal representation. Shawn Dupre appreciates the election of Chairman for another year.

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

Motion by Terese McCormick, seconded by Jerome Boykin to adjourn. Motion passed.

Meeting as adjourned at 7:12 p.m.

Balance Sheet

As of February 29, 2024

	Feb 29, 24
ASSETS	
Current Assets	
Checking/Savings	
0001100 · Cash-Whitney-368814	954,033.70
0001101 · Cash - Synergy - 665738	198,831.62
0001102 · Synergy - Debt Service	734,740.70
0001103 · Synergy - Capital Projects	3,768,761.82
Total Checking/Savings	5,656,367.84
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	7,175,691.70
TOTAL ASSETS	7,175,691.70
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	1,651.57
0002201 · Direct Deposit Liabilities	-4,612.16
0002403 · Deferred Revenue-Ad Val Tax	1,567,973.76
0002410 · 2023 Bond Issuance	4,426,125.00
Total Other Current Liabilities	5,991,138.17
Total Current Liabilities	6,007,309.99
Total Liabilities	6,007,309.99
Equity	
0004000 · Opening Balance Equity	1,765,607.92
0004001 · Unrestricted Net Assets	-180,385.20
Net Income	-416,841.01
Total Equity	1,168,381.71
TOTAL LIABILITIES & EQUITY	7,175,691.70

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

	Jan - Feb 24	Budget	\$ Over Budget	% of Budget
Income				
0005100 · Ad Valorem Tax Revenue	0.00	1,324,143.94	-1,324,143.94	0.0%
0005101 · State Revenue Sharing	0.00	31,614.00	-31,614.00	0.0%
0005300 · Concessions	7,179.20			
0005301 · Rental Fees	0.00	2,500.00	-2,500.00	0.0%
0005400 · Interest	1,100.80	5,000.00	-3,899.20	22.0%
0005500 · Miscellaneous	46.00			
0005600 · Compensation-Property Damage	54,020.99			
Total Income	62,346.99	1,363,257.94	-1,300,910.95	4.6%
Expense				
0006100 · Payroll Expenses	34,173.60	165,000.00	-130,826.40	20.7%
0006102 · Group Insurance	5,545.89	40,000.00	-34,454.11	13.9%
0006103 · Life Insurance	0.00	1,000.00	-1,000.00	0.0%
0006104 · Worker's Comp	1,383.46	10,000.00	-8,616.54	13.8%
0006106 · New Employee Expenses	0.00	500.00	-500.00	0.0%
0006200 · Office Supplies	108.24	3,000.00	-2,891.76	3.6%
0006201 · Supplies and Materials	1,252.53	10,000.00	-8,747.47	12.5%
0006203 · Chemicals	389.19	2,500.00	-2,110.81	15.6%
0006204 · Fuel	651.50	9,500.00	-8,848.50	6.9%
0006300 · Utilities	1,249.24	15,000.00	-13,750.76	8.3%
0006301 · Telephone Expense	86.46	1,000.00	-913.54	8.6%
0006302 · Alarm Monitoring	89.98	16,000.00	-15,910.02	0.6%
0006303 · Garbage	570.00	4,000.00	-3,430.00	14.3%
0006304 · Pest Control	210.00	1,000.00	-790.00	21.0%
0006305 · Bank Charges	156.45	3,000.00	-2,843.55	5.2%
0006306 · Gen Liab & Building Insurance	0.00	45,000.00	-45,000.00	0.0%
0006307 · Bond Insurance	0.00	500.00	-500.00	0.0%
0006308 · Director's & Officer's Insur	0.00	2,000.00	-2,000.00	0.0%
0006309 · Vehicle Insurance	0.00	2,000.00	-2,000.00	0.0%
0006310 · Engineering and Design Fees	180,271.46	100,000.00	80,271.46	180.3%
0006311 · Legal Fees	270.00	10,000.00	-9,730.00	2.7%
0006312 · Accounting and Secretary Fees	3,100.00	18,000.00	-14,900.00	17.2%
0006313 · Audit Fees	0.00	10,000.00	-10,000.00	0.0%
0006314 · Advertising	0.00	2,000.00	-2,000.00	0.0%
0006400 · Equip Rep & Maint	585.61	2,500.00	-1,914.39	23.4%
0006401 · Vehicle Rep & Maint	13.05	2,500.00	-2,486.95	0.5%
0006402 · Facility Rep & Maint	25,084.99	100,000.00	-74,915.01	25.1%
0006500 · Capital Expenses	223,996.35	500,000.00	-276,003.65	44.8%
0006600 · Misc Expense	0.00	5,000.00	-5,000.00	0.0%
Total Expense	479,188.00	1,081,000.00	-601,812.00	44.3%
Net Income	-416,841.01	282,257.94	-699,098.95	-147.7%

**PROJECT REPRESENTATIVE DAILY REPORT**

PROJECT:

Lisa Park Gymnasium Renovations & Repairs
6669 Lisa Park Avenue
Houma, La. 70364

CONTRACTOR:

Tasch, LLC
4321 River Road
Bridge City, LA 70094

ARCHITECT'S PROJECT NUMBER: 2022.09-LPGHI**PROJECT REPRESENTATIVE:** Merlin A. Lirette, AIA, ALEP

REPORT NUMBER: LPG-01**DATE:** 02/28/24**TEMP:** Min. 65 Max 75**RAINFALL:** ☐ Light ☐ Heavy ☒ None**CONDITIONS:** ☐ Sunny ☒ Cloudy**GROUND CONDITIONS:** ☐ Wet ☒ Dry

TRADES AT SITE:

A. MASONRY	G.
B. DEMOLITION	H.
C. CABINETS	J.
D. GENERAL CONTRACTOR	K.
E.	L.
F.	M.

COMMUNICATIONS:

1. After field markups discussed, Merlin will submit changes to Millwork in Kitchen for workup of revised Shop Drawings .
2. A portion of termite damage was found on wall paneling and plywood backing near main front entrance. This area of wall paneling was discussed to be replaced with new plywood backing for installation of new gypboard.
3. A roughly 10 x 15 office near entrance was found to potentially have asbestos adhesive under vinyl floor. This area will possibly need proper containment procedures for Insul-tech demo once confirmation is received.
4. Gator Masonry and team did a full walkthrough of CMU walls and columns to determine significance of wear and tear/damage to exterior walls. A number of non-structural columns were found to be unsecure and damaged. Gator will present a plan and scope to tackle these issues.
5. New interior ladder to replace old ladder was discussed. This scope of work is in plans, but not drawn. It will be discussed at a later date.
6. Vent pipes in bathrooms were observed and discussed. Will discuss with Mechanical Engineer.
7. Additional areas of ACM Adhesive found under areas where cabinets and HVAC Units were located.

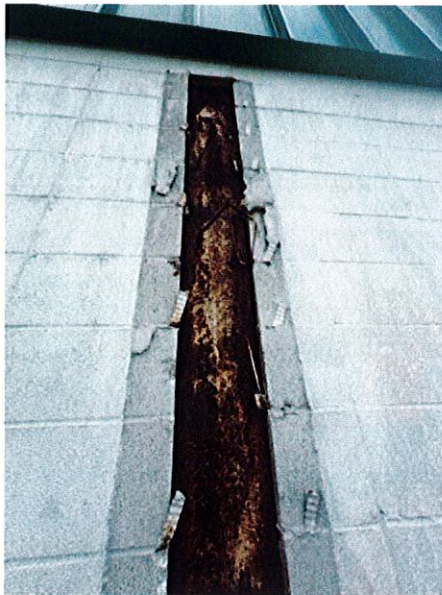


WORKED PERFORMED:

1. Demolition of interior items were being done by Subcontractor.
2. Contractor has already pressure washed exterior of gym.
3. Shop Drawings and submittals are being processed.
4. Barrier fencing has been installed near school.
5. Have met with Contractor on how to frame up Gable End Walls.
6. Sent marked up Floor Plan to Ritter Consultants showing areas with ACM Adhesive.



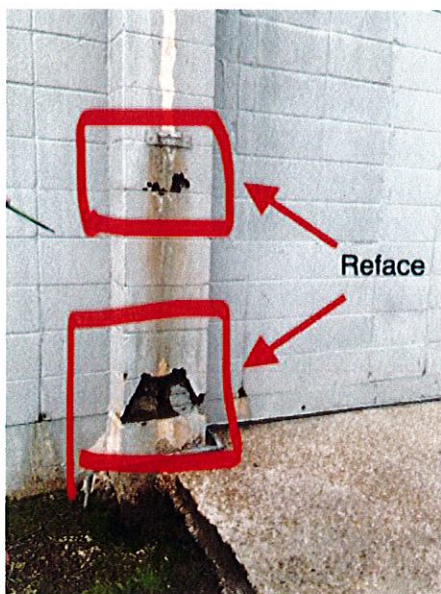
PROJECT REPRESENTATIVE



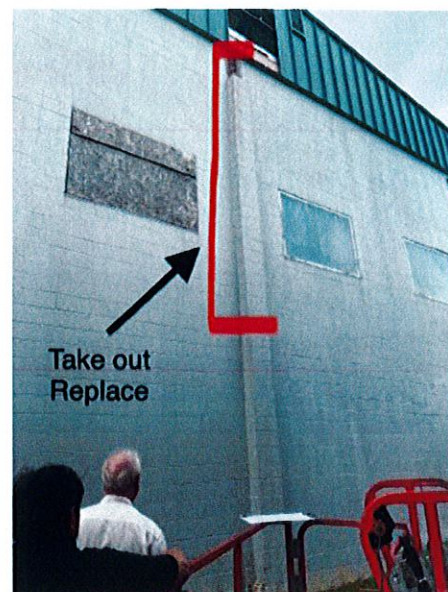
1 - NORTH WALL PILASTER with MISSING BLOCK.



2 - NORTH WALL PILASTER showing lack of filled cells.



3 - WEST WALL PILASTER area to be REFACED.



4 - NORTH WALL PILASTER with BLOCKS pulling from BUILDING FACE.

Merlin A. Lippitt

PROJECT REPRESENTATIVE





5 - TERMITE DAMAGED AREA near LOBBY.



6 - TERMITE DAMAGE behind PANELING.



7 - EXPOSED VENT PIPE at LADIES RESTROOM.



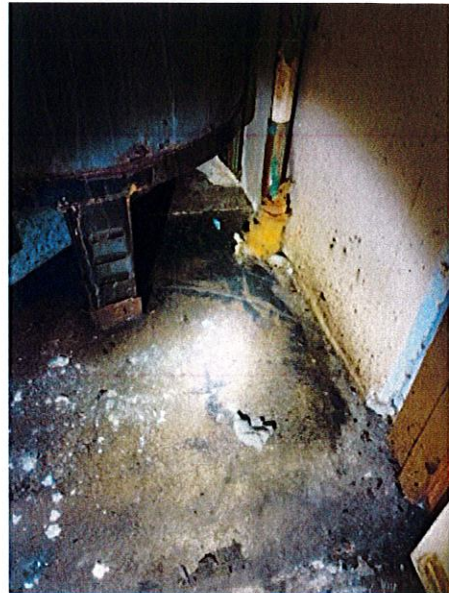
8 - WALL to be REMOVED AT MEN'S RESTROOM.

Merlin A. Lippetta

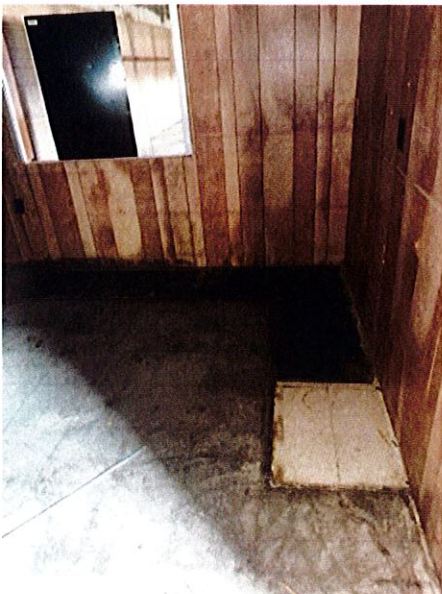
PROJECT REPRESENTATIVE



9 - HVAC EQUIPMENT AREA with possible ACM.



10 - ACM in WATER HEATER CLOSET.



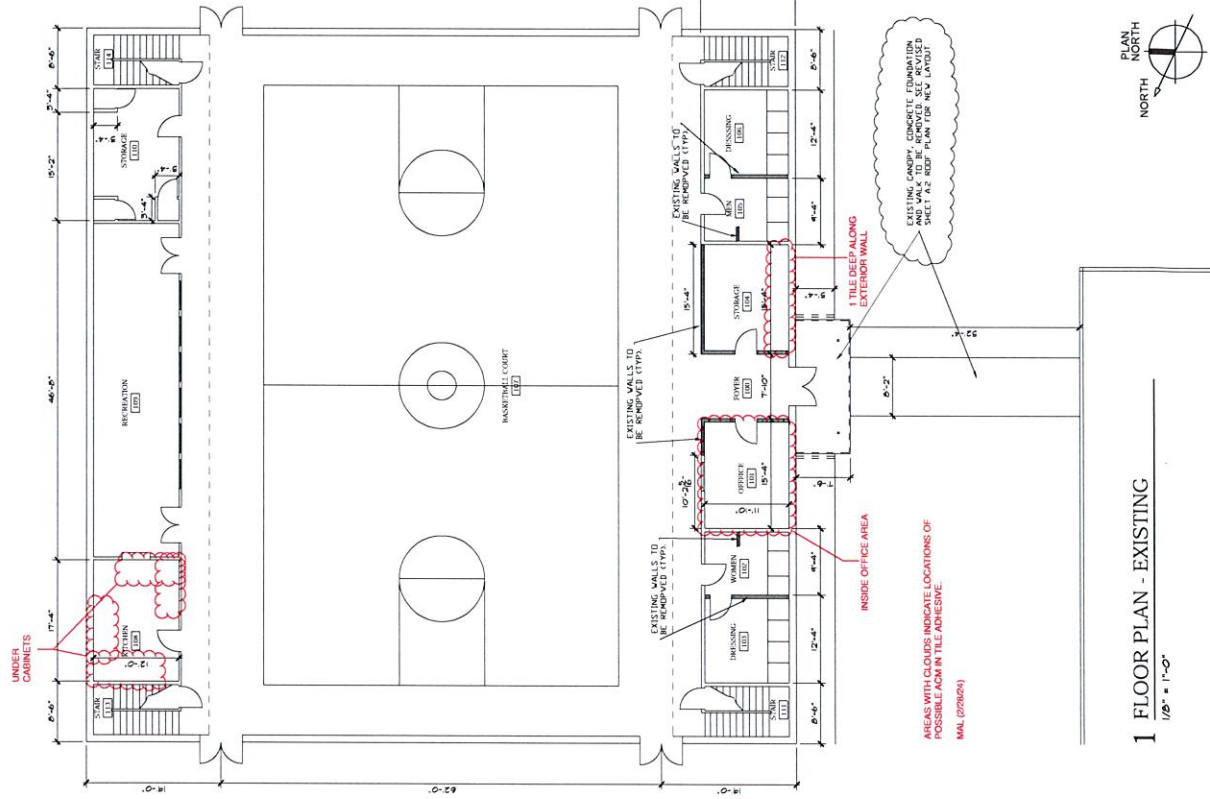
11 - ACM under CABINETS.



12 - DEMOLITION WORK in PROGRESS.

Merlin A. Lippetta

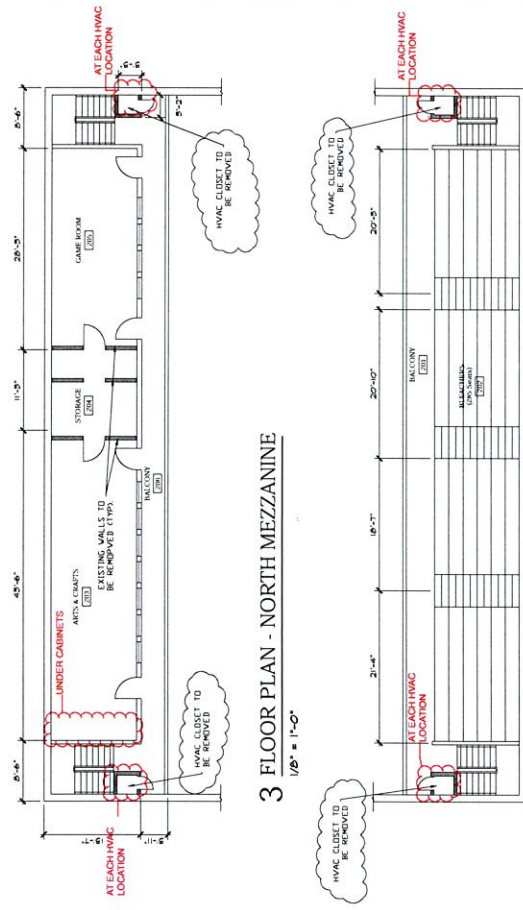
PROJECT REPRESENTATIVE



1 FLOOR PLAN - EXISTING



4 PHOTO @ FRONT ENTRY



3 FLOOR PLAN - NORTH MEZZANINE

2 FLOOR PLAN - SOUTH MEZZANINE