

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, April 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) Brandon Arceneaux, Approval of Substantial Completion
 - b) Brandon Arceneaux, Approval of Westgate Balancing Change Order
- 6) Approve the minutes for the regular meeting of March 6, 2024.
- 7) Financial Report
 - a) Current financial statements to include Balance Sheet and Budget to Actual through March 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) 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

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

March 6, 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, March 6, 2024, at 6:00 p.m.

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

Commissioners Absent: Chad Quick and Roy Miller

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

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.

Public Wishing to Address the Board:

There was no public present. Motion by Chad Adams, seconded by Lee Dillard to close public. Motion passed.

Engineers and Architects Project Status

Brandon Arceneaux with Total Project Services was present to give an update on the Westgate Park Improvements project. The contract time expired on February 6th and liquidated damages of \$1,000 per day are in effect. This will balance out on the change order at the end of the project. The contractor does intend to finish the project. The turf guy should be on site tomorrow. The pavilion has been delivered but installation is not complete. The playground contractor attempted to install the playground covers but the lift got stuck due to all the recent rain. The district has paid \$309,000 to date but there is still \$168,000, less liquidated damages, left of the contract to be collected by the contractor. Wayne Champagne asked what the contractor's hold up was. Brandon advised that it is an out of state contractor and there seems to be poor management. Derick Bercegeay advised that the contractor is understanding and is blaming the sub-contractor.

Mike Slovensky with AllSouth was present to discuss the bid for the facility repairs at Broadmoor, Southland and the Westside Girls Facility. The pre-construction conference was held last week. One contractor is in need of the Southland net height. That information will be researched.

Merlin Lirette was present to give a project update on the gym repairs. He discussed a quote from Tasch for asbestos removal in the amount of \$13,029.50. Structural issues were found and the additional costs for those masonry repairs are estimated to be \$3,625.60. The gable walls were discussed. These

necessary repairs were just discovered so he does not have a cost estimate yet. Motion by Chad Adams, seconded by Lee Dillard to approve the asbestos remediation cost proposal in the amount of \$13,029.50. Motion passed. Motion by Chad Adams, seconded by Wayne Champagne to approve the masonry work cost proposal in the amount of \$3,625.60. Motion passed. Motion by Chad Adams, seconded by Lee Dillard to approve the woodwork on the gable roofing repairs, not to exceed \$15,000. Motion passed.

Motion by Terese McCormick, seconded by Lee Dillard to approve the minutes for the regular meeting of February 7, 2024 with the correction of the spelling of Tony's last name and the correction of spelling of Lee Dillard's name. Motion passed.

Motion by Terese McCormick, seconded by Buddy Halford to approve the February financial report. Motion passed.

Parks and Playgrounds: Shawn read aloud Brock's report.

Broadmoor – Maintained. The hot water heater was replaced. Fields are being used by the travel teams.

Southland Field – Maintained. Ball games have continued at the facility. The college exhibition was hosted.

Westside Girls' Softball Complex – Maintained. Terrebonne High school has begun using the facility.

Lisa Park Gym –

Tennis Courts and Parks – Maintained.

Summerfield Park – Maintained

Rozands Park – Maintained. The down tree branches were removed. One quote for the concrete repairs was received and Brock is waiting for two more quotes.

Skate Park – Maintained.

Westgate –

Cottage Drive – Maintained.

Kelly Street – Maintained.

Bike Trail – Maintained.

Lisa Park Playground – Maintained. The low spot holding water has been filled in.

Shawn asked everyone to rate the Executive Director and return the workpaper to him.

Terese McCormick asked John Fontenot if there was anything that he needed. He updated the board on the status of the path/future trail. He is anxious to officially begin and would love for the board to go out and see the plans and what has been done so far. Lee Dillard advised that the soccer association has been utilizing the lighted fields for the Black Hawks only. As a recreation soccer coach, he asked everyone to always be fair and not show preference to travel teams, etc.

The next regular meeting is scheduled for Wednesday, April 3, 2024, at the TPR Annex Building.

Motion by Chad Adams, seconded by Lee Dillard to adjourn. Motion passed.

Meeting as adjourned at 7:08 p.m.

Balance Sheet

As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Checking/Savings	
0001100 · Cash-Whitney-368814	634,725.35
0001101 · Cash - Synergy - 665738	1,672,648.75
0001102 · Synergy - Debt Service	734,740.70
0001103 · Synergy - Capital Projects	3,769,510.41
Total Checking/Savings	<u>6,811,625.21</u>
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	<u>1,519,323.86</u>
Total Current Assets	<u>8,330,949.07</u>
TOTAL ASSETS	<u>8,330,949.07</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0002100 · Accounts Payable	16,171.82
Total Accounts Payable	<u>16,171.82</u>
Other Current Liabilities	
0002200 · Payroll Liabilities	4,439.39
0002201 · Direct Deposit Liabilities	-5,049.72
0002403 · Deferred Revenue-Ad Val Tax	1,567,973.76
0002410 · 2023 Bond Issuance	4,141,125.00
Total Other Current Liabilities	<u>5,708,488.43</u>
Total Current Liabilities	<u>5,724,660.25</u>
Total Liabilities	<u>5,724,660.25</u>
Equity	
0004000 · Opening Balance Equity	1,765,607.92
0004001 · Unrestricted Net Assets	-180,385.20
Net Income	1,021,066.10
Total Equity	<u>2,606,288.82</u>
TOTAL LIABILITIES & EQUITY	<u>8,330,949.07</u>

Terrebonne Parish Recreation District No. 2-3

Profit & Loss Budget vs. Actual

January through March 2024

	Jan - Mar 24	Budget	\$ Over Budget	% of Budget
Income				
0005100 · Ad Valorem Tax Revenue	1,414,314.65	1,324,143.94	90,170.71	106.8%
0005101 · State Revenue Sharing	0.00	31,614.00	-31,614.00	0.0%
0005300 · Concessions	0.00			
0005301 · Rental Fees	0.00	2,500.00	-2,500.00	0.0%
0005400 · Interest	2,621.53	5,000.00	-2,378.47	52.4%
0005500 · Miscellaneous	717.50			
0005600 · Compensation-Property Damage	163,159.03			
Total Income	1,580,812.71	1,363,257.94	217,554.77	116.0%
Expense				
0006100 · Payroll Expenses	49,252.23	165,000.00	-115,747.77	29.8%
0006102 · Group Insurance	8,414.90	40,000.00	-31,585.10	21.0%
0006103 · Life Insurance	0.00	1,000.00	-1,000.00	0.0%
0006104 · Worker's Comp	2,075.19	10,000.00	-7,924.81	20.8%
0006106 · New Employee Expenses	80.00	500.00	-420.00	16.0%
0006200 · Office Supplies	178.22	3,000.00	-2,821.78	5.9%
0006201 · Supplies and Materials	2,164.09	10,000.00	-7,835.91	21.6%
0006203 · Chemicals	586.61	2,500.00	-1,913.39	23.5%
0006204 · Fuel	1,436.62	9,500.00	-8,063.38	15.1%
0006300 · Utilities	3,132.49	15,000.00	-11,867.51	20.9%
0006301 · Telephone Expense	129.69	1,000.00	-870.31	13.0%
0006302 · Alarm Monitoring	134.97	16,000.00	-15,865.03	0.8%
0006303 · Garbage	855.00	4,000.00	-3,145.00	21.4%
0006304 · Pest Control	330.00	1,000.00	-670.00	33.0%
0006305 · Bank Charges	46,437.98	3,000.00	43,437.98	1,547.9%
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	183,809.32	100,000.00	83,809.32	183.8%
0006311 · Legal Fees	270.00	10,000.00	-9,730.00	2.7%
0006312 · Accounting and Secretary Fees	4,650.00	18,000.00	-13,350.00	25.8%
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	1,363.44	2,500.00	-1,136.56	54.5%
0006401 · Vehicle Rep & Maint	13.05	2,500.00	-2,486.95	0.5%
0006402 · Facility Rep & Maint	30,436.46	100,000.00	-69,563.54	30.4%
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	559,746.61	1,081,000.00	-521,253.39	51.8%
Net Income	1,021,066.10	282,257.94	738,808.16	361.7%

CERETIFICATE OF SUBSTANTIAL COMPLETION

Project: WESTGATE PARK IMPROVEMENTS

CONTRACTOR: Evergreen Landscape & Management, LLC

Contract For: Westgate Park Improvements

Contract Date: July 8, 2023

This Certificate of Substantial Completion applies to all Work under the Contract Documents or specified part thereof:

Entire Project

To: Terrebonne Parish Consolidated Government Recreation District 2-3
OWNER
And to: Evergreen Landscape & Management, LLC
CONTRACTOR

The Work to which this Certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

March 26, 2024
DATE OF SUBSTANTIAL COMPLETION

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of CONTRACTOR to complete all the Work in accordance with the Contract Documents. The items in the tentative list shall be completed or corrected by CONTRACTOR within 45 days of the above date of Substantial Completion. The responsibility between OWNER and CONTRACTOR for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as follows:

RESPONSIBILITIES:

OWNER: None

CONTRACTOR: All warranties per the approved Contract Documents

The following documents are attached to and make a part of this Certificate:

1. Tentative list of items to be completed or corrected

This certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of CONTRACTOR's obligation to complete the Work in accordance with the Contract Documents.

Executed by ENGINEER on _____, 20____.

ENGINEER

By _____
Brandon M. Arceneaux, P.E.

CONTRACTOR accepts this Certificate of Substantial Completion on _____, 20____.

CONTRACTOR

By _____

OWNER accepts this Certificate of Substantial Completion on _____, 20____.

OWNER

By _____

WESTGATE PARK IMPROVEMENTS
3-26-24

TENTATIVE LIST OF ITEMS TO BE COMPLETED OR CORRECTED

A substantial completion walk through was performed on March 26, 2024. Those present at the inspection were:

Shawn Dupre (TPCG Rec 2-3)
Chad Adams (TPCG Rec2-3)
Brock Landry (TPCG Rec 2-3)
Jeff Hairston (Evergreens)
Jennifer Frederick (Evergreen)
Brandon Arceneaux (Total Project Services)

Visual inspection of the project site was performed. The result of the inspection is as follows:

1. Provide and install five (5) benches throughout dog park area.
2. Demobilize port-o-let.
3. Demobilize dumpster.

TERREBONNE PARISH RECREATION DISTRICT NO. 2-3

CHANGE ORDER

CHANGE ORDER NO.: 1

DATE: 3/28/2024

PROJECT: WESTGATE PARK IMPROVEMENTS

CONTRACTOR: EVERGREEN LANDSCAPE & MANAGEMENT, LLC

P.O. Box 1017

West Point, MS 39773

Ref. Number	Description	Unit	Unit Price	REVISED		ORIGINAL	
				Qty	Total	Qty	Total
1	Mobilization	LS	\$ 6,500.00	1	\$ 6,500.00	1	\$ 6,500.00
2	Clearing & Grubbing	LS	\$ 16,000.00	1	\$ 16,000.00	1	\$ 16,000.00
3	Demolition & Disposal	LS	\$ 13,300.00	1	\$ 13,300.00	1	\$ 13,300.00
4	Pavilion Foundation	LS	\$ 25,300.00	1	\$ 25,300.00	1	\$ 25,300.00
5	Pre-Engineered Building	LS	\$ 76,853.00	1	\$ 76,853.00	1	\$ 76,853.00
6	CB-04	EA	\$ 1,500.00	3	\$ 4,500.00	3	\$ 4,500.00
7	15" A-2000 Storm Drain Pipe	LF	\$ 75.00	280	\$ 21,000.00	280	\$ 21,000.00
8	French Drain & Associated Discharge Pipe	LF	\$ 51.00	48	\$ 2,448.00	72	\$ 3,672.00
9	Portland Cement Concrete Pavement (4" Thick)	SY	\$ 120.00	40	\$ 4,800.00	40	\$ 4,800.00
10	Portland Cement Concrete Pavement (6" Thick)	SY	\$ 180.00	60	\$ 10,800.00	60	\$ 10,800.00
11	Pavement Markings & Symbols	LS	\$ 5,000.00	1	\$ 5,000.00	1	\$ 5,000.00
12	Play Feature	LS	\$ 82,750.00	1	\$ 82,750.00	1	\$ 82,750.00
13	Play Feature Foundation	SF	\$ 30.00	3,800	\$ 114,000.00	3,800	\$ 114,000.00
14	Concrete Curb	LF	\$ 33.00	245	\$ 8,085.00	245	\$ 8,085.00
15	Chain Link Fence With Gates (4' Tall)	LF	\$ 64.00	690	\$ 44,160.00	690	\$ 44,160.00
16	Dog Park Benches	EA	\$ 1,400.00	7	\$ 9,800.00	7	\$ 9,800.00
17	Dog Park Accessories	LS	\$ 26,500.00	1	\$ 26,500.00	1	\$ 26,500.00
18	Dog Park Water Service	LS	\$ 4,250.00	1	\$ 4,250.00	1	\$ 4,250.00
X-1	Liquidated Damages	DAY	\$ (1,000.00)	46	\$ (46,000.00)	0	\$ -
TOTAL:					\$ 430,046.00		\$ 477,270.00

CONTRACT SUM PRIOR TO THIS CHANGE ORDER: \$ 477,270.00

CURRENT CHANGE ORDER AMOUNT: \$ (47,224.00)

REVISED CONTRACT SUM: \$ 430,046.00

ADDITIONAL CONTRACT DAYS AWARDED: 5

REVISED CONTRACT COMPLETION DATE: 02/14/24

EXPLANATION OF CHANGE ORDER: Additional contract time was added for rain days properly reported in accordance with project specifications. Liquidated damages were assessed from the revised contract expiration date to 3/26/2024.

The linear footage of French drain & associated discharge pipe was reduced to reflect the actual amount of French drain installed.

RECOMMENDED BY:

Record Engineer

DATE: _____

APPROVED BY:

Contractor

DATE: _____

Owner

DATE: _____