TERREBONNE PARISH RECREATION DISTRICT NO. 2/3

P.O. Box 4254, Houma, LA 70361

AGENDA

Regular Board Meeting
Wednesday, November 5, 2025
6:00 p.m.
Meeting Location – Lisa Park Recreation Center
6667 Lisa Park Avenue, Houma 70364

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 with Total Project Services – Bayou Region Miracle League Complex

6) Approve the minutes for the regular meeting of October 1, 2025.

7) Financial Report
   a) Current financial statements to include Balance Sheet and Budget to Actual through October 31, 2025.
   b) Approve the 2025 Budget Amendments and Adopt the 2026 Budget

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) CCA Basketball Agreement

10) Council Member's Comments

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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11) Board Member Comments

12) Adjourn

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MINUTES

REGULAR BOARD MEETING

October 1, 2025

The Board of Commissioners of Recreation District No. 2/3 of the Parish of Terrebonne, State of Louisiana, met at the Lisa Park Recreation Center at 6667 Lisa Park Avenue on Wednesday, October 1, 2025, at 6:00 p.m.

Commissions Present: Shawn Dupre, Stuart Babin, Chad Adams, Jerome Boykin, Roy Miller, Wayne Champagne and Wren "Buddy" Halford arriving at 6:11

Commissioners Absent: Terese McCormick and Lee Dillard

Others Present: Brock Landry, Sonja Labat, Michelle Neil 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.

Public Wishing to Address the Board:

There was no public wishing to address the board. Motion by Chad Adams, seconded by Roy Miller to close public. Motion passed.

Engineers and Architects Project Status

Brandon Arceneaux with Total Project Services was present to report on the Bayou Region Miracle League Complex project. He advised that Fire Marshal approval was needed prior to going out for bid. He obtained Fire Marshal approval on the 11th. On the 17th, he followed up with the TPCG engineers and he is waiting for a response from them. Fencing was briefly discussed.

Motion by Jerome Boykin, seconded by Roy Miller to approve the minutes for the regular meeting of September 3, 2025. Motion passed.

Motion by Jerome Boykin, seconded by Stuart Babin to approve the September financial report. Motion passed.

Parks and Playgrounds: Brock discussed his report.

Broadmoor – Maintained. Travel practices have begun. The small fields have been utilized by football.

Southland Field – Maintained. Having turf issues with the home plate. Practice and fall ball have begun. Thursday NSU is hosting a game.

Westside Girls' Softball Complex – The Coca Cola contract was discussed.

Lisa Park Recreation Center – Maintained. Volleyball has begun. The plaque is in, and Lee Whitney Sign will install it.

Summerfield Park – Maintained.

Rozand Park – Maintained. There is a branch down that will be picked up by the workers.

Skate Park – Hero Fest workers tied into the electrical box and burnt up the panel. One of the sponsors will pay to repair the panel and add breakers.

Westgate – Maintained. A community member asked for bathrooms/port-o-lets for the park.

Cottage Drive – Maintained. The tennis court lights are fixed.

Bike Trail – Maintained. Small signage was briefly discussed.

Lisa Park Playground – Maintained. Wasp issues were discussed.

New Business

Michelle Neil discussed a law clerk in her office. The law clerk fees are $80 per hour versus the attorney rate of $150 per hour. Motion by Stuart Babin, seconded by Chad Adams to add the law clerk to the contract. Motion passed.

The next regular meeting is scheduled for Wednesday, November 4, 2025, at the Lisa Park Recreation Center.

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

Meeting as adjourned at 6:38 p.m.

Terrebonne Parish Recreation District No. 2-3
Balance Sheet
As of October 31, 2025

	Oct 31, 25
ASSETS	
Current Assets	
Checking/Savings	
0001100 · Cash-Whitney-368814	243,433.33
0001101 · Cash - Synergy - 665738	700,711.35
0001102 · Synergy - Debt Service	734,740.70
0001103 · Synergy - Capital Projects	2,782,589.04
Total Checking/Savings	4,461,474.42
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	5,980,798.28
TOTAL ASSETS	**5,980,798.28**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0002100 · Accounts Payable	18,447.32
Total Accounts Payable	18,447.32
Other Current Liabilities	
0002200 · Payroll Liabilities	6,359.16
0002403 · Deferred Revenue-Ad Val Tax	1,567,973.76
0002410 · 2023 Bond Issuance	3,266,125.00
Total Other Current Liabilities	4,840,457.92
Total Current Liabilities	4,858,905.24
Total Liabilities	4,858,905.24
Equity	
0004000 · Opening Balance Equity	1,765,607.92
0004001 · Unrestricted Net Assets	-597,757.84
Net Income	-45,957.04
Total Equity	1,121,893.04
TOTAL LIABILITIES & EQUITY	**5,980,798.28**

Terrebonne Parish Recreation District No. 2-3
Profit & Loss Budget vs. Actual
January through October 2025

	Jan - Oct 25	Budget	$ Over Budget	% of Budget
Income				
0005100 · Ad Valorem Tax Revenue	1,434,209.60	1,472,940.00	-38,730.40	97.4%
0005101 · State Revenue Sharing	28,137.00	20,242.00	7,895.00	139.0%
0005301 · Rental Fees	230.00	10,000.00	-9,770.00	2.3%
0005400 · Interest	9,341.67	10,000.00	-658.33	93.4%
0005600 · Compensation-Property Damage	78,346.95			
Total Income	1,550,265.22	1,513,182.00	37,083.22	102.5%
Expense				
0006100 · Payroll Expenses	174,081.32	220,000.00	-45,918.68	79.1%
0006102 · Group Insurance	27,025.82	40,000.00	-12,974.18	67.6%
0006103 · Life Insurance	9.91	1,000.00	-990.09	1.0%
0006104 · Worker's Comp	8,242.73	10,000.00	-1,757.27	82.4%
0006106 · New Employee Expenses	80.00	500.00	-420.00	16.0%
0006200 · Office Supplies	1,040.05	1,500.00	-459.95	69.3%
0006201 · Supplies and Materials	17,150.13	10,000.00	7,150.13	171.5%
0006203 · Chemicals	2,265.83	2,500.00	-234.17	90.6%
0006204 · Fuel	7,668.06	9,000.00	-1,331.94	85.2%
0006300 · Utilities	19,653.43	15,000.00	4,653.43	131.0%
0006301 · Telephone Expense	390.36	1,000.00	-609.64	39.0%
0006302 · Alarm Monitoring	1,377.91	1,000.00	377.91	137.8%
0006303 · Garbage	2,280.00	4,000.00	-1,720.00	57.0%
0006304 · Pest Control	2,600.00	5,000.00	-2,400.00	52.0%
0006305 · Bank Charges	149,615.50	130,000.00	19,615.50	115.1%
0006306 · Gen Liab & Building Insurance	48,498.28	50,000.00	-1,501.72	97.0%
0006307 · Bond Insurance	0.00	5,000.00	-5,000.00	0.0%
0006308 · Director's & Officer's Insur	4,268.18	2,000.00	2,268.18	213.4%
0006309 · Vehicle Insurance	0.00	2,500.00	-2,500.00	0.0%
0006310 · Engineering and Design Fees	143,175.95	250,000.00	-106,824.05	57.3%
0006311 · Legal Fees	4,307.25	5,500.00	-1,192.75	78.3%
0006312 · Accounting and Secretary Fees	15,500.00	18,600.00	-3,100.00	83.3%
0006313 · Audit Fees	12,270.00	12,000.00	270.00	102.3%
0006314 · Advertising	0.00	1,000.00	-1,000.00	0.0%
0006400 · Equip Rep & Maint	1,730.77	4,000.00	-2,269.23	43.3%
0006401 · Vehicle Rep & Maint	255.00	2,500.00	-2,245.00	10.2%
0006402 · Facility Rep & Maint	48,909.11	100,000.00	-51,090.89	48.9%
0006500 · Capital Expenses	902,726.67			
0006600 · Misc Expense	1,100.00	5,000.00	-3,900.00	22.0%
Total Expense	1,596,222.26	908,600.00	687,622.26	175.7%
Net Income	**-45,957.04**	**604,582.00**	**-650,539.04**	**-7.6%**

TERREBONNE PARISH RECREATION DISTRICT NO. 2/3
BUDGET FOR YEAR ENDING DECEMBER 31, 2026

	2025 Adopted Budget	2025 Budget Amendment	2025 Last Adopted Budget	2025 Actual Year-to-Date as of October 2025	2025 Actual Estimated Nov & Dec 2025	2025 Projected Actual Result at Year End	2025 % Change Last Adopted Budget vs. Projected Actual Result at Year End [h /c - 1]	2026 Proposed Budget
REVENUES								
Ad Valorem Taxes	$ 1,472,940.00		$ 1,472,940.00	$ 1,434,209.60		$ 1,434,209.60		$ 1,430,000.00
State Revenue Sharing	20,242.00		20,242.00	28,137.00		28,137.00		28,000.00
Interest Revenue	10,000.00		10,000.00	9,341.67	1,868.33	11,210.00		10,000.00
Rental Fees	10,000.00		10,000.00	230.00		230.00		
Compensation-Property Damage			-	78,346.95		78,346.95		
Miscellaneous Revenue			-			-		
Total Revenues	1,513,182.00	-	1,513,182.00	1,550,265.22	1,868.33	1,552,133.55	2.6%	1,468,000.00
SUMMARY OF EXPENDITURES								
Personal Services								
Payroll Expenses	220,000.00		220,000.00	174,081.32	34,816.26	208,897.58		210,000.00
New Employee Expenses	500.00		500.00	80.00		80.00		500.00
Group Insurance	40,000.00		40,000.00	27,025.82	5,405.16	32,430.98		35,000.00
Life Insurance	1,000.00		1,000.00	9.91	1.98	11.89		500.00
Worker's Comp	10,000.00		10,000.00	8,242.73	1,648.55	9,891.28		10,000.00
Total Personal Services	271,500.00	-	271,500.00	209,439.78	41,871.96	251,311.74		256,000.00
Supplies and Materials								
Office Supplies	1,500.00		1,500.00	1,040.05	208.01	1,248.06		1,500.00
Supplies and Materials	10,000.00		10,000.00	17,150.13	3,430.03	20,580.16		15,000.00
Chemicals	2,500.00		2,500.00	2,265.83	453.17	2,719.00		2,500.00
Fuel	9,000.00		9,000.00	7,668.06	1,533.61	9,201.67		9,500.00
Total Supplies and Materials	23,000.00	-	23,000.00	28,124.07	5,624.81	33,748.88		28,500.00
Other Services and Charges								
Telephone Expense	1,000.00		1,000.00	390.36	78.07	468.43		500.00
Alarm Monitoring	1,000.00		1,000.00	1,377.91	275.58	1,653.49		1,700.00
Utilities	15,000.00		15,000.00	19,653.43	3,930.69	23,584.12		25,000.00
Garbage	4,000.00		4,000.00	2,280.00	456.00	2,736.00		3,000.00
Bank Charges	130,000.00		130,000.00	149,615.50		149,615.50		130,000.00
Pest Control	5,000.00		5,000.00	2,600.00	520.00	3,120.00		3,500.00
General Liability & Other Insurance	50,000.00		50,000.00	48,498.28		48,498.28		50,000.00
Bond Insurance	5,000.00		5,000.00			-		1,000.00
Director's Officer's Insurance	2,000.00		2,000.00	4,268.18		4,268.18		4,000.00
Vehicle Insurance	2,500.00		2,500.00			-		1,000.00
Engineering and Design Fees	250,000.00	(50,000.00)	200,000.00	143,175.95	28,635.19	171,811.14		150,000.00
Legal Fees	5,500.00		5,500.00	4,307.25	861.45	5,168.70		5,000.00
Accounting and Secretary Fees	18,600.00		18,600.00	15,500.00	3,000.00	18,500.00		18,600.00
Audit Fees	12,000.00		12,000.00	12,270.00		12,270.00		12,000.00
Advertising	1,000.00		1,000.00			-		500.00
Miscellaneous Expenses	5,000.00		5,000.00	1,100.00		1,100.00		500.00
Total Other Services and Charges	507,600.00	(50,000.00)	457,600.00	405,036.86	37,756.98	442,793.84		406,300.00
Repair and Maintenance								
Equipment Repairs & Maintenance (Admin)	4,000.00		4,000.00	1,730.77	346.15	2,076.92		4,000.00
Vehicle Repairs & Maintenance	2,500.00		2,500.00	255.00	51.00	306.00		2,500.00
Facility Repairs & Maintenance	100,000.00	(40,000.00)	60,000.00	48,909.11	9,781.82	58,690.93		100,000.00
Total Repair and Maintenance	106,500.00	(40,000.00)	66,500.00	50,894.88	10,178.98	61,073.86		106,500.00

TERREBONNE PARISH RECREATION DISTRICT NO. 2/3
BUDGET FOR YEAR ENDING DECEMBER 31, 2026

	2025 Adopted Budget	2025 Budget Amendment	2025 Last Adopted Budget	2025 Actual Year-to-Date as of October 2025	2025 Actual Estimated Nov & Dec 2025	2025 Projected Actual Result at Year End	2025 % Change Last Adopted Budget vs. Projected Actual Result at Year End [h /c - 1]	2026 Proposed Budget
Capital Outlay								
Capital Expenditures		38,000.00	38,000.00	37,500.00		37,500.00		
Capital Expenditures - Ida		225,000.00	225,000.00	223,739.83		223,739.83		
Capital Expenditures - Gym		390,000.00	390,000.00	389,723.93		389,723.93		
Capital Expenditures - Southland Park			-	1,650.91		1,650.91		
Capital Expenditures - Cottage Drive		80,000.00	80,000.00	79,719.00		79,719.00		
Capital Expenditures - Broadmoor Boys		91,000.00	91,000.00	90,674.00		90,674.00		
Capital Expenditures - Rozand Park		80,000.00	80,000.00	79,719.00		79,719.00		
Total Capital Outlay	-	904,000.00	904,000.00	902,726.67	-	902,726.67		-
Total Expenses	908,600.00	814,000.00	1,722,600.00	1,596,222.26	95,432.73	1,691,654.99	-1.8%	797,300.00
SUMMARY OF FUND BALANCE								
Net change in fund balance	604,582.00	(814,000.00)	(209,418.00)	(45,957.04)	(93,564.39)	(139,521.43)		670,700.00
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		2,313,634.57
Estimated Ending Fund Balance	$ 3,057,738.00	$ 1,639,156.00	$ 2,243,738.00	$ 2,407,198.96	$ 2,359,591.61	$ 2,313,634.57		$ 2,984,334.57