

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
Stuart Babin

Chad Adams
Terese McCormick
Jerome Boykin
Roy Miller

AGENDA

**Regular Board Meeting
Wednesday, March 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) AllSouth – Hurricane Ida Facility Repairs
 - b) Merlin Lirette – Gym Renovations
- 6) Approve the minutes for the regular meeting of February 5, 2025.
- 7) Financial Report
 - a) Current financial statements to include Balance Sheet and Budget to Actual through February 28, 2025.
- 8) Report on all parks and playgrounds – Discussion and/or possible action regarding:
 - a) Broadmoor
 - b) Southland Field - Cameras
 - 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
- 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

February 5, 2025

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 5, 2025, at 6:00 p.m.

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

Commissioners Absent: Chad Adams and Lee Dillard

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

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:

Chad Quick was present to ask for usage of the softball fields at MLK. There is a CCA middle school team in need of fields. He would like to swap usage for maintenance, repairs, painting, cutting grass, field repairs, etc. They plan to begin at the end of the month. Derick Bercegeay will prepare the CEA. Motion by Buddy Halford, seconded by Roy Miller to execute a CEA for CCA softball to utilize the MLK softball fields. Motion passed.

Motion by Terese McCormick, seconded by Wayne Champagne to close public. Motion passed.

Buddy Halford nominated Shawn Dupre as Chairman. With no other nominations, motion by Terese McCormick, seconded by Wayne Champagne to close nominations and nominate Shawn Dupre as Chairman. Motion passed. Buddy Halford nominated Wayne Champagne as Vice-Chairman. With no other nominations, motion by Roy Miller, seconded by Jerome Boykin to close nominations and nominate Wayne Champagne as Vice-Chairman. Motion passed.

Engineers and Architects Project Status

Alex Quebedeaux with All South was present to discuss change order number 4. The change order is to extend the contract for 85 days. The substantial completion date is March 1st. The punch list walk through will be scheduled soon. Motion by Jerome Boykin, seconded by Terese McCormick to approve change order number 4. Motion passed.

Merlin Lirette was present to give an update on the Lisa Park Gym project. He discussed change order number 1 in the amount of \$88,283.82, decreasing the contract total to \$1,858,716.18. Motion by

Terese McCormick, seconded by Roy Miller to approve change order number 1 in the amount of \$88,283.82. Motion passed. He discussed the extended contract to January 10th. Motion by Terese McCormick, seconded by Jerome Boykin to approve the substantial completion date of January 10th. Motion passed. He also discussed the punch list items which total \$15,400.

Motion by Jerome Boykin, seconded by Wayne Champagne to approve the minutes for the regular meeting of January 8, 2025. Motion passed.

Motion by Jerome Boykin, seconded by Wayne Champagne to approve the January financial report. Motion passed.

Motion by Jerome Boykin, seconded by Wayne Champagne to approve the audit engagement letters from Martin and Pellegrin for the 2024 audit. Motion passed.

Motion by Terese McCormick, seconded by Roy Miller to approve the 2024 Louisiana Compliance Questionnaire. Motion passed.

Parks and Playgrounds: Brock reported on the parks. Brock and the board discussed playground quotes which included pictures and layouts of various play features. Motion by Terese McCormick, seconded by Roy Miller to accept Dyna Play as the play feature vendor for the Cottage Drive and Rozand Park play features. Motion passed. Brock will express the boards concerns with the Cottage Drive play feature.

Broadmoor – Fields prepped for play. Maintained. Brock also discussed issues with Coca Cola. Southland Field – Brock advised that the cameras are on hold. The scoreboard and light issue have been fixed. The cost for steel awnings has increased since Brock obtained quotes. The estimated cost will exceed \$30,000. An aluminum awning would be cheaper. Motion by Terese McCormick, seconded by Wayne Champagne to exceed the awning budget to \$32,095. Motion passed.

Westside Girls' Softball Complex – Working on prepping fields. Maintained. Shawn received a call from Raising Canes and he wants their sign down.

Lisa Park Recreation Center – Merlin Lirette reported on the status. Storage has been unloaded. Looking for new nets, desks, tables, goals etc. as the stuff in storage is ancient. Hope to have the March meeting at the gym.

Summerfield Park – The pavilion was scraped, primed and painted. It looks better and hopefully Risk Management approves it. There is a water fountain leak that resulted from the freeze and is scheduled to be repaired. Maintained.

Rozand Park – Maintained.

Skate Park – Maintained. The sign will be up soon.

Westgate -- Maintained. Ran into a water leak in a water fountain in the small dog park and is scheduled to be repaired.

Cottage Drive – Maintained. The tennis court should be done soon.

Bike Trail – Maintained. The map will be up as soon as Brock finds a case to put it in. There is talk of the Parish taking it over.

Lisa Park Playground – Maintained.

New Business

Shawn Dupre discussed the need for an engineer for the Bayou Region Miracle League Complex. Motion by Wayne Champagne, seconded by Terese McCormick to hire Brandon Arceneaux with Total Project Services as the engineer for the Bayou Region Miracle League Complex. Motion passed. Shawn advised that he plans to set up a meeting with the Parish President to ask for financial assistance or to utilize their grant writers. He also reached out to various legislators.

Shawn Dupre introduced Stuart as he applied for the open board seat.

The next regular meeting is scheduled for Wednesday, March 5, 2025, at the TPR Annex Building.

Motion by Buddy Halford, seconded by Roy Miller to adjourn. Motion passed.

Meeting as adjourned at 7:25 p.m.

Balance Sheet

As of February 28, 2025

	<u>Feb 28, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
0001100 · Cash-Whitney-368814	286,552.14
0001101 · Cash - Synergy - 665738	2,340,925.79
0001102 · Synergy - Debt Service	734,740.70
0001103 · Synergy - Capital Projects	2,777,924.03
Total Checking/Savings	6,140,142.66
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	7,659,466.52
TOTAL ASSETS	<u>7,659,466.52</u>
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	4,016.56
0002403 · Deferred Revenue-Ad Val Tax	1,567,973.76
0002410 · 2023 Bond Issuance	3,856,125.00
Total Other Current Liabilities	5,428,115.32
Total Current Liabilities	5,444,287.14
Total Liabilities	5,444,287.14
Equity	
0004000 · Opening Balance Equity	1,765,607.92
0004001 · Unrestricted Net Assets	-600,459.29
Net Income	1,050,030.75
Total Equity	2,215,179.38
TOTAL LIABILITIES & EQUITY	<u>7,659,466.52</u>

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

	Jan - Feb 25	Budget	\$ Over Budget	% of Budget
Income				
0005100 · Ad Valorem Tax Revenue	1,365,812.80	1,472,940.00	-107,127.20	92.7%
0005101 · State Revenue Sharing	9,379.00	20,242.00	-10,863.00	46.3%
0005301 · Rental Fees	0.00	10,000.00	-10,000.00	0.0%
0005400 · Interest	2,096.37	10,000.00	-7,903.63	21.0%
0005600 · Compensation-Property Damage	240.00			
Total Income	1,377,528.17	1,513,182.00	-135,653.83	91.0%
Expense				
0006100 · Payroll Expenses	34,954.66	220,000.00	-185,045.34	15.9%
0006102 · Group Insurance	5,113.34	40,000.00	-34,886.66	12.8%
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	424.95	1,500.00	-1,075.05	28.3%
0006201 · Supplies and Materials	1,671.48	10,000.00	-8,328.52	16.7%
0006203 · Chemicals	412.86	2,500.00	-2,087.14	16.5%
0006204 · Fuel	700.00	9,000.00	-8,300.00	7.8%
0006300 · Utilities	2,736.60	15,000.00	-12,263.40	18.2%
0006301 · Telephone Expense	87.09	1,000.00	-912.91	8.7%
0006302 · Alarm Monitoring	89.98	1,000.00	-910.02	9.0%
0006303 · Garbage	570.00	4,000.00	-3,430.00	14.3%
0006304 · Pest Control	240.00	5,000.00	-4,760.00	4.8%
0006305 · Bank Charges	67.41	130,000.00	-129,932.59	0.1%
0006306 · Gen Liab & Building Insurance	0.00	50,000.00	-50,000.00	0.0%
0006307 · Bond Insurance	0.00	5,000.00	-5,000.00	0.0%
0006308 · Director's & Officer's Insur	0.00	2,000.00	-2,000.00	0.0%
0006309 · Vehicle Insurance	0.00	2,500.00	-2,500.00	0.0%
0006310 · Engineering and Design Fees	0.00	250,000.00	-250,000.00	0.0%
0006311 · Legal Fees	0.00	5,500.00	-5,500.00	0.0%
0006312 · Accounting and Secretary Fees	3,100.00	18,600.00	-15,500.00	16.7%
0006313 · Audit Fees	0.00	12,000.00	-12,000.00	0.0%
0006314 · Advertising	0.00	1,000.00	-1,000.00	0.0%
0006400 · Equip Rep & Maint	260.43	4,000.00	-3,739.57	6.5%
0006401 · Vehicle Rep & Maint	0.00	2,500.00	-2,500.00	0.0%
0006402 · Facility Rep & Maint	14,268.26	100,000.00	-85,731.74	14.3%
0006500 · Capital Expenses	261,416.90			
0006600 · Misc Expense	0.00	5,000.00	-5,000.00	0.0%
Total Expense	327,497.42	908,600.00	-581,102.58	36.0%
Net Income	1,050,030.75	604,582.00	445,448.75	173.7%