

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, June 5, 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
- 6) Approve the minutes for the regular meeting of May 15, 2024.
- 7) Financial Report
 - a) Current financial statements to include Balance Sheet and Budget to Actual through May 31, 2024.
- 8) Report on all parks and playgrounds – Discussion and/or possible action regarding:
 - a) Broadmoor
 - b) Southland Field – Field Bullpen Catch Basin
 - 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) Discussion and/or possible action for an act of transfer for the Bayou Country Sports Complex

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

May 15, 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, May 15, 2024, at 6:00 p.m.

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

Commissioners Absent: Chad Quick, Roy Miller, Chad Adams and Lee Dillard

Others Present: Sonja Labat, Brock Landry, Derick Bercegeay with The Law Office of Michelle Neil, Mike Slovensky with All South 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. He advised that Chad Quick is getting off of the board.

Public Wishing to Address the Board:

There was no public present. Motion by Terese McCormick, seconded by Jerome Boykin to close public. Motion passed.

Engineers and Architects Project Status

Mike Slovensky with All South was present to discuss the Hurricane Ida facility repairs. He discussed a change order from Freetown Builders in the amount of \$25,325. The first item on the list is the flashing on the press box HVAC units at Broadmoor. This item would be FEMA eligible. The second item on the list is the installation of weather stripping and seal the windows of the press boxes at Broadmoor. This item would be FEMA eligible. The third item on the list is a 48" door at Broadmoor. This item would be FEMA eligible. The fourth item on the list is the construction and installation of an aluminum batting cage frame at Southland. This item would not be FEMA eligible. The fifth item on the list is a new canopy on the storage building at Southland. This item would be FEMA eligible. Motion by Terese McCormick, seconded by Wren "Buddy" Halford to accept change order #2 from Freetown Builders in the amount of \$25,325. Motion passed. The contractor is waiting on the change order approval and will need more time. Mike advised that he will come back to the board to request more contract time.

Brandon Arceneaux with Total Project Services was present to give an update on the Westgate Park Improvements project. Substantial completion was recorded and the benches in the dog park are the only remaining lunch list item. The contract and change orders were discussed. The retainage due is \$63,749.

The Chairman gave a project update on behalf of Merlin Lirette as he was unable to attend. The project is still on schedule.

Motion by Jerome Boykin, seconded by Wayne Champagne to approve the minutes for the regular meeting of April 3, 2024. Motion passed.

Motion by Jerone Boykin, seconded by Terese McCormick to approve the April financial report. Motion passed.

Parks and Playgrounds: Brock advised that the termite inspections have been done at the facilities.

Broadmoor – Fields are being used by the travel teams. The broken playground equipment has been fixed. .

Southland Field – CCA is done but TPR and summer ball have been using the fields. He is having issues with TPR with gum, sunflower seeds and spikes. Jim Wendell has been contacted. The high school All Stars will be there on Saturday.

Westside Girls' Softball Complex – TPR and the travel teams are utilizing the facility more than expected. Councilman Clayton Voisin asked the Chairman about the Kelly Street Park and the Chairman advised that it is not the intention of the board to replace the park.

Lisa Park Gym – Nothing to report.

Tennis Courts and Parks – Maintained.

Summerfield Park – Maintained.

Rozands Park – Maintained. The cement sidewalk repairs quote was in the amount of \$5,200. Someone carved elicit works into the concrete so the final invoice was in the amount of \$5,650 as they had to come back and repair the cement.

Skate Park – Maintained. The signage is in the process of being done. Also had minor restroom issues.

Westgate – Maintained. The benches have been ordered. The dog park signage has been ordered and picked up.

Cottage Drive – Maintained.

Kelly Street – Maintained.

Bike Trail – Maintained. The Chairman advised the Southdown nature trail has been expanded and people are enjoying it.

Lisa Park Playground – Maintained.

The next regular meeting is scheduled for Wednesday, June 5, 2024, at the TPR Annex Building.

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

Meeting as adjourned at 6:38 p.m.

Balance Sheet

As of May 31, 2024

	May 31, 24
ASSETS	
Current Assets	
Checking/Savings	
0001100 · Cash-Whitney-368814	630,522.48
0001101 · Cash - Synergy - 665738	1,066,977.93
0001102 · Synergy - Debt Service	734,740.70
0001103 · Synergy - Capital Projects	3,771,085.51
Total Checking/Savings	6,203,326.62
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	7,722,650.48
TOTAL ASSETS	7,722,650.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
0002100 · Accounts Payable	16,887.42
Total Accounts Payable	16,887.42
Other Current Liabilities	
0002200 · Payroll Liabilities	6,217.38
0002403 · Deferred Revenue-Ad Val Tax	1,567,973.76
0002410 · 2023 Bond Issuance	3,856,125.00
Total Other Current Liabilities	5,430,316.14
Total Current Liabilities	5,447,203.56
Total Liabilities	5,447,203.56
Equity	
0004000 · Opening Balance Equity	1,765,607.92
0004001 · Unrestricted Net Assets	-180,385.20
Net Income	690,224.20
Total Equity	2,275,446.92
TOTAL LIABILITIES & EQUITY	7,722,650.48

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

1:29 PM
06/03/24
Accrual Basis

	Jan - May 24	Budget	\$ Over Budget	% of Budget
Income				
0005100 · Ad Valorem Tax Revenue	1,458,839.13	1,324,143.94	134,695.19	110.2%
0005101 · State Revenue Sharing	10,121.00	31,614.00	-21,493.00	32.0%
0005300 · Concessions	0.00			
0005301 · Rental Fees	0.00	2,500.00	-2,500.00	0.0%
0005400 · Interest	5,479.74	5,000.00	479.74	109.6%
0005500 · Miscellaneous	717.50			
0005600 · Compensation-Property Damage	168,512.16			
Total Income	1,643,669.53	1,363,257.94	280,411.59	120.6%
Expense				
0006100 · Payroll Expenses	89,881.91	165,000.00	-75,118.09	54.5%
0006102 · Group Insurance	17,926.68	40,000.00	-22,073.32	44.8%
0006103 · Life Insurance	0.00	1,000.00	-1,000.00	0.0%
0006104 · Worker's Comp	4,372.65	10,000.00	-5,627.35	43.7%
0006106 · New Employee Expenses	160.00	500.00	-340.00	32.0%
0006200 · Office Supplies	656.11	3,000.00	-2,343.89	21.9%
0006201 · Supplies and Materials	3,904.28	10,000.00	-6,095.72	39.0%
0006203 · Chemicals	993.49	2,500.00	-1,506.51	39.7%
0006204 · Fuel	2,983.47	9,500.00	-6,516.53	31.4%
0006300 · Utilities	5,366.22	15,000.00	-9,633.78	35.8%
0006301 · Telephone Expense	216.15	1,000.00	-783.85	21.6%
0006302 · Alarm Monitoring	224.95	16,000.00	-15,775.05	1.4%
0006303 · Garbage	1,425.00	4,000.00	-2,575.00	35.6%
0006304 · Pest Control	2,420.00	1,000.00	1,420.00	242.0%
0006305 · Bank Charges	46,717.77	3,000.00	43,717.77	1,557.3%
0006306 · Gen Liab & Building Insurance	1,622.97	45,000.00	-43,377.03	3.6%
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	192,265.02	100,000.00	92,265.02	192.3%
0006311 · Legal Fees	3,683.53	10,000.00	-6,316.47	36.8%
0006312 · Accounting and Secretary Fees	7,750.00	18,000.00	-10,250.00	43.1%
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	2,074.07	2,500.00	-425.93	83.0%
0006401 · Vehicle Rep & Maint	13.05	2,500.00	-2,486.95	0.5%
0006402 · Facility Rep & Maint	39,162.46	100,000.00	-60,837.54	39.2%
0006500 · Capital Expenses	483,500.57	500,000.00	-16,499.43	96.7%
0006600 · Misc Expense	46,124.98	5,000.00	41,124.98	922.5%
Total Expense	953,445.33	1,081,000.00	-127,554.67	88.2%
Net Income	690,224.20	282,257.94	407,966.26	244.5%