

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, May 1, 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 April 3, 2024.
- 7) Financial Report
 - a) Current financial statements to include Balance Sheet and Budget to Actual through April 30, 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
- 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

April 3, 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, April 3, 2024, at 6:00 p.m.

Commissions Present: Shawn Dupre, Wayne Champagne, Roy Miller, Chad Adams, Terese McCormick and Jerome Boykin

Commissioners Absent: Chad Quick, Wren "Buddy" Halford, 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.

Public Wishing to Address the Board:

There was no public present. Motion by Chad Adams, seconded by Jerome Boykin 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 walk through for the Westgate Park Improvement project was on March 26th. The project punch list items were discussed. Motion by Chad Adams, seconded by Wayne Champagne to grant substantial completion to Evergreen Landscape and Management. Motion passed. Brnadon also discussed the balancing change order. The original contract amount was \$477,270. There were changes due to drain pipe savings and the addition of five contract days reducing the contract amount \$47,224. The new contract amount is \$430,046. Motion by Terese McCormick, seconded by Chad Adams to approve the balancing change order. Motion passed.

Mike Slovensky with AllSouth was present to discuss the Hurricane Ida facility repairs. He discussed the concession stand and press box repairs and provided pictures. Termite damage was found at the concession building along with broken rafters. He discussed new soffit installation. In the press boxes, termite damage was found on the wall studs and they were replaced with treated wood. The additional cost for the demo and reconstruction of the concession stand and press boxes were discussed. Mike also discussed electrical work cost and the cost of an additional door. The total repairs discussed is estimated to cost \$35,000. A kickoff meeting will be scheduled for the FEMA portion of the repairs.

Motion by Chad Adams, seconded by Terese McCormick to approve the minutes for the regular meeting of March 6, 2024. Motion passed.

Motion by Jerone Boykin, seconded by Wayne Champagne to approve the March financial report. Motion passed.

Parks and Playgrounds: Brock advised that the Quality of Life group will be taking over the scheduling beginning on Monday.

Broadmoor – T Ball has began. Fields are being used by the travel teams for practices. Termite companies have been lined up for quotes. A neighbor messaged Shawn about an old AC post being swung around by kids on the grounds. Brock will inspect.

Southland Field – Maintained. CCA and travel ball teams have been using the fields. Brandon looked at a potential project for drainage issues. Brock advised that the 3rd base batting cage needs to be replaced. Brock discussed placing a windscreen on the outside fence.

Westside Girls' Softball Complex – Maintained. Terrebonne High school has begun using the facility. TPR is starting to practice. The lights in the front need to be fixed.

Lisa Park Gym – As per Merlin, the project is on schedule. Chad Adams advised that a resident contacted him about placing swings on the playground.

Tennis Courts and Parks – Maintained.

Summerfield Park – Maintained. The swing is broken again and probably not fixable. There is a socket that needs to be covered.

Rozands Park – Maintained. Two quotes were received so far for the cement sidewalk repairs and the highest quote was \$5,500. Brock is waiting for a third quote. Motion by Terese McCormick, seconded by Chad Adams to approve concrete repairs not to exceed \$5,500. Motion passed.

Skate Park – Ramps were removed but the skaters added more ramps. A basketball goal rim is tie wrapped on site and was discussed.

Westgate – Bike racks will be mounted. Signage for small and large dogs and dog park usage signs are needed. Two picnic tables and garbage bins will be provided.

Cottage Drive – Maintained. Chad Adams briefly discussed the tennis courts.

Kelly Street – Maintained.

Bike Trail – Maintained.

Lisa Park Playground – Maintained.

The board welcomed Roy Miller to the board.

The next regular meeting is scheduled for Wednesday, May 1, 2024, at the TPR Annex Building.

Motion by Chad Adams, seconded by Jerome Boykin to adjourn. Motion passed.

Meeting as adjourned at 7:09 p.m.

10:32 AM

Terrebonne Parish Recreation District No. 2-3

04/30/24

Balance Sheet

Accrual Basis

As of April 30, 2024

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
0001100 · Cash-Whitney-368814	621,702.63
0001101 · Cash - Synergy - 665738	1,497,427.36
0001102 · Synergy - Debt Service	734,740.70
0001103 · Synergy - Capital Projects	3,770,259.15
Total Checking/Savings	6,624,129.84
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	8,143,453.70
TOTAL ASSETS	8,143,453.70
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	1,217.37
0002201 · Direct Deposit Liabilities	-5,128.57
0002403 · Deferred Revenue-Ad Val Tax	1,567,973.76
0002410 · 2023 Bond Issuance	4,141,125.00
Total Other Current Liabilities	5,705,187.56
Total Current Liabilities	5,721,359.38
Total Liabilities	5,721,359.38
Equity	
0004000 · Opening Balance Equity	1,765,607.92
0004001 · Unrestricted Net Assets	-180,385.20
Net Income	836,871.60
Total Equity	2,422,094.32
TOTAL LIABILITIES & EQUITY	8,143,453.70

10:33 AM

04/30/24

Accrual Basis

Terrebonne Parish Recreation District No. 2-3

Profit & Loss Budget vs. Actual

January through April 2024

	Jan - Apr 24	Budget	\$ Over Budget	% of Budget
Income				
0005100 · Ad Valorem Tax Revenue	1,430,480.90	1,324,143.94	106,336.96	108.0%
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	3,893.01	5,000.00	-1,106.99	77.9%
0005500 · Miscellaneous	717.50			
0005600 · Compensation-Property Damage	163,559.03			
Total Income	1,598,650.44	1,363,257.94	235,392.50	117.3%
Expense				
0006100 · Payroll Expenses	63,800.93	165,000.00	-101,199.07	38.7%
0006102 · Group Insurance	15,970.31	40,000.00	-24,029.69	39.9%
0006103 · Life Insurance	0.00	1,000.00	-1,000.00	0.0%
0006104 · Worker's Comp	3,680.92	10,000.00	-6,319.08	36.8%
0006106 · New Employee Expenses	160.00	500.00	-340.00	32.0%
0006200 · Office Supplies	466.46	3,000.00	-2,533.54	15.5%
0006201 · Supplies and Materials	2,972.42	10,000.00	-7,027.58	29.7%
0006203 · Chemicals	784.07	2,500.00	-1,715.93	31.4%
0006204 · Fuel	2,199.37	9,500.00	-7,300.63	23.2%
0006300 · Utilities	4,300.53	15,000.00	-10,699.47	28.7%
0006301 · Telephone Expense	172.92	1,000.00	-827.08	17.3%
0006302 · Alarm Monitoring	179.96	16,000.00	-15,820.04	1.1%
0006303 · Garbage	1,140.00	4,000.00	-2,860.00	28.5%
0006304 · Pest Control	450.00	1,000.00	-550.00	45.0%
0006305 · Bank Charges	46,592.66	3,000.00	43,592.66	1,553.1%
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	187,122.17	100,000.00	87,122.17	187.1%
0006311 · Legal Fees	615.00	10,000.00	-9,385.00	6.2%
0006312 · Accounting and Secretary Fees	6,200.00	18,000.00	-11,800.00	34.4%
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	35,004.46	100,000.00	-64,995.54	35.0%
0006500 · Capital Expenses	386,256.57	500,000.00	-113,743.43	77.3%
0006600 · Misc Expense	0.00	5,000.00	-5,000.00	0.0%
Total Expense	761,778.84	1,081,000.00	-319,221.16	70.5%
Net Income	836,871.60	282,257.94	554,613.66	296.5%

Change Order Request:

Date: 4/29/24
Project Name: Hurricane Ida General Facility Repairs
Project #: 051-004-01 (C)
Owner: Terrebonne Parish Recreation District No. 2-3
Architect: All South Consulting Engineers
Attention: Michael Slovenski
COR Description: Additional Scope of Work at Broadmoor Complex and Southland Field
Change Order Request #: 002

Change Order Request:

This Change Order Request (COR) includes the cost of labor and material for the additional scope of work as stated in this document. Total cost for COR 002 is \$25,325.00.

Change Order 002 Scope of Work and Cost Breakdown:

A.	Unit Price	Unit	Units	Total Cost
Install custom metal flashing cut into brick walls on exterior of				
1 press box HVAC units at Broadmoor Complex.	\$ 1,410.00	Lump Sum	1.00	\$ 1,410.00
Install new weather stripping and caulk and seal windows on				
2 press boxes at Broadmoor Complex.	\$ 825.00	Lump Sum	1.00	\$ 825.00
Additional cost for 48" wide door in lieu of 36" door at				
3 Broadmoor Complex.	\$ 1,310.00	Lump Sum	1.00	\$ 1,310.00
<u>Construction and installation of new aluminum batting cage frame at Southland Field:</u>				
- Old frame will be demolished and disposed of properly.				
- New batting cage frame design will allow for the system to be dismantled and stored for inclement weather to ensure damage does not occur again in the future.				
- Frame will be installed on top of existing concrete and secured with concrete anchors.				
- New frame will have built-in supports to provide additional				
4 security while in use.	\$ 9,300.00	Lump Sum	1.00	\$ 9,300.00
5 Install new canopy on Storage Building at Southland Field.	\$12,480.00	Lump Sum	1.00	\$ 12,480.00
TOTAL COR 002 COST:				\$ 25,325.00

Sincerely,

Blake Boudreaux

Freetown Builders

Phone: (985) 209-6988