

**RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**
Regular Meeting – 5:00 p.m.
BREC Administration Building
6201 Florida Boulevard
Baton Rouge, Louisiana
Commission Minutes
January 23, 2020

Call to Order

A regular meeting of the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) was held at BREC's Administrative Offices on January 23, 2020. The meeting was called to order at 5:01 p.m. by Lloyd H. Benson Jr., Chairman. Commissioner Shelton C. Dixon offered the invocation. Commissioner Davis Rhorer led the pledge of allegiance. Roll was taken, and a quorum of Commissioners was present including Lloyd H. Benson Jr., Chairman; Shelton C. Dixon, Vice Chairman; Sandra Davis; Kenneth Pointer, Davis Rhorer; and Rossie Washington, Jr. Commissioners Jerry Jones Jr., and William Scheffy¹ were absent. Staff members present were Reed Richard, Assistant Superintendent Planning and Construction; Brandon Smith, Assistant Superintendent of Recreation; Aneatra Boykin, Chief Legal Officer; Andrea Roberts, Chief Operating Officer: Phil Frost; Steven Knight; Mike Johnson; RaHarold Lawson; Cheryl Michelet; Michael Smith; Stephanie Trim; and Chris Marchiafava. Murphy Foster, legal counsel, and Carl Stages, Executive Director of BREC Foundation, were also in attendance. The rest of the audience consisted of other BREC staff, BREC consultants, media, and the general public.

Chairman Benson asked the Commission if there were any objections to moving the Expressions of Condolences up on the agenda under Opening Ceremonies. There were no objections. Mr. Benson offered some thoughts on the contributions made by three community leaders who recently passed away, Mr. J. H. Martin, Reverend Betty Claiborne, and former Councilwoman Lorri Burgess. Mr. Benson then asked for everyone to observe a moment of silence.

Public Comment

Mr. Benson opened the floor for public comment on the agenda action items. He asked if there was anyone who would like to speak on any agenda action item. Hearing none, Mr. Benson closed the floor.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of December 18, 2019 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Rhorer

Second by Mr. Dixon

Unanimously approved

¹ *At the time this meeting took place William Scheffy had been appointed to the Commission by the Metropolitan Council the previous day. Subsequent to this meeting we were informed that Councilmember Barbara Freiberg had not properly submitted her resignation to the Louisiana Secretary of State, therefore the appointment of Jennifer Racca to replace her as Councilmember for District 12 was invalid. Consequently, the vote taken to appoint Mr. Scheffy to the Commission in which Ms. Racca participated was also invalid. As a result, Mr. Scheffy was not legally a Commissioner until his appointment on February 12, 2020.*

Consent Calendar

Resolved, That the Recreation and Park Commission for the Parish of East Baton Rouge does hereby approve the Consent Calendar items.

Motion to approve by Mr. Dixon

Second by Mr. Rhorer

Unanimously approved

The following item was approved as part of the Consent Calendar:

Acceptance of Recommendations for the Human Resources Advisory Committee

Resolved, That the Commission approve the Routine Personnel Transactions for the month of January 2020.

Presentations

Mr. Benson recognized Angela Harms, Assistant Director of Planning and Engineering, who gave the construction update. Mr. Rhorer asked if one of CAPP trail segments was labeled incorrectly because it indicated that the trail stopped at Memorial Stadium. He stated that the trail was supposed to continue to Spanish Town Park. Mr. Richard clarified that the trail would continue to Spanish Town Park and that the error would be corrected. Mr. Rhorer stated that it was very important that the public knows that the trail will extend into the downtown area. Mr. Rhorer then asked if it was BREC's philosophy to add walkways to all parks. Mr. Richard stated that walkways were now considered a baseline feature for all parks. Mr. Richard indicated shade structures are also going to be an important component for playgrounds going forward. Mr. Dixon mentioned that more lighting in parks had also been discussed. Mr. Richard outlined how lighting is distributed in the different types of parks. Mr. Benson asked if BREC was working with Baton Rouge City Police to identify the areas needing lighting. Mr. Richard stated that David Noland, Senior Risk Manager, was working with the police department and the sheriff's office on a case by case basis to identify areas in need of lighting. Mr. Noland spoke briefly about the lighting issue and assured the Commission that BREC was working closely with the area law enforcement agencies. Mr. Rhorer requested that staff explore the need for lighting along the downtown greenway which will go through Expressway Park when it opens in March. He stated that lighting the greenway in that area would grant safer access to the lighted basketball court at the park. Mr. Richard agreed that staff would take that into consideration.

The Commission viewed a brief video highlighting the recent "Let it Sneaux" event at BREC's Perkins Road Park and the upcoming events in February. Mr. Benson asked how BREC was marketing the teen event mentioned in the video and if the schools in the area were being targeted. Brandon Smith addressed his questions.

Reports of Officers and Standing Committees

Mr. Benson recognized Mr. Richard for the Superintendent's Report. Mr. Richard stated that there were three items under administrative matters. Regarding the first item, Mr. Richard explained that staff had changed the recommendation for the Cohn Arboretum Building Abatement because they were not able to negotiate with the low bidder to reach a cost that was below BREC's maximum price. He gave a brief explanation, answered questions, and then read the following resolution:

Resolved, That the Commission approve rejecting the one bid received for SB 1771 - Cohn Arboretum Building Abatement since it exceeds the maximum budget of \$160,000.

Mr. Dixon made a motion to approve rejecting the bid.

Mr. Pointer seconded.

Unanimously approved

For the next item, Mr. Richard recognized Stephanie Trim, Director of Human Resources, who explained the reason that the Partnership and Development Director job description was being brought for approval at this time. Ms. Trim then asked Ms. Roberts to give a brief explanation of why the position was needed. Mr. Benson asked if the person would be working alongside the (BREC) Foundation as well. Ms. Roberts stated that Mr. Benson was correct and added that they would be working with all the foundations. Ms. Roberts then read the following resolution:

Resolved, That the Commission approve adding the following new job title, job description, and salary range to the Pay Plan effective immediately.

Job Title: Partnership and Development Director

Salary Grade: 2015

Salary Range: \$75,966.55 - \$121,546.48

Motion to approve by Mr. Washington

Second by Mr. Rhorer

Approved by unanimous consent

Mr. Richard explained the final item under administrative matters, the Construction Manager At Risk (CMAR) project delivery method, which would be used for the Greenwood Park/Zoo project. He outlined benefits of using this method. Mr. Richard reviewed some of the requirements that must be met to be able to use CMAR. Mr. Rhorer asked Murphy Foster to provide more information. There were further questions and discussion. Mr. Benson asked about the DBE component of the process. Mr. Washington asked for additional examples of projects using CMAR. Mr. Richard addressed the questions and then read the following resolution:

A resolution approving the utilization of the Construction Management At Risk project delivery method as provided for in LSA R.S. 38:2225.2.4 for the design and construction of the Greenwood Community Park and Baton Rouge Zoo Phase 1 Project.

WHEREAS, the Recreation and Park Commission for the Parish of East Baton Rouge (“BREC”) plans to undertake Phase 1 of the Greenwood Community Park and Baton Rouge Zoo Project (“Greenwood/Zoo”) with an estimated cost of Thirty-Five Million Dollars (\$35,000,000.00); and

WHEREAS, LSA R.S. 38:2225.2.4 creates an alternative project delivery method, known as “construction management at risk”, or “CMAR”, for use by a public entity to award a contract to construct public works when deemed in the public interest, beneficial to the owner, and in accordance with the procedures outlined in LSA R.S. 38:2225.2.4. The following are reasons to use the CMAR delivery method: collaboration and cost control; concurrent execution of design and construction; a complex project with a tight time frame; owner, designer, and contractor with mutual project goals; risk identification controlled by owner; and minimization of the risk of construction and design disputes by using a collaborative process.

WHEREAS, after careful consideration of various project delivery methods, including the traditional design bid build method, it has been determined that the project meets the reasons set forth above, including complexity, cost control, minimization of risk, more expedient construction, and the necessity of collaboration amongst the design and construction teams. Moreover, it is in the best interest of BREC and the surrounding community to complete the construction in a timely manner. For these reasons, the Commission finds that use of the CMAR project delivery method is in the public interest and beneficial to the owner.

NOW, THEREFORE, BE IT RESOLVED that, considering the foregoing, the BREC Commissioners hereby authorize and direct that BREC staff proceed with the CMAR project

delivery method for the expansion project and the issuance of a Request for Qualifications for the purpose of soliciting proposals for the Project, and BREC staff is further authorized to take any and all necessary actions to proceed with the selection of a CMAR contractor.

IT IS FURTHER RESOLVED that this Resolution shall take effect immediately.

Motion to approve by Mr. Dixon

Second by Mr. Washington

Mr. Rhorer asked if legal counsel would be involved throughout the process. Mr. Foster indicated that he has been and will continue to be involved in the process.

The motion was then unanimously approved.

Under communications, Mr. Richard provided a brief bio and introduced BREC's new Chief Legal Officer, Aneatra Boykin. He also provided bios and introduced two recently promoted staff members RaHarold Lawson, Director of Park Operations, and Andrea Roberts, Chief Operating Officer.

Standing Committee Reports

Mr. Benson recognized Mr. Pointer for the Selection of Professionals Committee report. Mr. Pointer recognized Ms. Roberts who reviewed the first item and read the following resolution:

Resolved, That the Commission approve rejecting all proposals for RFP 194 – Credit Card Terminals and RFP 195 – Merchant Processing Services and utilize the purchasing policy sole source exception to award the contracts to CardConnect for merchant processing services, including credit card terminal leasing, for Recreation and Golf credit card transactions at the rates listed below for a total of approximately \$140,000 per year, depending on the types of transactions and cards used as well as number and types of credit card terminals leased. CardConnect is the only merchant processing vendor that fully integrates with RecTrac, as confirmed by Vermont Systems, and is one of only two vendors that integrates with EZLinks. Therefore, CardConnect is the only vendor that integrates with both RecTrac and EZLinks, contingent upon the vendors providing documentation verifying compatibility.

Interchange Plus Rates (bank fees): Ranges from 0.1% - 1% of transaction amount plus \$.10 - \$.50 per transaction, depending on the card used

Card Brand Fees (Visa, Mastercard, AMEX, etc.): 0.12% - 0.15% of transaction amount plus \$.0185 - \$.0195 per transaction, depending on the card used

Processing Fees: 0.3% of transaction amount plus \$.05 per transaction

Charge back/NSF/Retrieval Fees: \$25 per applicable transaction

Credit Card Terminal Lease: \$25 per month per terminal

Motion to approve by Mr. Washington

Second by Mr. Dixon

Approved unanimously

Mr. Lawson reviewed the next item, read the following resolution, and answered questions.

Resolved, That the Commission approve the use of State Contract #4400008674 with Westaff Temporary Staffing Services to hire temporary staff as needed to fill vacant positions for various BREC departments at the contracted hourly rates; not to exceed \$629,000.00.

Motion to approve by Mr. Washington

Second by Mr. Pointer

Approved by unanimous consent

Special Orders

Mr. Benson stated that the next item was the election of officers and that since there was not a full Commission present, they may want postpone the election of officers.

Mr. Washington made a motion to postpone the election.

Mr. Dixon seconded.

The motion was unanimously approved.

Adjournment

Ms. Davis made a motion to adjourn and Mr. Benson adjourned the meeting without objection at 6:04 p.m.

O. Reed Richard, Assistant Superintendent
of Planning and Construction

Lloyd H. Benson Jr., Chairman