

**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
December 15, 2021**

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 December 15, 2021. The meeting was called to order at 5:07 p.m. by Chairman Kenneth Pointer. Commissioner Donna Collins Lewis offered the invocation. Commissioner Jason Hughes led the pledge of allegiance. Roll was taken and a quorum of Commissioners was present including Kenneth Pointer, Chair; Sandra Davis, Vice Chair; William Scheffy, Treasurer; Connie Bernard; Trina Hall; Jason Hughes; Donna Collins Lewis; and Rossie Washington, Jr. Commissioner Collis Temple, Jr. was absent. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent of System Planning; Brandon Smith, Assistant Superintendent of Recreation; Aneatra Boykin, Chief Administrative Officer; Andrea Roberts, Chief Operating Officer; Phil Frost; Steven Knight; RaHarold Lawson; Cheryl Michelet; Mike Raby; Lester Rainey; Katrina Ward; Darlene Winfield; and Chris Marchiafava. Murphy Foster, legal counsel, Carl Stages, Executive Director of BREC Foundation, and Christel Slaughter, with SSA Consultants, were also in attendance. The rest of the audience consisted of other BREC staff and the public.

Public Comment

Chairman Pointer 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, Chairman Pointer closed the floor.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of November 17, 2021 be dispensed with, and that they be approved as written.

Motion to approve by Ms. Lewis

Second by Ms. Bernard

Unanimously approved

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 Ms. Davis

Second by Mr. Hughes

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 November 9, 2021 to December 6, 2021, as presented.

Presentations

Chairman Pointer recognized Superintendent Wilson who presented employee service awards to the following staff:

5 Years

Elizabeth Savoca
Harold Zanders

15 Years

William Ducote
Darlene Winfield

20 Years

Tommie Rome

25 Years

Brad Funderburk

Mr. Wilson introduced Christel Slaughter, with SSA Consultants, who gave a presentation comparing the corporate and cabinet model reporting structures to those of BREC and other organizations and park agencies. She noted that in utilizing the corporate model for BREC the Chief Financial Officer (CFO) would report directly to the Superintendent. The CFO would be expected to bring a wider range of financial services to BREC including financial forecasting, analytics and performance measures. The Superintendent stated that the CFO would be expected evaluate the Finance Department operations to make recommendations regarding staffing and any necessary reorganization. There was an extended discussion about the new role and some of the challenges in recruiting for the position.

Chairman Pointer recognized Reed Richard who gave the construction update.

The Commission viewed a brief video spotlighting the Creole Christmas Holiday Fair at Magnolia Mound which included tours, demonstrations, vendors, and entertainment. Also highlighted were the events scheduled in January throughout the parish.

Reports of Officers and Standing Committees

Chairman Pointer recognized Mr. Wilson for the Superintendent's Report. The Superintendent stated that there were several administrative matters for consideration. He stated that the first item was:

Resolved, That the Commission approve the 2022 Commission meeting dates.

Motion by Ms. Hall

Second by Mr. Hughes

Unanimously approved

The meeting dates are as follows:

January 27, 2022

February 24, 2022

March 24, 2022

April 28, 2022

May 26, 2022

June 23, 2022

July 28, 2022

August 25, 2022

September 29, 2022
October 27, 2022
November 16, 2022
December 14, 2022

Mr. Wilson read the following resolution:

Resolved, That the Commission approve the Cooperative Endeavor Agreement between BREC and the Baton Rouge Area Kids Fore Golf Foundation; authorize the Superintendent to execute the necessary documents.

The Superintendent and Golf Director Mike Raby then explained the relationship between The First Tee/Baton Rouge Area Kids Fore Golf Foundation and BREC.

Mr. Scheffy made a motion to approve the resolution.

Ms. Lewis seconded.

The motion was unanimously approved.

The Superintendent gave a brief explanation of the next item and read the following resolution:

Resolved, that the Commission approve a Right-of-Way Instrument granting two 30' wide servitudes to Entergy Louisiana LLC in Highland Road Park on the south side of Highland Road for two poles and guy anchors connected by non-energized wires across Highland Road to serve as anchors for two existing Entergy power poles on the north side of Highland Road contingent upon final legal review. Authorize superintendent to execute necessary documents.

Motion to approve by Ms. Bernard

Second by Mr. Hughes

Approved by unanimous consent

Mr. Wilson told the Commission about the final item which was the approval of a Commitment Agreement required prior to accepting a grant from the Louisiana Department of Environmental Quality. He then read the following resolution:

Resolved, That the Commission approve authorizing the Superintendent to execute the Commitment Agreement as required by Louisiana Department of Environmental Quality (LDEQ), in conjunction with the Louisiana Department of Natural Resources (LDNR), in anticipation of accepting the award of \$107,000 to be used toward the acquisition of two (2) new light duty zero emission Level 2 Chargers and one (1) Direct Current Fast Charger (DCFC), as eligible under the Volkswagen Environmental Mitigation Trust. BREC will assume the responsibility for the equipment acquisition, installation, maintenance, and provide the estimated annual usage, number, and type of vehicles served.

Motion by Ms. Lewis

Second by Ms. Davis

Under Communications, the Superintendent noted some of the challenges and successes experienced by BREC since 2019. They included two surges of Covid which resulted in more hospitalizations and death including the death of both an employee and a Commissioner. Some of the challenges of 2021 included managing vaccination statuses of employees and the public, the loss of power for five days and damage caused by Hurricane Ida, and the introduction of Senate Bill 205 in the Louisiana Legislature. Some of the successes include the approval of the Diversity, Equity and Inclusion Policy and the Small Business Opportunity Program; receiving a \$4,700,000 grant from the Louisiana Watershed Initiative; starting the community engagement

project; and the exceptional participation and attendance experienced by Golf, Recreation and the Zoo.

The Chairman recognized Mr. Scheffy for the Finance Advisory Committee report. Mr. Scheffy stated that per the recommendation of the auditor the money paid as BREC's contribution to the Lakes Project will be reclassified from a capital outlay expense to intergovernmental fee in 2021. Mr. Scheffy recognized Lester Rainey, Interim Finance Director, who read the executive summary of the financial statements. Mr. Scheffy then read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the eleven months ending November 30, 2021 (fiscal year-to-date period January 1 – November 30, 2021), as presented.

Motion to approve by Ms. Bernard

Second by Mr. Hughes

Unanimously approved

Mr. Scheffy stated that he would like to take the items under Contracts and Bids together. He then read the following resolutions:

Resolved, That the Commission award Annual Contract 1795 – BREC Annual Contract for Janitorial Services for BREC Tennis Centers to the next lowest responsive bidder, Spic and Span Cleaning for items #1 through #6. The total estimated contract amount will be \$11,400. Contract will be for 12 months starting on February 1, 2022 thru January 31, 2023, with the option to renew for an additional 12-month term, at same prices, terms, and conditions, not to exceed 24 months.

Resolved, That the Commission award Sealed Bid 1813 – BREC Annual Contract for Trash Dumpster Services, to the lowest responsive bidder, Republic Services, Inc. DBA BFI Waste Services, LLC for items #1 through #6. The total estimated contract amount is \$84,380. Contract will be for 12 months starting on January 1, 2022 thru December 31, 2022, with the option to renew for two additional 12-month terms, at same prices, terms, and conditions, not to exceed 36 months.

Resolved, That the Commission award Sealed Bid 1814 – BREC Annual Contract for Recycling Dumpster Services, to the lowest responsive bidder, Republic Services, Inc. DBA BFI Waste Services, LLC for items #1 through #6. The total estimated contract amount is \$22,174.20; Contract will be for 12 months starting on January 1, 2022 thru December 31, 2022, with the option to renew for two additional 12-month terms, at same prices, terms, and conditions, not to exceed 36 months.

Motion to approve the three items by Mr. Washington

Second by Ms. Hall

Unanimously approved

Mr. Scheffy read the following resolution under Administrative Matters and gave an explanation of the item.

Resolved, That the Commission approve the revision of Comprehensive Fund Balance Policy, as presented.

Motion by Ms. Bernard

Second by Ms. Hall

Approved by unanimous consent

The Chairman stated that the next committee was Golf which had information items only.

Chairman Pointer then recognized Ms. Davis for the Human Resources Advisory Committee report. Ms. Davis introduced Darlene Winfield, Human Resources Director, to review the items requiring approval. Ms. Winfield gave a explanation of the first item being recommended for approval and read the following resolution:

Resolved, That the Commission approve reallocating the following positions based on market, one-third job review to said pay grades in accordance with BREC Salary Administration Guidelines, as presented.

Job Title	From Salary Grade	To Salary Grade
Assistant Golf Course Superintendent	1010	2000
CAO and General Counsel	3004	3005
Chief Operating Officer	3004	3005
Construction Laborer	1001	1003
Laborer	1000	1001
Print Shop Supervisor	1011	2003
Print Tech	1004	1005
Print Tech (PT)	4004	4005
Stable Hand	1000	1001
Stable Hand (PT/TFT)	4000	4001

Motion to approve by Ms. Lewis
 Second by Ms. Davis
 Unanimously approved

Ms. Winfield reviewed the job titles and job descriptions being recommended for addition to the pay plan. She 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 January 1, 2022.

Job Title	Salary Grade	Salary Range
Visual Media Coordinator	2001	\$38,139.03 - \$61,022.46
Construction Tech 1	1005	\$25,792.00 - \$41,267.20
Construction Tech 2	1007	\$28,272.00 - \$45,235.20
Chief Financial Officer	3005	\$102,349.30 - \$163,758.88

Mr. Scheffy spoke against requiring the Chief Financial Officer (CFO) to be a certified public accountant (CPA). He also asked for clarification of the description of job experience. Ms. Winfield stated that the job experience could be in either the public or private sector. There was an extensive discussion among the Commission regarding the CPA requirement for the Chief Financial Officer. Mr. Washington asked for Ms. Slaughter to comment.

After the discussion, Ms. Hall made a motion to amend the job description for the Chief Financial Officer to make the CPA requirement preferred instead of required, to reduce the salary range to 3004, and to approve the amended CFO job description and salary range and the three other job descriptions and salary ranges included in the resolution.

The motion was seconded by Ms. Bernard.
 Approved without objection

Chairman Pointer stated that the Recreation and Special Facilities Advisory Committee items were all information only and recognized Mr. Washington for a statement. Mr. Washington stated that the committee meeting included introductions to some of the recreation staff working with the public. This allowed for the committee to put faces with the staff in the field. Mr. Washington confirmed that the items were all information.

Chairman Pointer stated that the Zoo Advisory Committee items were information only and recognized Mr. Hughes for a statement. Mr. Hughes thanked Zoo Director Phil Frost for his years of service.

Chairman Pointer recognized Ms. Hall for the Selection of Professionals Committee report. Ms. Hall stated that she was going to take items in groups. She read and explained the first two resolutions as follows:

Resolved, That the Commission award RFP No. 209 – Disaster Debris Removal Services to DRC Emergency Services, LLC to begin December 16, 2021 and end on December 15, 2022 at the prices, terms, and conditions listed with the option to renew for four (4) additional 12 month periods months, not to exceed 60 months, if agreed to by both parties in writing.

Resolved, That the Commission award RFP No. 210 – Disaster Debris Monitoring Services to Workforce Group, LLC to begin December 16, 2021 and end on December 15, 2022 at the prices, terms, and conditions listed with the option to renew for four (4) additional 12 month periods months, not to exceed 60 months, if agreed to by both parties in writing.

Mr. Scheffy asked about the responsibility of the contractors after a disaster. Ms. Hall and RaHarold Lawson explained their contractual responsibilities. Mr. Scheffy then made a motion to approve the two items.

Mr. Washington seconded.
Approved unanimously

Ms. Hall stated that the next two items were related to Worker's Comp. She then read the following resolutions:

Resolved, That the Commission approve amending Contract #2020-00107 with Downtown Physical Therapy to increase the contract from \$50,000 to the new contract total of \$64,300 to pay the balance of an invoice from October plus projections for November and December 2021.

Resolved, That the Commission approve an increase to Contract #2019-0101 with Total Occupational Medicine in the amount of \$8,000 from \$49,000 to the new contract total of \$57,000.
Motion to approve by Mr. Scheffy
Second by Ms. Bernard
Approved by unanimous consent

Ms. Hall read the following two resolutions regarding services for the Finance Department.
Resolved, That the Commission approve a contract with Robert Half International, Inc. doing business as Robert Half Management Resources in the amount \$9,600 for providing services to the Finance Department.

Resolved, That the Commission approve a contract with Robert Half International, Inc. doing business as Robert Half Management Resources, for the procurement of the services of a financial analyst for the period of January 1, 2022 – March 31, 2022 in the amount of \$39,680.00.
Motion to approve by Mr. Scheffy
Second by Mr. Washington
Unanimously approved

Ms. Hall then read the following resolution:

Resolved, That the Commission approve amending Contract #2020-00079 with Postlethwaite and Netterville, APAC increasing it in the amount of \$51,500 for audit services and other required non-audit services, from \$66,000 to the new contract total of \$117,500.

Motion by Mr. Washington

Second by Mr. Scheffy

Unanimously approved

Ms. Hall recognized Mr. Richard who explained the change order item. Mr. Scheffy made a motion to approve, Ms. Hall seconded, and the motion was unanimously approved.

Mr. Richard explained the last item regarding the cooperative endeavor agreement with Sustainability Partners LLC.

Chairman Pointer noted that Mr. Richard had not read the resolution for the previous item. Mr. Richard read the following resolution:

Resolved, That the Commission approve Change Order No. 2 for additional tree removal and clearing for golf course modifications and new parking areas, necessary modifications to the waste water treatment system at the Zoo, necessary structural steel and concrete modifications at the off-holding exhibits in the zoo, two timber bridges for golf play, one of which was to be in the Guaranteed Maximum Price (GMP) Amendment #2 Contract, and a credit for changes involving an electrical transformer in the GMP Amendment #1 to the existing Contract with The Lemoine Company LLC, Construction Management at Risk Contractor (CMAR Contractor) for a portion of Phase 1 of the Greenwood Community Park and Baton Rouge Zoo project in the amount of \$410,160. Change Orders #1 and #2 increase the original contract amount by 3.31%.

Mr. Scheffy maintained his motion to approve the resolution.

Ms. Hall again seconded.

The motion was again unanimously approved.

Mr. Richard read the following resolution:

Resolved, That the Commission approve amending the Cooperative Endeavor Agreement and Service Addendum for Artificial Turf and LED Lighting Phase 1 with Sustainability Partners LLC to increase the estimated monthly cost from \$28,129/mo. to \$38,000/mo. for additional Infrastructure required for Oak Villa Park and Anna T. Jordan Park.

Mr. Scheffy expressed his concern about the increase in the contract since last month. The Superintendent explained that the reason for the increase was that BREC had added items to the scope of the contract.

Mr. Scheffy made a motion to approve.

Ms. Hall seconded.

The motion was unanimously approved.

The Chairman stated that the next item was to hold a public hearing and adopt the 2022 Budget as amended. Chairman Pointer opened the floor for the public hearing and asked if there was anyone who would like to speak. Hearing none, he closed the public hearing.

Chairman Pointer asked the Superintendent to speak on the budget. Mr. Wilson gave an explanation of the process and the outlined some the changes to the budget since November. The Commission was provided with a summary of the changes. Mr. Wilson gave an overview of the different categories included in the budget. He also introduced Katrina Ward in her new role

of as Director of Partnership and Development. The Superintendent went on to explain the revenue sources included in the budget.

The Superintendent then read the following resolution:

Resolved, That the Commission adopt the 2022 Budget for the Recreation and Park Commission for the Parish of East Baton Rouge, as amended.

Motion to approve by Mr. Scheffy

Second by Mr. Washington

A roll call vote was taken with the following results:

Yeas: 8 Ms. Bernard, Ms. Davis, Ms. Hall, Mr. Hughes, Ms. Lewis, Mr. Pointer, Mr. Scheffy, Mr. Washington

Nays: 0

Abstain: 0

Absent: 1 Mr. Temple

The Superintendent stated that the last item was recommended by BREC's auditor and read the following resolution:

Resolved, That the Superintendent may at any time authorize the transfer of any unencumbered balance of an appropriation, or portion thereof, to supplement another appropriation made in the same budget to the same department, or unit thereof including but not limited to the division, park location, park revenue division or program to meet total appropriations and/or forestall a deficit. This authority is granted to allow such action along with the establishment a balanced budget and maintenance thereof after its adoption and up until the next adoption. Such act will be viewed as an amendment to the budget for the aforementioned purposes.

Motion to approve by Ms. Lewis

Second by Ms. Hall

Unanimously approved

Adjournment

There being no further business, Mr. Scheffy made a motion to adjourn and Chairman Pointer adjourned the meeting without objection at 7:55 p.m.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Kenneth Pointer, Chairman