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 June 23, 2022. The meeting was called to order at 5:06 p.m. by Chairman Kenneth Pointer. Commissioner Donna Collins Lewis offered the invocation. Commissioner Rossie Washington, Jr. led the pledge of allegiance. Roll was taken and a quorum of Commissioners was present including Kenneth Pointer, Chair; Sandra Davis, Vice Chair; Donna Collins Lewis, Treasurer; Connie Bernard; Jason Hughes; William Scheffy; Collis Temple, Jr.; and Rossie Washington, Jr. Commissioner Trina Hall was absent. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent of System Planning; Brandon Smith, Assistant Superintendent of Recreation; Tracy Fountain, Chief Financial Officer; Jim Fleshman; Angela Harms; Steven Knight; RaHarold Lawson; Mike Raby; Darlene Winfield; and Chris Marchiafava. Kelsey Clark, legal counsel, and Carl Stages, Executive Director of BREC Foundation, 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 June 23, 2022 be dispensed with, and that they be approved as written.
   Motion to approve by Ms. Davis
   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 Mr. Washington
   Second by Mr. Hughes
   Unanimously approved

The following items were 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 from June 9, 2022 to July 12, 2022, as presented.
Presentations

The Chairman recognized Reed Richard to provide the construction update. Mr. Richard reviewed the sealed bid projects noting that the percentage of completion reflects the total amount paid to the contractor to date. Mr. Hughes sought clarification that the amount spent does not necessarily reflect the actual progress on the project. Mr. Richard confirmed that Mr. Hughes was correct. Mr. Temple asked about the percentage of retainage on the contracts. Mr. Richard stated that retainage was 5% for projects over $500,000 and 10% for projects under $500,000. Mr. Temple asked how retainage worked. Mr. Richard gave a brief explanation of the process. Mr. Scheffy asked about the retainage thresholds saying that he thought the thresholds were too low. Mr. Richard Stated that the retainage percentages were set in state statutes for public entities or at the very least it was BREC policy. Mr. Scheffy stated that he thought the percentages were low and that BREC should consider changing them if possible. Mr. Temple agreed with Mr. Scheffy that the percentages seemed too low. Mr. Richard provided an example of a project BREC is doing with DOTD (Department of Transportation and Development) that has no retainage. Mr. Richard continued with the construction update presentation and answered questions from Commissioners.

Mr. Scheffy asked when the meetings for the Perkins Road master plan would be scheduled. Mr. Richard stated that the earliest would probably be September or October 2022.

Mr. Scheffy expressed some concerns about the Lakes Project. He stated that he had not seen any public meetings being held about the project and wanted to know if Mr. Richard and the Superintendent, as BREC’s representatives on the committee, had received any updates. Mr. Scheffy asked where the real estate survey stood. Mr. Richard stated that the survey was either nearing completion or complete at this time. Mr. Scheffy asked if construction progress reports were being prepared for BREC that could be shared with the Commission. Mr. Richard stated that he can do monthly updates on the Lakes Project during the construction update.

The Commission viewed a brief video highlighting BREC’s 75th birthday celebration and various upcoming events throughout the parish in the month of August.

Reports of Officers and Standing Committees

Mr. Pointer recognized Mr. Wilson for the Superintendent’s Report. Mr. Wilson stated that there were no Administrative Matters. Under Communications, Mr. Wilson showed the Commission a proclamation received from Mayor-President Sharon Weston Broome proclaiming July as Parks and Recreation Month in the parish. Superintendent Wilson stated that BREC had received similar proclamations from Mayor Waites from the City of Baker and Mayor Barrow from the City of Central. Mr. Wilson reviewed the attendance report and breakdown for June.

Mr. Wilson next presented a video about the transfer of Seattle, a Sumatran tiger, from BREC’s Baton Rouge Zoo to the Honolulu Zoo in Hawaii as part of the species survival plan. There was a brief discussion.

The Superintendent briefly spoke about the 75th birthday celebration. He told the Commission about ribbon cuttings at Longfellow Park and the Istrouma track. Mr. Wilson noted that the resurfacing of the basketball court at Longfellow was the result of a partnership with the Langston Galloway Foundation and Cox Communications. He also stated that the track at Istrouma was made available for use by the public in partnership with East Baton Rouge Parish School Board. Next the Superintendent told the Commission about the upcoming ribbon cutting at Oak Villa and highlighted the improvements to the fields which included new lighting and artificial turf. He spoke briefly about the recent staff and Commission retreat.
The Chairman recognized Tracy Fountain to present the action items from the Finance Advisory Committee report. Ms. Fountain then reviewed the executive summary for the May 2022 financial statements. Mr. Scheffy requested that Ms. Fountain provide a report showing the trend of self-generated revenue from 2019 to present. Ms. Fountain stated that the new point of sale (POS) systems can provide more detailed information that was not previously available. She noted that an itemized comparability to years prior to 2021 may be difficult but that she would look at providing a trend of self-generated revenue overall for those years.

Ms. Fountain then read the following resolution:
Resolved, That the Commission accept the unaudited financial statements for the five months ending May 31, 2022 (fiscal year-to-date period January 1 – May 31, 2022), as presented.
Motion by Ms. Lewis
Second by Mr. Washington
Unanimously approved

Ms. Fountain proceeded to the Contract and Bids items. She then read the following resolution:
Resolved, that the Commission approve Change Order No. 5 to the existing contract with Capitol Construction LLC for the Howell Community Park Recreation Center and Pool in the amount of $107,885.34 and 22 days for interior wall conflicts, added framing, adding structural support steel for AHUs and condenser units, revised catch basin elevations, reframing openings for Trespa Returns, and reframing wall at certain windows.

Ms. Lewis asked Ms. Fountain to confirm the amount of the change order. Ms. Fountain noted that she had read from a previous version of the resolution. Ms. Fountain then read the recommended resolution as follows:
Resolved, that the Commission approve Change Order No. 5 to the existing contract with Capitol Construction LLC for the Howell Community Park Recreation Center and Pool in the amount of $114,842.68 and 22 days for interior wall conflicts, added framing, adding circuitry for the Tudelu operable partition wall, adding structural support steel for HVAC AHUs and condenser units, revised catch basin elevations, reframing openings for Trespa Returns, and reframing wall at certain windows.

Motion to approve by Mr. Scheffy
Second by Mr. Hughes
Approved by unanimous consent

Mr. Scheffy asked if staff had resolved the issues with the contractor. Mr. Richard stated that the project was continuing to move forward.

Ms. Fountain then read the following resolution:
Resolved, that the Commission award Sealed Bid 1819 - BREC Annual Contract for Swimming Pool Chemicals for Delivery to BREC Sites to the following vendors: Award Item # 2 and 11 at prices stated on Bid Tabulation to Chemrite, Inc; and Award Items # 7, 8, and 9 at prices stated on Bid Tabulation to Commercial Chemical Products, Inc. dba Poolsure. Each contract will be for the period of August 1, 2022 through July 31, 2023 with an option to renew for two additional 12-month terms, at same prices, terms, and conditions, not to exceed 36 months.

Chemrite, Inc.
2. Granular Chlorine 100 # Drum (N. Sherwood Maint. Shop) / $2.65 LB
11. Granular Chlorine 100 # Drum (Liberty Lagoon) / $2.65 LB
Commercial Chemical Products, Inc. DBA Poolsure
7. Liquid Chlorine Sodium Hypochlorite for Swimming Pools / $2.65 LB
   (50 gallon plastic holding tanks onsite)
8. Muriatic Acid, Bulk for 35 Gallon Drums / $5.15 LB
9. Liquid Chlorine Sodium Hypochlorite for Swimming Pools / $2.65 LB
   (1000 Gallon Container on Site) Total Over Six (6) Months up to 24,000 Gallons
Motion by Mr. Hughes
Second by Mr. Scheffy
Unanimously approved

Mr. Pointer recognized Mr. Richard to review the first two Selection of Professionals items. Mr. Richard explained the first item and then read the following resolution:

Resolved, That the Commission approve Amendment No. 4 to Contract No. 2020-112 with Sasaki Associates, the prime design professional for Phase 1 of the Greenwood Park and Baton Rouge Zoo Design and Construction project, for a net increase not to exceed $174,000, a total lump sum fee of $6,513,303 including reimbursable expenses, for multiple drawing repackaging efforts, schedule increases and delays, and additional scope elements; extensive value engineering and repackaging efforts by zoo sub-consultant due to project schedule shifts and unforeseen conditions; and additional engineering by sub-consultant due to train alignment and increase in span of trestle, replacement of drainage chute and additional foundation and wall design to hold the tracks. Fee increase of $194,000 with redistribution of $20,000 from Reimbursable Expenses to Design; net increase $174,000 or 2.9%.
Motion by Ms. Lewis
Second by Mr. Washington
Unanimously approved

Mr. Richard explained the next item and then read the following resolution:

Resolved, That the Commission approve Change Order No. 4 incorporating additional work for Unforeseen Sanitary Sewer Expansion Needs at Bear/Jaguar Exhibit, Necessary South American Aviary Changes, Raise Giraffe Mezzanine HVAC Ductwork, Bear/Jaguar Exhibit Off-Holding Changes, Additional Gravel Pathways at Aviaries, Additional two 2" fiber conduits into utility trenches for BREC Communications Conduit, Unforeseen Existing Sanitary Sewer Manhole Conflicts behind Realm of the Tiger Exhibit, and Pygmy Hippo Exhibit LSS Fibergrate Cover in the Guaranteed Maximum Price (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 $360,912, an increase of 1.73%.
Motion by Mr. Hughes
Second by Mr. Washington
Approved by unanimous consent

Mr. Pointer recognized Ms. Fountain to review the final item. Ms. Fountain explained the item and then read the following resolution:

Resolved, That the Commission approve extending contract #20220000192 with Robert Half International, Inc. from an expiration date of July 1, 2022 to September 30, 2022 for Finance staff augmentation to assist in preparing for the 2021 audit for an additional amount not to exceed $160,000 for a new contract total of $338,960. This includes the existing two temporary staff and an additional Finance Manager at a rate of $85.56 per hour.
Motion by Mr. Washington
Second by Mr. Hughes
Unanimously approved

**Special Orders**
Mr. Pointer then took up the appointments to standing advisory committees as follows:
- **Donna Collins Lewis**
- **Robert Murphy**  Golf
- **Kenneth Pointer**
- **James Tatman**  Golf
- **Collis Temple Jr.**
- **Cliff Lewis**  Communications & I.T.
- **Mark Greggs**  Finance
- **Grady Hickman**  Golf
- **Ronald Sutton**  Human Resources
- **Eric Brady**  Planning & Park Resources
- **Wendell Braxton**  Recreation & Special Facilities
- **Arthur Dubriel**  Zoo

Motion to approve by Mr. Temple
Second by Mr. Washington
Unanimously approved

**Adjournment**
Chairman Pointer moved to adjourn, Mr. Washington seconded, and the meeting was adjourned at 6:12 p.m. without objection.

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Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Kenneth Pointer, Chairman