

**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
October 23, 2025

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 October 23, 2025. The meeting was called to order at 5:00 p.m. by Chairwoman Donna Collins Lewis. Commissioner Wade Evans offered the invocation and Commissioner Kenneth Pointer led the Pledge of Allegiance. Roll was taken and a quorum of Commissioners was present, including; Donna Collins Lewis, Chair; Kenneth Pointer, Treasurer; Collis Temple III, Lon Vicknair, Wade Evans, Carl Stages, and Dustin Yates. Commissioners Clarice Gordon, Mike Polito, Dwayne Rogers, and David McDavid were absent. Staff members present were Janet Simmons, Interim Superintendent; Reed Richard, Assistant Superintendent of System Planning; Aneatra Boykin, Chief Administrative Officer; Maurice Velasquez, Interim Chief Operating Officer; Johanna Landreneau, Interim Chief Human Resources Officer; Corey Luttrell, Rhonda Johnson, Katrina Coots Ward, Tia Edwards, Jim Fleshman, Angela Harms, Steven Knight, Brian Watkins, Robyn Lott, Brendan Nestor, and Ebony Allen. Murphy Foster, legal counsel, was also in attendance. The rest of the audience consisted of other BREC staff, sign language interpreters, media, and the public.

Public Comment

Chairwoman Lewis announced that public comment would be allowed prior to a vote being taken on any agenda action item and explained the process to be observed.

Adoption of Minutes

Resolved, That the reading of the minutes of the Special Recreation and Park Commission Meeting of October 9, 2025, be dispensed with, and that they be approved as written.

Motion by Mr. Temple

Second by Mr. Evans

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 7

Nays: 0

The motion was approved unanimously.

Consent Calendar

Under the Consent Calendar, Chairwoman Lewis called for an approval of the following items:

Resolved, That the Commission approve the Routine Personnel Transactions from August 20, 2025, to September 17, 2025.

Resolved, That the Commission approve BREC's 2026 Holiday Schedules for General Fund employees and CCD, as presented.

Motion by Mr. Pointer

Second by Mr. Temple

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 7

Nays: 0

The motion was approved unanimously.

Resolved, That the Commission approve the 2026 Employer Paid FSA (Flexible Spending Account) administration fees with no increase in premiums, as presented.

Motion by Mr. Evans

Second by Mr. Vicknair

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 7

Nays: 0

The motion was approved unanimously.

Resolved, That the Commission approve the 2026 COBRA administration fees with no increase in premiums, as presented.

Resolved, That the Commission approve the employer-paid Employee Assistance Program administered by Lucet for 2026 with no increase in premiums and no change in benefits, as presented.

Resolved, That the Commission approve BREC's 2026 Retiree Supplemental Pay, as presented.

Motion by Mr. Vicknair

Second by Mr. Pointer

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 7

Nays: 0

The motion was approved unanimously.

Commissioner Yates made a motion to move Item f under Selection of Professionals up on the agenda before Presentations.

Second by Mr. Evans

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 7

Nays: 0

The motion to move Item f under Selection of Professionals before Presentations was approved unanimously.

Chairwoman Lewis read the item:

Resolved, that the Commission approve State Contract No. 4400030998 with AED & Accessories dba Cardiac Solutions, LLC for the purchase of 30 automated external defibrillator (AED) emergency response kits in the amount of \$181,980.00.

Motion by Mr. Evans

Second by Mr. Pointer

Commissioner Evans expressed concern regarding the definite count of 30 defibrillators proposed. He stated that BREC should conduct an analysis to ensure the proper number needed, with assistance from BREC staff at the facilities. Commissioner Evans added that he would like to have a discussion about this opportunity now but possibly make a substitute motion to defer the item after the discussion.

Chairwoman Lewis asked how many defibrillators BREC currently has. Interim Superintendent Simmons confirmed that there are fifteen (15).

Chairwoman Lewis then asked if anyone knew exactly how many defibrillators BREC needs. Interim Superintendent Simmons explained that determining that number was the intent of Commissioner Evans' inquiry.

Chairwoman Lewis asked whether the current fifteen (15) defibrillators are in working condition. Interim Superintendent Simmons responded that, to her understanding, the proposed contract with Cardiac Solutions, LLC would replace the fifteen (15) existing units and add fifteen (15) additional units.

At this time, Rachael Grose, representing Cardiac Solutions, LLC, stated at the podium that more than fifteen were needed.

Chairwoman Lewis asked Ms. Grose how the proposal was developed. Ms. Grose responded that it was based on recommendations from BREC employees. When Chairwoman Lewis asked what those recommendations were, Ms. Grose stated that a total of thirty (30) defibrillators had been recommended.

Chairwoman Lewis followed up by asking whether BREC was replacing the current fifteen (15) defibrillators because they were not under contract with Cardiac Solutions or because the units were no longer functional. Ms. Grose, representing Cardiac Solutions LLC, confirmed that the replacement was due to the units not being covered under their contract. She further stated that entering into a contract with Cardiac Solutions would save BREC approximately \$100,000 and transition the monitoring process from monthly manual assessments to remote daily assessments, providing roughly thirty (30) times the coverage.

Chairwoman Lewis asked BREC staff where the current fifteen (15) defibrillators are located.

Claire Coco, representing Recreation, approached the podium and explained that BREC had previously purchased individual AED units; however, due to the cost of upkeep, BREC entered into a contract with Cintas. She stated that AED units are located at Golf facilities and the Zoo. Cintas was responsible for collecting and replacing the units as they were phased out. There were also units at all special interest facilities, as well as larger community parks and high-use neighborhood parks. Ms. Coco noted that she was unsure of the total number of units at each location.

Chairwoman Lewis asked how the placement of AED units is determined. Ms. Coco responded that units are placed at large recreation centers and community parks with high visitor traffic.

Commissioner Evans made a substitute motion to defer the item and engage Cardiac Solutions to conduct a comprehensive assessment of BREC's AED needs, based on legal requirements and staff recommendations, and to return with a proposal that would adequately outfit all BREC facilities.

Ms. Coco confirmed that the existing contract with Cintas had recently been renewed.

Aneatra Boykin, Chief Administrative Officer, noted that the Cintas contract likely includes a termination clause.

Chairwoman Lewis then asked whether the proposed contract with Cardiac Solutions had gone out for bid. Ms. Boykin responded that it had not, as Cardiac Solutions is a vendor on state contract.

Commissioner Evans clarified his substitute motion to defer this item until the next regular meeting, November 19th, was to have the necessary BREC staff working with Cardiac Solutions to do a true assessment of what BREC needs based on the law. The recommendation that comes back should be a proposal that adequately outfits BREC.

Second by Mr. Vicknair

There being no further discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 7

Nays: 0

The motion to defer was approved unanimously.

Commissioner Pointer stated that the Commission also needs information on the Cintas contract to compare.

Presentations

The BREC video showcasing activities for the month of November was played.

Commissioner Temple left the meeting.

Reports of Officers and Standing Committees

Chairwoman Lewis recognized Interim Superintendent Janet Simmons to present the Superintendent's Report.

Interim Superintendent Simmons presented the September 2025 Attendance Report and provided updates on her recent meetings and engagements with community members and partner organizations. She recognized Director of Golf, Mike Raby, for being named the 2025 Gulf States PGA Golf Professional of the Year, noting that this is the highest honor awarded to a Gulf States PGA professional.

Interim Superintendent Simmons highlighted the continued success of the Rapid Response Ticketing System and provided an update on the IYP3 Progress initiative. She also showed a brief video highlighting Knock Knock Children's Museum.

Interim Superintendent Simmons concluded her report by acknowledging that Katrina Coots-Ward, Assistant Superintendent of Recreation Programs and Facilities, will be inducted as President of the Louisiana Recreation and Park Association (LRPA). She also announced that Volunteer Manager, Dodi Falcon, will serve as the District 3 Chair of LRPA.

Commissioner Stages asked who Commissioners should contact if they are interested in attending the LRPA event. Interim Superintendent Simmons stated that the points of contact would be Ebony Allen and Aneatra Boykin.

Chairwoman Lewis continued to Administrative Matters, reading the following resolution:
Resolved, That the Commission approve the cancellation of the November 13th Special

Meeting or, alternatively, reschedule the meeting to November 6th, making it the first Thursday of the month.

Motion to reschedule the meeting to November 6th by Mr. Pointer

Second by Mr. Vicknair

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion to reschedule the special meeting to November 6th was approved unanimously.

Finance

Chairwoman Lewis recognized Rhonda Williams, Director of Finance who read the following resolution:

Resolved, That the Commission accept the unaudited monthly Budget Status Report for the month ending and fiscal year-to-date period ending September 30, 2025.

Motion by Mr. Pointer

Second by Mr. Yates

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion was approved unanimously.

Ms. Williams stated that the annual budget process and the 2024 audit are ongoing. Commissioner Evans, referring to the earlier item for defibrillator units, asked Ms. Williams if it would be better for BREC to purchase the AED units and do a separate agreement for service or doing a single contract to provide the units and the service. She responded that she would like to analyze his request and bring back her findings at the November 6th special meeting.

Commissioner Stages asked Ms. Williams if the budget workshop had been scheduled. Ms. Williams stated that she is working with Interim Superintendent Simmons to schedule one during the first or second week of November.

Commissioner Stages then asked Ms. Williams if she believed that would provide enough time to cover everything she would like to present regarding the budget. Ms. Williams asked Commissioner Stages for clarification on the specific information he would like included. Commissioner Stages stated that, given the number of new commissioners, a review of past budgets, changes from last year, and related information would be helpful. Ms. Williams responded that she is open to providing whatever information is needed.

Commissioner Stages added that Ms. Williams might want to engage Commissioner Rogers, as he had previously served as Treasurer. Ms. Williams agreed, stating that she plans to coordinate the budget workshop through him.

Ms. Williams continued to Contracts and Bids reading the following resolution:

Resolved, That the Commission approve awarding SB 1853 Multi-Park Paving Project to the lowest responsive bidder, Kelly Construction Group, LLC, for the base bid of \$786,900.00. Authorize the Interim Superintendent to execute appropriate documents.

Motion by Mr. Evans

Second by Mr. Pointer

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion was approved unanimously.

Chairwoman Lewis asked how soon the Commission could receive the first draft of the budget.

Ms. Williams deferred to Interim Superintendent Simmons to determine whether a draft could be provided the following week.

Chairwoman Lewis added that she would like to review the budget even if some positions had not yet been added.

Ms. Williams stated that she had one now that she could review.

Human Resources

Chairwoman Lewis continued under Standing Committees, with Human Resources. She acknowledged Human Resources Director Corey Luttrell.

Mr. Luttrell proposed a change to the resolution based on a new quote that was just received. He read the revised resolution as follows:

Resolved, That the Commission approve the 2026 Retiree Medicare Advantage Plan administered by United Health Care with an 18% increase in premiums and at no cost to the retiree, as presented.

Mr. Luttrell deferred to Jeremy Powers with Gallagher Insurance to provide the presentation and respond to questions.

Commissioner Evans asked for confirmation that the original increase, prior to the revision, had been higher. Mr. Powers confirmed that it was.

Chairwoman Lewis asked what the total cost increase to BREC would be. Mr. Powers responded that the increase would amount to approximately \$31,000.

Commissioner Evans made a motion to approve.

Second by Mr. Yates

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion was approved unanimously.

Mr. Luttrell continued reading the following resolution:

Resolved, That the Commission approve BREC's 2026 Employee and Retiree Health Insurance Benefit Package, self-funded by BREC and administered by Blue Cross Blue Shield of Louisiana.

Mr. Powers presented details of the Benefit Package.

Commissioner Evans abstained from the discussion and vote on the item due to a conflict.

Commissioner Yates made a motion to approve.

Second by Mr. Stages

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 5

Nays: 0

The motion to approve passed.

Mr. Luttrell continued reading the following resolution:

Resolved, That the Commission approve the 2026 ASO Services Agreement Claims Administration Fee with a 4.9% increase in administrative fees for medical and pharmacy, with a 2-year rate guarantee, as presented.

Mr. Powers presented details of the increase in administrative fees.

Commissioner Evans abstained from the discussion and vote on the item due to a conflict.

Commissioner Pointer made a motion to approve.

Second by Mr. Yates

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 5

Nays: 0

The motion to approve passed.

Mr. Luttrell continued to the next item, reading the following resolution:

Resolved, That the Commission approve the 2026 Employee and Retiree Dental Plan administered by Delta Dental with a 3% increase in premium to the employee, as presented.

Mr. Powers presented details of the Delta Dental 3% increase in premium.

Commissioner Pointer made a motion to approve.

Second by Mr. Vicknair

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion was approved unanimously.

Mr. Luttrell continued to the next item, reading the following resolution:

Resolved, that the Commission approve the Voluntary Supplemental Benefits for 2026 with no increase in premiums and no change in benefits, including: Vision Insurance administered by Unum Always Care; Supplemental Insurance administered by Colonial Life; AFLAC; Louisiana Blue (formerly Blue Cross Blue Shield of Louisiana), and Equitable.

Mr. Powers presented details of the Voluntary Supplemental Benefits.

Commissioner Vicknair made a motion to approve.

Second by Mr. Stages

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion was approved unanimously.

Mr. Luttrell continued to the next item, reading the following resolution:

Resolved, That the Commission approve the 2026 Employer Paid Wellness Program administered by SB Wellness, as presented.

Motion by Mr. Pointer

Second by Mr. Yates

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion was approved unanimously.

Planning and Park Resources

Commissioner Stages announced that all the Planning and Park Resources Committee items were information, that another meeting will be held next month and that the committee meeting will subsequently occur every other month.

Selection of Professionals

Under Selection of Professionals, Chairwoman Lewis read the following resolution:

Resolved, That the Commission approve awarding a contract for RFQ 239 – Design Services for a New Baseball Field Complex at Baker Park to C.H. Fenstermaker & Associates, LLC to provide the design through construction administration services for a fee of \$348,376.00. For an additional cost not to exceed \$70,550.00, the additional services of Land Survey, Geotechnical, Environmental, Permitting, and Utility Coordination Services will be provided. Authorize Interim Superintendent to execute appropriate documents upon final legal review.

Motion by Mr. Evans

Second by Mr. Stages

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion was approved unanimously.

Chairwoman Lewis continued, reading the following resolution:

Resolved, That the Commission approve Amendment No. 3 for Aurigo Masterworks Cloud for Contract No. 2020-126 to create custom reporting and dashboard capability for Project Phases. This change request is a one-time cost of \$2,625 for software development time. Authorize Interim Superintendent to execute appropriate documents upon final legal review.

Motion by Mr. Pointer

Second by Mr. Vicknair

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion was approved unanimously

Chairwoman Lewis continued to the next item, reading the following resolution:

Resolved, That the Commission approve selected vendor, NANO, LLC, for RFQ 231, to provide programming and schematic design services for City-Brooks Historic Clubhouse Renovations for an amount not to exceed \$156,000. Authorize Interim Superintendent to execute appropriate documents upon final legal review.

Chairwoman Lewis recognized Peter Davis and Coleman Brown, both representing Friends of City Park, each for a two-minute public comment.

Commissioner Pointer made a motion to approve.
Second by Mr. Stages

Chairwoman Lewis opened the floor for discussion.

Commissioner Evans suggested that the item is being brought forward prematurely.

Commissioner Stages recognized Mr. Reed Richard to provide additional insight.

Mr. Richard provided his perspective on the matter.

Commissioner Evans recommended that BREC approach the legislator who has supported the renovation project and speak to them about waiting until a master plan for the area is developed, as there may be other factors to consider. He concluded that, in his opinion, moving forward at this stage does not constitute good planning.

Chairwoman Lewis inquired about funding for Items c and d under Selection of Professionals.

Mr. Richard stated that the design fees are being funded through state funds and capital outlay funds but noted there is a time limit. He indicated that he would need to confirm the definitive timeframe, which would be either June 30, 2026 or 2027.

Commissioner Evans clarified that the funding referenced is supplemental cash and not part of the capital outlay portion.

Commissioner Pointer made a substitute motion to defer the item.

Chairwoman Lewis asked about the timeline for the master plan and the funds already allocated.

Mr. Richard responded that he would need to verify with Interim Superintendent Simmons but noted that the three design efforts will be a collaborative process due to their interdependence, and confirmed that joint meetings will take place.

Chairwoman Lewis asked Commissioner Pointer to clarify his substitute motion.

Commissioner Pointer clarified his substitute motion to defer Item c until the November 19th regular meeting.

Second by Evans

There being no further discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion to defer until November 19th was approved.

Chairwoman Lewis read the next item as follows:

Resolved, That the Commission approve selected vendor NANO, LLC, for RFQ 237, to provide the design and construction documents, and CMAR, for a new Contemporary Arts Center at City-Brooks Community Park for an amount not to exceed \$1,300,000, including reimbursable expenses. Authorize Interim Superintendent to execute appropriate documents upon final legal review.

Commissioner Evans made a motion to defer the item to the November 19th meeting.

Second by Mr. Yates

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion to defer until November 19th was approved.

Chairwoman Lewis read the next item:

Resolved, That the Commission approve Amendment No. 3 for Atlas Technical Consultants, LLC for Contract No. 2023000013 – Capital Improvement Program and Project Management Functions for the renewal term January 1, 2026, to December 31, 2026, for an amount not to exceed \$2,070,000.00. Authorize Interim Superintendent to execute appropriate documents upon final legal review.

Motion by Mr. Pointer

Second by Mr. Evans

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion was approved.

Commissioner Evans stated that he wants to utilize Atlas as staff augmentation where needed and not for things that aren't needed.

Chairwoman Lewis continued to the next item:

Resolved, That the Commission approve the selected vendors, Walls Tree Service, Bayou Tree Service, Bofinger's Tree Service, and Brothers Tree Service, for RFP No. 235 to provide on-call tree removal services on an as-needed basis, parish-wide across BREC facilities and properties, for an amount not to exceed \$250,000.00.

Motion by Mr. Vicknair

Second by Mr. Pointer

Commissioner Evans commented on Items g, h, and i under Selection of Professionals. He stated that he is not in favor of locking contractors into not to exceed (NTE) contracts. He added that there should be a contractor database, money budgeted for the work, and costs monitored through the Finance Department.

Brian Watkins, Assistant Director of Park Operations, explained that the RFP is issued to ensure a defined scope is in place, and that initial contracts make it easier to track work.

Commissioner Evans stated that BREC's responsibility is to comply with state law, and that the current RFP process is flawed and needs revision. He asked whether the Purchasing Department could develop a vendor database to provide more contractor options than those selected through the RFP process.

Commissioner Evans asked for Ms. Boykin's opinion. Ms. Boykin stated that with amounts over \$250,000, BREC would be required to issue an RFP. Commissioner Evans asked whether a sole source would require an RFP for professional services. Ms. Boykin replied that it is not a sole source contract, to which Commissioner Evans responded that BREC had effectively locked itself into a sole source contract through the RFP process.

Commissioner Evans noted that state law does not require an RFP for professional services. Ms. Boykin confirmed that but added that issuing an RFP is considered best practice.

Commissioner Evans stated he did not care about best practice and suggested that BREC could establish a process where Finance manages the budget, purchasing maintains the contractor database, facilities call contractors to perform the work, and Finance monitors payments to track when contractors have reached their contract cap.

Ms. Boykin asked Mr. Watkins whether the RFPs had been awarded. Mr. Watkins replied that they had not, as Commission approval is still required.

Commissioner Evans made a substitute motion to defer Items g, h, and i until the November 6th special meeting.

Second by Mr. Pointer

There being no discussion, Chairwoman Lewis called for the vote with the following results:

Yeas: 6

Nays: 0

The motion to defer Items g, h, and i until the November 6th meeting was approved.

Reports of Special Committees

None

Special Orders

None

Unfinished Business and General Orders

None

New Business

Chairwoman Lewis made the following announcement of the ad valorem property tax election:

The Board of Commissioners of the Recreation and Park Commission for the Parish of East Baton Rouge ("BREC") will meet on Wednesday, November 19, 2025, at 5:00 p.m., Central time, at its regular meeting place, the Board Room of the Recreation and Park Commission located at 6201 Florida Boulevard, Baton Rouge, Louisiana 70806, to consider and adopt a resolution authorizing the calling of an election to be held on Saturday, May 30, 2026, for the submittal to all registered voters in the Parish of East Baton Rouge qualified and entitled to vote at the election under the Constitution and laws of the State of Louisiana and the Constitution of

the United States of America of the renewal of the 3.96 mills ad valorem property tax, for a period of ten (10) years, commencing with the tax collection for the year 2027, and annually thereafter, to and including the year 2036, to provide funds for maintaining and operating the public parks and recreation properties and facilities of the Recreation and Park Commission and making available funds for the operating budget of the Recreation and Park Commission. This announcement is required to be given at this public meeting in accordance with the requirements of La. R.S. 42:19.1.

Adjournment

Chairwoman Lewis called for a motion to adjourn the meeting. Commissioner Evans made a motion, Commissioner Pointer seconded, and the meeting was adjourned at 6:29 p.m. without objection.

Janet C. Simmons, Interim Superintendent
and Ex-Officio Secretary

Donna Collins Lewis, Chairwoman

DRAFT