

**RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**
Regular Meeting – 5:00 p.m.
Meeting held through Zoom Meeting App
Meeting ID: 922 528 8157
Commission Minutes
April 23, 2020

Call to Order

A regular meeting of the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) was held through the Zoom meeting app on April 23, 2020. The meeting was called to order at 5:02 p.m. by Lloyd H. Benson Jr., Chairman. Chairman Benson explained that the meeting was being held through the Zoom meeting app with the meeting ID 922 528 8157. He further stated that a link to the meeting can be found on the BREC website and that the public could submit comments to public.comment@brec.org or comment through the Zoom app when recognized. Vice Chairman Shelton C. Dixon Jr. 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; William Scheffy, Treasurer; Connie Bernard; Sandra Davis; Jerry Jones Jr., Kenneth Pointer, Davis Rhorer; and Rossie Washington, Jr. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent System Planning; Brandon Smith, Assistant Superintendent of Recreation; Aneatra Boykin, Chief Legal Officer; Andrea Roberts, Chief Operating Officer; Phil Frost; Angela Harms; Steven Knight; RaHarold Lawson; Cheryl Michelet; Michael Raby; Michael Smith; Stephanie Trim; and Chris Marchiafava. Murphy Foster, legal counsel, was also in attendance. The rest of the audience consisted of other BREC staff, media, and the general public.

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. Ms. Marchiafava stated no public comment emails had been received. There being no comments, Mr. Benson closed the floor.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meetings of February 27, 2020 and March 26, 2020 be dispensed with, and that they be approved as written.

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. Washington

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 months of March and April 2020.

Reports of Officers and Standing Committees

Mr. Benson recognized Mr. Wilson for the Superintendent's Report. Mr. Wilson stated that there were three administrative items related to revisions to policies that are pertinent to the current pandemic crisis. He briefly spoke about the revisions. Mr. Wilson answered questions from Mr. Scheffy clarifying how the policies would be applied. Mr. Scheffy also noted a typographical error and Mr. Wilson said it would be corrected. Mr. Wilson asked if the Commission would like to take all the items in one motion and since there was no objection, he read the following resolutions.

Resolved, That the Commission approve the revisions to the Emergency Leave and Disaster Pay Policy, as presented.

Resolved, That the Commission approve revisions to the Policy for Pandemic, Epidemic, Influenza or Disease Outbreak – Prevention, Management and Leave, as presented.

Resolved, That the Commission approve the Teleworking Policy, as presented.

Mr. Washington made a motion to approve the items.

Ms. Bernard seconded.

Unanimously approved

The Superintendent noted that the next item was the 2019 Annual Report. Mr. Wilson gave a few highlights from 2019. There was a brief discussion. A motion to accept the report was made by Mr. Washington, seconded by Mr. Rhorer and unanimously approved.

The under Communications the Superintendent informed the Commission that he had used the authority that was provided by the Commission in March to award a contract for RFP No. 197 – Point of Sale and Ticketing Software for BREC's Baton Rouge Zoo to K & M International, DBA Wild Republic (KMIT Solutions) for approximately \$168,000. This software is specifically designed for zoos. The Chairman asked if any new hardware such as kiosks was included and Phil Frost, Zoo Director, stated that the contract did not include any hardware, but it has the capability to utilize kiosks. The Chairman encouraged the use of kiosks to limit the person to person contact to buy tickets. The Superintendent updated the Commission about the five BREC staff members who had contracted the coronavirus and are recovering. Mr. Wilson gave an update on operations over the last month and expressed his appreciation to staff. He told the Commission about preparations being made to reopen.

Mr. Benson recognized Ms. Bernard who asked the Superintendent if summer camp would open and if there might be a tiered approach to enrollment for children of essential employees. Mr. Wilson stated that BREC would take that into consideration. He stated that BREC staff is in contact with the National Recreation and Park Association (NRPA) and the American Camp Association (ACA) regarding suggested guidelines for camps. Brandon Smith gave an overview of the various options for summer camps and how they may be implemented.

Mr. Scheffy asked if BREC was working with an employment law attorney about BREC's liability related to returning employees. Mr. Scheffy also expressed his concern about food trucks in parks and social distancing and about the sanitation of the bikes provided by Gotcha Bikes. Mr. Wilson explained that staff was working with BREC's attorney, Murphy Foster, regarding employee communications and return to work issues. Regarding the operation of food trucks and Gotcha Bikes in BREC parks Mr. Wilson stated that any liability issues related to their operations are their responsibility. BREC continues to remind them to follow CDC guidelines.

Mr. Benson recognized Mr. Scheffy to give the Finance Advisory Committee report. Mr. Scheffy explained that the committee was able to briefly review the February statements and make a recommendation for Commission approval. He stated that March financial statements were not available at the time of the committee meeting, so the committee forwarded them to the Commission without a recommendation. Mr. Scheffy stated that the committee spent a good deal of time discussing the reduced revenue anticipated because of the closing of BREC facilities. Mr. Scheffy also briefly discussed how open positions are currently budgeted and referred to a report listing positions open in excess of 180 days. Mr. Scheffy recognized Michael Smith, Finance Director, who reviewed the February and March financial statements executive summaries. Mr. Scheffy then read the following resolutions:

Resolved, That the Commission accept the unaudited financial statements for the two months ending February 29, 2020 (fiscal year-to-date period January 1 – February 29, 2020), as presented.

Resolved, That the Commission accept the unaudited financial statements for the three months ending March 31, 2020 (fiscal year-to-date period January 1 – March 31, 2020), as presented.

Motion to approve by Mr. Dixon
Second by Ms. Davis
Unanimously approved

Mr. Smith then reviewed the item under Contracts and Bids. Mr. Smith read the following resolution:

Resolved, That the Commission award SB 1780 – Mary J. Lands Park Improvements – to the lowest responsive bidder, The Luster Group, LLC at the amount of \$117,900 (base bid), to begin upon issuance of the notice to proceed.

Motion by Mr. Jones
Second by Mr. Rhorer
Unanimously approved

Mr. Scheffy recognized Mr. Wilson who gave a brief overview on the revenue impact of COVID-19 on Golf, Recreation and the Zoo.

Mr. Benson recognized Mr. Rhorer to give the Planning and Park Resources Advisory Committee report. Mr. Rhorer asked Reed Richard to review the action items. Mr. Richard reviewed the information pertaining to cooperative endeavor agreement with City-Parish and the safe rooms and read the following resolution:

Resolved, That the Commission approve a cooperative endeavor agreement between the Recreation and Park Commission for the Parish of East Baton Rouge (BREC) and the City of Baton Rouge and the Parish of East Baton Rouge (City-Parish) to design and construct up to three (3) dual-use hurricane safe rooms, on land owned and located within East Baton Rouge Parish at 1702 Foss Street, Baton Rouge Louisiana, 17200 Airline Highway, Baton Rouge, Louisiana and 13350 LA-19, Baton Rouge, Louisiana. The facilities will be controlled and operated by BREC with use by the City-Parish government during times of City-Parish declared emergency weather conditions; authorize the Superintendent to execute all necessary documents, pending final legal review.

Motion to approve by Mr. Scheffy
Second by Mr. Rhorer
Unanimously approved

Mr. Richard reviewed the information pertaining to the cooperative endeavor agreement with Nancy Lieberman Charities for installation of a "Dream Court" basketball court at Alaska Street Park. Mr. Richard then read the following resolution:

Resolved, That the Commission approve a cooperative endeavor agreement between the Recreation and Park Commission for the Parish of East Baton Rouge and Nancy Lieberman Charities for the installation of a "Dream Court" basketball court at Alaska Street Park, pending final legal review.

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

Mr. Scheffy asked if BREC could send thank you letters to all the parties involved with having this court built.

Mr. Richard gave a brief construction update. Mr. Benson asked if there were plans to include hand sanitation stations in the plans for new construction and at current facilities. Mr. Richard stated that there was an interdepartmental effort to include hand sanitizing stations for both new and existing facilities. Mr. Benson stated that outdoor hand washing stations should be considered also.

Mr. Benson recognized Mr. Pointer for the Selection of Professionals Committee report. Mr. Pointer asked Mr. Richard to review the items. Mr. Richard explained that Carbo Landscape Architecture had been chosen for a project during the 2016 selection process, but that project was put on hold. Mr. Richard stated that the projects they are now being assigned to will replace the original project. Mr. Rhorer expressed his support. Mr. Richard then read the following resolution:

Resolved, That the Commission approve changing the consultant project work tasks for Carbo Landscape Architecture to the Expressway Park Schematic Design and Design Development Phase for a fee not to exceed \$120,000, and the Independence Park Inclusive Playground Design and Construction Documents for a fee not to exceed \$95,000.

Motion by Mr. Dixon
Second by Mr. Rhorer
Approved unanimously

Mr. Richard provided information for the next item. Mr. Jones asked who was on the Selection of Professionals Committee. Mr. Benson stated that the committee was made up of Mr. Pointer, Mr. Washington, and himself. Ms. Bernard asked about the public bid process for the project. Mr. Richard explained that professional services are not bid but that are selected through an RFP or RFQ process. Mr. Richard then read the following resolution:

Resolved, That the Commission approve hiring Owen & White, Inc. to provide civil design, drawings and specs, and contract administration for the construction of improvements to mitigate the drainage and seepage issues at Farr Park Horse Activity Center for a fee of not to exceed \$71,300.

Motion by Mr. Dixon
Second by Mr. Jones
Unanimously approved

The next item was the selection of a Construction Management at Risk Contractor (CMAR Contractor) for the Greenwood/Zoo project. Mr. Richard reviewed the process used to select CMAR Contractor which is outlined in state law. Mr. Richard explained the composition of the selection committee and stated that there were four submissions. He stated that previous CMAR

experience was an important consideration for selection. He noted that The Lemoine Company was unanimously selected by the committee and gave additional information about the selection. Mr. Jones expressed his concern about the lack of diversity in the organizational chart for Lemoine. Mr. Jones stated that he wanted to see significant DBE (disadvantaged business enterprise) participation on this project. Mr. Jones stated that he did not expect an answer at this time, but he wanted to know how BREC planned to move forward to ensure DBE participation in the future. Mr. Jones stated that diversity is important to him. Mr. Richard explained that Lemoine had a good record for the including DBEs in their projects. Lemoine has met or exceeded the DBE goals for the projects they have worked on in the past. Mr. Richard recognized a representative from Lemoine to explain their methodology for including DBE participation and their past DBE experience. The Superintendent stated that DBE goal for the project will be an aggressive goal based on the area capacity. Ms. Bernard shared the DBE process used by the East Baton Rouge Parish School Board. There was additional discussion about the appropriate level of participation. Mr. Pointer stated that he wants to be sure that BREC gets DBE participants who deliver quality work. Mr. Benson stated that Mr. Luster, working with Lemoine, will ensure quality DBE participation. Mr. Rhorer expressed his support for Lemoine.

Mr. Richard then read the following resolution:

Resolved, That the Commission approve awarding the contract for RFQ No. 198 – Construction Management at Risk Contractor (“CMAR Contractor”) for Greenwood Community Park and Baton Rouge Zoo to The Lemoine Company LLC to provide pre-construction services in consultation with the design professional for the project on constructability and value engineering review, scope management, assessment of appropriate means and methods for construction, development of a construction schedule, and input into the development of innovative time savings and cost savings ideas for the project design for a fixed fee of \$150,000. According to RS 38:2225.2.4, if BREC and The Lemoine Company LLC are able to negotiate, establish and agree upon a guaranteed maximum price (“GMP”) to render construction services for the project, constructability, construction phasing and sequencing, and the maximum number of contract days to complete the project, BREC may award the contract for construction services to The Lemoine Company LLC for the construction phase of the contract.

Motion to approve by Mr. Rhorer

Second by Mr. Scheffy

Approved by majority vote with Mr. Jones abstaining

Special Orders

Mr. Benson then took up the appointments to standing committees as follows:

Shelton C. Dixon

Craig Stevens / Communications & I.T.

Leonard Virdure / Finance

Mark Greggs / Golf

Roland Sutton / Human Resources

Kenrick T. Nixon, Sr. / Planning & Park Resources

Wendell Braxton / Recreation & Special Facilities

Arthur Dubriel / Zoo

Davis Rhorer

Christopher Cerniauskas / Communications & I.T.

John Hough / Finance

Rip Wilkinson / Golf

Bettsie Miller / Human Resources

Gabe Vicknair / Planning & Park Resources

Eugene Daniel / Recreation & Special Facilities

William Scheffy

Joe Toranto / Communications & I.T.

Linton Naquin / Finance

Charles Trask / Golf

Andrée Talbert / Human Resources

Robert Frazier / Recreation & Special Facilities

Motion to approve by Mr. Jones

Second by Mr. Dixon

Unanimously approved

Adjournment

Mr. Jones made a motion to adjourn, Mr. Dixon seconded, and Mr. Benson adjourned the meeting without objection at 6:44 p.m.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Lloyd H. Benson Jr., Chairman