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 24, 2021. The meeting was called to order at 5:12 p.m. by Chairman Kenneth Pointer. Vice Chair Sandra Davis offered the invocation. Treasurer William Scheffy 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; Collis Temple, Jr.; and Rossie Washington, Jr. Commissioners Jason Hughes and Donna Collins Lewis were 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; Chad Brewer; Phil Frost; Angela Harms; Steven Knight; RaHarold Lawson; Mike Raby; Lester Rainey; Stephanie Trim; and Chris Marchiafava. Murphy Foster, legal counsel, was also in attendance. The rest of the audience consisted of other BREC staff and the public.

Public Comment

Mr. 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, Mr. Pointer closed the floor.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of May 27, 2021 be dispensed with, and that they be approved as written.

Motion to approve by Ms. Bernard
Second by Mr. Scheffy
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. Temple
Second by Ms. Washington
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 from May 13, 2021 to June 9, 2021.

The Chair asked for a motion to move item X. New Business – D up on the agenda. Mr. Washington made a motion to move the item, Mr. Temple seconded, and the motion was
approved unanimously. Mr. Washington made a correction to the item number and stated that New Business was item XI. The Chair and Commission concurred with the correction.

Chairman Pointer then read Item D as follows:
Introduction of Resolution No. 2 to adopt the adjusted millage rates after reassessment and to roll forward the millage in 2021 back to the prior year’s (2019) maximum approved millage rates, on all property subject to taxation by the Recreation and Park Commission for the Parish of East Baton Rouge for operation and maintenance and capital improvements; set a public hearing for July 29, 2021 at 5:00 p.m. in the Board Room of the Commission (Room 1800) at BREC Administration Offices in Womack Park, 6201 Florida Boulevard, Baton Rouge, Louisiana.

Mr. Temple made a motion to approve the introduction of Resolution 2.
Second by Mr. Washington

Chairman Pointer recognized Mr. Scheffy who clarified that just because the resolution is on the July agenda it doesn’t mean the Commission will approve it. Mr. Pointer stated that this action was just to put the item on the July agenda. Mr. Pointer then recognized Mr. Temple. Mr. Temple asked the that the Superintendent to provide more information about Resolution 2 at the next meeting. Mr. Scheffy asked about the property value provided by the assessor’s office. There was a brief discussion regarding the current property values and when the Commission would be able to get a more accurate number.

The Chairman asked if there were any objections to the motion to the introduce Resolution 2. The motion was approved with no objections.

Chairman Pointer then asked for a motion for a Consent to Consider adding an item to the agenda to change the meeting date for the next Commission meeting.
Motion to add the item to the agenda by Mr. Scheffy
Second by Ms. Hall
Unanimously approved

Mr. Pointer then read the following resolution:
Resolved, That the Commission will change the date for the next regular meeting to July 29, 2021.

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

Presentations
Mr. Pointer recognized Reed Richard who gave the construction update. Mr. Temple asked about how the increase in construction material was affecting the cost of BREC construction projects. Mr. Richard explained that for the smaller projects it was not a factor but that for the Greenwood / Zoo project it was a factor. Mr. Richard stated that representatives from the contractor, The Lemoine Company, were present. Mr. Temple asked how they were dealing with the rising cost of materials. Mr. J. D. King, regional director with Lemoine, briefly explained the methods being used to try to keep costs down. Mr. Richard concluded his presentation.

The Commission viewed a brief video spotlighting BREC’s Sunset Paddle kayaking event at Milford Wampold Park and the fall recreation programs. Also highlighted were upcoming events in July such as BREC Golf’s Baton Rouge Open at Santa Maria, Fitness Fest, and Summer Slam.
Reports of Officers and Standing Committees

Mr. Pointer recognized Mr. Wilson for the Superintendent’s report. Superintendent Wilson stated that the first item under Administrative Matters was about granting a right-of-way. He then read the following resolution:

Resolved, That the Commission approve a Right-of-Way Instrument granting a 30’ wide easement in Highland Road Community Park to Entergy Louisiana LLC for overhead power lines in the location of existing power lines for the purpose of establishing a servitude of record pending final legal review.

Motion by Ms. Davis
Second by Mr. Scheffy
Unanimously approved

The Superintendent then read the next resolution as follows:

Resolved, That the Official Journal of Record for the Recreation and Park Commission for the Parish of East Baton Rouge will continue to be The Advocate; approve continuing the contract through June 30, 2022 to be used for the public posting of minutes, resolutions, budgets, and other official proceedings and announcements of said Commission as required by law for the current price of $0.33/agate line with the same terms and conditions.

Motion by Ms. Bernard
Second by Mr. Scheffy
Unanimously approved

Mr. Wilson stated that the next item had to do with designating July as Park and Recreation Month. He then read the following resolution:

Resolved, That the Commission approve designating July as NATIONAL PARK AND RECREATION MONTH in East Baton Rouge Parish and encourage all citizens to celebrate by taking part in their favorite sports, visiting the outdoors, or spending time and relaxing with family and friends.

Motion by Mr. Washington
Second by Ms. Bernard
Approved by unanimous consent

Mr. Wilson then read the following resolution:

Resolved, That the Commission approve proclaiming July 11 – 17, 2021 as NATIONAL THERAPEUTIC RECREATION WEEK in East Baton Rouge Parish, and urge all citizens to support this observance, and to promote and enhance the quality of life for persons with physical, mental, emotional and/or social limitations.

Motion by Ms. Hall
Second by Ms. Davis
Approved by unanimous consent

Under Communications, Superintendent Wilson noted that BREC summer camps were completing their third week. He informed the Commission that one additional camp counselor had tested positive for COVID-19. He stated that BREC is continuing to encourage staff and patrons to get the vaccine and to wear a mask if not vaccinated. He noted that BREC is working with the Louisiana Department of Health and will host several vaccine distribution sites in the week following the July 4th holiday. BREC will offer free admission to several facilities for those who choose to get vaccinated onsite. Mr. Scheffy stated that Louisiana remains near the bottom in terms of vaccinations. He inquired if BREC could ask the employees, dealing with the public, if they are vaccinated. Murphy Foster, legal counsel, stated that he would not recommend BREC ask employees about being vaccinated. He stated that it could violate HIPPA regulations. Chief
Administrative Officer Aneatra Boykin stated that, if asked, an employee does not have to disclose if they have been vaccinated. The Superintendent stated that BREC is continuing to use safe practices for children in camps.

The Superintendent stated that though the audit was due June 30 all public agencies have been granted an extension due to the pandemic. The BREC audit is likely to be complete in mid-July.

Superintendent Wilson noted that regarding Louisiana Senate Bill 205, BREC is gathering information locally as well as from park districts from across the country on the best approach to setting up advisory councils. Elected officials will be involved in the process.

The Superintendent stated that shortly BREC will contract with SSA Consultants to assist with analysis of the organizational structure of the agency. SSA will be contacting Commissioners about this project.

Chairman Pointer stated that the next item was the Communications and Information Technology Advisory Committee report. The Chairman confirmed with Commissioner Bernard, who chairs that committee, that items were information only.

Chairman Pointer recognized Mr. Scheffy for the Finance Advisory Committee report. Mr. Scheffy read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the five (5) months ending May 31, 2021 (fiscal year-to-date period January 1 – May 31, 2021), as presented.

Mr. Scheffy asked Lester Rainey, Finance Director, to provide an overview of the financial statements. Mr. Scheffy noted that the cost recovery for Golf was above 90% due to growth in activity and expenses staying constant. The cost recovery level at the Zoo has also increased for the same reason. Mr. Scheffy encouraged the Commission members to review the handout for more information.

Mr. Washington made a motion to approve the resolution to accept the financial statements and Ms. Bernard seconded.

Approved by unanimous consent

Mr. Scheffy noted that there was only one item under Contracts and Bids. He read the following resolution and provided information about the item:

Resolved, That the Commission approve awarding SB1811 – Farr Park Equestrian Center: Phase 1 – Drainage to the lowest bidder, Industrial Enterprises, Inc., for the base bid for a total of $549,649.00.

Motion to approve by Mr. Washington
Second by Ms. Hall
Unanimously approved

Mr. Scheffy stated that the next item was Claims and Settlements and that the amount shown in the resolution was incorrect and should be $40,000. He then read the following resolution with the corrected amount:

Resolved, That the Commission approve a negotiated full and final settlement with Mr. and Mrs. Stephen Williams in the amount of $40,000 for any and all claims or losses associated with the motor vehicle accident on or about June 10, 2021.

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

Chairman Pointer stated that the next item was the Golf Advisory Committee report. The Chairman confirmed with Commissioner Temple, who chairs that committee, that items were information only.

Mr. Pointer recognized Human Resources Director Stephanie Trim for the Human Resources Advisory Committee report. Ms. Trim asked that the agenda item regarding the Animal Service Policy be deferred until the July Commission meeting when the ADA coordinator will be in attendance to present the policy. Mr. Temple made a motion to defer, Mr. Scheffy seconded, and the motion was unanimously approved.

Ms. Trim then read the following resolution and provided an explanation for the requested change:
Resolved, That the Commission approve the revisions to BREC Rules and Regulations - Chapter 6: Service Ratings, as presented.
Motion by Mr. Scheffy
Second by Mr. Washington
Approved by unanimous consent

Chairman Pointer stated that the next item was the Recreation and Special Facilities Advisory Committee report. The Chairman confirmed with Commissioner Washington, who chairs that committee, that items were information only. Mr. Washington stated that he would like to invite Brandon Smith to speak about a new partnership with Central Community Schools System. Mr. Smith stated that the partnership had been in development for several months with the help of Commissioner Davis. He stated that due to the pandemic children had to utilize virtual learning or modified in person instruction which research shows leaves a gap in students’ academics. Mr. Smith noted that BREC in partnership with Central Schools is offering a five-week summer camp experience that includes instruction in the morning, lunch, and recreational activities and field trips in the afternoon. Seventy-five children are participating at Tanglewood Elementary.

Mr. Temple asked Mr. Smith what kind of relationship BREC currently has with the YMCA. Mr. Smith stated that BREC has a program with the YMCA to provide swim lessons for children. Mr. Temple then asked the Superintendent about the possibility of partnering with the YMCA to get the Baranco-Clark YMCA facility open since it is no longer being utilized by the Y. Mr. Temple stated that the YMCA did not have enough membership participation from the community to keep the facility open. Mr. Temple proposed a partnership with the YMCA or a purchase of the facility so that it could be reopened and programed by BREC. Mr. Smith stated that he thought it may be a good idea. The Superintendent stated that he had previously met with the director of YMCA on other issues and that he would like participation from the Commission members to try to get discussions started on this issue. Mr. Temple suggested that Chairman Pointer work to get the Chief of Police and the Mayor involved in the process.

Mr. Temple asked how Kernan Park was being used. Mr. Smith stated that the park was being used by a partner for food and clothing distribution due to the pandemic. Mr. Wilson stated that Care South had expressed interest in locating an administrative office in the park. He explained that BREC was exploring ways to improve the park. Mr. Temple encouraged the Superintendent to try to find a way to fully utilize the park.
Chairman Pointer stated that the next item was the Zoo Advisory Committee report and stated that the items were information only.

Mr. Pointer recognized Ms. Hall for the Selection of Professionals Committee report and asked Mr. Richard to provide information about the items on the agenda.

Mr. Richard gave a brief explanation of the Request for Qualifications for Architectural, Landscape Architectural, and Engineering Services and the selection process used. He then read the following resolution:

Resolved, That the Commission approve the list of selected proposers as recommended by the Selection of Professionals Committee for the 2021-2024 Capital Improvement Project List included in RFQ 205 Request for Qualifications for Architectural, Landscape Architectural, and Engineering Services. Contracts over $50,000 will be presented to the Commission for approval as each project is scheduled to begin.

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

Mr. Richard gave a brief history of the Greenwood/Zoo project to bring everyone up to date. He outlined what components that would be included in GMP Amendment 2. Mr. King, with Lemoine, came to the podium to explain some of the reasons for the significant escalation of costs for the project. Mr. Richard stated that some items in the project will be deferred to a later date and provided an explanation listing the components being postponed. Mr. Scheffy expressed his concern about the gravel parking lot being proposed. Chairman Pointer noted that the amount being proposed as a not to exceed amount and that costs may go down. Mr. Richard stated there would be serious value engineering to get to the proposed amount and possibly lower. He stated that components can be added back to the project through change orders if circumstances change. Mr. Temple stated that different areas of the project are named including Clark Golf Course. He asked about what would be named after Dumas. There was a discussion about what element of the park could be named to honor Woody Dumas and the Superintendent noted that seeking public input would be part of that process. Mr. Richard continued with his explanation of the project. He noted that BREC had also received a grant for $4,700,000 which will provide funding for some of Phase II elements of the master plan. Mr. Richard then read the following resolution:

Resolved, that the Commission approve Exhibit A - Guaranteed Maximum Price (“GMP”) Amendment #2 to the existing Contract with The Lemoine Company LLC, Construction Management at Risk Contractor (“CMAR Contractor”) for Greenwood Community Park and Baton Rouge Zoo. GMP Amendment #2 awards a portion of the renovation and new construction of Phase 1 of the Greenwood Community Park and Baton Rouge Zoo Master Plan, including construction services for the project, constructability, construction phasing and sequencing, and the maximum number of contract days to complete Zoo Animal Exhibits, Entry Building Items, Park and Playground Improvements and Infrastructure/Utilities, for NTE $25,500,000.

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

Mr. Richard stated that the next item was an RFP that provides a new delivery model for capital improvement assets. He stated that BREC has many facilities that are in need of updated lighting for athletic fields and that this is a new model where a usage fee is charged for the capital assets with no up-front costs. He noted that the vendor is responsible for all the maintenance and repair of the lights and the agreement is on a month-to-month basis that can be cancelled at any
time. He stated that if the agreement is cancelled the vendor would remove the lights or BREC could purchase them. Mr. Richard stated that approval of this item would allow staff to move forward with choosing the sites and negotiating the usage fee which would be brought back to the Commission for approval. Mr. Richard noted some of the advantages of providing the lights using this delivery model and listed some of the other agencies already using this method. There was an extended discussion about the item. Mr. Richard then read the following resolution:

Resolved, that the Commission approve awarding RFP No. 207 (Infrastructure as a Service) to Sustainability Partners and entering into a Master Utility Service Agreement (CEA) including all related service Addenda to provide essential infrastructure as outlined in their submitted proposal at a cost to be negotiated and approved by the Commission at a subsequent meeting.

Motion to approve by Mr. Washington
Second by Ms. Hall
Approved by unanimous consent

Special Orders
Chairman Pointer stated that there were no standing committee appointments.

Unfinished Business and General Orders
Mr. Pointer recognized Ms. Trim who explained the agenda item, Ms. Trim and Ms. Boykin answered questions. Ms. Trim then read the following resolution:

Resolved, That the Commission approve revisions to the BREC Employee Training Policy as it relates to reimbursements for employees who resign, quit, or terminate as follows:

CONTINUATION OF EMPLOYMENT FOR TRAINING/TRAVEL REIMBURSEMENT
If the employee voluntarily terminates employment prior to one (1) year following the date of completion of the training event, the employee agrees to reimburse BREC the related costs incurred by BREC as determined by the schedule below. Repayment may be made through payroll deduction or a lump sum paid to BREC within a reasonable time frame after departure.

<table>
<thead>
<tr>
<th>No. of months employed from (training) completion date</th>
<th>Reimbursement amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Months 0 - 3</td>
<td>100%</td>
</tr>
<tr>
<td>Months 4 - 6</td>
<td>75%</td>
</tr>
<tr>
<td>Months 7 - 9</td>
<td>50%</td>
</tr>
<tr>
<td>Months 10 - 12</td>
<td>25%</td>
</tr>
<tr>
<td>Month 12+</td>
<td>0%</td>
</tr>
</tbody>
</table>

Any employee who attends a conference within six (6) months of resignation of employment, will be required to reimburse all funds expended by BREC for the travel and attendance at a conference scheduled during the six-month time period.

If BREC mandates or requires an employee to participate in a training event or to obtain a certification, should there be a cancellation or voluntary resignation, the employee will not be responsible for reimbursement.

Motion to approve by Mr. Washington
Second by Ms. Hall
Unanimously approved
New Business

The Chairman recognized Mr. Rainey to present the first two items. Mr. Rainey read the following resolution:

Resolved, That the Commission approve the purchase of an Electric C. P. Huntington Train for the Baton Rouge Zoo from Chance Rides Manufacturing, Inc., utilizing the Purchasing Policy sole source exception, at a cost of $274,850 with terms and conditions as outlined in their submitted proposal.

Motion by Mr. Temple
Second by Ms. Hall
Unanimously approved

Mr. Rainey then read the following resolution:

Resolved, That the Commission approve amending Contract # 2020-258* with Pine Bluff Sand and Gravel Company for limestone and recycled concrete to increase the contract from $78,000 to $156,000, due to an increased need for capital improvement projects. *(This is a correction to the contract number that was listed incorrectly as 2020 00000249. All other aspects of the resolution are correct.)

Motion by Mr. Temple
Second by Ms. Hall
Unanimously approved

The Chairman stated that the next item was the introduction of Resolution No. 1 to levy ad valorem taxes for 2021, as adjusted after reassessment, on all property subject to ad valorem taxation by the Recreation and Park Commission for the Parish of East Baton Rouge, for the operation and maintenance and capital improvements of said Commission; set a public hearing for July 29, 2021, during the regular meeting of the Commission, in the Board Room of the Commission (Room 1800) at BREC Administration Offices in Womack Park, 6201 Florida Boulevard, Baton Rouge, Louisiana scheduled for 5:00 p.m. or immediately following the public hearing for Resolution No. 2.

Motion to approve the introduction of Resolution 1 by Mr. Washington
Second by Mr. Temple
Unanimously approved

Adjournment

Mr. Washington made a motion to adjourn and Mr. Pointer adjourned the meeting without objection at 7:07 p.m.