

**RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE**
Regular Meeting – 5:00 p.m.
Meeting held through Zoom Webinar App
Webinar ID: 920 9041 6060 / Passcode: 527257
Pursuant to Gubernatorial Proclamations
JBE 2020-30 and JBE 2020-41 and
ACT 302 of 2020 Regular Legislative Session
Commission Minutes
August 27, 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 webinar app with Webinar ID: 920 9041 6060 / Passcode: 527257 on August 27, 2020 pursuant to Gubernatorial Proclamations JBE 2020-30 and JBE 2020-41 and ACT 302 of 2020 Regular Legislative Session. The meeting was called to order at 5:02 p.m. by William Scheffy, Acting Chairman. Commissioner Sandra Davis offered the invocation. Commissioner Davis Rhorer led the pledge of allegiance. Roll was taken, and a quorum of Commissioners was present including William Scheffy, Treasurer; Connie Bernard; Sandra Davis; Jerry Jones Jr., Davis Rhorer and Rossie Washington, Jr. Commissioner Kenneth Pointer arrived at 5:40 p.m. Commissioners Lloyd H. Benson Jr. and Collis Temple, Jr. were absent. 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; Rhett Butler; Phil Frost; Angela Harms; Steven Knight; RaHarold Lawson; Cheryl Michelet; Michael Raby; Michael Smith; Stephanie Trim; Christel Sims; and Chris Marchiafava. Murphy Foster, legal counsel, and Steve Bearry and Freddy Smith with Postlethwaite and Netterville, were also in attendance. The rest of the audience consisted of other BREC staff, media, and the general public.

Public Comment

Mr. Scheffy stated that the public comments that were submitted would be read at the time the related item was taken up on the agenda.

Consent to Consider

Mr. Scheffy stated that there were two items that needed to be added to the agenda with the unanimous consent of the Commission. Mr. Scheffy asked Chris Marchiafava, Administrative Services and Records Manager, to read the items. Ms. Marchiafava stated that the two items would be added under Selection of Professionals Committee. Ms. Marchiafava then read the following:

Resolved, That the Commission approve an increase to Contract #2020-00000079 with Postlethwaite & Netterville, APAC in the amount of \$16,500 for financial statement preparation and \$15,000 for the required single audit (FEMA/SEFA) related to exceeding the limit for federal grant awards for a total increase to the contract of \$31,500 from \$62,500 to \$94,000.

Resolved, That the Commission approve changing the name of the company awarded RFP No. 186 – Asset Management Software from Assetworks LLC to their official name, Trapeze Software Group, Inc., DBA Assetworks, LLC.

Ms. Bernard made a motion to add the two items to the agenda.

Mr. Rhorer seconded.

The motion to add the items was unanimously approved.

Adoption of Minutes

Resolved, That the reading of the minutes of the Recreation and Park Commission Meeting of July 23, 2020 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Rhorer

Second by Ms. Davis

Unanimously approved

Consent Calendar

Resolved, That the Recreation and Park Commission for the Parish of East Baton Rouge does hereby approve the Consent Calendar item.

Motion to approve by Mr. Rhorer

Second by Ms. Davis

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 the period from July 10, 2020 to August 12, 2020.

Presentations

The Commission viewed a video tribute to former BREC Superintendent, Eugene A. Young, who was recently deceased. Mr. Young served as superintendent for 42 years from 1960 to 2002. Commissioner Jones asked if the video would be available for viewing by the public on the government access channel or any other public outlet. Superintendent Wilson stated that it was available on BREC's Facebook page. Communications Director Cheryl Michelet added that it was also available on BREC's Twitter, Instagram, and YouTube pages. She stated that it would also be made available on BREC's website.

Reports of Officers and Standing Committees

Mr. Scheffy recognized Mr. Wilson for the Superintendent's Report. Mr. Wilson introduced Freddy Smith, with Postlethwaite and Netterville, who gave a report on the 2019 audit. After the presentation, Mr. Scheffy stated that the Finance Committee had seen the presentation and reviewed the supporting documentation at their meeting. He invited anyone with questions to submit them to him or designated staff and they will be addressed at the September Finance Advisory Committee meeting.

Mr. Scheffy read the following resolution:

Resolved, That the Commission accept the 2019 Audit Report pending LLA final review.

Motion to approve by Mr. Rhorer

Second by Mr. Washington

Unanimously approved

Superintendent Wilson expressed his appreciation to the staff in the Finance Department for their hard work on the audit.

Under Communications, Mr. Wilson stated that BREC did not have any reports of damages related to the storm (Hurricane Laura). He asked everyone to keep the people in the heavily impacted Lake Charles area in their prayers. Mr. Wilson updated the Commission on the number of Coronavirus cases at BREC. He stated that there were an additional 12 cases since the July meeting bringing the total number of cases at BREC to 29. He referenced the new report included with the routine transaction that shows the number of staff employed from month to

month. Mr. Wilson stated that only one of the 29 had been admitted to the hospital and is currently recovering.

Mr. Wilson stated that both Golf and the Zoo had excellent August numbers that should exceed last year's attendance and revenue. He said that because the governor has extended Phase 2 until September 11, BREC must continue with limited programming at this time. All contact sports remain on hold. Mr. Wilson told the Commission about a community event scheduled for Saturday at Airline Highway Park. A drive-in movie is scheduled from 10:00 a.m. to 10:00 p.m. Multiple movies will be shown throughout the day and attendees may watch as many as they like. He also mentioned that staff has submitted proposals for virtual camps to East Baton Rouge Parish schools and he stated that he would be meeting with the new superintendent during the next week.

Mr. Scheffy asked if BREC requires employees to be tested for COVID-19. Superintendent Wilson stated that BREC requires employees who have had the virus to provide a negative test before they can return to work.

Mr. Scheffy briefly commented on the financial statements and recognized Michael Smith, Finance Director, to provide additional information for the Finance Advisory Committee report. Mr. Smith gave an overview of the July financial statements. Mr. Scheffy stated that he has requested a forecast for the rest of 2019. He also stated that the budget process will be difficult this year.

Mr. Scheffy then read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the seven (7) months ending July 31, 2020 (fiscal year-to-date period January 1 – July 31, 2020), as presented.

Motion to approve by Mr. Rhorer

Second by Mr. Davis

Unanimously approved

Acting Chairman Scheffy recognized Mr. Rhorer to give the Planning and Park Resources Advisory Committee report. Before moving forward, Mr. Scheffy asked Ms. Marchiafava to read a comment received by email from Phillip Lillard related to the first action item on the committee's agenda. Mr. Lillard expressed his opposition to the construction items included in the cooperative endeavor agreement with the State of Louisiana through LA DOTD due to the added overall expense to BREC and BREC taxpayers.

Mr. Richard explained the impact to the related parks included in the cooperative endeavor agreement. Mr. Scheffy spoke about the leveraging of BREC funds with LA DOTD providing 80% of the funding. Commissioner Rhorer expressed his support for the project and spoke about the additional recreational elements and the positive impact of the enhanced connectivity on inner city parks. Mr. Scheffy spoke about the downtown linkage to the lakes. Commissioner Jones asked if similar funds might be available for the I-110 interstate area. Mr. Richard explained that the funds were specifically related to the widening of the I-10 downtown. Mr. Jones referenced the comment submitted by Mr. Lillard related to the overall cost of the project including operation and maintenance costs. There was additional discussion.

Mr. Rhorer then read the following resolution:

Resolved, That the Commission approve a Cooperative Endeavor Agreement between the State of Louisiana through LA DOTD and BREC regarding Improvements to I-10 from LA 415 to Essen Lane, including public informational displays of historic district information in Expressway

and E. Polk Street Parks, construction of a multi-use path in E. Polk Street Park, construction of eligible community gathering spaces in Expressway Park, and improved access connection from new Nairn Street overpass to Nairn Drive Park as presented; authorize the Superintendent to execute all necessary documents.

Motion by Mr. Pointer

Second by Mr. Washington

Approved by unanimous consent

Mr. Richard reviewed the item regarding the servitude at Burbank Soccer Complex. Mr. Rhorer then read the following resolution:

Resolved, That the Commission approve the First Amendment to the Predial Servitude Agreement between BREC and Longwood Green Initiative LLC granting an Electric Service Servitude 5' wide by approximately 250' long in Burbank Soccer Complex as presented; authorize the Superintendent to execute all necessary documents.

Motion by Ms. Davis

Second by Mr. Washington

Approved without objection

Mr. Richard explained that a cooperative endeavor agreement regarding the lakes project would be on the agenda in September. Mr. Scheffy had questions about how each party would participate in project funding proportionally. There was a brief discussion about how funding of the project will be handled.

Mr. Richard gave the construction update.

Mr. Scheffy asked if Selection of Professionals Committee is where the items were added. Ms. Marchiafava explained that two items were added to this section of the agenda and stated that RaHarold Lawson, Park Operations Director, would review the first item. Mr. Lawson gave a brief explanation of the first item and Mr. Wilson provided additional information. Mr. Lawson stated that the resolution would be revised to address a change in the terms recommended by staff. Mr. Washington stated that since the committee did not have a quorum there were no committee recommendations for the items. He stated that all the items had been thoroughly discussed. Mr. Lawson then read the following resolution:

Resolved, That the Commission approve the award of RFP No. 203 – Project Management Services for Asset Management Software Implementation and Integration to Adams Management Solutions Corporation in the amount of \$92,000 for the period of September 1, 2020 through June 30, 2021, with a one year option available under the same terms, conditions and pricing as the initial contract at a rate of \$110,400 for each renewal period. The total for the initial contract period and any subsequent renewals if exercised would total \$202,400. This contract is not to exceed 36 months.

Motion by Mr. Washington

Second by Mr. Pointer

Unanimously approved

Michael Smith read the following resolution and stated that Hancock Whitney was the only respondent for this RFP.

Resolved, That the Commission approve the award of RFP No. 204 – Fiscal Agent for Banking Services & Marketing Services to Hancock Whitney for the period of up to two years from September 10, 2020 through September 9, 2022, with the option of three (3), twelve (12) month extensions under the same terms, conditions and pricing as the initial contract in the amount of \$72,000 for annual support and maintenance for the first two years at \$3,000 per month x 24

months and each subsequent year will be equal to \$36,000 per year at \$3,000 per month x 12 months.

Motion by Mr. Jones

Second by Mr. Rhorer

Approved by majority vote with Mr. Scheffy abstaining

Mr. Washington recognized Phil Frost, Zoo Director, who explained the next item. Mr. Frost then read the following resolution:

Resolved, That the Commission approve a correction to the amount of the initial contract with K & M International, DBA Wild Republic (KMIT Solutions) for Point of Sale and Ticketing Software for BREC's Baton Rouge Zoo from \$168,000 to \$160,860, add the annual support and maintenance for year two through year five at a rate of \$21,000 per year for an additional \$84,000 and the cost of nine additional licenses at a cost of \$1,750 per license for a total of \$15,750 a with the total contract cost of \$260,610.

Motion to approve by Mr. Jones

Second by Mr. Washington

Unanimously approved

Mr. Washington stated that the next two items were added to the agenda and recognized Mr. Smith to review the items. Mr. Smith read the following resolution:

Resolved, That the Commission approve an increase to Contract #2020-00000079 with Postlethwaite & Netterville, APAC in the amount of \$16,500 for financial statement preparation and \$15,000 for the required single audit (FEMA/SEFA) related to exceeding the limit for federal grant awards for a total increase to the contract of \$31,500 from \$62,500 to \$94,000.

Motion to approve by Mr. Pointer

Second by Mr. Jones

Approved by unanimous consent

Mr. Smith read the following resolution and clarified that this was a correction of the company name only.

Resolved, That the Commission approve changing the name of the company awarded RFP No. 186 – Asset Management Software from Assetworks LLC to their official name, Trapeze Software Group, Inc., DBA Assetworks, LLC.

Motion by Mr. Washington

Second by Mr. Jones

Approved by unanimous consent

Special Orders

Mr. Scheffy stated that the only appointments were from Mr. Temple.

Collis Temple, Jr.

Cliff Lewis / Communications & I.T.

Grady Hickman / Finance

Mark Greggs / Golf

Eric Brady / Planning & Park Resources

Wendell Braxton / Recreation & Special Facilities

Arthur Dubriel / Zoo

Motion to approve by Mr. Jones

Second by Mr. Rhorer

Approved without objection

New Business

Mr. Scheffy recognized Ms. Marchiafava who read the resolution and briefly explained that the grantor requires a resolution approved by the Commission authorizing signatories for this grant.

Resolved, That the Commission approve entering an agreement with the State of Louisiana, Division of Administration, Office of Community Development – Disaster Recovery Unit implementing a grant under the Community Development Block Grant Disaster Recovery Program through the Restore Louisiana Infrastructure: FEMA Public Assistance Non-Federal Share Match Program, Grant #B-16-DL-22-0001/Year 2016; authorize superintendent, Corey K. Wilson, and/or chief legal officer, Aneatra Boykin, to execute all necessary documents.

Motion to approve by Mr. Rhorer

Second by Mr. Jones

Unanimously approved.

Mr. Scheffy recognized Mr. Wilson who explained that the next two items under New Business were ordinances being introduced to allow the Commission to hold public hearings and levy ad valorem taxes at the September meeting. Mr. Scheffy clarified that this action was just to introduce the ordinances and that there would be public hearings next month and the ordinances would be considered for adoption at that time.

Mr. Wilson then read the following:

Introduction of Ordinance No. 1 to levy ad valorem taxes for 2020, 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 September 24, 2020, 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.

Mr. Scheffy clarified that, as stated in the introduction, the Commission would be meeting in person in September. Mr. Wilson confirmed that the September meeting would be in person in the Commission board room.

Mr. Rhorer made a motion to approve the introduction of Ordinance No.1 and set the public hearing.

Mr. Washington seconded.

Unanimously approved.

Mr. Wilson explained that the next item will give us the opportunity to roll forward the ad valorem tax millage rates. There was a brief discussion about the item.

Mr. Wilson read the following:

Introduction of Ordinance No. 2 to adopt the adjusted millage rates after reassessment and to roll forward the millage in 2020 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 September 24, 2020 at 5:30 p.m. 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.

Mr. Rhorer made a motion to approve the introduction of Ordinance No. 2 and set the public hearing.

Mr. Washington seconded.
Unanimously approved.

Adjournment

Mr. Rhorer made a motion to adjourn, Mr. Pointer seconded, and Mr. Scheffy adjourned the meeting without objection at 7:03 p.m.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

William Scheffy, Treasurer