

**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
June 27, 2024

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 27, 2024. The meeting was called to order at 5:03 p.m. by Vice Chair Donna Collins Lewis. Pastor J. T. Terry, with Healing Place Dream Center, offered the invocation. Commissioner Rossie Washington, Jr. led the pledge of allegiance. Roll was taken and a quorum of Commissioners was present including Donna Collins Lewis, Vice Chair; Dwayne Rogers, Treasurer; Clarice Gordon; Jason Hughes; Nathan Rust; Collis Temple, Jr.; and Rossie Washington, Jr. Commissioner Trina Hall arrived at 5:12 p.m. and Chairman Kenneth Pointer arrived at 5:29 p.m. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent of System Planning; Andrea Roberts, Chief Operating Officer; Don Johnson, Chief Financial Officer; Chad Brewer; Angela Harms; Darlene Jarvis; Steven Knight; RaHarold Lawson; Mike Raby; Ryan Reed; and Chris Marchiafava. Murphy Foster, legal counsel; Baton Rouge Zoo Foundation Executive Director Rhonda Ruffino; and BREC Foundation Executive Director Carl Stages were also in attendance. The rest of the audience consisted of other BREC staff and the public.

Public Comment

The Vice Chair 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 Recreation and Park Commission Meeting of May 23, 2024 be dispensed with, and that they be approved as written.

Motion to approve by Mr. Rogers

Second by Mr. Rust

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 by Mr. Rust

Second by Ms. Gordon

Unanimously approved

The following item was approved as part of the Consent Calendar:

Acceptance of Recommendations from the Human Resources Advisory Committee

Resolved, That the Commission approve the Routine Personnel Transactions from May 9, 2024 to June 11, 2024.

Presentations

Vice Chair Lewis recognized Superintendent Wilson who presented employee service awards to the following staff:

10 Years

David Noland
Krista Andry
Karen Bordelon

5 Years

Jim Fleshman
Rhodrick Augustus

Vice Chair Lewis recognized Rodney Combs, with BREC's audit firm EisnerAmper, LLC, who presented an overview of the 2021 audit.

The Commission viewed a brief video highlighting various upcoming events throughout the parish during the month of July.

Chairman Pointer arrived and Vice Chair Lewis noted that he would now be chairing the remainder of the meeting.

The Superintendent went to the podium to give the Superintendent's report. Mr. Washington interrupted and stated that he would like to make a motion to move the executive session up on the agenda because one or two of the Commissioners needed to leave early. He continued that moving it up on the agenda would ensure everyone's participation. Mr. Temple seconded the motion, and it was unanimously approved. Mr. Washington then made a motion to go into executive session, Mr. Temple seconded, and it was unanimously approved.

The Commission retired to executive session at 5:31 p.m.

The Commission returned from executive session and Ms. Lewis made a motion to reconvene, Mr. Rogers seconded, and the Chairman called the meeting back to order in open session at 7:25 p.m. without objection.

Reports of Officers and Standing Committees

The Chairman recognized Superintendent Wilson to provide the Superintendent's report. The Superintendent stated that there were two Administrative Matters. He noted that July is designated Park and Recreation Month across the nation and 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 to approve by Mr. Washington

Second by Mr. Rogers

Approved by unanimous consent

The Superintendent stated that next item is to designate The Advocate as BREC's Official Journal of Record. He then read the following resolution:

Resolved, That the Commission approve The Advocate as the Official Journal of Record for the Recreation and Park Commission for the Parish of East Baton Rouge and approve a contract from July 1, 2024 through June 30, 2025 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 price of \$0.33/agate line or less and \$25 per affidavit with the same terms and conditions.

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

Superintendent Wilson stated that he would skip the Communications section of his report in the interest of time.

The Communications and Information Systems Committee report was information only.

Chairman Pointer recognized Treasurer Dwayne Rogers for the Finance Advisory Committee report. Mr. Rogers recognized Chief Financial Officer Don Johnson and then read the following resolution:

Resolved, That the Commission accept the unaudited financial statements for the month ending and fiscal year-to-date period ending April 30, 2024, as presented.

Motion by Ms. Hall
Second by Mr. Rust
Approved by unanimous consent

The Chairman recognized Ms. Gordon for the Human Resources Advisory Committee report. Ms. Gordon asked Human Resources Director Darlene Jarvis to present the items for approval. Ms. Jarvis read the following resolution:

Resolved, That the Commission approve the 2024 Classification Plan implemented with the 2024 Compensation Study.

Motion to approve by Mr. Rust
Second by Ms. Lewis
Approved by unanimous consent

Ms. Jarvis then read the following resolution:

Resolved, That the Commission approve to abolish the following job titles:

- Account Clerk 1
- Botany Coordinator
- Center Supervisor Sub
- Clerk 1
- Clerk 2
- Deputy Director of Zoo
- Drafter
- Electrical Maintenance Worker
- Estimator
- HRIS-Risk Management
- Natural Resource Coordinator
- Technical Writer
- Sr. Asst. Golf Course Supt.

Ms. Jarvis asked if there were any questions. Ms. Lewis asked why the job titles were being deleted. Ms. Jarvis explained that several of the job titles had not been used in the last 18 years and removing the ones no longer in use helps to clean up the pay plan.

After further discussion and explanation, Ms. Lewis made a motion to approve the resolution to abolish the job titles.

The motion was seconded by Mr. Rust.
Unanimously approved

The Chairman recognized Mr. Rust for the Planning and Park Resources Advisory Committee report. Mr. Rust asked Assistant Superintendent of System Planning Reed Richard to review the item for approval.

Resolved, That the Commission approve a Cooperative Endeavor Agreement with Mansions On Perkins Phase II, LLC. ("Mansions") providing for (i) the sale of 0.254± acre of Perkins Road Park property for \$100,000 to Mansions subject to the reservation of a recreational servitude and right of use in favor of BREC for public recreational purposes, and (ii) a recreational servitude along Dawson Creek granted to BREC within the existing Dawson Creek drainage servitude for the construction of a multi-use pathway for public use contingent upon final legal review. Authorize superintendent to execute necessary documents.

Mr. Rust asked if the issues brought up in the Planning and Park Resources regarding the use of the servitude. Mr. Richard explained changes were made to the agreement to address the concerns raised in the committee meeting. The servitude will be reserved for BREC's sole use for recreation purposes and cannot be altered without BREC's approval.

After the explanation and discussion, Mr. Rust made a motion to approve the resolution for the cooperative endeavor agreement.

The motion was seconded by Ms. Gordon
Unanimously approved

The Chairman recognized Mr. Washington for the Recreation Advisory Committee report. Mr. Washington asked Assistant Director of Recreation Ryan Reed to review the Recreation Program Plan. Mr. Reed read the following resolution and gave an explanation of the revisions recommended for approval:

Resolved, That the Commission approve the revisions to the Recreation Program Plan, as presented.

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

The Zoo Committee report was information only.

Chairman Pointer recognized Ms. Hall for the Selection of Professionals Committee report. Ms. Hall asked Mr. Richard to review the items. Mr. Richard stated that there was not a quorum for the committee meeting, so no meeting was held. He then read the following resolution:

Resolved, that the Commission approve a contract with Fusion Architects, APC to provide the design, construction documents, bidding, and construction administration services for Santa Maria Clubhouse Roof Repairs and Replacement for a fee of approximately \$62,690 based on the BREC fee curve and contract construction costs including change orders; authorize superintendent to execute appropriate documents.

Mr. Richard explained the project. Mr. Rogers asked about the architect's responsibilities for construction administration. Mr. Richard explained that BREC will also have project managers and project coordinators helping to supervise construction.

Legal counsel Murphy Foster asked questions about the consultant's fee and cost of the project. Mr. Richard explained that due to the difficulty of renovation projects, the cost is higher.

Motion to approve a contract with Fusion Architects by Ms. Hall
Second by Mr. Washington

Approved by unanimous consent

Mr. Richard explained the need for the master planning process and possible outcomes.

Resolved, that the Commission approve an amendment to Contract 2022000359 with Design Workshop, Inc. to add \$46,500 and extend the contract to December 31, 2024, for master planning services for Bluebonnet Swamp Conservation Area due to unforeseen schedule delay/modification. The original contract amount was \$284,065 and the new total is \$330,565.

Motion to approve by Mr. Rust

Second by Ms. Hall

Unanimously approved

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

Resolved, That the Commission approve a contract with Holden Architects, APC to provide design, construction documents, bidding, and construction administration services for Bluebonnet Swamp Education Building HVAC Replacement and Renovations for a fee of approximately \$41,056 based on the BREC fee curve and contract costs including change orders; authorize superintendent to execute appropriate documents.

Motion to approve by Mr. Washington

Second by Ms. Gordon

Approved by unanimous consent

Reports of Special Committees

None.

Special Orders

None.

Unfinished Business and General Orders

Resolved, That the Commission approve the technical changes to the Authorization to Call Tax Election and Notice of Special Election for 4.10 / 2.10 mills adopted March 28, 2024, as presented.

Motion by Mr. Washington

Second by Mr. Rust

Unanimously approved

Resolved, That the Commission approve the technical changes to the Authorization to Call Tax Election and Notice of Special Election for 3.253 mills adopted March 28, 2024, as presented.

Motion to approve by Ms. Hall

Second by Ms. Lewis

Unanimously approved

New Business

Chairman Pointer read the following resolution:

Resolved, That the Commission accept the 2021 Audit.

Motion to approve by Mr. Washington

Second by Ms. Lewis

Approved by unanimous consent

The Chairman stated that he was asking for a Consent to Consider adding an item to the agenda under New Business. (The Commissioners were provided a copy of the item being added.)

Motion to add the item to the agenda by Mr. Rogers
Second by Ms. Gordon
Unanimously approved

The Chairman read the following resolution:

Resolved, That the Commission approve the full and final settlement of the lawsuit Chelsea Grimes vs. BREC for an amount not to exceed \$50,000, plus any necessary legal expenses, upon the recommendation of legal counsel.

Motion to approve by Mr. Washington
Second by Mr. Rust
Approved by unanimous consent

Adjournment

Mr. Washington made a motion to adjourn, Ms. Hall seconded, and the meeting was adjourned at 7:51 p.m. without objection.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Donna Collins Lewis, Vice Chair

Kenneth Pointer, Chairman