

**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 24, 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 October 24, 2024. The meeting was called to order at 5:08 p.m. by Chairman Kenneth Pointer. Commissioner Dwayne Rogers offered the invocation. Commissioner Rossie Washington, Jr. led the pledge of allegiance. Roll was taken and a quorum of Commissioners was present including Kenneth Pointer, Chair; Donna Collins Lewis, Vice Chair; Dwayne Rogers, Treasurer; Clarice Gordon; Trina Hall; Jason Hughes; Nathan Rust; Collis Temple, Jr.; and Rossie Washington, Jr. Staff members present were Corey K. Wilson, Superintendent; Reed Richard, Assistant Superintendent of System Planning; Aneatra Boykin, Chief Administrative Officer; Andrea Roberts, Chief Operating Officer; Chad Brewer; Katrina Coots-Ward; Jim Fleshman; Angela Harms; RaHarold Lawson; Mike Raby; Rhonda Williams; 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

The 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 September 26, 2024 be dispensed with, and that they be approved as written.

Motion to approve by Ms. Lewis

Second by Mr. Washington

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 Ms. Gordon

Second by Mr. Washington

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 September 14, 2024 to October 8, 2024.

Presentations

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

Reports of Officers and Standing Committees

The Chairman recognized Superintendent Wilson who noted that there was one administrative item for consideration. The Superintendent stated that in 2020 the Commission approved making election day a staff holiday. He asked for approval to do the same for 2024. He read the following resolution:

Resolved, That the Commission approve observing November 5, 2024, General Election Day, as a staff holiday for 2024.

Motion by Mr. Washington

Ms. Lewis asked about making election day an ongoing holiday. Mr. Rust requested that a policy be drafted for the next month's agenda establishing presidential election day as an employee holiday. Superintendent Wilson said staff would work on that.

Ms. Lewis seconded the motion by Mr. Washington.

Approved by unanimous consent

Superintendent Wilson stated that the next item was regarding the change of the date of the November Commission meeting. He stated that the date needed to be changed to be consistent with the date included in the tax election documentation as the date to canvass the election results. He then read the following resolution:

Resolved, That the Commission change the date of their regular Commission meeting in November from November 20, 2024 to November 21, 2024.

Motion by Ms. Gordon

Second by Mr. Temple

Unanimously approved

Under Communications, Superintendent Wilson reviewed the August 2024 activity report. He told the Commission about the number of volunteer hours, some community events, and the groundbreaking for the Erie Street Eco Park in cooperation with Build BR and Republic Services. The Superintendent told the Commission about the multiple ribbon cuttings at the Zoo and Greenwood Community Park with several elected officials in attendance.

The Superintendent thanked the staff and Commissioners who attended his induction as a fellow of the American Academy for Park and Recreation Administration during the NRPA Conference. He continued with additional information about other events during the month of October.

Chairman Pointer recognized Treasurer Dwayne Rogers for the Finance Advisory Committee report. Mr. Rogers 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 August 31, 2024, as presented.

Motion by Mr. Temple

Second by Mr. Washington

Approved without objection

Under Contracts and Bids, Treasurer Rogers read the resolution for the first item as follows:

Resolved, That the Commission approve awarding SB 1840 - Highland Road Community Park Tennis Renovations to the lowest responsive bidder, The Luster Group, LLC for the base bid amount of \$1,099,000 and three (3) alternates for \$47,500, for a contract total of \$1,146,500.

The Chairman recognized Ms. Gordon for a question about plumbing issues at the tennis facility. Park Operations Director RaHarold Lawson explained the repairs that had been completed.

Motion to approve the contract by Mr. Hughes.
Second by Mr. Washington
Unanimously approved

Rogers then read the following resolution:
Resolved, that the Commission approve awarding Sealed Bid No. 1842 - BREC Fuel Tank Stations II to the sole responsive bidder, Petro Plus Construction, Inc., for Items #1 through #12. The total bid amount is \$299,340.86.

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

Chairman Pointer recognized Ms. Gordon for the Human Resources Advisory Committee report. Ms. Gordon asked Darlene Jarvis, Human Resources Director, to review the items for approval.

Ms. Jarvis read the resolution for the first item and gave a brief explanation. The resolution is as follows:

Resolved, That the Commission approve the 2025 Stop Loss Agreement schedule presented by Blue Cross Blue Shield of Louisiana administered by ExcessRe.

Motion to approve by Ms. Gordon
Second by Mr. Hughes
Approved by unanimous consent

Ms. Jarvis stated that the next item was regarding the dental plan. She stated that BREC wanted to expand what was being offered to give employees a greater benefit. Delta Dental provided two options, each employee can choose the lower cost option that aligns with the current plan or a slightly higher cost option that includes child and adult orthodontia coverage. Ms. Jarvis then read the following resolution:

Resolved, That the Commission approve the Voluntary Supplemental Benefit of dental insurance administered by Delta Dental, as presented.

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

Ms. Jarvis read the following resolution:
Resolved, That the Commission approve the Employee Assistance Program Contract with Lucet, as presented.

She explained that the vendor for the Employee Assistance Program has not changed in the last 20 years and with changes in the needs of employees, BREC looked at expanding the program. The company being recommended, Lucet, has expanded coverage at a lower cost.

Ms. Hall made a motion to approve the resolution.
Mr. Washington seconded.
Unanimously approved

Chairman Pointer recognized Ms. Hall for the Selection of Professionals Committee report. Ms. Hall stated that there were four items on the agenda and asked Chief Financial Officer Don Johnson to present the first item. He then read the resolution and gave a brief explanation about the selection of the vendor. The resolution is as follows:

Resolved, That the Commission approve the award of RFP No. 229 – Fiscal Agent for Banking Services & Merchant Services to Hancock Whitney for the period of up to two years from October 10, 2024 through October 9, 2026 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 \$92,731.68 for annual support and maintenance for the first two years at \$3,863.82 per month x 24 months and each subsequent year will be equal to \$46,365.84 per year at \$3,863.82 per month x 12 months.

Motion by Ms. Gordon

Second by Ms. Lewis

Approved by unanimous consent

Ms. Hall recognized Reed Richard, Assistant Superintendent of System Planning, to review the next item. Mr. Richard explained the reasons for the amendment and then read the following resolution:

Resolved, That the Commission approve an amendment to Contract 2023000145 with Stantec for BREC's Essen to OLOL Trail in the amount of \$122,600 for the following:

- Changing the trail to an elevated boardwalk section with railings (made of steel)
- Extending the path ±1180 feet to the west
- An additional spur trail to connect to the Essen Lane sidewalk on the OLOL side of Essen.
- Additional topographic survey will be needed on OLOL property south of the creek and along Dijon Drive
- Additional Geotech coordination to identify subsurface debris areas to provide mitigation strategies
- Additional Hydraulic and Hydrologic modeling. The path is within a City-Parish "conveyance" zone and this is required by the City-Parish Floodplain Manager.

The contract fee will increase from \$382,435 to not to exceed \$505,035.

Motion by Mr. Washington

Second by Mr. Temple

Unanimously approved

Mr. Richard gave an explanation of the reason for the proposed amendment for the next item. He stated that there was a large change in the elevation and then additional erosion and bank failure that made the changes necessary. Mr. Rogers asked why the contractor did not realize there was a greater difference in the elevation. Mr. Richard explained that if the correct elevation had been factored into the proposal, the original contract would have been similar to the amount of this contract with the amendment. Mr. Rogers asked for further clarification regarding the responsibility for the determining the elevation. Mr. Richard stated that if the contractor had used the correct elevation for their initial proposal, the cost would have been comparable to the amount being recommended now. The Chairman recognized Mr. Temple. Mr. Temple proposed that the Commission needed to hire an in-house architect to monitor projects going forward to prevent similar issues.

Mr. Richard then read the following resolution:

Resolved, That the Commission approve an amendment to Contract 2023000260 with Stantec for BREC Ward's Creek Multi-Use Trail Bluebonnet/Constantin Blvd. in the amount of

\$39,281 to remove the path connection near station 148+00 from the Constantin roadway plans and extend the 10' shared use path to Station 158+10 near Baton Rouge General's property line. This additional services amendment requires modifications and revisions to the City-Parish Constantine Blvd Phase II roadway plans including the following plan sheets:

- Typical sections
- Summary of Estimated Quantities
- Plan and Profile sheets
- Sewer plan and profile sheets (changes in geometry of sidewalk)
- Summary of Drainage Structures
- Design Drainage Map
- Signing and Striping
- Sequence of Construction
- Lighting Sheets
- Cross sections

The contract fee will increase from \$25,000 to not to exceed \$64,281.

Motion by Mr. Temple

Second by Ms. Hall

Approved by unanimous consent

Mr. Richard noted that BREC has completed hundreds of projects and there are always going to be some that are problematic. He further noted that those are not necessarily reflective of the competence of the staff or BREC's consultants.

Ms. Jarvis came to the podium, read the following resolution, and gave an explanation of the process utilized to choose the vendors for the services. The resolution is as follows:

Resolved, That the Commission approves awarding the contract for RFP #228 – Occupational Health Clinic Services to Convenient Care, LLC dba Total Occupational Medicine and PCP Urgent Care Holdings, LLC dba Patient Plus Urgent Care. for a period of one year for the contract amount not to exceed \$75,000, with the option to renew for four additional 12-month periods not to exceed 60 months at the same prices, terms, and conditions.

Motion by Mr. Washington

Second by Ms. Gordon

Unanimously approved

Reports of Special Committees

None.

Special Orders

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

Rossie Washington, Jr.

Tony King Communications & Information Systems

Motion to approve by Mr. Hughes

Second by Mr. Temple

Unanimously approved

Unfinished Business and General Orders

None.

New Business

None.

Adjournment

Mr. Washington made a motion to adjourn, Mr. Hughes seconded, and the meeting was adjourned at 5:56 p.m. without objection.

Corey K. Wilson, Superintendent
and Ex-Officio Secretary

Kenneth Pointer, Chairman