

Ponchatoula Area Recreation District No. 1
19030 Ponchatoula Park Dr.
Ponchatoula, LA 70454
Conference Room - Gym
Regular Board Meeting Minutes
Tuesday, March 25, 2025
6:00 p.m.

I. Call to Order: Terry Byers, Chairman

The public hearing was called to order by Terry Byers, at 6:12 p.m.

II. Roll Call: Terry Byers (P), Marshall Graves (P), Roger Kennedy (P), Patricia Landaiche (P), Kyle Mitchell (P)

Visitors: Letisha Smith, Mark Verbois, Wesley Fletcher, James Lambert Riggs and Associates (Megan), (7) Members of PBA Board

III. Approval of Minutes: February 20, 2024, Minutes

Motion by Kyle Mitchell Seconded by Roger Kennedy

Favor: 5 Opposed: 0 Abstained: 0 Absent: 0

IV. Approval of Financials: February 1-28, 2025

Motion by Kyle Mitchell Seconded by Marshall Graves

Favor: 5 Opposed: 0 Abstained: 0 Absent: 0

V. Public / Guest Comments:

- a. **Ponchatoula Basketball Association-** Representative from the Ponchatoula Basketball Association Board, Sheka Quinn, stated that PARD was asked to host the All-Star game scheduled to be held at Chappapeela, which was subsequently canceled due to weather and was told no by PARD. She stated that she took it personally due to issues that occurred throughout the regular season. Tisha Smith explained that it was nothing personal but due to short notice, PARD would be short staffed and the TPSO and Ponchatoula PD require 2 weeks' notice. Smith stated that the policy, which has been in place for years, requires 2 weeks' notice for leagues prior to the event. Verbois read the conditions stated in the Cooperative Endeavor. Wesley Fletcher explained how staff scheduling works. Quinn mentioned the summer league that was addressed at the previous meeting. There was more discussion about the basketball league. Byers stated that the board would discuss everything that was brought up and try to make the All-Star games happen.

(Landaiche left the meeting at approximately 7:40 p.m.)

VI. Reports:

a. Director's Report – Mark Verbois

1. Verbois stated that an offer for the Recreation Supervisor-Sports position was made and accepted by DeMarquise Burise, the current Sports Coordinator at the City of Hammond. Verbois updates the board on the latest Inclusive Playground. The Jaycees are at a standstill and still in the process of raising funds.

b. Assistant Director Report- Tisha Smith

1. Smith reported that Brody from the CPA office came in the previous week to help prepare for the audit. Smith also reported that she and Verbois recently attended the Louisiana Legislative Auditor workshop. Smith was approached by Sheron Lee, PARD's long-time Zumba instructor, about putting an AED in the events building. She said she could help by contacting the American Heart Association for a grant. PARD is now approved to

receive a grant valued at \$3000 to purchase an AED and any other heart-related education, such as CPR training.

c. Facilities Director Report- Wesley Fletcher

1. Fletcher stated that he would like to get all the buildings rekeyed due to the number of keys that have been given out to past employees. A new policy would also go into place for key holders. There will also be a new policy for uniforms. The events building A/C condenser has burnt out and has been replaced. All carts have been upgraded. He spoke with the A/C vendor about a/c for the restroom and concession and is waiting on a price.

The street light upgrade to LED will begin. Repair for the large sign by the road is being priced out.

VII. Old Business:

- a. **Rentals-** Update rates from the previous meeting were presented with another rate change for gym and field rentals. Byers wanted to see the rates go even lower for in-district. Byers suggested a \$5 increase on out-of-district and lower the in-district \$5. Fletcher stated that the cost, just to keep up with maintaining the fields, would go up, and going any lower would not cover it. After talking to the other parks in the area, their plan is to reassess their rental fees and will be increasing their rates. Mitchell stated he is fine with the out-of-district rates going up, and the rest staying where they are in the updated proposed rates. Graves did not want to go weeks with no decision on the rates again.

Kyle Mitchell made a motion to keep the most updated proposed rates. Marshall Graves seconded the motion, motion passed.

VIII. New Business:

- a. **James Lambert Riggs and Associates-** A representative from James Lambert Riggs and Associates distributed the Audit Planning materials and explained PARD's current responsibilities as well as future responsibilities. Megan described what the next steps will be. Once the CPA completes the 2024 closeout, the audit is expected to take place in late April or early May.
- b. **Adopt LA Compliance Questionnaire** – The questionnaire resolution was offered by Terry Byers. A roll call vote was taken. YEAS: Terry Byers, Roger Kennedy, Kyle Mitchell, Marshall Graves
ABSENT: Patricia Landaiche
- c. **Conference Room-Plans/Drawings – Approval-** Verbois reported that he received 3 quotes on the new conference room that was needed since the old conference room is being used as offices. It was by the board for Verbois to move forward with the lowest quote.
- d.

IX. Chairman's Remark- None

A motion was made to go into Executive Session by Marshall Graves , Seconded by Kyle Mitchell

At 8:20. the Regular meeting was called back to order at 8:23 p.m.

X . Adjournment:

Motion by Kyle Mitchell Seconded by Marshall Graves

Favor: 4 Opposed: 0 Abstained: 0 Absent: 1

The meeting was adjourned at 8:23 p.m.

Terry Byers, Board Chairman

Letisha Smith, Executive Secretary