

Ponchatoula Area Recreation District No. 1
19030 Ponchatoula Park Dr.
Ponchatoula, LA 70454
Conference Room - Gym
Regular Board Meeting Minutes
Thursday, March 19, 2026
6:00 p.m.

I. Call to Order: Terry Byers, Chairman

The public hearing was called to order by Terry Byers, at 6:02 p.m.

II. Roll Call: Terry Byers (P), Marshall Graves (P) via phone at 6:04 pm, Patricia Landaiche (P), Kyle Mitchell (P) Christy Whitaker (P)

Visitors: Letisha Smith, Chris Mouswaswa, Paul Riggs -James Lambert Riggs and Associates

III. Approval of Minutes: February 26, 2026 Minutes

Motion by : Kyle Mitchell

Seconded by: Christy Whitaker

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

IV. Approval of Financials: February 2026

Motion by: Kyle Mitchell

Seconded by: Christy Whitaker

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

V. Public / Guest Comments: None

VI. Reports:

Director's Report , Chris Mouswaswa-

Basketball Season-Basketball championship was held this past Saturday and was a great success. Everything ran smoothly, and I was very impressed with both our staff and volunteers for their effort and professionalism. Distributing post-season surveys to parents to evaluate program performance and identify opportunities to improve for next year.

Baseball & Softball- Registration has officially closed, T-Ball: 141 participants Baseball/Softball: 532 participants Practices are scheduled to begin next week.

We are also continuing work on a **Cooperative Endeavor Agreement (CEA)** with PYB.

Upcoming Events

Spring in the Park – March 28

We will host our annual *Spring in the Park* event on March 28.

Over 20,000 eggs have been prepared

A wide variety of activities are planned

We are anticipating a strong turnout and are excited to host this community event.

New Orleans Pelicans Tournament – March 28

Approximately six PARD #1 teams will compete against regional teams

The Pelicans Dance Team Pierre the Pelican

Partnerships & Development

We received a verbal agreement for the parish to donate land adjacent to the Fairhope subdivision to PARD Next steps include:

Parish-led land survey

Development of a CEA with the parish

Administration & Organizational Development

I am currently working with Tisha on preparations for our upcoming audits.

Additionally, we are reviewing and updating our policies and procedures to strengthen:

Compliance

Internal controls

Operational efficiency

We are also working on a departmental reorganization plan, which will be presented to the board upon completion.

Facility Director Report Summary

Completed Work

Backstop padding extensions have been fully installed

Near Completion

Concession stand painting:

Football and Front Concessions — Completed

Middle Concession — Pending (time permitting before baseball season)

Ongoing Capital & Improvement Projects

New Construction & Renovations

New conference room / storage / office building

Approved to proceed

Fire Marshal-stamped plans received

Working on getting RFP

Existing conference room / office remodel

Design plans pending (currently with architect)

Athletic Field Improvements

Baseball outfield upgrades (windscreen & fence capping)

Materials ordered; awaiting final shipments

Parking lot and roadway striping

Approximately 95% complete

Maintenance & Repairs

Facilities & Equipment Scoreboard decals

Delivered; installation ongoing (weather dependent)

Gym 2

Security upgrades

Alarm and motion sensor quote received

Plumbing / Sewer Issues

No holding tank was originally installed

Chopper pump failure due to debris

Septic contractor scheduled for evaluation (Friday)

Leak in gym 2 has been found and fixed (Wednesday)

Playground Assessment – Board Update

An assessment of the playground was completed on Tuesday by Carol with Planet Recess.

Findings:

Sections of the front playground are in poor condition

Repairs or full replacement will likely be required

Recommendation:

Due to safety concerns, it is recommended that the large playground structure be temporarily closed until repairs or replacement can be completed.

Board direction is requested on how to proceed.

Lastly, I made a short presentation on my opinion on rental prices after talk to the staff and doing research this is what I came up with

VII. Old Business:

- a. Rental- Director Mouswaswa presented a rental comparison that he researched per request of Mitchell. On the presentation he included the current rental fee, Byers proposed fee and Mouswaswa suggested proposed fees. After debate it was proposed the out of district rental fees should be increase by fifty percent. Mitchell made a motion to accept the Mouswaswa proposed fees with schools and in district paying the same fees a fifty percent increase on out of district fees and Graves seconded the motion. Byers spoke up and said he would like to go up one hundred percent on the out of district fees. After debate Mithcell withdrawal the previous motion and made a motion to accept the in district proposal and a one hundred percent increase on out of district. Graves seconded the motion. All in favor motion passed.

VIII. New Business:

- a. **James Lambert Riggs and Associates-** Paul Riggs from James Lambert Riggs and Associates presented the Audit Planning. Once the CPA completes the 2025 closeout, the audit is expected to take place in May.
- b. **Adopt LA Compliance Questionnaire** – The questionnaire resolution was offered by Terry Byers and was second by Kyle Mitchell. A roll call vote was taken. YEAS: Terry Byers, Christy Whitaker, Kyle Mitchell, Marshall Graves, Patricia Landaiche
- c. Purchasing and Disbursement Policy- Mouswaswa presented a draft of the purchasing and disbursement policy

IX. Chairman's Remarks

X. Adjournment:

Motion by : Kyle Mitchell

Seconded by : Christy Whitaker

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

The meeting was adjourned at 7:10 p.m.

Terry Byers, Board Chairman