

St. Andrew's Parish Parks and Playground Commission

December 5, 2019 Meeting Minutes

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Present:

Commission: Mike Eykyn, Ron Bailey, John Johnston, and Carol Etheridge

Staff: Kevin Walsh, Susan Klugman, Brian Burke, Rachel Ebaugh, Joddi Collins-Gray, Susannah Myers and Kristyn Lynch

Public:

Call to Order: Mr. Eykyn called the meeting to order at 7:00 PM

- I. **Invocation and Pledge of Allegiance to the Flag:** Mr. Johnston led the Commission in the invocation and Pledge of Allegiance.
- II. **Public Comments:** None
- III. **New Business:**
 - A. **FY 2018/2019 Audit** – Mr. Russell Deal and Mr. Danny Quirk presented the audit again this year. Of note in this audit; cash and cash equivalents are down this year as compared to last year (\$84,336 vs \$453,071); the governmental profit and loss statement shows the disposal of an asset which resulted in a net gain; actual expenses were less than the budgeted amount as were revenues; and finally, the GASB68 notes show that our proportionate share of the net pension liability is \$4,111,162 as compared to \$4,875,339 last fiscal year.
 - B. **Commission Policy Review**
 - i. **Customer Code of Conduct** – Mr. Walsh presented the new Customer Code of Conduct policy to the Commission. If approved this policy will be visible at the Fitness Center similar to the Parent Code of Conduct and Teammate Code of Conduct. Mr. Johnston made a motion to approve the policy as presented. Mr. Bailey seconded the motion. The motion was approved unanimously.
- IV. **Approval of the October 24, 2019 Minutes:** Mr. Bailey made a motion to approve the October 24, 2019 minutes. Mr. Johnston seconded the motion. The motion passed unanimously.
- V. **Approval of the October 2019 Financial Statements:** Mr. Johnston made a motion to approve the October 2019 financial reports. Mr. Bailey seconded the motion. The motion passed unanimously.
- VI. **Executive Director's Report:** Mr. Walsh noted that he is working on two Greenbelt Fund applications. The application deadline is January 2020 and he expects the Greenbelt Committee to make a decision regarding projecting funding in May 2020, with the funds to be available in July 2020. Mr. Walsh noted that Forest Lakes Community Center (FLCC) is the second and newest project under consideration by staff. The FLCC Board is excited for the possibility of selling this property to the Playground Commission and has agreed to move forward with a community meeting scheduled for December 18, 2019. Pending approved from the residents,

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the board will vote on the sale. Lastly, Mr. Walsh noted that he was the victim of email fraud and has reported the incident to the FBI for further investigation.

VII. DEPARTMENT REPORTS

- A. Administration/Finance Report:** Ms. Klugman noted that the Commission approved and signed the paperwork for the new operating account which is now funded. Also, the finance department is working on data migration and conversion to new accounting software and the expected "go live" date is January 1, 2020.
- B. Parks and Playground Report:** Ms. Myers reported that that Halloween Carnival was again a success. Upcoming events include be the Annual Christmas Tree Lighting and Breakfast with the Grinch. Ms. Lynch noted that the After School Program has 92 participants this semester. Summer Camp season is starting with registration will opening in February 2020. Ms. Collins-Gray noted that athletics department has started winter basketball practice. She also noted that volleyball will move to the fall rather than winter where is has to compete with basketball for court time. Spring sport registration will begin in January. Finally, she noted that the tennis department has finished the fall season and will start winter leagues along with Winter Break Tennis Camps in late December. (Winter break will start December 20.)
- C. eTrak Report:** Ms. Ebaugh reported that all clients are now on AWS. Livonia servers will be coming back to Charleston this week and the hardware will be repurposed onsite in Charleston. Recent new clients include Scott City, KS with one or two HOA clients on track as new clients.
- D. Fitness Center Report:** Ms. Myers reported that swim lesson participation has smaller than normal but not unexpected for the cold winter season. February is expected to be busy with swim lessons. Mr. Burke noted that the pool has ongoing issues including that the morganizer requires significant repair. The new salt generator will be installed next week. Mr. Burke noted that the parks maintenance team has been very responsive in fixing issues since Mr. Dixon's departure.

VIII. Department Proposals — New:

- A. FFP Membership Promotion:** None at this time.

IX. Unfinished Business:

- A. Annexations Update:** None. Mr. Walsh and Ms. Klugman are meeting with the City regarding Annexations reimbursement on Friday, December 6, 2019.
- B. Capital Improvement Plan:** Mr. Walsh noted that we expect to have a resolution for two (2) \$40,000 equipment loans at the next meeting; one will be for fitness equipment and one will be for a parks maintenance vehicle and safety netting for the playground at Volunteer Park.
- C. St. Andrew's Parks Foundation:** No update at this time.
- D. eTrak Financing Options:**

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Mr. Johnston made a motion to enter into executive session to discuss a personnel matter. Mr. Bailey seconded the motion. The Commission entered into executive session at 7:47 PM.

The Commission left executive session at 8:37 PM. No motions were made.

- X. **Adjournment:** Mr. Johnston made a motion at 8:37 PM to adjourn the meeting. Mr. Bailey seconded the motion and the motion passed unanimously.