

**TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION
DISTRICT**

**MINUTES OF REGULAR MONTHLY MEETING OF THE BOARD OF
COMMISSIONERS**

March 17, 2022, 6:30 PM

Conducted via Zoom

MEETING CALLED TO ORDER (6:34 PM)

Roll call: Chair Jon McGill, present; Ann Berthelot, present; Gary Chauvin, present; John Firestone, present; Harry Stumpf, present. Quorum was present. Panelists: Donny Darville, Luis Arocha. Zoom: One attendee.

AGENDA ITEMS

1. Approval of the minutes from the regular February 17, 2022, TNIBD meeting, with inclusion of the language of the Resolution

MOVER:	Stumpf
SECONDER:	McGill
ACTION:	APPROVE DRAFT MINUTES
VOTE:	5 – 0
YEAS:	Berthelot, Chauvin, Firestone, McGill, Stumpf
NAYS:	None

2. TriMax Snake, Turf Mower Lease Resolution

On motion of Commissioner Stumpf and seconded by Commissioner McGill, the following resolution was offered:

A resolution to approve and ratify LEASE AGREEMENT (Golf Equipment – Municipal Entities) of a TRIMAX S2-400 SNAKE, TURF MOWER to Timberlane Neighborhood Improvement and Beautification District (“TNIBD”) by DLL Finance, LLC (“DLL”)

WHEREAS, On February 23, 2022, TNIBD by Jon McGill, Chairman, executed a LEASE AGREEMENT (Golf Equipment – Municipal Entities) of a TRIMAX S2-400 SNAKE, TURF MOWER (“the Equipment”), as lessee, with DLL, as lessor, for a term of 48 months with monthly payments \$ 780.43, commencing on the 1st day of the month immediately following Lessee’s signature on the Delivery and Acceptance Certificate of the Equipment and Lessor’s receipt thereof (the “Commencement Date”).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the LEASE AGREEMENT (Golf Equipment – Municipal Entities) of a TRIMAX S2-400 SNAKE, TURF MOWER by DLL to TNIBD is approved and the execution thereof by Jon McGill, Chairman, is hereby ratified.

This resolution having been submitted to a vote, the vote thereon was as follows:

MOVER:	Stumpf
SECONDER:	McGill
ACTION:	APPROVE AND RATIFY LEASE AGREEMENT OF TRIMAX S2-400 SNAKE, TURF MOWER
VOTE:	5 – 0
YEAS:	Berthelot, Chauvin, Firestone, McGill, and Stumpf
NAYS:	None
ABSENT:	None

The resolution was declared adopted by the Board of Commissioners acting as the governing authority of Timberlane Neighborhood Improvement and Beautification District, Parish of Jefferson, State of Louisiana on this the 17th day of March 2022.

3. Hurricane Ida Impact / Update

a. Café Hope and Clubhouse. Luis Arocha stated that Café Hope is moving closer to settlement with the insurance company and are expecting another check within the next week or so. One outstanding issue is contents coverage, which Luis expects they will review within the next two weeks. Update on the building: the bid invitations went out on March 16, and the project manual will be sent out on March 18 by Garrity & Accardo. There is a mandatory pre-bid conference on March 21, with bids due back by April 5 no later than 2 p.m. Bids will be opened at read at that time. A-1 Electrical will be the electrical contractor, backed up by Drake Engineering. Bid security of 5 percent of the base bid, in the form of a certified check, cashier's check, or bid bond, is due at the bid. Successful bidder will be required to furnish a performance and payment bond equal to 100 percent of contract amount. All bidders must meet state requirements for commercial contractors, and Garrity & Accardo will check compliance. Luis indicated that he anticipates that a contractor will be selected soon after the bids are submitted and that work on premises will begin very shortly thereafter. The contract will include start and finish dates with penalties to be paid to Café Hope if these are not met.

Commissioner Berthelot asked about how much of the premises will be affected by the construction and what activities will be able to take place. Luis responded that they will ask the contractors what parts of the buildings that the public will have access to, so the answer won't be clear until a contractor is chosen. The Zoom attendee, Heather Grant, asked whether the pool will be open. Luis said that he doesn't know yet; the issue hangs on when the electrical part of the job will take place and how long it will take to wire the building, given that electricity is needed to run the pumps. Luis acknowledged that pool access is important to the community as well as a significant revenue source; he stated that if it's possible to open the pool, they will do so. He mentioned that someone suggested getting a generator to run the pool pumps but given the cost of fuel and the fact that the pumps would need to operate constantly, this would not be economically feasible.

Jon McGill indicated that if the pool is to be closed for an extended period, the Commission will examine the possibility of entering into a cooperative agreement with another facility and how the financial arrangements might be worked out. Commissioner Berthelot will be investigating the issue.

Heather Grant also asked about gym access. Luis responded that in the weight-training area of the gym, a leak in the roof has developed and that Brady has asked for someone to come out and assess the problem. Luis said that other issues are being addressed that will allow the equipment to be moved to the gym: new lighting has been installed, and the mat-cleaning equipment will be

available within a few days. However, until the roof leak is repaired, mats cannot be put in place and equipment cannot be moved. Luis added that all plumbing and framing on the bathrooms are finished, and the electrical work will be completed in a few days. He expects that within two weeks, the bathrooms will be completed and accessible.

After discussion about the importance of community engagement, Luis indicated that he will talk with Michelle Preuss and Carina Zermeno about putting on an event for the neighborhood, one that can be mounted given the constraints that the site is operating under. Heather volunteered to help in this effort. Luis added that once a contractor is chosen, they will discuss what kinds of events can be scheduled during the construction phase.

b. Golf Course—FEMA claim update. Jon stated that all five FEMA claims have been submitted; one was kicked back for more granular information on the labor and equipment usage (we submitted weekly figures; they want daily). Commissioner Chauvin is working on this task. He added that FEMA has agreed to fund the bridge repair, \$42,000 of the \$47,000 spent. Now we are waiting on the State of Louisiana to approve the allocation and send the money. Jon stated that he expects that the outstanding matters will be resolved within the next couple of weeks. Of the claims, all except one are below \$130,000 (FEMA's definition of a small claim) and should be paid soon. The larger claim is for the maintenance building, and payments will be made in stages, based on documentation requirements. Jon noted that the FEMA representative will be in town in a few weeks and will meet with us.

c. Insurance coverage. Jon stated that the Commission submitted our claim and proof of loss.

4. Century Update

Donny Darville gave his report for February. Noteworthy items follow. Bad weather continued in February, with 12 bad weather days. Rounds played are up 6 percent, and member rounds are up 3 percent. Average daily fee per round have also increased, driven by price increases and policy changes, to \$48 for an average rack rate. They are now tracking resignations; there were 15 GolfVantage resignations (likely owing to the price increase), but several new members have signed up, both before and after the price increase. Revenues were up almost \$12,000 to budget, and expenses were down because anticipated chemical applications had not yet been carried out, leading to a net income for the month of approximately \$32,000 ahead of budget and \$113,000 ahead of budget year-to-date.

Donny then shared the Century business plan. They are working to complete it before they finalize their budget. The plan seeks to reveal opportunities to improve the member golf experience, growth, revenue, and in turn profitability. They are documenting the rates and amenities of competitors as part of their SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. He also highlighted changes to the membership programs, including offers to allow members to upgrade to GolfVantage and a referral program that rewards members for bringing in new members. They are providing member surveys as part of efforts to enhance the member experience. Donny added that they are working on an annual APGM report and have already sent a preliminary draft to Jon McGill.

Jon McGill indicated that Stonebridge has reduced its tournament prices significantly, but we are not following suit. It is our position that we would prefer to keep the daily play than to drop tournament prices to that level. Jon mentioned that Richie Tomblin is already hearing from individuals who have arranged tournaments at other courses and expressed dissatisfaction and their intention to book with Timberlane in the future. However, we have given Richie the option

to provide reduced pricing on tournaments on Mondays, provided such tournaments don't interfere with course maintenance and meet certain thresholds of number of players.

Jon added that for these reasons, Michelle Preuss will be reducing the forecast of revenue from tournaments but will not increase the forecast on daily play even though we anticipate that this will make up some of that lost revenue. Thus, the forecast may show revenue that is below the budgeted amount. However, Jon has advised TGR to monitor the situation closely: if they foresee a reduction in revenue of 5 percent or more, they are to alert the Commission ahead of time so that the budget can be adjusted.

5. Discussion of Parking in Designated Spaces

Commissioner Stumpf noted a long-standing tendency of people to park on the grass and driving lanes as well as the connecting driving lane from the front to the back lot. This damages the grass and tree roots, especially the cypress trees. For these reasons, he proposed placing appropriate signage to instruct people where to park—and where not to park. Commissioner McGill expressed his agreement and suggested that Harry send out an email to Richie, Donny, and interested parties to begin discussions on how to carry out and enforce the proposed parking rules.

Discussion of the potholes surrounding the barrier arms followed. Commissioner Chauvin indicated he might be able to have them filled in.

6. Task List

Jon McGill stated that the Task List is up and that the Commissioners are to refer to their lists and carry out the items.

7. Treasurer Update

Treasurer Ann Berthelot presented the January financial statements. Noteworthy items follow. TGR: Revenues were over budget in most areas, even with the significant number of rain days. Total income was over budget by \$355. Expenses were under budget except for golf course maintenance (because of addition of Johnny Rogers as an hourly employee). Total expenses were over budget by \$1,271. Century travel expenses and incentive were over budget by \$893. Net income under budget by \$1,715. TNIBD: Received income of \$674,682 of the \$1,015,950 due in January. Expenses: General and administrative expenses were over budget by \$10,350 due to higher than expected legal and accounting fees. Net TNIBD income was under budget by \$353,882. However, assessment revenue—although due in January—does not entirely come in to the TNIBD all at once; \$341,269 of assessment revenue is still due to us.

MOS: Golf revenues were over budget in all areas, for a total of \$11,073. Expenses were under budget due to some budgeted areas that were not executed; total amount was \$24,978. All told we are \$31,930 better than budget.

8. Suspend TNIBD Meeting in Order to Have Public Hearing on FYE 2023 Budget

Motion made to suspend the TNIBD public meeting in order to have public hearing on 2023 budget:

MOVER:	McGill
SECONDER:	Stumpf
ACTION:	SUSPEND TNIBD MEETING
VOTE:	5 – 0
YEAS:	Berthelot, Chauvin, Firestone, McGill, and Stumpf

NAYS: None
 ABSENT: None

9. Public Hearing on FYE 2023 Budget

There were no attendees and no comments.

MOVER: McGill
 SECONDER: Stumpf
 ACTION: ADJOURN PUBLIC HEARING
 VOTE: 5 – 0
 YEAS: Berthelot, Chauvin, Firestone, McGill, and Stumpf
 NAYS: None
 ABSENT: None

10. Adoption of FYE 2023 Budget

The TNIBD had budgeted \$13,000 for the audit, but the auditors came in with a proposal of \$13,800. Jon proposed updating the budget to \$14,000.


Motion made to adopt the FYE 2023 Proposed Budget as the FYE 2023 Adopted Budget with the change of adding \$1,000 in additional expenditures to the audit budget, for a total of \$14,000:

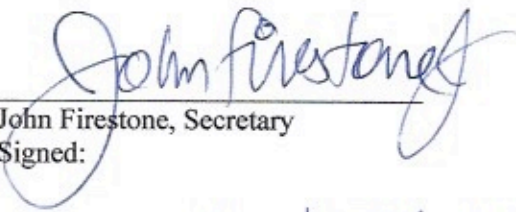
MOVER: Berthelot
 SECONDER: Stumpf
 ACTION: ADOPT FYE 2023 BUDGET
 VOTE: 5 – 0
 YEAS: Berthelot, Chauvin, Firestone, McGill, and Stumpf
 NAYS: None
 ABSENT: None

Commissioner Firestone stated that the notification of the budget appeared in the March 1 edition of the *Advocate*; the budget was posted to the website on the same day; and notification of the availability of the budget was posted to the TNIBD Facebook page on March 2 and repeated on March 10. All notice requirements have been met.

11. Adjourn the meeting (8:24 PM)

MOVER: McGill
 SECONDER: Stumpf
 ACTION: ADJOURN
 VOTE: 5 – 0
 YEAS: Berthelot, Chauvin, Firestone, McGill, and Stumpf
 NAYS: None
 ABSENT: None


 Jon McGill, Chairman
 Signed:


 John Firestone, Secretary
 Signed:

Date: April 21, 2022

Excerpt from the minutes of the regular scheduled meeting of the Board of Commissioners of Timberlane Neighborhood Beautification and Improvement District held on March 17, 2022, pursuant to notice, with a quorum present and voting:

“On motion of Commissioner Stumpf and seconded by Commissioner McGill, the following resolution was offered:

A resolution to approve and ratify LEASE AGREEMENT (Golf Equipment – Municipal Entities) of a TRIMAX S2-400 SNAKE, TURF MOWER to Timberlane Neighborhood Improvement and Beautification District (“TNIBD”) by DLL Finance, LLC (“DLL”)

WHEREAS, On February 23, 2022, TNIBD by Jon McGill, Chairman, executed a LEASE AGREEMENT (Golf Equipment – Municipal Entities) of a TRIMAX S2-400 SNAKE, TURF MOWER (“the Equipment”), as lessee, with DLL, as lessor, for a term of 48 months with monthly payments \$ 780.43, commencing on the 1st day of the month immediately following Lessee’s signature on the Delivery and Acceptance Certificate of the Equipment and Lessor’s receipt thereof (the “Commencement Date”).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the LEASE AGREEMENT (Golf Equipment – Municipal Entities) of a TRIMAX S2-400 SNAKE, TURF MOWER by DLL to TNIBD is approved and the execution thereof by Jon McGill, Chairman, is hereby ratified.

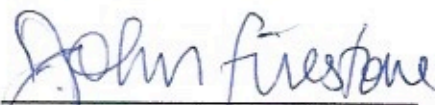
This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 5 NAYS: 0 ABSENT: 0 ABSTAINING: 0

The resolution was declared adopted by the Board of Commissioners acting as the governing authority of Timberlane Neighborhood Improvement and Beautification District, Parish of Jefferson, State of Louisiana on this the 17th day of March 2022.”

I, the undersigned Secretary of the Board of Commissioners of Timberlane Neighborhood Beautification and Improvement District, certify that the above and foregoing is a true and correct excerpt from the minutes of the regular meeting of the Board of Commissioners of Timberlane Neighborhood Beautification and Improvement District held on March 17, 2022, pursuant to notice, with a quorum present and voting.

Date: March 17, 2022



John Firestone, Secretary

Attest:


Jon McGill, Chairman

Resolution of Board of Commissioners of Timberlane Neighborhood Beautification and Improvement District to adopt proposed budget for fiscal year April 1, 2022, through March 31, 2023

“On motion of Comm. Berthelot and seconded by Comm. Stumpf, the following resolution was offered:

A resolution to adopt and implement the budget of Timberlane Neighborhood Improvement and Beautification District (“District”) for the fiscal year beginning April 1, 2022 and ending March 31, 2023 (“Adopted Budget”).

WHEREAS, the Chairperson of the District, with the assistance of the Treasurer, prepared a budget document for the fiscal year beginning April 1, 2022, and ending March 31, 2023, complying with La R S 39 §1305, including this budget adoption resolution; and

WHEREAS, the budget document was submitted to the Board of Commissioners of the District for review; and

WHEREAS, the budget document (“Proposed Budget”) was posted for inspection on the District’s website at www.tnibd.org, and printed versions were available for viewing at the Office of the Parish Clerk, General Government Building, 200 Derbigny Street, Gretna, LA; notice that a public hearing on the proposed Budget would be held on March 17, 2022 at 6:30 pm via Zoom webinar/teleconference, including a link to join and participate in the hearing, was timely published on March 1, 2022 in The New Orleans Advocate; and notice of the availability of the budget was also posted on the District’s Facebook page on March, 2,2022.

WHEREAS, the Proposed Budget was presented and made available for inspection by constituents of the District at the meeting of the Board of Commissioners duly called, noticed, and held on March 17, 2022; and

WHEREAS, the constituents of the District have been afforded an opportunity to participate in the budgetary process prior to adoption of the Adopted Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners that the Proposed Budget is hereby approved, adopted, and implemented as the Adopted Budget subject to the following changes, if any: adding \$1,000 to the audit expense budget for a total of \$14,000

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners, or his/her successor, in his/her capacity as Chairperson of the Board of Commissioners, or the Treasurer, or his/her successor, in his/her capacity as Treasurer, is hereby authorized and in his/her sole discretion, to make such changes within the Adopted Budget line items that he/she may deem necessary (with appropriate notification to the Board), provided that any reallocation of expenditure of funds in excess of two percent (2%) of the projected revenue collections must be approved in advance by action of the Board of Commissioners at a meeting duly noticed and convened.

BE IT FURTHER RESOLVED that the Chairperson of the Board of Commissioners, or his/her successor, in his/her capacity as Chairperson of the Board of Commissioners, is hereby directed to advise the Board of Commissioners in writing when:

1. Actual revenue collections plus projected revenue collections for the remainder of the fiscal year within the fund, that is not expenditure driven, is failing to meet estimated annual budgeted revenues by five percent (5%) or more.
2. Actual expenditures plus projected expenditures for the remainder of the fiscal year within the fund is exceeding the estimated budgeted expenditures by five percent (5%) or more, or
3. The actual beginning fund balance, within the fund, that is not expenditure driven, fails to meet the estimated beginning fund balance by five percent (5%) or more, and the fund balance is being used to fund current year expenditures.

BE IT FURTHER RESOLVED that the Chairperson of the Board of Commissioners, or the Secretary (or his/her successor) shall certify completion of all actions required by La R S 39 §1306 by publishing a notice in The New Orleans Advocate.

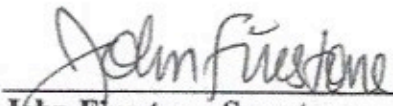
This resolution finalizing, adopting, and implementing the Adopted Budget of Timberlane Neighborhood Improvement and Beautification District for the fiscal year beginning April 1, 2022 and ending March 31, 2023, having been submitted to a vote, the vote thereon was as follows:

YEAS: 5 NAYS: 0 ABSENT: 0 ABSTAINING: 0

This resolution adopting the Adopted Budget of Timberlane Neighborhood Improvement and Beautification District for the fiscal year beginning April 1, 2022 and ending March 31, 2023, a copy of which is attached hereto and made a part hereof, was declared adopted by the Board of Commissioners acting as the governing authority of Timberlane Neighborhood Improvement and Beautification District, Parish of Jefferson, State of Louisiana on this the 17th day of March 2022.”

I, the undersigned Secretary of the Board of Commissioners of Timberlane Neighborhood Beautification and Improvement District certify that the above and foregoing is a true and correct excerpt from the minutes of the meeting of the Board of Commissioners of Timberlane Neighborhood Beautification and Improvement District held on March 17, 2022, pursuant to notice, with all Commissioners present and voting.

Date: March 17, 2022


John Firestone, Secretary

Attest:


Jon McGill, Chairman