

**TIMBERLANE NEIGHBORHOOD IMPROVEMENT & BEAUTIFICATION
DISTRICT**

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

July 20, 2023, 6:30 PM

Conducted via Zoom

MEETING CALLED TO ORDER (6:38 PM)

Roll call: Chair Jon McGill, present; Ann Berthelot, present; Gary Chauvin, present; John Firestone, present; Pamela Russell, present. Quorum was present. Panelist: Donny Darville.
Zoom: Three attendees.

AGENDA ITEMS

1. Approval of the Minutes from the Regular June 15, 2023, TNIBD Meeting

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

2. Café Hope and Clubhouse Update

Tabled. Luis Arocha was unable to attend.

3. Century Update

Donny Darville provided an update. Noteworthy items follow. KPI for June 2023: Rounds are up 13 percent over the same time last year. There were three bad weather days. The daily fee average for June was \$49. Year-to-date, the daily fee average is \$49.17, which is \$3 higher year-to-date over last year's numbers. The trend is positive both for more rounds and for more dollars per round. There were seven non-resident enrollments, higher than the same time last year.

GolfVantage membership is flat. There is no high attrition, but enrollments are lower, possibly because of the heat. Donny stated that the Century staff had a call this week to discuss the issue. GolfVantage membership currently totals 118.

Revenues are almost \$10,000 above budget. Operating expenses were over budget by \$10,000. However, Donny noted that approximately \$9,000 of that amount reflects timing of invoices, including processing time, relating to cost of sales. The variance is temporary and will be resolved. Year to date we are on track. Commissioner Russell asked how long it will take for the timing issue regarding the cost of sales to be resolved. Donny stated that he could not recall offhand but that this information was included in an email thread with the Commissioners. Chairman McGill confirmed this but observed that the information is not included in the notes

section of the variance report. He reminded Donny that when such variances occur, he needs to include in the report itself an analysis of why they occur, so that the pertinent information is readily available. Donny agreed to do so.

Donny then noted that the results of the well test have been sent to Century's irrigation designer. The irrigation box on the 18th hole has not been replaced. Donny said that it will cost about \$1,500 and that he has asked Richie Tomblin to go ahead and replace the box. In addition, he and Richie are in the process of obtaining new sprinkler heads, which are expected to be installed in the fall.

Donny also stated that Century has signed an advisory agreement for a new golf resort to be created by the merging of the Old Waverly and the Mossy Oaks courses outside Starksville, Mississippi (near Mississippi State University). These historic entities are two of the top 100 golf courses nationwide.

Donny then praised Richie for his ongoing work and vision for the future and stated that with the renovation of the clubhouse, he expects great opportunities to open up.

4. Golf Course Operations Update

Commissioner Chauvin provided the update. The seasonal transition of the greens continues. This is the first time in several years that it has not been necessary to obtain sod for the greens. Commissioner Chauvin stated the Richie commented that in his twelve years here, this is the best that the greens have looked, particularly at this time of the year. Gary also stated that he is hearing great compliments about the course from golfers.

Gary reported that the fountain, which had not been operating, was under warranty and has been fixed; however, it cannot be installed yet because of the low water levels in the pond. He added that there are ongoing efforts to maintain the level of the ponds on fairways 9, 8, and 7. For other ponds that are near to the canal, they're trying to use canal water to maintain appropriate water levels during this time of unusually hot weather and little rain.

Gary then reported that we hired Nola Tree to remove the dying tree and grind down the stump. He added that with the lack of rain, they are noticing some sinking of cypress trees that border the golf course. Roots are becoming exposed. To respond to that problem, Gary stated that Richie has obtained from a local landscaper a stockpile of extra mulch he did not need. The mulch is being placed around the trees. As well as being aesthetically pleasing, this mulch will help protect the roots from damage from the mowing equipment.

Donny then entered the conversation to bring up the topic of the golf course equipment package. With the ongoing supply chain problems, which are getting worse, he stated that they need to be proactive with obtaining what we will need. The current equipment package is due for renewal in 2025, but we need to place our orders by early next year. They are currently evaluating which equipment they want to keep and what new equipment to order. One issue is whether to trade some items in early because of their resale value, but that needs to be weighed against the inflationary climate and future cost of those items. Thus, it is prudent to assess these issues well in advance of the reorder time. Chairman McGill reminded everyone that the goal is to have all pertinent information ready by October to November of this year in case this might affect the budget for FYE 2024.

Chairman McGill also stated that he wants confirmation that Bryan Stromme (Century's agronomist) approves using the aquifer as a source to fill the ponds and applying mulch where

mulch has not already been used. Commissioner Russell then asked when installation of the sprinklers will be completed. Gary responded that we need about seventy sprinkler heads and that they are investigating which sprinklers to obtain. These may or may not include used sprinkler heads, depending on their quality and functionality with the new system and the electronic water distribution software. Donny added that they want to ensure that our irrigation system is in place and suitable for a future greens renovation down the line.

5. Treasurer Update

Treasurer Ann Berthelot presented the financial statements for May 2023. Noteworthy items follow. **TGR:** There were 4 bad weather/closed days. Revenues: Total Income was over budget by \$6,807. Revenues ended high to budget primarily due to Demo Day purchases. Driving range revenues were also higher due to range ad. Expenses: Expenses were under budget by a total of \$7426. Payroll is under budget as some budgeted increases have not taken place yet. GCM was under budget primarily in chemicals, fertilizer, fuel, and plant seed and sod. Net Income (after management and incentive fees) was favorable to budget by \$10,872.

TNIBD: Income: No 2022 assessment revenue was recorded for this month. Expenses: Total expenses were unfavorable to budget by \$4,803 primarily due to the inclusion of depreciation that we are required to report to be GAAP compliant. There was also a plumbing repair in the amount of \$1,425. Also, after an insurance audit was performed, a catchup premium was paid according to additional TGR revenue in the amount of \$1,847. Interest Earned came out better than budgeted again, by \$5,215.

Net Income for TNIBD is favorable to budget by \$423. The overall Net Income for TGR and TNIBD is favorable to budget by \$11,296.

Financial reports are subject to change based on our end-of-year review.

6. Audit Compliance Questionnaire Resolution

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

Resolution approving required LOUISIANA COMPLIANCE QUESTIONNAIRE signed and dated by Jon McGill, Chairperson, on July 20, 2023, based on the information available to the TNIBD as of July 19, 2023, in connection with the audit of TNIBD financial statements as of March 31, 2023, and for FYE 2023

Whereas, the LOUISIANA COMPLIANCE QUESTIONNAIRE signed and dated by Jon McGill, Chairperson, on July 20, 2023, based on the information available to the TNIBD as of July 19, 2023, in connection with the audit of TNIBD financial statements as of March 31, 2023, and for FYE 2023 was presented to and reviewed by the Board of Commissioners.

NOW, THEREFORE,

BE IT RESOLVED that the LOUISIANA COMPLIANCE QUESTIONNAIRE signed and dated by Jon McGill, Chairperson, on July 20, 2023, based on the information available to the TNIBD as of July 19, 2023, in connection with the audit of TNIBD financial statements as of March 31, 2023, and for FYE 2023 is approved and adopted.

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

MOVER:	McGill
SECONDER:	Berthelot
ACTION:	APPROVE LOUISIANA COMPLIANCE QUESTIONNAIRE
VOTE:	5 – 0
YEAS:	McGill, Berthelot, Chauvin, Firestone, Russell
NAYS:	None
ABSENT:	None

This 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 the 20th day of July 2023.

7. Social Media Responses

Chairman McGill reminded the other Commissioners to inform District members that the Commission does not use the TNIBD Facebook page to conduct official business; we do not communicate via social media. Official communication is conducted via email. In addition, the Chairman is the only person who is authorized to speak for the District.

8. Policy Updates

Chairman McGill stated that the Commission is officially charging the Secretary to monitor the official cybersecurity training, along with the other governance items mandated by the State of Louisiana for Commissioners to carry out their duties.

Commissioner Firestone then added that regarding the state's ethics requirements, there are new ordinances that describe the appointment of either an Ethics Liaison or an Ethics Agent. Which of the two applies depends on the nature of the entity, which is determined by the ordinance under which the entity was created. Commissioner Firestone stated he has contacted the ethics board to ask which applies to the TNIBD. His understanding that an Ethics Liaison is responsible for additional training and is meant for larger organizations than the TNIBD. However, he is awaiting a response from the ethics board. Chairman McGill asked to be copied on the response to make sure he agrees with their assessment. Chairman Berthelot stated that she has already been asked by the auditor whether the TNIBD does have an individual overseeing the ethics training. That individual is the Secretary.


In response to questions from Commissioner Russell, Commissioner Firestone responded that the sexual harassment training and ethics training are due annually by December 31. For a new Commissioner, the ethics training must be completed by the end of the first quarter. The cybersecurity training is a one-time event.

9. Adjourn the Meeting (7:29 PM)

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



Jon McGill, Chairman
Signed:



John Firestone, Secretary
Signed:

Date approved: August 17, 2023

Approved