



MINUTES OF MEETING
LANCASTER RECREATIONAL DEVELOPMENT
CORPORATION (LRDC - 4B)



Lancaster Recreation Center (Classroom)
1700 Veterans Memorial Parkway
Lancaster, TX 75134
Monday, April 25, 2011
6:00 pm

Board Members/Alternate Present:

Spencer Hervey
Willene Watson
Abe Cooper
Mary Sykes
Darwin Isham

Staff & Guest Present:

Sean Johnson, Director
Jasmine Lee, Recreation Superintendent
Jodi Griggs, Parks Superintendent

Cynthia Williams, Board Secretary

Board Members Absent:

Coy Poitier
Cecelia Rutherford
LaShonjia Harris

Call to Order

Mr. Hervey, President, called the meeting to order at 6:06 pm. A quorum was present.

Agenda Item #2 Consider Approval of Minutes (March 21, 2011)

Mr. Hervey opened the floor for discussion of the March 21, 2011 minutes. There was no discussion.

Mr. Hervey opened the floor for motions of approval of the March 21, 2011 minutes. Ms. Watson moved to accept the minutes as written. Mr. Cooper seconded motion. Motion carried unanimously.

Agenda Item #3 Boards and Commissions Policy and Procedures and Texas Open Meetings Act Requirements – Dolle Downe, City Secretary

Ms. Downe first thanked the members of the Board for their time and for serving on the Board. She reiterated how grateful City Council is for the help they provide in advising them on what is going on within our City.

She then gave a brief presentation on the Purpose and Scope of the Policies and Procedures. The purpose of these policies and procedures is to establish

uniform procedures for all boards and commissions of the City. City Council selects the board and commission members in July of each year and typically serves a two-year term. Members serve at the pleasure of the Council and do not receive special privileges because of their appointment.

Ms. Downe reviewed the Ethics section of the Policies and Procedures, which states that "Article 9.600 of the Lancaster Code of Ordinances requires that any board or commission member who shall become a candidate for a place on the city council shall automatically be terminated from such board or commission position held. If any member should have any questions, please contact the City Secretary's office.

Ms. Downe reviewed the Record of Meetings, which includes the Agenda, Minutes of Meetings, and General Citizen Comment's process. The Board Secretary keeps a record of all meetings. The Agenda will serve as the order of business and provide the form for posting of the notice of meetings. You cannot veer from the Agenda once posted. Members can contact Staff before posting of the Agenda to add Items. She reported that General Citizen Comments is a courtesy extended to the citizens. City Council decided under the direction of our City Attorney to omit this from Board Agendas. Citizens should take their issues or concerns to City Council.

Ms. Downe explained the "walking quorum" process. The walking quorum is less than a quorum; it includes talking and/or discussing City business outside of a regular scheduled meeting. Please do not do this. It often starts with an email. Board members cannot email or discuss items for future board meetings anywhere but at the meeting.

There were discussion and further questions.

Before proceeding to Agenda Item #4, Mr. Johnson introduced our new Recreation Superintendent, Jasmine Lee. Vernon Pellum, former Recreation Superintendent, asked for a demotion. He is still a part of our team. Staff posted the position and Ms. Lee selected. Ms. Lee gave a brief summary of her background.

Agenda Item #4

Amphitheatre Update – Sean Johnson, Director

At our last meeting, the Board requested to see the bid documents for the construction of the Amphitheatre. Mr. Johnson reported that each bid document was over 50 pages long. However, he did have a copy on hand for review. City Council asked that we table this until September of this year when they can review the Fund 43 projects. Other things were in Fund 43, such as, replacement vehicles for EMS and fire trucks. They are looking at those to see what kind of replacement schedule they have those on. Then once they see what is left, then they will see at that time. The Mayor will discuss the naming of the Amphitheatre with Representative Helen Giddings. However, we can go out and solicit sponsors and donors to assist in funding this project. Staff has already started the development of a sponsorship and

naming policy. The Amphitheatre project will have to be re-bid.

The General Contractor did an excellent job working with staff to complete valued engineering. Items removed from the project, the City will add later. The actual shade structure of the Amphitheatre was \$96,000. We already received reimbursement for the outdoor exercise equipment. The final plans including value engineering reductions will go back out for bid.

Agenda Item #5 Subcommittee Update – Development Plan

Mr. Johnson reported that at the last meeting we discussed using Kaboom Organization as a sponsorship source.

Dr. Sykes will submit information on the historical information on LRDC - 4B and the legwork the Subcommittee did for the Friends of the Library (non-profit) vs. the Board reinventing the wheel. The Board will look at the process that the Library went through with the Friends of the Library. She will submit that information to Mr. Johnson.

Mr. Johnson reported that we plan to work with Cedar Hill on their Master Plan. Most cities use their Master Plan as the Development Plan. Mr. Hervey suggested setting up a work session to work on the Development Plan. The only thought about using the Master Plan as the Development Plan is that some of the parks and the Library are 4B funded.

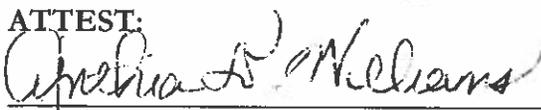
Agenda Item #6 Set Agenda for Next Meeting

- Second Quarter Sales Tax – Finance Department
- Workshop – Subcommittee Update – Development Plan
- History of the 4B Board – Mary Sykes

Agenda Item #7 Adjournments

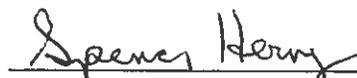
Ms. Watson moved to adjourn. Mrs. Sykes seconded motion. Motion carried unanimously. Meeting adjourned at 6:45 p.m.

ATTEST:



Cynthia D. Williams, Administrative Secretary

APPROVED:



Spender Hervey, President (LRDC – 4B)