

**COMMUNITY CENTER AND PLAYGROUND  
DISTRICT #4 WARD #1  
MEETING Monday, April 25<sup>th</sup>, 2022**

Meeting was called to order by David Nixon at 6:00pm.

**Board Members in attendance:** David Nixon, Bill Willis, Connie Hoffpauir, Bobby Boom and Jonathan Simien

**In attendance:** David Brossett- Brossett Architects; Justin Geautrueax- VSG Architects; Dennis Guillory- Insurance Unlimited; Jolee Bonneval- Brossett Architects; Mitch Robertson, and Richard Dow

**Prayer/Pledge:** Prayer was led by Bill Willis; followed by the Pledge of Allegiance by board members.

**Visiting Guest Agenda Items:** Architect David Brossett who is under contract with the District to design and oversee the rebuilding of the Main Complex damages from Hurricanes Laura and Delta, updated the Board on progress status. The fencing project in progress by Delta Specialty Contractors LLC, is scheduled for completion by July 14<sup>th</sup>, 2022. The cost of the project is \$835,000. All the demo is completed. Brossett commented that there are fence poles on fields but loose right now inside the wider holes. Brossett said they were left there as more of a safety precaution as a marker to show people there were large holes and trip hazards. The backstop netting poles have been all put in place. The border brick on previous stone backstops on fields 1 and 2 have been demolished in order to install new ones. All the chain link material and new pole materials are on site to allow quicker installation. Brossett said there were some changes to work through with the Boards official approval. The material for the yellow safety material on the outfield fences would be more user friendly and aesthetically better for the park. The change order would be roughly an additional \$7,800. Bill asked if the change order had already been arranged and if it set the project back at all. Brossett said he had the paperwork ready and that no change of timeline was expected. Another change was a credit back to the District for demo of foundations that were found acceptable as were and the demolition was not needed. This would save time and money. Credit would be around \$7,000. The final change was on field 7. Original plans called for material to remain, but later seen that it was bowed and stretched out and that the material was rusting in most places. Recommendation by both fencing contractor and Brossett is to replace with new material all around with an additional cost of around \$4,500. Brossett said the final issue was electrical outlets behind all the backstops. Some of the fields do currently have conduit leading to the backstop while some do not. These outlets allow for power to run public address systems, pitching machines, and other items used by teams and park staff. The lighting project is underway by Trahan Construction who was awarded the bid for \$1.855 Million. Project scheduled for completion by October 9<sup>th</sup>, 2022. No changes to date. Brossett said one of the concerns from the start was hitting electrical and water lines as there is not a clear design of buried items in the complex at this time. So far no issues or concerns. Bill asked if Brossett or Trahan would be offering a Gant chart to show progress. Brossett confirmed they would. Both David and Bill asked if there had been any conflict with both projects and the drainage project going on at the same time. Brossett said there has been none. Brossett said that it was within the scope of the project for all parties to coordinate amongst themselves. Brossett said he is working with Richard in preparation for plans of phase 3 of the Main Complex with includes the remaining items such as

**COMMUNITY CENTER AND PLAYGROUND  
DISTRICT #4 WARD #1  
MEETING Monday, April 25<sup>th</sup>, 2022**

maintenance building, dugouts, awnings, and batting cages. Much like the fencing project, Brossett will break down what is covered by insurance and FEMA and have items the District may want to improve on when the bidding process begins for the final items repaired. David asked if there were any progress payments and wanted to make sure they were being processed. Brossett said all items are up to date at this point.

Justin Gautreaux was given the floor to discuss the potential lighting project at the Soccer/Football complex. Gautreaux gave the board some pricing at the last meeting and also was asked to discuss with the company who installed the existing field lighting about the potential of using current poles to add additional lighting to the far west side. Gautreaux said that Geo Sports gave the same answer as Musco Lighting that due to concerns on weight limitation that they would not be able to add the lighting without new poles. Geo Sports said they could retro fit but not use new lighting. Board members expressed their confusion as to why based on the fact there are lights on both sides on current light standards, adding that the proposed LED lighting fixtures would be lighter. Gautreaux said that he has shown both companies the original shop drawings at time of installation, but that both companies balked at the idea of placing new lights on existing poles. Richard said he had a conversation with a Musco representative just prior to the meeting who said the problem was twofold. One from an engineering standpoint and the other being that Musco could not guarantee the lighting would be consistent with lighting standards with new LED's when it came to safely lighting the field, not without moving the current design and placement of the fields. David suggested that after hearing from the two major suppliers, that a bid project be setup to light the two west fields along the tree line, while holding off on relighting the remaining complex with LED's at this time to be prudent with tax payer monies. Making sure that the fields are lit, but with specifications that poles would allow for future expansion. Bill asked about the potential of using four of the existing poles and relocating them. Gautreaux said the determining factor would be which lighting company was used. Gautreaux also reminded the Board of the need to restructure the electrical engineering into the park, explaining that the current service was tapped out and more power needed if more lighting was added. Decisions still need to be made about what future projects may also be added to the complex, so that electrical needs can be addressed. The Board asked Gautreaux to create a bid package that would light the back two fields, allowing future expansion. Gautreaux said he would get with the electrical engineer and start that process.

Dennis Guillory of Insurance Unlimited was given the floor to discuss the upcoming insurance renewal process for the District. Guillory said that the good news was that they were getting renewals for two years in a row from most companies, something that doesn't always happen after major storm damage effects properties. With the renovations, wind damage policies and other items that are still on the policy insurance is expected to run in the \$77,000 range. David Nixon shared his displeasure with the current provider Glatfelter Insurance. David voiced the Boards frustration that the company has not communicated or returned numerous emails and phone calls since the August 2020 storm. Nixon mentioned that the lack of communication has also impacted the process with FEMA, who is also waiting for details regarding the adjusters' reports following both Hurricanes Laura and Delta in 2020. Guillory said the two main companies Insurance Unlimited uses for special districts are Glatfelter and Tokyo. Tokyo is no longer offering insurance to special districts at this time. Glatfelter is one of the few companies that specializes in this type of insurance. David pointed out that there

**COMMUNITY CENTER AND PLAYGROUND  
DISTRICT #4 WARD #1  
MEETING Monday, April 25<sup>th</sup>, 2022**

already was a million-plus dollar shortfall in what the adjuster allowed originally to the costs already associated with repair, and that the way Glatfelter has not responded has been a huge disappointment. Guillory said he would contact Glatfelter and attempt to obtain information requested.

Connie asked Guillory how he has dealt with same questions with other clients. Guillory said he would go up the chain and get answers. But agreed with the Board that the numbers did not seem to match up with the damage. Guillory used examples of other clients where the claim ratios were tens of thousands of dollars more expensive when specializing in insurance and stressed the importance of being able to get the renewal. David asked about the process once damages were repaired, and new items were added to the complex(s) and how to address insurance coverages in the near future. Guillory said that he and Richard talk often, and it would just take a phone call to add any items to policy that would take effect immediately. Guillory was asked to make those contacts and get information and progress report to Richard ASAP.

**Previous Meeting Minutes:** Minutes for the March 21<sup>st</sup> minutes were presented to the Board. Connie asked Richard to make a couple of grammatical changes.

*Johnathan made a motion to accept the March 21<sup>st</sup>, 2022 minutes with suggested modifications. Seconded by Connie. Motion Passed.*

**Police Jurors Comments:** Ashton Richard extended his thanks to Bobby Boom for accepting the vacant position on the Board of Directors, as well as appreciation to the rest of the Board for their hard work over the last two years after the hurricanes. Boom accepted the slot formerly held by Billy Wilcox who stepped down from the position in late April.

**Treasurers Report:** Richard presented the board with the Year-to-Date budget reports. Capital Account 773 was at \$4,377,245.53. David wanted to put on record that the number did not reflect nearly \$3 Million that has been allocated to projects and architect fees. 2020 insurance payments of \$1.2 million are counted into the account fiscally. Community Center maintenance budget item 774 was \$2,595,098.47. Senior Center account 775 stood at \$848,528.57. Bill questioned Richard about a line item regarding payment to Loftin Electric. Richard explained this was a bill from replacing the LED lighting in the Soccer/Football complex parking lot in June of 2021 that just recently got invoiced to the District. Connie mentioned that the line item for insurance payments previously been posted to the 773 Capital account and that this year it needed to be distributed differently in the outgoing budget to reflect all three District related accounts. A line item showing Blue Tarp Financial came into question. Richard explained this account was the parent company of Northern Tools and that is how it shows up in Parish finance. Connie asked Richard to verify what that the figure was a credit and what it was for.

**Committee Reports:**

**Park:** Richard was able to give some of the Board a tour of the Main complex prior to the meeting. Richard stated that things have ramped up over the last two weeks with fencing, lighting, electrical and drainage projects all going on at the same time. Pro Act tree service has removed seven trees that were along the south fence line that neighbors the Tan Tara subdivision. The trees were dead and were in danger of falling on resident

**COMMUNITY CENTER AND PLAYGROUND  
DISTRICT #4 WARD #1  
MEETING Monday, April 25<sup>th</sup>, 2022**

property and/or field enclosed chain link fence in the park. Electrical is on-site to prepare for the lighting project prior to light poles and standards that will be used. Beauregard Electric has been working with Wills Electric to turn off power in places to allow Wills to safely dig and run new conduit lines. Net poles for the back stops went up quickly. Concrete trucks have been onsite pouring moorings for the new brick back stops. Fire Safety replaced emergency lighting inside the open-air gym, as well as new backlit exit signs for the Senior Center. Richard said it appeared all contractors were coordinating with each other. Work sometimes going as late as 8:00PM. There is a focus on locking up the front entrance gate to the complex with as much material and heavy equipment there is on site. Richard stated that part of the upcoming Phase 3 projects will be the demolition of the older three concession stands, which include the old girls building, the former Dixie Boys concession area, and football concession stand. This is important because the buildings are hampering project progress and will be replaced with other features in the complex development. Richard said that there have been water lines and old electrical lines that have been broken and/or exposed from the digging necessary for the new work, but that was expected. Richard said new emergency lighting would be coming for the open-air gym exterior. With the complex under full construction, the park remains off limits to the general public. However, electrical issues including exposed "hot lines" that were a major problem in the past appear to have been fixed. The old light poles that were damaged and lying in the parking area to the east have been removed from the complex by the same company that removed the poles that were still standing on the western side of the property. Richard stated he had not heard from Hercules fence who was supposed to be providing frames that would be used to create backstops that could be used to create back stops that could be used at the Soccer/Football complex while repairs were being made at Main complex. While the priority is no longer urgent, the District still anticipates the need to use the framework provided in the future. Bobby inquired how often the bathrooms at the Soccer/Football complex were cleaned. Richard admitted they were not cleaned on a regular basis, just maintained by District maintenance. David questioned whether Classy Cleaning who is under contract could maintain those. Richard said that the contract is only for weekly cleaning of the Senior Center and District offices but would reach out and find out if Classy or another company would be available to maintain those bathrooms on a regular basis as well as baseball/softball in the future.

**Office:** Richard stated that the District website was getting a complete overhaul provided by Bluebird. Bluebird provides most of the IT service needs for the District. The update includes a calendar, job applications, as well as other important District info. Connie commented that she had been on the site, and that it appeared that the transition between pages was very slow. Bill also reiterated Connie's thoughts. The Board requested Richard get with Bluebird to express the feedback and find out what could be done.

Richard said that he currently had three applications for the advertised Maintenance Technician positions, and four for the Assistant Facility Manager position. He requested assistance from the Board regarding salary expectations as he has begun scheduling interviews with all candidates.

**COMMUNITY CENTER AND PLAYGROUND  
DISTRICT #4 WARD #1  
MEETING Monday, April 25<sup>th</sup>, 2022**

**Senior Center:** Richard reported that the Senior Center held their monthly birthday luncheon the previous Friday and that it was well attended. The Center initially received push back in changing the luncheon days from Thursday to Friday, but the response has changed with the musicians coming to play on Friday's, adding to the entertainment. Attendance has continued to increase at the Center. Richard has expressed his pleasure and praise to Center staff for their continued tweaking of the schedules and increasing participation. Richard pointed to the positive press from KPLC regarding the Moss Bluff Senior Center's participation in the Senior Olympics which were recently held at the Lake Charles Civic Center. Richard said that Scott Hollis and Integrity Cleaning came to wax and polish Center floors last week.

**Capital Planning:** Capital planning issues were discussed previously in the meeting.

**Old Business:**

**L-15 Drainage Project:** During the tour of the complex prior to the meeting, David noticed that water seems to be draining slowly in places. All agreed that the problem seemed to be well east of the complex and closer to the Junior High School. Ashton Richard said he would reach out to drainage district to gather more information.

**Hurricanes Laura and Delta:** Richard said that meetings have changed to every two weeks, and that it appeared that items were heading toward the home stretch of being completed. The insurance information or lack of it is the major issue holding up progress at this time.

**Soccer and Football Complex Lighting:** Discussion was held with Justin Gautreaux of VSG Architects earlier in the meeting.

**New Business:** The Board reviewed the change orders suggested by architect David Brossett earlier in the meeting. The Board agreed that the previous material used prior to the storms was old and faded.

*David made the motion that Richard be allowed to sign a change order for replacement of old yellow fence toppers to the suggested material, with a limit not to exceed \$10,000. Bill seconded the motion. Motion passed unanimously.*

*David made the motion to accept the credit from Delta Specialty Contractors for \$7,000, related to demolition work to back stop foundations not needed as originally priced into original contract. Seconded by Bill. Motion passed unanimously.*

*David made the motion to accept a change order for additional conduit work to add outlets to remaining backstops, with a limit not to exceed \$15,000. After discussion about the potential needs for power and outlets at each backstop, motion was seconded by Bill. Motion passed unanimously.*

David commented he was pleased with the current progress of the fencing repairs and felt that the long-range future of the complex would be improved when the project was complete.

Bill asked if there had been any discussion of moving project progress meetings from morning to afternoon. Richard said that David Brossett had systematically set up the

**COMMUNITY CENTER AND PLAYGROUND  
DISTRICT #4 WARD #1  
MEETING Monday, April 25<sup>th</sup>, 2022**

meetings, so he was only making the one trip to Moss Bluff and the meetings were back-to-back. Bill said it was his wish for later meetings to allow a Board member to also be present.

The Board discussed ways to better promote the Capital Tax Levy vote coming up April 30<sup>th</sup>. The pros and cons of using social media as well as utilizing messaging systems of the individual league that resource the District complexes were discussed. It was decided to use the District web page to with detailed numbers and information to send the message. Richard also said he was speaking with Senior Center attendees Friday as reminder of the election and promote getting out to vote.

Richard presented the Board with three proposals from Insurance Unlimited. One for General Liability insurance from previous named Glatfelter Insurance underwritten by parent company National Union and Fire, a proposal from Bridgefield Insurance to cover the District for workman's comp, and a spreadsheet listing buildings that should be covered for wind damage not covered in proposal under general liability. Connie asked about fencing listed under the wind proposal. Richard confirmed that was only for fencing at the Soccer/Football complex at this time since there was nothing to insure at the Main complex until the fence project was completed. That fencing would be added when project was finished. Richard said that still not insured were office items such as computers and security systems that could be covered if the Board chose to. David reiterated to the Board he was not happy with Glatfelter and wanted to start talking in July with similar special districts in the area as to the direction they are or are planning on going regarding insurance needs since most of them also currently using Glatfelter. The Board understood that with renewal coming up in May, the options were limited.

*Bill made a motion to accept the proposed bids provided by Insurance Unlimited for the District's insurance needs for 2022. Bobby seconded. Motion passed unanimously.*

The Board began nominations for organizational roles for the Board for 2022. Connie nominated Bill Willis for President. Seconded by Jonathan. Bill accepted the nomination. Bobby nominated David Nixon. Nixon declined the nomination.

*Board unanimously voted Bill Willis as President.*

Connie nominated David Nixon as Vice President. David accepted the nomination.

*Board unanimously voted David Nixon as Vice President.*

Bill nominated Connie Hoffpauir as Secretary. Connie accepted nomination.

*Board unanimously voted Connie Hoffpauir as Secretary.*

Richard was asked to update the District website to reflect the newly appointed Board roles.

Bill asked Ashton if Bobby had any additional ethics requirements as a new Board member. Ashton said he had been sworn in. The Board asked Richard to make sure that Bobby was listed as a signee for the District for all potential items within the Parish.

*David made the motion to go into executive session to discuss personnel matters. Motion seconded by Connie. Motion passed unanimously.*

*Executive session began at 6:47PM*

**COMMUNITY CENTER AND PLAYGROUND  
DISTRICT #4 WARD #1  
MEETING Monday, April 25<sup>th</sup>, 2022**

*David made motion to return to regular session. Seconded by Connie. Motion passed unanimously. Return to regular session at 8:29PM*

**Commissioner's Comments:** The next regular meeting for the Board of Commissioners for the Community Center and Playground District 4 of Ward 1 is scheduled to return to schedule of every third Monday of the month. Meeting to be held Monday May 16h, 6:00 in open-air conference room.

David made motion to adjourn the meeting. Seconded by Connie. Motion passed unanimously. 8:30PM

Minutes recorded and reported by Richard Dow.