

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT #4 WARD #1
MEETING
Monday, January 19, 2021**

Meeting was called to order by David Nixon at 6:03pm.

Board Members in attendance: David Nixon, Connie Hoffpauir, Bill Willis and Billy Wilcox

In attendance: Richard Dow, Rosalind Berry-CCOA, Jacqueline Green-CCOA, Randy Alvarez-Musco Sports Lighting, Courtney Smith-MBLL

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

Visiting Guest Agenda Items: David opened the floor to Jacqueline Green of the CCOA who came to update the board on the activities and current status of the Senior Center. Jacqueline gave a glowing evaluation of the work performance of Mary Jane Sensat, who has worked as the Moss Bluff Coordinator since 2018. After highlighting Sensat's accomplishments and contributions with Senior Center, Jacqueline asked the board to consider a pay raise for Mary Jane from \$11.50 an hour to \$14.50. Jacqueline also requested an \$1 increase for Linda Fontenot who also works part-time with Sensat which would put her at \$10.50 at hour. David expressed appreciation for what CCOA, their workers and volunteers do in the Moss Bluff community. David did ask Jacqueline how this range of pay rates with the other 6 around the Parish, and Jacqueline said it was in-line with other Senior Center sites. Connie asked if Mary Jane had not been given an increase since she began working at the Senior Center. Jacqueline and Rosalind both explained that she had been capped because of SSI, but now could receive a raise due because she is age exempt now. David explained that personnel evaluation was on the agenda for the current meeting, and asked that Jacqueline's request be voted on with the evaluation of District employees.

Courtney of MBLL asked if there was any idea of timeline for park repairs so that MBLL could get any kind of word out to the league. David suggested that the first priority was to get the park safe to come to. That didn't necessarily mean repaired, but debris removal including light poles secured. He stated we are currently in full conversation with insurance companies, FEMA and others and attempting to expediate the process. He did explain that we would not have lights available this spring for baseball-softball, knowing what it takes to get funding and procurement. But did say there was a chance the park at some time could be put in shape for use in daytime hours and Saturday's, and even that was a minimum of two to three months out and that a season if played would probably bleed into summer. David suggested that the soccer complex was in better shape than baseball-softball complex, and that using space for some of the younger age groups to have access there may become a possibility. Bill asked that MBLL

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prioritize age groups and fields usage needed so that the Park may be able to assist the league better. Bill also asked for those numbers to look for trends in numbers that would assist the Park as well. David mentioned that all area complexes and leagues are in the same situation as Moss Bluff, and that he was aware that Little League is looking at all options locally right now. Richard stated that he had received several calls regarding Little League, and suggested they contact the league there with their question. David expressed that the Park wanted to play baseball, the league wanted to play baseball, but that the biggest obstacle was working with FEMA and insurance company to make sure repairs get funded properly.

Randy Alvarez of Musco Sports Lighting gave his presentation to the board in hopes of developing a relationship that would include his company ability to bid on a replacement lighting system. Randy used to be the park director for the complex in West Feliciana, Louisiana and went through similar problems we are having after Rita. Musco is a partner with Little League who uses them at several sites across the country and helped Little League come up with current lighting standards for ballparks. Musco's home facility is in state of Iowa. One of the things Randy stressed with using his company is that they take the neighborhoods into an account when designing and engineering a light plan for a complex. With our complex surrounded with so many neighborhoods that their system is specially designed for our situation. Basically the light shines on the field but cut off before it gets to the neighborhood homes. Randy has taken previous Google Earth images of what the park looked like before and superimposed where Musco would place their designed poles. Also number of poles would go down. Smaller fields that currently have 4-5 poles could be lit by just 2 with the Musco system. Musco systems are LED systems, and come with a 25-year maintenance free warranty. Randy stressed how important a quality system can help bring in more events that assist with economic development.

David has asked that Randy do a detailed budget assessment. One of the key items with obtaining a solid budget assessment for the lighting will be obtaining soil samples where the poles would be located. Randy suggested taking at least one sample from each field. Musco's poles would be galvanized steel poles. Randy pointed out that some other companies may suggest concrete poles. He used Grand Lake High School baseball and football fields as examples that their galvanized poles are still standing after hurricane Laura damage. Musco is currently working with DeQuincy, Iowa and Sulphur. Musco also did the lighting at the Broussard Complex. Musco poles are designed for 150 MPH winds. David asked if the maintenance agreement included an annual inspection? Randy said it does, and also explained that there is a staff that works support 24/7, 365 days a year monitoring systems. One of the interesting features of the system is that it can be controlled with a cellular phone and lights and times can be pre-set and turned off manually by the phone at any time. There is also a feature that can show electric usage and ways to come up with a true assessment of how

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much you are spending at the park on lighting. David asked how long after procurement was final that Musco could begin and finish the work. Randy said it should be 6-8 weeks to get equipment on site and another 6-8 weeks for installation on a complex our size. Connie asked about electrical infrastructure issues, and who he would recommend. Randy said while he knew lots of local electrical engineers, and had ones he used personally. Electrical would be all underground with no overhanging wires. If all electrical was fine from the transformer, Randy would suggest all new electrical, and that should not affect concession stands. Randy said he was happy we were honest and upfront with MBLL regarding the situation, because not having people on the fields would make it easier weather permitting to finish in the 6-8 week installation time. Richard asked what would be better, to put up poles first overhead awnings? Randy said that poles should go up first so that there were no obstacles. David asked what Musco's top 2 competitors were in the industry today? Randy state Qualite, (which we use at soccer fields), Emphasis, and GEO lighting. Randy suggested that GEO used lighting made in China, and that Qualite comes and goes, and that we would not get near the quality of service that Musco gives. Billy asked what kind of warranty's the competitors gave? Randy said the companies will tell you they have the same, but they would be wrong. Randy asked that if we gave Musco the chance, he would work 100%, including help with electrical engineers and procurement so that it was done right. Randy suggested Scotty Boudain out of Lafayette as an electrical engineer. Randy said that he would start putting official designs together as soon as the Board gave him the go ahead. As far as a budget estimate, Randy said that equipment for our amount of fields should be around \$1,000,000. Installation would be an additional 60-70%, leaving the project around \$1.7 million. Any demo would be additional as well. David asked that if we had a bid estimate that included engineering, material, demo, installation, project manager, if Randy could get us that number. Randy said he could take it from cradle to the grave.

Previous Meeting Minutes: Connie made a motion to approve the minutes from January, 19th, 2021 as written. Second by Bill. All in favor; board minutes accepted.

Police Jurors Comments: Ashton Richard was not in attendance

Treasurers Report: Board Members were presented with a copy of report. David asked Richard if he knew if there was anything outstanding on insurance that they agreed to pay for but had not received checks for. Richard said he had not seen any, but he is trying to obtain a more detailed report on damage assessment from the baseball-softball complex. Richard created a excel report that showed what was received for each damage and when it was received. The

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Board asked about items listed on item 6 at the soccer field. Richard reported he received details about Senior Center but not the other damages. David questioned if there was an appeal process on damages that we thought were more. David reminded the Board in his conversation with FEMA that said the mitigation process may also help offset some of the cost. Connie asked that Richard investigate the policy limits offered by the insurance company. Richard stated that he also took FEMA on their offer to send an onsite tour with one of their representatives to get a better handle on the assessed damages. David also said that the State and Parish have a consultant that helps guide companies who don't deal with FEMA every day. David also stated we are currently in a 60-day window to get FEMA the damage assessment. Johnathan asked about the damage assessment on the poles @ \$28,000 per pole, which at the amount given would mean \$2.1 Million. David suggested that if we could get the insurance company to claim the lighting as total loss, mitigation through FEMA would not be needed. Fencing is the second biggest item to conclude loss on.

Committee Reports:

Park: Richard stated that a water pipe had broken on Field 9 and that staff was in the process of repairing it. Staff has begun creating debris trash piles. Richard reminded the staff that all piles have to be separated by type, (metal, vegetation, general debris). Richard raised concerns of a pole of Field 6 that looks close to falling on the new Maintenance fence. Richard has been in contact with Loftin Electric about removing any pole that might fall. The Board felt that removing poles rather than stabilizing was the best option. Richard reported the park had to buy two new front tires for the tractor. The tractor may also need maintenance when we are done using everyday since it is leaking hydraulic fluid. Richard reported that the Park truck is now compliant with the Parish regarding inspection sticker, seat belt covers, and Parish mandated bumper sticker. Richard was trying to find a way to get the oil changed as needed. Maintenance staff has been asked to put together a list of all asset items in the shed. David asked Richard to compare with the asset list from the Parish. Richard said that was in process to be reconciled. David asked to make sure that there is not anything that the Parish showed we have that our list did not. Richard reported that Deloach is still in process of changing out locks. They can't get to the soccer complex right now because of continued use as a Parish chipping debris station. Richard stated that the soccer parking lot is in total disarray. The company out there was to have their last load brought to the site this week and that Richard would reach out to Allan Wainwright of the Parish for details on when cleanup would begin. Richard stated that he has suspended lawn mowing by M&M and that he and Robbie would revisit the mowing schedule for 2021. Richard said Red White and Boom has inquired about use of the baseball-softball complex in

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July. Richard stated they are moving forward with the plans to have it here with backup plans including having at First Baptist Moss Bluff if necessary. The Board agreed that it was still a ways out and a decision could be made closer to May.

Office: Richard praised Jackie Knox for her work in the office. There are wire baskets in the main office for Board members to look through when they pass through the office and sign invoices if necessary. Sylvan Security Systems continues their work in installing cameras and networking systems. Richard stated that his current computer is not up to standard with what Sylvan will be installing for camera monitoring. He also stated that the computer is still linked to predecessors' private accounts and was old. He said he has the Parish IT department specking out new computer that would be compatible with Sylvan and also be something that would run faster and last a while. Richard was working on buying permissions and post office permissions to have in his name and names that needed them. David reminded the Board to occasionally stop by the office and give the needed second signature that makes sure there is financial transparency. The Board suggested that the two signatures be only Richard and one of the Board members.

Senior Center: Richard stated he had begun a great relationship with Mary Jane and Linda. Parking Lot Bingo is immensely popular right now with no one allowed in the Senior Center due to Covid. Mary Jane does have concerns on how the parking lot project will affect that activity. Richard stated that there is roof damage and is beginning to leak into the walls and tiles and that should be an urgent fix. There have been issues with water coming out of sewer system. Staff has attempted a fix and will see if that works. Mary Jane has concerns regarding renting out the Senior Center. David asked if there is a rental agreement that those renting the Senior Center must sign. Richard confirmed there was. The Board suggested that no events be allowed because of Covid and repairs that are needed.

Old Business:

Senior Center Parking Lot Phase III: The Board reviewed the contract for the Senior Center Parking project given to Pat Williams construction. David will take it to the Parish to get notarized and take care of additional forms and copies.

L15 Drainage Project Phase III: Bill said no new business with the project. The Board updated Richard on what the project was and some of the history. Bill stated that Darby Quinn would be a good contact to further stay up to date with the entire project.

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New Business:

Capital Planning Committee: All Capital Planning right now is based on demo and repair from hurricanes Laura and Delta. There was discussion about how to go forward with lighting project. The Board suggested we need guidance from the Parish about how to specifically bid out both the lighting and fencing projects. Bill said he would reach out to the CPPJ regarding their expectations regarding procurement. Billy said that bringing in an electrical engineer is imperative before beginning bidding process. Connie asked that we find representatives that are currently using Musco to help add input. Several Board members and Richard know both electrical engineers and people who are currently using Musco and said they will start asking questions. David asked Richard to make sure there was a budget in place for 2021 and to bring any ideas for amendment to February's meeting.

*****Board entered Executive Session at 8:13PM**

*****Board returned to Regular Session at 8:48PM**

David made a motion to: Increase the salary of Senior Center Coordinator Mary Jane Sensat from \$11.50 an hour to \$14.50 an hour
Linda Fontenot from \$9.75 an hour to \$10.75 an hour
Park Staff-
Bob Grove from \$16.75 an hour to \$17.25 an hour
Julius Robertson from \$16.75 an hour \$17.25 an hour
Jackie Knox from \$12 an hour to \$13.50 an hour

Seconded by Johnathan. All in favor. Motion passed.

The Board asked Richard to handle the minutes for meetings going forward.

Commissioner's Comments:

Next regular meeting for the Board of Commissioners for the Community Center and Playground District 4 of Ward 1 will be February 22, 2021, at 6pm. Date was changed because of Presidents Day on the 15th.

Connie made a motion to adjourn meeting; second by Bill. All in Favor. Motion passed. 8:54 pm. Minutes recorded and reported by Richard Dow.