

**COMMUNITY CENTER AND PLAYGROUND  
DISTRICT #4 WARD #1  
MEETING Monday, January 10th, 2022**

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

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

**In attendance:** Richard Dow, David Brossett- Brossett Architects; Amanda Hollier,

**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 Hurrricanes Laura and Delta, updated the Board on progress status. Procurement bids for fence remodeling are going to be advertised beginning Tuesday, January 11<sup>th</sup>. The Bid opening will take place Tuesday February 8<sup>th</sup> at 11:00AM in the Open-Air Gym conference room. After opening, performance Bond and other essential paperwork items will be completed to confirm the company is legally ready to perform the work. The District then needs to meet and officially accept the bid offer, which is typically the low bid from the opening. Work contract and other items are finalized and then notarized at the Court House to avoid any lien liabilities. David said that the entire paperwork process should be able to be taken care of in 30 days. Bill asked about whether companies were mandated to attend the pre-bid conference. Brossett said that they were not. David asked whether Brossett had worked with insurance companies. Brossett said he was very versed. Bill asked whether his company would provide a construction schedule once things get started. Brossett said that the contractor creates that schedule and presents to Brossett who would be able to update and keep current. Brossett said that the finishing touches on the lighting project should be done in the next 10 days and able to send out for advertising and bids shortly after that. Connie had questions about the electrical to the remainder of the Park other than just the lighting. The Board wants to be sure to look at the electrical plans before it is advertised for bid. Connie asked if Brossett was going to address with contractors about completing certain areas of the Complex first to allow traffic and open fields. Brossett said that would be addressed at both the pre-bid meeting as well as when the official bid was awarded.

*David Nixon made the motion to allow Brossett Architects to follow through with the lighting remodel package for the Baseball/ Softball Complex with the stipulation that the package reviewed prior to being sent out for advertisement. Seconded by Johnathan. Motion passed unanimously.*

Brossett went on to explain that the final step in the plans were to wrap up any remaining damages (i.e. Maintenance Building, awnings, dugouts, foul poles, signage), into one final package. That after verifying with insurance and FEMA and all parties. There are still items missing. That process could be another 4 to 5 months down the line. Connie expressed that timing is especially important and that we may need to speed that up to fall in line with insurance deadlines. David asked Brossett whether it was the planning or the completion of the repairs that was required under a potential 24-month time frame. Connie said through her personal experience that we should get something from the insurance company in writing.

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**Previous Meeting Minutes:** The Board was presented minutes from the November 15<sup>th</sup> Board Meeting. Bill wanted to clarify language from the December minutes regarding numbers from VSG Architects to upgrade the lighting at the Soccer Complex. David said he recalled that VSG didn't have the numbers based on what exactly the board was asking for which was using existing poles and using Musco LED lighting. Bill asked to make sure VSG could get back with the Board those numbers by another meeting. Bill also said that we needed the amount of money to get to BECI to adopt Phase III. Bill said it was essential to get the numbers to so the Board can adopt a Capital Plan to have that project completed by summer. *Connie made a motion to accept the December minutes as written. Seconded by Johnathan. Motion Passed Unanimously.*

**Police Jurors Comments:** No Police Jurors in attendance.

**Treasurers Report:** A complete December YTD and MTD report was not available as the Parish was still finalizing 2021 financial year numbers. Richard explained that report is typically not generated till mid-month and that the timing of this meeting was earlier than normal.

**Committee Reports:**

**Park:** Richard said the Soccer Complex parking lot had been leveled out by the tractor to address complaints from the previous meeting that the surface was hard to travel on. Temporary backstops were being placed at the Soccer Complex for the ball teams that hoped to use the complex for ball practice. Richard said the backstops were created from PVC as a test to see their durability rather than spend large money on the metal ones that needed to be anchored into the ground. The three playgrounds at the Main Complex have been taken down and discarded appropriately. All three had significant damage and were rusting out at the walkways creating a risk to kids and potential insurance nightmare. Richard said Southwest Louisiana Homeschool continues to use the Soccer Complex through the second week of February. The only issue has been a light tower that somehow tripped the breakers about 15-feet up on the pole.

**Office:** Richard has looked at beefing up the staff via temporary work, but may not due to the restraints built into the temp service contract, such as not being able to climb a ladder more than four feet and restricted use of power tools. Richard said current maintenance staff included Mitch Robertson and one temporary worker, and temp service staff for clerical work. Richard will most likely have to look into hiring a full-time maintenance staff worker as Robert Grove continues to be out with health issues. Insurance Unlimited is currently working up numbers for new insurance policies that expire in May. Richard said that the District website was getting an overhaul and a new look. Richard announced that someone had broken into the Open-air gym and attempted to steal the Complex golf cart. CPSO was contacted and there is video and a report. Bill asked whether we had found someone to remove the old light poles currently on the eastern side of the old football field. Richard said there was somebody who said they could do it, and that the details are being finalized. The poles are not cut and ready at this point. Bill asked about timetable regarding finalizing the Complex cleanup. Richard stated that other than the poles, there were only a couple of smaller items that needed removal. Connie commented she believed that had to be done before the fencing project began. David stated that whatever poles and other items needed to be removed

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were set to be removed by the fencing and lighting contractors that were awarded those specific bids.

**Senior Center:** Richard said that new shelves were purchased, and that installation should take place while on the slow days that the Senior Center was not holding Bingo. New lighting ballasts were purchased to replace the security lights at the front of the building.

**Capital Planning:** No Capital Planning to discuss tonight.

**Old Business:**

**L-15 Drainage Project:** Richard reported that activity had begun for the first time in over two weeks beginning today. It is suggested that weather and the latest holiday season created the long delay.

**Hurricanes Laura and Delta:** Richard is working with CPPJ procurement regarding obtaining a portable concession stand through State Contract that would replace the Field 6 and Field 10 concession stands that were destroyed during Hurricane Laura. There is potential for FEMA additional funding and that costs for that particular project were at this point looking in line to be covered. Richard said that much progress has been made over the last two weeks in writing off and beginning to initialize damage details with FEMA. Richard said that David Brossett has most likely helped expediate the progress as he speaks FEMA language and code and many of the damage assessments were beginning to get finalized finally.

**Soccer and Football Complex Lighting:** Most issues were discussed in Park report prior in the meeting. David reiterated that Justin from VSG is needed to find numbers of a combined scope for lighting so the Board can set a path forward. David also feels that we need to make sure we are adequately taken care of for the lights on the former football field either through insurance or FEMA since those monies will be used on the new lighting at the Soccer/Football Complex.

**New Business:**

*David Nixon read the following resolution*

**BE IT RESOLVED**, that on January 10th, of 2022, the Board of Directors for Community Center and Playground District Four of Ward 1, approved the following action: Authorized the adoption of the 2021 Update of the Calcasieu Parish Police Jury's Procurement Policy with respect to the purchases of the District. A copy of the Procurement Policy is on file with the Division of Finance for the Calcasieu Parish Police Jury. David Nixon Board President / Chairman

*Connie made a motion to adopt the resolution.*

*Motion Passed Unanimously.*

It was suggested that a special meeting be held following the official opening of the Fence Replacement bids.

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**Commissioner's Comments:** The next regular meeting for the Board of Commissioners for the Community Center and Playground District 4 of Ward 1 would normally fall on Monday, February 21st, 2022, but was changed to Tuesday, February 22<sup>nd</sup> to avoid Presidents Day and other potential Board schedule issues.

*David made a motion to adjourn meeting; second by Johnathan. All in Favor. Motion passed. 6:45 pm.*

Minutes recorded and reported by Richard Dow.