

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT #4 WARD #1
MEETING Monday, May 16th, 2022**

Meeting was called to order by Bill Willis at 6:00pm.

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

In attendance: David Brossett-Brossett Architects; Laila Jones-Brossett Architects; Justin Geautrueax-VSG Architects; Ashton Richard-Ward 1 Police Juror; Scott Fitzgerald-Musco Lighting; and Richard Dow

Prayer/Pledge: Prayer was led by Jonathan Simien; followed by the Pledge of Allegiance by board members.

Visiting Guest Agenda Items: Justin from VSG recapped his understanding of the Boards needs following the May meeting. 1-The Board wants to move forward with the planning of new lighting to on the west side of the complex currently without lights. Making sure that the system was expandable in the future. Making the poles and lighting available to line up with the existing system. And completion for a September date to accommodate football. Gautreaux said the completion date was most likely unattainable at this time due to material and manufacturing issues in the industry at this time. Bill addressed Scott from Musco Lighting and expressed the Boards frustration they were being told that the existing poles could not accommodate new lighting on both sides when there were already poles in place that did that now. Scott explained that the current system was not a Musco system and that his company could not guarantee the structural rigidity on the current poles as they were not designed to do so. Scott continued that the only way that could happen is if there were accommodations made for future fixtures which he didn't believe there were. Weight and loading are the main concerns especially in a region that could experience high winds. Scott has not seen any of the technical information that would have been supplied by the manufacture of the current poles or the foundation info. David asked if his company had ever taken all the lighting off of a pole and replaced it with Musco lighting. Scott said they had but that additional surveying of the electrical and architectural foundations would be needed which would be an additional charge to the District. David also asked if the current electrical needs would be efficient enough to maintain a different lighting option. Justin from VSG said that his firm sent Geo Services who installed the original system a request for information regarding the poles and received information that the system was not built to accommodate lights on both sides of the poles. Scott stated his company does consider future system upgrades when they develop a light plan. David asked both Justin and Scott what a reasonable timeline was. Justin said that his conversations with electrical engineer Darryl Hicks suggested that Hicks still needed 2-3 weeks to comb through the info needed for VSG. Scott also stated that his company was already behind on manufacturing for other jobs and that even if a decision was made today the District was still looking at mid to late July for materials to arrive. Scott did say that Musco does do temporary systems and just needed some additional information. David appreciated Scott's information to reiterate some of the information the Board had received previously. Justin said his firm just needed reassurance that the Board wanted to move forward with the project. The Board confirmed and David wanted to make sure that Hicks was also working to determine the potential power distribution issues. Justin said that his understanding that Hicks

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wanted to move the distribution but there was some concern that there may not be 3-phase power available to the area.

David Brossett of Brossett Architects updated the Board on the fencing and lighting projects currently underway at the Main Complex. Nets of Texas is currently installing the brick systems for the backstops. Brossett did submit a change order to the fencing project for items discussed in the April meeting. Connie had concerns about that the amount was higher than originally discussed. Brossett was satisfied with the numbers and it is a house keeping issue that will be handled. Bill questioned the progress was not where it was projected on some of the sub-contract work. Brossett said that while the progress may show on paper that it was behind, that there some items that had not been updated. Regarding the Lighting project, Brossett explained that the manufacturing of the pull boxes was delayed but that a plan was in place to install the bases then poles and pull the stubbed wiring once the boxes arrived. Bill mentioned there had been questions about field 9 being off the mark. Homeplate had moved out of position because of large machinery running over the top of it. Brossett said the problem has been addressed. Richard asked Brossett about the placement of the power box on field 1 that on the drawings would be placed next to the concession stand that still exists. That concession stand now is planned to be removed and Richard was asking about the boxes new position. Brossett said it was being moved further up the 3rd base side of Field 1. Scott said that delivery of new poles and bases is confirmed for the week of June 27th, pending a signed purchase agreement from Trahan Construction who was awarded the job. Pole bases will be attached to the pole tops and then wired up to the system currently being trenched by Wills Electric prior to delivery. Connie asked David if Delta Specialty Contractors had submitted any cost-plus rates for extra work. David said they had and that they were in line with what he had seen in other projects. David wanted to be sure that the new system included a remote access system. Scott said that he believed it did and that the typical process was to work with the contractor who will work to determine a baseline of power steps so that it can be determined that the system is set up correctly. Scott would then get with the District to train employees in charge of operating the system and check light levels. The new system will allow staff to run lights via a phone app or on a desktop.

Previous Meeting Minutes: Minutes for the April 25th and May 9th Special meeting were presented to the Board.

David made a motion to accept the April 25th, 2022 minutes. Seconded by Connie. Motion passed unanimously.

Bobby made a motion to accept the May 9th, 2022 minutes. Seconded by Jonathan. Motion passed unanimously

Police Jurors Comments: Ashton Richard said he was just following along and would comment as needed.

Treasurers Report: Richard presented the board with the Year-to-Date budget reports. Richard reminded the Board that some of reports did not indicate the monies that were already allocated in awarded bids. Capital Account 773 was at \$4,182,665.86. Community Center maintenance budget item 774 was \$2,582,318.47. Senior Center account 775 stood at \$893,388.92. Bill asked about a double billing issue that was discussed in the previous meeting. Richard stated he had investigated and while he had

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not received full confirmation that it appeared the billing was meant for another special district and that the Parish was aware.

Committee Reports:

Park: Richard updated the Board on some of the progress in the park and reiterated David Brossett's report regarding the fencing project. Delta Specialty Contractors has sub-contractors working on different jobs of the project. Material is complete on fields 1 & 2 and the material and taller poles that will be used for netting are currently being placed on field 10. There is still some cleanup necessary after the demo of former backstops on fields 1 & 2. Richard said that the old walking track was found and unearthed on the public area just north of the football field. This area can be cleaned up and used in the future. Richard told the Board the pump that runs the sewer septic system at the rear of the open-air gym was replaced by Booth. David asked if M&M Lawn was still doing routine mowing at the complexes. Richard said he communicates frequently with the scheduling staff and discusses their schedule based on construction activities in the park. Richard said that a regular mowing schedule is still important as it takes M&M twice as long to complete the work if grass grows too long. Richard reported that he has instructed maintenance to set the irrigation system to run regularly at the Soccer Complex as the grass has been affected by the dry conditions we have experienced this spring. Football has finally moved all their items out of the Soccer Complex concession stand. Richard said systems were being put in place for a timelier wrap up for leagues that use the facilities including the concession stands. Richard is in the process of working to spec a mobile concession stand that will be subsidized by monies from FEMA and insurance to replace the ones on field 6 and 10 that were demolished by hurricanes.

Office: Richard stated much of his time the last two weeks has been putting new staff into place. John Todd and Malcolm Rousseau were hired as full-time maintenance staff and will begin Monday, May 23rd. Toni Wilcox was approved at the May 9th meeting for the new position of Assistant Facility Director. Her start date is scheduled for May 23rd. Jonathan asked Richard about the status of Classy Cleaning doing additional cleaning for the bathrooms at both the Main and Soccer Complexes. Richard said he had reached out for a quote and was also getting quote from Scott Hollis of Integrity Cleaning. Integrity has done previous work for the District. Bill encouraged Richard to notate timeline and work performance in writing to help make those decisions in the future. David asked that with Toni coming in that formal facility agreements the District uses be reviewed and updated, and that the District move toward using more technology whether it be the website calendar or other means to make it easier for potential users. The Board asked what Blue Bird Websites was responsible for and how they billed the District. Richard explained there was a monthly fee but that some additional fees have been added lately due the time that Blue Bird has spent helping recreate the District website. Connie asked that when Toni did come on board that she spend some time reviewing the minutes of past meetings to better acquaint herself on activities and things that have been recently discussed.

Senior Center: Richard reported monthly luncheon would be this upcoming Thursday.

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Capital Planning: Bill wants to be sure that we paint a picture on the website of things that are currently underway and also felt it important that the District work with Brossett and others on a “Master Plan” of potential future projects on the land available. Bill feels the Board needs to prioritize and focus on the ideas and activities the District can offer beyond the regular sports that have been offered in the past.

Old Business:

Insurance Update: Richard said that following last month's meeting that after 18 months a representative of Glatfelter Insurance finally has made contact with the District. This is because of a claim on the golf cart that was stolen from the grounds back in February. Richard said that the representative seemed surprised that District was having such bad problems communicating with them but stated that it was most likely because they were using former employee emails and info. David asked the Board if it was time to discuss the large gap between what was paid out for hurricane damages and what was being paid out with Glatfelter. Connie is still frustrated with the lack of communication and feels that legal representation should be sought to help handle the matter of the gap. Richard said he has talked with Kip Tejada of Ward 3 Recreation and knows they have obtained legal representation. Ward 3 Recreation is also covered by Glatfelter Insurance. The Board asked that Richard find out from Kip who was representing Ward 3. Connie stated she knew that attorney Wes Romero was handling similar situations in Cameron Parish. David also felt that representation was also needed and the time to start finding it was now and let them counsel the District on what action should be taken. Ashton questioned why Parish District Attorney Bob Kleinschmidt would not be the contact. Members of the board have had conversations with Kleinschmidt who suggested that outside representation be used. Connie suggested that the Board collaborate during the week and find out availability and other pertinent questions to make a decision.

L-15 Drainage Project: Richard said work has begun on the west side of the road that leads to the maintenance building. All remaining culverts have been delivered to the property required for completion. Workers did cut the Cameron Communications line that runs to Maintenance and that is currently affecting security cameras. Ashton said there had been some issues acquiring the grate system that will be used at ground level once the project is near completion. This is a manufacturing problem.

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 once again reviewed the change orders submitted by architect David Brossett earlier in the meeting. The total was higher than originally designated for Richard to authorize. Richard said that upon initial review of the change order that it appeared in line with decision in April's meeting to accept.

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Connie made a motion to correct the authorization given in April's meeting and note that the total of \$19,134 be authorized for change order to the Fencing Restoration Project. Seconded by David. Passed unanimously.

Bobby suggested to the Board that because proposed lighting project at the Soccer Complex will not be complete by the beginning of football season that football be brought back to the Main Complex. Regardless of location, temporary lighting may still be necessary. Richard did explain that the goal posts were no longer available at the Main Complex. Bobby is concerned about the parking situation when both Soccer and Football share the fields and asked about the future potential of using the grass area to the southeast that borders Bozo Road for parking. People already park there on busy nights, but Bobby was inquiring if that area could be graveled and used specifically for parking. Questions were asked if there were any types of agreements made in the past that the exit onto Bozo Road not be used except in extreme cases. Connie and Jonathan said that this discussion has been brought up before and that after conversation with a former Police Jury it was determined there was no written documentation stating any agreement. Conversation was also had about developing a half heart shaped area in the existing parking lot that is untouched because it is considered "Protected Wetlands". Bill said that the District could attempt to mitigate but has been told by respected officials that process should be avoided. David said that both Main Complex site and the Soccer Complex site that was utilized last year for football should continue to be investigated with the consideration of logistics and the costs of using temporary lighting. The Board agreed that any construction of the new light system for the Soccer Complex be delayed until after the fall seasons were complete as there was no benefit for installation if it was not being used till next fall. While the parking issues will not be solved by fall seasons by September a long-range plan still needs to be discussed prior to fall of 2023. Connie will be sending Richard a copy of a file that records participation numbers from the leagues that utilize the facilities, stressing that it is important to have updated numbers as the they will play into the financial decision making of the District moving forward. Bobby said that he received a request from Moss Bluff Little League to have a District representative present to speak at the league closing ceremonies the upcoming Saturday at 8:45AM. All Board members stated they had previously schedule engagements. Richard said that he would be happy to go as a representative.

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 be held Monday June 20th, 6:00PM in open-air conference room.

David made motion to adjourn the meeting. Seconded by Bobby. Motion passed unanimously. 7:31PM

Minutes recorded and reported by Richard Dow.