

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT #4 WARD #1
MEETING Monday, June 20th, 2022**

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

Board Members in attendance: Bill Willis, Connie Hoffpauir, and Bobby Boom

In attendance: David Brossett-Brossett Architects; Wes Romero-Mudd Bruchhaus & Keating; David Bruchhaus - Mudd Bruchhaus & Keating; Cody White -Moss Bluff Little League; William Wilcox; Toni Wilcox; and Richard Dow

Prayer/Pledge: Prayer was led by Connie Hoffpauir; followed by the Pledge of Allegiance by board members.

Visiting Guest Agenda Items: Board recognized Cody White, he asked the board if they would consider naming 2 of the fields after 2 coaches, Jason Webb and David Wheeler that have both passed away. Bill asked if there was a field preference. Cody stated Wheeler coached seniors and Webb coached t-ball. Connie asked what fields are already named. Richard stated field 4 Micheal Duplichan. Field 8 Brock Brown, and Field 6. Richard has reached out to Mike Sanders for a little history on field names but was unsuccessful in reaching him. Bobby expressed concerns about naming fields, such as the length of time they coached. After discussion, the board feels we should hold off on naming the fields and looking into other options to honor coaches, as well as others in the park. Cody is excited about returning to Moss Bluff next season and wants to make opening day a big event.

The Board then recognized David Bruchhaus, he has been practicing law for 26 years. His firm has assisted in many hurricane claims past and present. Bruchhaus agreed the board is making a good decision by hiring an attorney because the 2-year mark is approaching. Bruchhaus has worked with Brossett on other claims. Bruchhaus will look over the claim, insurance payments, the policy, and see what is needed to make the park whole. The process to get enrolled is a resolution then they will speak with District Attorney Stephen Dwight before they get an approval from the Attorney General. Bruchhaus stated it will be an honor to represent the board and getting the park back the way it was before the storm. David Bruchhaus and Wes Romero will be available to us during this process. Bill thanked them for coming and looking forward to working with them. Connie stated that Richard and Toni will be their primary contacts, but the board is available if they need anything. Richard gave Bruchhaus the minutes from the June 14th special meeting so they can prepare the resolution.

Board then recognized David Brossett, he stated the fencing project is moving along. All the Nets of Texas poles are up, the yellow fence topper is on, waiting on the brick back stops to get done before the nets can get set up by Nets of Texas. Bill expressed his concern with the bricking progress. Brossett stated the brick company was having some staffing issues but are out working today and will be here all week working. Bill requested the timeline chart. Brossett stated he will forward it to Richard. There was a change order on the fencing project. No.1: The existing perimeter fencing along the north property line was removed during the tree clearing. No. 2: Remove the existing yellow steel bar gate to the southwest of the existing office building and install a new double green poly coated gate. Richard stated the fence from the neighbor's white fence to the fence is in the scope of work but the gate was not. Brossett stated the gate was not in the original scope of work because it was not damaged. Total for the change order is \$23,522.00. Connie asked if this change order changes the completion date.

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Brossett stated the change order will add 30 days with the revised completion date is July 14th. Bobby asked Richard if we must have a new gate. Richard stated it would be more aesthetic to match the green fence and to create more of a barrier.

Connie made a motion to accept the change order #2 for \$23,522.00 on the fencing project for Delta Specialty with the clarification of the days added going from 0 to 30 days. Seconded by Bobby. Motion passed unanimously.

Brossett stated the lighting project is on track with the completion date of October 9th. The light poles bases, light pole and fixtures will be delivered at the end of June. The next project Brossett is working on is a bid package for demo of the old concession stands. Bill explained it's important to have a master plan for both complexes and the senior center. Brossett has been working on a master plan that list our wants, and needs, so then we can reach out to the public for input on plans for future projects. Cody White asked if Little League board could be more involved in future projects. Bill explained we want to work in conjunction with him and his board on projects to make sure it meets the needs at hand. Connie explained Little League was previously brought in to assist in the new concession stands project. Connie stated the best way to communicate idea is in writing. Brossett stated our next pass through the park will be to document anything else that need to be repaired or replaced. Demoiing of the 3 old concession stands will be first then things such as the dugouts, maintenance building repairs, scoreboards and anything else that needs to be finished up. Connie asked Bruchhaus if it was necessary to have someone else come to assess the facility. Bruchhaus stated they have an engineer and adjuster that they work with. He will be the one to set them up once they have had time to look over what we have done, what we have spent, and what we have proposed. Bill stated a future project could be adding fans to the stand area. Many complexes now have stands with high awning with fans to help circulate air. Bruchhaus explained that our policy has replacement cost with things built years ago, there may be updated codes we have to adhere too when rebuilding, and things consider upgrades aren't because of the new standards they may be covered by insurance.

Previous Meeting Minutes: Minutes for the May 16th and June 14th Special meeting were presented to the Board.

Bobby made a motion to accept the May 16th and June 14th, 2022 minutes with the one revision on the June 14th minutes should state "former police juror". Seconded by Connie. Motion passed unanimously.

Police Jurors Comments: No Police Jurors in attendance.

Treasurers Report: Richard presented the board with the Year-to-Date budget reports. Capital Account 773 was at \$4,189,557.30. Community Center maintenance budget item 774 was \$2,538,402.39. Senior Center account 775 stood at \$891,052.06. Bill asked if the BECI and Water Works issues were taken care of. Richard started he thinks everything is current with all bills, we process the invoices in a timely manner to the parish and look at the budget report to see when the invoice was paid. Connie asked about the workers compensation. The Parish double paid an insurance invoice. Jody

**COMMUNITY CENTER AND PLAYGROUND
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caught it on the monthly budget sheet. Richard stated he is working with Insurance Unlimited to decided how they are going to reimburse the funds. Connie asked about the payment to Family Land & Tree Services included. Richard stated Family Land & Tree Services is the company who hauled off the old poles.

Committee Reports:

Park: Richard stated most of the progress was already discussed by Brossett. We haven't had brick layers for 3 weeks due to staffing issues. Delta Specialties tried getting some local staff to come but haven't seen them as of today. Richard stated he spoke with Derrick from Delta Specialties to reiterate the importance of staying on schedule. The fence company did break a waterline a few weeks ago between fields 2 and 3. Derrick from Delta notified Richard about the broken line and asked if he would assist in finding a local plumbing company to come fix it. Richard called Able Plumbing to come repair the broken pipe. Richard expressed concerns about there being few shut offs around the complex. With the broken pipe, the office's water was shut off for 3 days for the repair. If more shut off valves were available around the complex the broken lines would only affect the area of the broken pipe. With additional money from FEMA from hurricane destroyed stands on field 6 and field 10, Richard and Toni were able to spec out a mobile concession stand. There will be no cooking inside but there will be a covered back porch area of the concession stand for frying and cooking. There will be freezer and refrigeration inside with storage and counter space. Connie asked what the next steps are needed. Richard explained we need to find 3 companies to bid it but wants to make sure we are comparing apples to apples between the companies. Connie would like to have a company with a drone to come out to the complex to get some footage on the progress of the park. William Wilcox suggested for us to reach out to Jared Young. Jared works for the parish now doing drone footage. Bill stated he would like someone to take pictures every few months to update our community on the progress and changes happening to the complex.

Office: New maintenance staff started on May 23rd. Toni came to the meeting on May 24th & started on May 30th. Richard stated the office will need a new router. He wants to get one that is compatible with system while also able to handle future upgrades. Richard stated he would like to get Toni a laptop to be able to do work offsite. Connie requested to get a price and present it to the board. Bill requested Richard to get with the Parish IT person to get recommendations. Bill expressed his concerns that the web page is slow and is not modernized. Bill stated if Blue Bird can't make significant improvements to the website then we will have to find another company. Richard spoke to him last week; Blue Bird said they improved the speed of the site, but we haven't had a chance to evaluate it at this time. Bobby suggested looking into Townsquare Media. He stated they maintain and keep sites up to date. Bill stated he wants a site that will show case our complex, sports, our senior center and other events that is easy to manage and maintain.

Senior Center: Richard reported one of the air conditioning units tripped. Richard was able to get it back up and running. Bill asked if Richard knows the age of the units. Richard stated he did not, but some were older than others. Connie stated we need to look into having a company come out to service and maintain them.

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT #4 WARD #1
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Capital Planning: Bill wants to work with Brossett and others on a “Master Plan” on potential future projects on the land available. Bill feels the Board needs to prioritize and focus on ideas and activities the District can offer beyond the regular sports that have been offered in the past.

Old Business:

L-15 Drainage Project: Richard stated they are getting close to completion of the project. They repaired the asphalt that covered the road and installed the parking bumpers. We are approx. 7 days from doing a walkthrough of the completion of the project. Bill asked about rock. Richard stated they have rock available for them. Bill asked about the fencing by the ditch & culvert area. Richard explained they are installing concrete bollards to deter vehicles. Richard expressed his concerns that the bollards aren't enough due to the deeper ditch and 3 barriers blocking the entrance of the culvert. Bill suggested installing a fence around the ditch area and splitting the cost with Gravity Drainage. Bill will reach out to Gravity Drainage about this matter. Bill asked about the fence on the back side of the ditch area. Richard stated he plans to reach out to the landowners to get an idea of their plans. Richard explained to the board the property line on the northside by the new ditch down to field 11 used to be all neighborhood fences. There is no fence there now due to the hurricanes. The board covered the cost to fence the property line by the maintenance shed. Bill asked the board to consider getting a quote to fence the property line to secure the park. Connie suggested getting with Brossett about the property line and to see if it can be added to the ongoing fencing project.

Bobby made a motion to continue the fence on the property line from the maintenance shed south to the corner then continue west to field 11. Seconded by Connie. Motion passed unanimously.

Hurricanes Laura and Delta: Richard stated we lost our FEMA Program Manager and are awaiting a new one to be assigned. Everything is still moving forward.

Soccer and Football Complex Lighting: Richard presented the board with a quote from Musco Temp Lighting. The Musco temp lighting is much better than the generator lighting from last year. The goal post for football needs to be better secured with 2 sports being played on the same field. Bobby explained soccer will have a different schedule this season. Bobby said soccer and football should be able to use the complex together without the need of temporary lighting. Bobby expressed concerns about concession arrangements between soccer and football. Due to the high cost in temp lighting, the board would like to see the leagues work together to develop a plan to share the complex. Bill asked Richard to reach out to both soccer and football leagues to have a meeting to discuss and create a plan for the concessions and field usage for the upcoming season. Bobby asked if the mobile concession would be available for the season. Richard stated the mobile concession will not be ready for this season due to the bid process and turnaround time needed to build the mobile unit. Richard stated Justin Gautreaux of VSG Architects should be getting him the plans designed by Darrell Hicks for potential Soccer Complex upgrades soon.

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT #4 WARD #1
MEETING Monday, June 20th, 2022**

New Business: Richard discussed the Tax Roll-up or Roll over. He invited Calcasieu Parish Assessor Wendy Aguillard to attend but she was unable to attend due to prior engagements. Richard explained there may be a loss in value due to hurricane damaged properties. From the Resolution from July 2021: tax roll on all property by CCPD4W1. The new Resolution needs to be done by August 1st, 2022. The Board decided to defer the tax roll-up or roll over resolution to next meeting. Richard stated we did receive in the mail the workers compensation credit along with a check \$6,034.00 from Glatfelter Insurance for the stolen golf cart. Bobby asked about the temp office staff completion date. Richard stated that it was previously discussed her last day would be July 1st, 2022. Bill read the Memorandum from June 20th to follow the Calcasieu Parish Police Jury Human Resources handbook and guidelines. The Parish obeyed Louisiana Governor John Bel Edwards proclamation to close all state offices Friday, June 17th in observance of the Juneteenth Holiday. CCPD4W1 then followed the Parish guidelines and granted Holiday pay to all non-exempt employees on this day.

Connie made a motion to accept the Parish guidelines and grant Holiday pay to all non-exempt employees for the Juneteenth Holiday. Seconded by Bobby. Motion passed unanimously.

Bobby stated Manuel Builders contacted him regarding donating services to help make improvements to the park. Bill stated Manuel Builders would be need to meet all of CPPJ requirements. The Park will evaluate the upcoming projects to determine Manuel Builders can help.

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 July 18th, 6:00PM in open-air conference room.

Bobby made motion to adjourn the meeting. Seconded by Connie. Motion passed unanimously. 7:30PM

Minutes recorded and reported by Toni Wilcox.