

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT #4 WARD #1
MEETING Monday, September 19th, 2022**

Meeting was called to order by Bill Willis at 6:05pm.

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

Bill stated Jonathan Simien has resigned due to personal family issues.

In attendance: Toni Wilcox & Richard Dow

Prayer/Pledge: Prayer was led by David Nixon; followed by the Pledge of Allegiance by board members.

Visiting Guest Agenda Items: No guest in attendance

Previous Meeting Minutes: Minutes for the August 15th, February 22nd, and February 28th meetings were presented to the Board.

Connie made a motion to accept the August 15th, 2022, minutes. Seconded by Bobby. Motion passed unanimously.

David made a motion to accept the February 22nd, 2022, minutes. Seconded by Connie. Motion passed unanimously.

David made a motion to accept the February 28th, 2022, minutes. Seconded by Connie. Motion passed unanimously.

Police Jurors Comments: No Police Jurors were in attendance. Richard stated Ashton Richard has express concerns about the old fence that was not replaced on several fields. David suggested adding replacing old fence to Phase 3.

Treasurers Report: Richard presented the board with the Year-to-Date budget reports. Capital Account 773 was at \$2,359,796.58. Community Center maintenance budget item 774 was \$2,415,215.52. Senior Center account 775 stood at \$859,153.25. Richard reminded the Board that some of reports did not indicate the monies that were already allocated in awarded bids. Richard stated some invoices were miscoded intergovernmental services, those changes are indicated on the August Budget Report as reclass invoices. The Parish is requesting a rough draft budget submission by the end of the month. Richard is reviewing the current budget. There are a few items are over budget such as adding new employees (workers compensation/social security), architect and rental equipment. Connie asked to check to see if Boss Lighting invoices were paid this year or last. Connie asked about the Senior Center Insurance that is over budget. Richard stated he will have to review it. Bill asked about the M&M Lawn Service on the report. Richard stated M&M Lawn is mowing the Main & Soccer complex weekly. The invoices included them straying the overgrowth in parking areas. M&M Lawn Services contract states they will mow each complex 36 times and spray 6 times. Bill asked about the Lowe's purchases on the report. After reviewing the receipts, these purchases were for updating lights and paint in the restrooms, materials for soccer cabinets doors, & open-air gym updates. The Senior Center Lowe's purchase was for storage bins to help organize the storage area, materials to repair a door and sink. Bill

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asked about the BSN Sports purchase. Richard stated basketball backboards, goals & nets were purchased to replace the broken/damaged ones. Bill asked about the C&C Audio purchase. Toni stated it was to purchase 2 refrigerators and 1 freezer for the Soccer/Football Concession. David asked how much is left owed for the Moss Bluff Lighting and Fencing project. Richard stated we are getting close; the Lighting Project is approx. 80% and Fencing is approx. 95% complete.

Committee Reports:

Park: Richard informed the board the Moss Bluff Fencing project is approx. 95% completed. The only section left to install is the fencing on the northwest side of the property by field 11. They have installed the gate on the south side of field 11. The Moss Bluff Lighting project is approximately 22 days behind due to the weather in August. They are currently finishing up the pulling of the wire and awaiting the shipment of the pull boxes. The tentative ship date for the pull boxes is October 10th. M&M Lawn Services have clipped/damaged 2 of the light pole brackets and a hose. Richard has spoken with them about staying away from the materials on the ground. The replacement brackets have been ordered and on the way. The issue with the light pole on field 11 is the biggest issue holding up the completion of the projects. After the property was surveyed, it was confirmed the pole is approximately 2.67ft north of the property line. Bill asked if Brossett or any of the Contractors have come up with a proposal for the field 11 pole. Richard stated Trahan Construction touched base with him on Friday, September 16th to confirm we received the property survey, but no proposal or resolution have been made to resolve the field 11 light pole issue. Bill expressed his concerns about the urgency of needing a resolution to resolve this current issue so we can move forward with the projects. The board would like to know the cost to dig up/move the light pole and the cost to purchase the property. Soccer season has kicked off and fields have been painted. Football season kicks off the upcoming weekend, we are in process of getting the field ready. Richard stated rock was purchased from Dunham Price for the parking area. Brothers Keepers is using the football field at the Main Complex with strict guidelines to be followed. The Maintenance Guys will be flagging off the wooded area at the Jones Road Complex to deter parking in this area due to traffic and safety concerns. Richard stated the tractor's hydraulics is having issues and needs to be serviced. Bobby stated it was brought to his attention about possibly concreting the gravel handicap spots that were added at the Soccer Complex. The Board requested a proposal to get the handicap spots concreted. The Demo Project for the old concessions stand will start on Monday, September 26th.

Office: Richard stated we have changed cleaning companies. There were several inconsistencies with the former company. Several attempts were made to address the issues but not corrected. The notice to terminate services was made at the beginning of the month. After speaking with the owner on September 6th, it was decided to terminate the services effective immediately. Scott Hollis with Integrity Cleaning LLC has been cleaning the facilities the past two weeks. The Senior Center has already given extremely positive feedback with the services performed from Integrity Cleaning. Star Services has begun their initial walk throughs of the units as per the contracts. Star Services has found some issues at the Senior Center some of the drain lines were install incorrectly. Richard stated he has updated the website with new photos of the progress around the park. Bill asked about the status of the mobile concession stand. Richard stated

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originally the bids were going to open on September 20th, but a few companies called with questions and the parish had to add an addendum adding seven working days.

Senior Center: Richard stated the flagpole has been installed. They will have a dedication on Friday, September 30th before the Birthday Meal gathering. Tomorrow they will have coffee and donuts with Mayor Nick Hunter. Participation numbers are up at the Senior Center. The Senior Center has questions about their representation with CCOA. At the time, they will keep Theo Pete as the representation until future elections. Richard reported last meeting, the roof was leaking but after further investigation there was a pin hole in the hot water heater. A new hot water heater was purchased and installed. Bill asked about the signage for the Senior Center. Richard stated with other issues going on it was pushed back a little but we are in the process of looking at potential options.

Old Business:

Main Complex Fencing Project: Richard stated its approximately 95% complete, just waiting on the northwest side of field 11.

Main Complex Lighting Project: Richard stated the updated was given in the Park Report.

L-15 Drainage Project: Richard stated we need to get with Brossett to break down the fencing around the drainage ditch invoice; ½ for the Park and ½ for Gravity Drainage.

Soccer/Football Field Lighting Project: Richard stated Justin Gautreaux with VSG Architects is working on updating front ends with the Parish. They are currently trying to have the first advertisement start next Thursday, September 29th which would have a bid opening date of October 27th and a pre-bid on October 13th. This project will follow the public bid law requirements and advertise for a minimum of 25 days.

FEMA/Hurricane Laura and Delta: Richard stated the last few meetings have been playing catch up with the new FEMA representative. There were some documentations requested from Brossett, he's working on getting everything they need turned in. FEMA has a project list of about 11 scopes of work for the Park. The problem is some projects are mixed with other projects and we are working on getting everything listed/grouped together correctly. The biggest issue is the DDD (Damaged Descriptions). There are 3 factors that go into the DDD: the insurance adjustor, the FEMA adjustor, and the Sulzer Group. They are having discrepancies between the reports such as mislabeled photos, locations, and descriptions. Connie asked if there can be any kind of resolution with FEMA before Insurance is resolved. Richard stated that has been discussed and yes, that will play a factor with FEMA. Bill asked if there was any new information from the attorneys. Connie stated she would not expect any updates at this point. Richard stated an adjustor did come out to take drone footage and photos.

Capital Planning: Bobby asked if the soccer/football lighting project was more important than a home for basketball, wrestling, or volleyball. Bobby expressed his concerns about the other recreational organizations in our community that does not

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have a place to practice or hold games. Bill stated he feels moving forward with the one option of lighting the two fields is good for the park but looking forward with future Capital Projects and prioritizing the needs of our community. Bobby expressed his concerns about organizations like Wrestling, whom have no place to practice. Toni stated Bronco Wrestling reached out of the Park last week asking if we had anywhere for them to practice. They stated they need an indoor place that would accommodate approximately 100 children. Bill explained the importance for the Board to come up with a list of potential future projects and priorities the ones that need to be addressed first.

New Business:

Board Member Board of Ethics review: Richard stated all the board members Resolutions are current and up to date. The Resolutions are done every 4 years. The Ethic Training Certificates need to be updated yearly. Richard asked the Board members to forward their certificates once they have taken the training. Richard stated that Parish employees must take the yearly sexual harassment training, Supervisors need additional training.

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, October 17th, 6:00PM in open-air conference room.

Bobby made motion to adjourn the meeting. Seconded by David. Motion passed unanimously. 7:25PM

Minutes recorded and reported by Toni Wilcox.