

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT #4 WARD #1
MEETING Monday, October 17th, 2022**

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

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

Board Members not in attendance: Bobby Boom and Vacant position

In attendance: Ashton Richard – Police Jury, David Brossett- Brossett Architects, Sandra Chambers- Moss Bluff Senior Center Coordinator, Christine Johns – Moss Bluff Senior Center Assistant Coordinator, Toni Wilcox & 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 Christine Jones with Moss Bluff Senior Center, she brought the membership numbers and report of deposits. The Board then recognized David Brossett with Brossett Architects; he stated the Moss Bluff Fencing Project is complete other than a few minor things to finish up. The Moss Bluff Field Lighting Project is awaiting the resolution of the field 11 light pole. Richard stated he has reached out to the homeowner, and she has not responded. Bill stated we have been working with Bob Kleinschmidt, the Parish Attorney to get an easement with the conditions the contractors will install a wooden fence on the south side along her property line. We will need to get a no cost change order to install a 6ft tall wooden privacy fence. Ashton asked what happens if the landowner does not sign the easement. If the easement is not signed, the other option is to remove and relocate the pole. Brossett then stated the Moss Bluff Demo Project is complete other than them seeding the areas that were demoed. The Moss Bluff Dug Out Repair Project has been advertised and the Bid Meeting is October 26th. Brossett stated we are going to ask for an alternate price for the Dug Outs to use black coated fencing. Bill asked about the bleachers. Brossett stated the bleachers and awning project will be ready in approximately 3 weeks. Brossett explained most fields will have an awning one the first base side and one on the third base side. Richard asked Brossett for the drawings once they are ready for us to review them. David expressed his concerns about having the completion of the awning project completed before the end of February. The Board wants to be ready for baseball/softball season and doesn't want construction to prevent that this upcoming season. Bill stated in other complexes they have big fans under the canopies to help with the heat. Brossett stated he sees adding it possibly to future for the middle area between fields 1,2 and 3. David asked to keep in mind, we need to install a flagpole on both sides of the complex.

Previous Meeting Minutes: Minutes for the September 19th,2022 meeting were presented to the Board.

David made a motion to accept the September 19th, 2022, minutes. Seconded by Connie. Motion passed unanimously.

Police Jurors Comments: Ashton has no comment currently. He is here to observe the meeting.

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Treasurers Report: Richard presented the board with the Year-to-Date budget reports. Capital Account 773 was at \$1,832,891.70. Community Center maintenance budget item 774 was \$2,370,471.76. Senior Center account 775 stood at \$847,226.63. Richard reminded the Board that some of reports did not indicate the monies that were already allocated in awarded bids. David stated he knows the maintenance and capital account renewals have been done. When will the Senior Center account renewal come due? Connie stated she thinks the Senior Center Renewal is in 2 years. Bill asked if the accounting issues with BECI and other utilities are cleared up. Richard stated Toni has done a great job obtaining the invoices online and processing them sometimes before we get the invoice in the mail. Bill asked about the expenditures for Lowe's and Grainger's. Richard explained Grainger's purchases were LED wall lights for the soccer complex, locks for the soccer concession cabinets and flags to rope off parking at the Jones Road Complex. Lowe's purchases were to install cabinets in the soccer/football concession. Bill asked if there was a ledger for all the invoices, gas, and utilities. Toni stated yes, we keep record of all purchases and invoices. Richard stated the Maintenance employees have a ledger to keep track of the mileage in the truck. Bill asked how Star Services was doing. Richard stated they have completed the inspections and we are satisfied with the services. Bill asked about the Able Plumbing invoice. Richard stated that was to replace the hot water heater at the Senior Center.

Committee Reports:

Park: David expressed his concerns about the direction of the awnings and future projects around fields 1-6 that Brossett referencing. He would like to look at the bigger picture before we build with no plan. Bill stated we need to prioritize what is needed in our park to add diversity to offer other options to the facility. Richard stated the Demo Project was very smoothly done. They have been on site this week repairing some concrete sidewalk. We are trying to work with the concrete company that is making the repairs to give us an estimate on other concrete repairs needed around the park. The tractor is in the shop with hydraulic issues. We are awaiting a quote on repairs for the tractor. Bill asked the age of the tractor. Richard stated the tractor is a 2010. Richard informed the Board; we are having a little trouble with the mobile concession stands. Companies appear hesitant to work with the procurement process as it is currently implemented. They are used to person-to-person sales and not parish sale with bid bonds and such. The bid process has been extended with the Parish. Connie asked if any of these companies would have something that was already built. Richard stated they do but the one we designed would better accommodate the park's needs. The Maintenance guys have cleaned up the property line along Bozo Road. Soccer irrigation has been a concern. We continue to have problems with underground pipes. M&M has come out to do the annual inspection. They did have to replace rotors that were no longer spinning, replaced decoders with solenoids, and repaired lateral line link. Able Plumbing did come out to fix the Soccer Complex faucets. SHHS held a cross country meet last Wednesday at the Soccer Complex. The meet was very successfully. Bill asked about the pallets in the parking lot. Richard stated the pallets are from the lighting. Bill stated he would like to have the pallets removed from the parking lot.

Office: Richard stated he has put together a rough draft of the budget. The Parish has sent some notes. Richard will update the budget with the notes from the Parish and resubmit it for approval. He will send the budget out before the November meeting to

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look over. Richard has registered both Toni and him for the Louisiana Recreation & Park Conference on November 15th – 17th in Monroe, La.

Senior Center: Richard thanked Sandra Chambers for coordinating the flagpole dedication. Johns stated they set a record with over 100 people attending the flagpole dedication. Johns stated they came on June 2021 and have been keeping attending records. The Senior Center had approximately 755-member attend activities for the month of September. Chambers stated last June they had approximately 379 members compared to this June approximately 745 members. Bill asked if there was anything we can do to help the Senior Center. Chambers explained they deposit money to the CCOA and each month they make request of funds to go towards prizes, snacks, and other things the Senior Center needs. Chambers had questions about where the deposited funds go. Connie asked if they were having any trouble getting what was requested from the CCOA. Chambers stated the CCOA has given them everything they have requested. Connie explained the CCOA is very big on activities, if the Senior Center needs something they need to request it from the CCOA, if the facility needs something, they need to let the Board know. Johns asked if a fundraiser was done, how would the funds be handled. The Board explained the Senior Center does not need to have a fundraiser, any needs or wants should be covered either by the CCOA or us. Richard stated during Star Services inspection, they found some lines in the main lobby area that were not installed correctly. They have come up with a plan to correct the issue with a pump to push the water out. Richard stated we have received a call about renting the Senior Center for a Christmas Banquet. Richard stated we are reviewing the facility contracts. At this time, the Board has not discussed renting the Senior Center, they would like to review the facility contracts before making any decisions. Johns has concerns about renting the facility out due to her desk in the front lobby that contains records that are not locked up. The Board suggested possibly getting a desk that how locks or move her desk to one of the other rooms which could be locked. Richard stated those are things that would be looked at before the facility was rented out. Bill asked if we could list the Senior Center activities on the website. Toni stated the Senior Center activities are posted on the website already. Johns stated for the month of August they have between 130-190 visitors per week. Johns praised the Scott with Integrity Cleaning for doing a fantastic job.

Old Business:

L-15 Drainage Project: Richard spoke with the Parish; they stated it would be best to submit it with the purchase order then we will send Gravity Drainage a memo stating their portion.

Soccer/Football Update: Richard stated both leagues are in full swing. The Maintenance guys have been maintaining painting and striping the fields.

Soccer/Football Field Lighting Project: Richard stated the pre-bid meeting was held on Thursday, October 13th and bid opening will be October 27th.

FEMA/Hurricane Laura and Delta: Richard stated he feels we are making progress. We have provided and continuing to provide everything they are requesting. The program manager is still getting caught up on things, but we are making progress.

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New Business: No new business currently.

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 be on Monday, November 21st, but due to the holiday week and to better solidify a quorum the meeting will be changed to Monday, November 14th, 6:00PM in open-air conference room.

David made motion to adjourn the meeting. Seconded by Connie. Motion passed unanimously. 7:27PM

Minutes recorded and reported by Toni Wilcox.