

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, JULY 17TH, 2023**

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

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

Board Members not in attendance: Theo Chantlin

In attendance: David Brossett- Brossett Architect, Mike Smith, William Wilcox, Toni Wilcox, and Richard Dow

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

Police Jurors Comments: Mike Smith stated he wanted to attend the meeting to see what current and upcoming projects are happening at the Park. He expressed his concerns about the need for an indoor facility to accommodate needs such as recreation basketball. Bill W. stated the Board has a vision for a multi-purpose building to accommodate needs such as basketball. The biggest challenge for an indoor facility will be funding.

Visiting Guest Agenda Items: Board recognizes David Brossett with Brossett Architect. Brossett stated the Moss Bluff Maintenance Shop Repairs pre-bid meeting was Friday, July 14th. Bids will be received on Wednesday, July 26th. Bill W. asked how many contracts attended the pre-bid meeting. Brossett replied that two showed up for the pre-bid meeting and approx. five have picked up plans at this time.

Brossett stated the Moss Bluff Field Repairs pre-bid meeting is set for Wednesday, July 19th. Bids will be received on Tuesday, August 8th.

Bill W. asked for an update on the canopy project. Brossett presented the board with a revised drawing of the canopy system based on the Boards recommendation. The drawings show canopies from dugout to dugout. David asked if this project would include the bleachers. Brossett stated this project is for a canopy only unless it was requested for bleachers to be added. Bill W. asked how many bleachers the Park currently has that are useable? Richard stated the current bleachers are not in the best condition. Connie asked about the size of the current bleachers. Richard stated moving forward he feels the Park should have a four or five tier bleacher. Connie asked how much of the bleachers will be covered by the canopy. Brossett stated the entire bleachers will be covered by the canopy. Bill W. suggested going with a minimum of a ten-foot bleacher. Bill S. stated instead of putting bleachers on each side, would putting them behind the backstop be a better option? Then the sides would give more area to accommodate spectators who bring chairs. Toni stated field ten was set up that way in the past with bleachers behind the backstop. Brossett stated the length of the bleachers will not affect anything, but he would need to make sure there is clearance for the height of the bleachers. David stated the maximum would be a five-tier bleacher. The height of a five-tier bleacher is approximately seven feet tall. Connie asked what the height for the canopies in the current drawings is? Brossett stated nine feet is the height in the current drawings but if the Park is considering going with a maximum of a five-tier bleacher the canopy height will have to be adjusted accordingly.

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, JULY 17TH, 2023**

David made a motion to authorize Brossett Architect to put a bid package together for the Moss Bluff Recreation Canopy Project with the height of the canopies to be set to accommodate a five-tier bleacher. Seconded by Connie. Motion passed unanimously.

Brossett presented the Board with the revised Pickleball Project drawings. The pickleball courts will have an eight-foot fence with six-foot wind screens and a four-foot fence between each court. There will be additional concrete added to accommodate spectators. The courts will have a lighting system. Connie asked how many light poles will be needed? Brossett stated the courts will need ten light poles. David asked who decides what lighting? Brossett stated the bid package will have specific information about the lighting system the Park wants. Connie asked why the wind screens are on the outside of the fence because tennis has them on the inside. Brossett replied there was no reason wind screens can be placed on the inside or outside. Benches for players are part of the scope of work but the bleachers are not. David asked if the playing surface is specified in the scope of work? Brossett stated it will be special coating over the concrete. David stated he liked the Sam Houston High School tennis courts that were resurfaced with a two-color surface. The court area is one color (purple) and the out of bounds area is another color (gray). Bill S. asked if this project will be for six pickleball courts. David stated yes, this will be for six courts. It's the Board's vision to offer other activities to accommodate people of all ages in our community. Bill S. asked about the maintenance of the courts. Brossett stated the maintenance is low and the courts would need to be resurfaced approximately every ten years. Brossett stated per the current drawings the six pickleball courts are equivalent to two full size tennis courts.

Connie made a motion to authorize Brossett Architect to put a bid package together for the Moss Bluff Recreation Pickleball Project. Seconded by David. Motion passed unanimously.

Previous Meeting Minutes: Minutes for the June 20th, June 23rd, & July 6th, 2023, meeting was presented to the Board.

Connie made a motion to accept the June 20th, 2023, minutes with the corrections submitted to Toni. Seconded by David. Motion passed unanimously.

David made a motion to accept the June 23rd, 2023, minutes with the corrections submitted to Toni. Seconded by Bill Sommers. Motion passed unanimously.

Connie made a motion to accept the July 6th, 2023, minutes. Seconded by Bill Sommers. Motion passed unanimously.

Treasurers Report: Richard presented the board with the Year-to-Date budget reports. Capital Account 773 was at \$1,395,155.36. Community Center maintenance budget item 774 was \$2,759,860.58. Senior Center account 775 stood at \$981,570.04. The Board was reminded that some of the reports did not indicate the monies that were already allocated in awarded bids. Richard stated after speaking with the Parish the Capital Account 773 is currently set up to accept revenues as a transfer from the Maintenance Account. The recent insurance funds were deposited into the Maintenance Account 774. The funds can be distributed to the appropriate account if needed with Board action. David stated the Board should transfer the funds to the account that the projects were covered by. Connie stated the Capital Account 773 was set up after the

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, JULY 17TH, 2023**

second tax was passed for capital improvements. Before the Capital Account 773, all funds went through the Maintenance Account 774. David would like a recap of what has been spent on repairs from Hurricane Laura based on a breakdown of what was insurance related and what improvements. Bill W. asked under the Capital Account 773, what were the Sylvan Specialties? Richard stated Sylvan Specialties was for additional cameras. Connie requested to have the Sylvan Specialties for the additional cameras to be transferred from the Capital Account 773 to the Maintenance Account 774.

Committee Reports:

Park: Most of the updates were given earlier in the meeting. Richard stated Red, White, and Boom was a successful event with a great turnout at the Jones Road Complex. The Main Complex had two major leaks on the east side of the complex by field five. Able Plumbing was able to come out and fix both leaks, also they added a shut-off valve to help with future issues. The netting on Field 9 has been fixed by Nets of Texas. During this month's evaluation from Booth Environmental, they discovered that the blower was out on the system at the Main Complex. Booth Environmental is working on a quote to replace the blower. The contractor will be onsite this Thursday to start the removal of the crushed concrete by the maintenance area. The Maintenance staff are working on building the trash can holders to help beautify the Park. Richard stated the open-air gym has been getting used regularly for practices and conditioning. Bill W. asked if M&M Lawn & Irrigation was able to give us an update on the soccer fields. Toni stated M&M spoke with Richard stating they could not do any quick fix to get the fields in better condition for the upcoming soccer/football season. Our Maintenance staff will be assessing the fields and getting them ready for the upcoming season. David suggested reaching out to the soccer/football leagues to have them walk the fields to address any issues.

Office: Richard stated he will be out of the office on Tuesday for personal reasons but will be back in the office Wednesday. Richard wanted to recognize Toni for doing a great job. In the past, there were some issues/concerns with bills getting submitted to the Parish and paid on time. Toni has a system set up to receive the bills and get them submitted to the Parish in a timely manner. Connie stated we need to get started working on ideas for playgrounds. Richard stated we will get information about new playground areas for the Main Complex.

Senior Center: Richard stated National Wastewater was able to fix the leak by the parking lot and towards the back of the property at the Senior Center. Richard stated we have had issues with getting in contact with the CCOA in attempts to discuss updating the agreement. After speaking with the Parish and legal counsel, they would like to have an updated active contract on file, the last signed contract found was from 2012. Toni has drafted a revised CCOA agreement for the Board to review. Bill W. stated after several attempts, he was able to speak with the CCOA. The CCOA stated the agreement was the Park's. Bill W. stated the CCOA agreement has a four-year term for renewal. The terms of payment have been revised to state the Senior Center Coordinator and other staff members' salaries will be based upon agreement from the CCOA and the District. The CCOA agrees to provide detailed monthly information to the District regarding each of the employee's hours, salary amounts, payroll taxes amounts and

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, JULY 17TH, 2023**

worker's compensation amounts for each payroll period. Each employee is to be listed separately in the monthly detailed report. Connie asked if we had a current certificate of insurance from the CCOA on file. Toni stated we do not have a current certificate of insurance on file. Connie requested to the Park to send CCOA a current certificate of insurance and request a certificate of insurance from the CCOA listing CCPD4W1 as a holder. The Board requested the drafted CCOA agreement be sent to legal counsel to review.

Old Business:

Brossett Projects – Maintenance Shop, Pickleball, Field Recondition: Update given earlier in the meeting.

Soccer/Football Field Lighting Project: No update currently. We are currently waiting for the electrical gear to arrive. The estimate for the electrical gear is Mid-October.

FEMA/Hurricane Laura and Delta: Richard stated we are continuing to move forward with FEMA.

New Business:

Senior Center Sign: Richard presented the Board with quotes for a new sign for the Senior Center. The Senior Center is in an overlay district. We will need to request a variance from the Parish for the new sign. David stated he feels the drawing with the larger sign and smaller digital LED screen would work best for the Senior Center needs. The funds to pay for the new sign would come from the Senior Center Account 775. Bill W. asked for a discussion about the colors of the sign. The proposed sign is purple, gold, and white. The Senior Center building is red, as of this time. Connie asked if they could propose more neutral colors. Bill S. asked when/who will decide the colors of the sign. Bill W. stated the color decision will be made by the Board. Connie suggested the colors red and blue for the sign. Bill S. stated he likes the purple and gold colors. The Board requested asking Acme Sign Co. to come up with some other color options for the color.

David made a motion to move forward with the proposal from Acme Sign Co. proposal# 8688 for the new Senior Center Sign for \$23,864.84 with the colors to be determined. Seconded by Bill Sommers. Motion passed unanimously.

John Deere Tractor Quote: Richard presented the Board with a proposal for a new John Deere Tractor with accessories. Richard has been working with the Public Works with the Parish to get a quote for a new tractor. The Parish has a state contract with John Deere. The proposed tractor has more horsepower than the current tractor. The proposal is for a John Deere Tractor with a bucket for \$41,840.40 and a backhoe attachment for \$12,802.11 under state contact. Other possible attachments would be a land plane for \$1,825.00 and forks for \$1,750.00. Bill W. asked about the upcoming Maintenance Shop Repairs Project, where will the tractor be stored. Bill W. stated the Board needs to look at the cost breakdown of how much the equipment will be used vs. rental cost. The current tractor is a 2010 model. Currently, the Park is over budget for rental equipment this year. David asked what determined the model quoted.

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, JULY 17TH,2023**

Richard started the horsepower and its capabilities. Connie asked what was rented recently from United Rentals. Richard stated a bobcat, skid-steer, and breaker has been rented. David asked if consideration was taken to purchase a bobcat or skid-steer. Richard feels the tractor would be a better purchase. After renting a bobcat and skid-steer, he feels they tend to break down and need repairs quite often. Bill W. asked to get quotes for other model's tractors for comparison. The Board feels there needs to be more discussion about the tractor and attachments before a decision can be made.

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, August 21st, 6:00PM in an open-air conference room.

David made a motion to adjourn the meeting. Seconded by Connie. Motion passed unanimously. 7:38PM

Minutes recorded and reported by Toni Wilcox.