

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, SEPTEMBER 18TH, 2023**

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

Board Members in attendance: Connie Hoffpauir, Bill Sommers, Theo Chantlin and Bill Willis

In attendance: David Brossett- Brossett Architect, Jacqueline Green- Calcasieu Council on Aging, William Wilcox, Mitch Robertson, John Todd, Toni Wilcox, and Richard Dow

Prayer/Pledge: Prayer was led by Bill Sommers; followed by the Pledge of Allegiance by board members.

Police Jurors Comments: No Police Jurors in attendance.

Visiting Guest Agenda Items: The Board recognized Jacqueline Green with the Calcasieu Council on Aging. Richard explained the current cooperative endeavor agreement with the Calcasieu Council on Aging had expired. The Board was presented with a revised cooperative endeavor agreement between the District and Calcasieu Council on Aging. Bill Willis stated the new terms of the agreement will be for two consecutive years. Green stated last year at the end of the physical year (June 30th); the Moss Bluff Senior Center had 8,695 visitors. This is the highest number of visitors Moss Bluff Senior Center has ever had. Green stated Mrs. Sandra & Mrs. Christine is doing an amazing job with activities at the Moss Bluff Senior Center. The Calcasieu Council on Aging serves 46 homebound clients through the Meals on Wheels Program in the Moss Bluff area. The Calcasieu Council on Aging has programs to help with prescription assistance and electrical bills. Bill Willis asked if Mrs. Green could send quarterly reports to keep the Board updated with the Moss Bluff Senior Center programs. Bill Willis stated the Board is currently looking at repairs to the Moss Bluff Senior Center building. A temporary location to hold the Senior Center activities will be very important. Green stated they had to temporarily relocate the Lake Charles Center while repairs were made to the building. Green stated it is of the utmost importance to keep our Seniors active and engaged. Bill Sommers stated he spoke with Darby Quinn about the upcoming construction of the Senior Center. Quinn is a member of the Moss Bluff VFW; he stated that would be a great temporary location for the Moss Bluff Senior Center while the repairs are being made to the building. Connie asked how Moss Bluff compares to the other Senior Centers. Green stated the Moss Bluff Senior Center is second this past year, with Sulphur being the number one. September is Senior Center month; everyone has been encouraged to invite or bring a friend to the activities at the centers.

Connie made a motion to accept the Cooperative Endeavor Agreement between the District and Calcasieu Council on Aging. Seconded by Bill Sommers. Motion passed unanimously.

The Board recognizes David Brossett with Brossett Architect. Brossett stated he is in the final review of the Pickleball Project drawings. Once he has finished reviewing them, they will be sent to the Board for approval. The number of light poles was reduced to 6 poles instead of 8 poles.

Brossett stated the Bleacher Canopies Project is in the final review and will be sent to the Board for final approval. The sidewalk repairs have been added to the

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scope of work as required. Bill Willis asked Brossett for his thoughts about asking Bayou Irrigation about the repairs to the sidewalks. Brossett stated he will speak to Bayou Irrigation to see if they would be interested in submitting a quote for the sidewalk repairs.

Brossett stated the Moss Bluff Senior Center Repairs drawings should be ready for review soon. Brossett has photographed and documented all the damage and is working on the drawings.

Brossett stated the Moss Bluff Maintenance Shop Repairs Project has been going through the submittals to order supplies and materials. The notice to proceed is September 22nd. The delay with the notice to proceed was due to ordering of the materials and submittals reviewed/approved. The estimated time for the project is 180 days. Richard explained we had intended to go with the color scheme of the field 11 shed but the panels being used for the Maintenance Shop have very limited colors to choose from. Brossett was able to get color samples of the panels. Bill Willis asked what gauge is the metal? Brossett responded that the metal is 24ga.

Brossett stated the Field Repairs and Irrigation Project has been diligently working on the fields. They have scraped the top material off, began grading and have started installing the irrigation system. Richard asked Brossett if Bayou Irrigation spoke to him about the contouring and slopes of the fields. Brossett stated he spoke to Bayou Irrigation about infields only in reference to the pitching mound area. Bayou Irrigation is estimated to be done approximately the end of October at that time we will be waiting on the establishment of the Bermuda grass on the fields.

Previous Meeting Minutes: Minutes for the August 21st, 2023, meetings were presented to the Board.

Bill Sommers made a motion to accept the August 21st, 2023, minutes. Seconded by Theo. Motion passed unanimously.

Treasurers Report: Richard presented the board with the Year-to-Date budget reports. Capital Account 773 was at \$1,354,851.05. Community Center maintenance budget item 774 was \$4,712,723.16 (the insurance funds were deposited in this account). Senior Center account 775 stood at \$974,485.79. The Board was reminded that some of the reports did not indicate the monies that were already allocated in awarded bids. Connie asked about the Apeck Aggregate? Toni stated that Apeck Aggregate was the #57 rock for the Jones Road Complex parking lot. Bill Willis asked about Victorian Concrete? Richard stated Victorian Concrete was the removal of the busted concrete. Connie asked about Sunshine Quality? Richard stated Sunshine Quality is a new bucket for the tractor. Bill Willis asked about United Rental? Toni stated the United Rental was for the skid steer and bucket to spread rock at the Jones Road Complex. Theo asked about Booth Environmental? Richard explained Booth Environmental monitors and services the septic systems.

Committee Reports:

Park: Richard stated due to the heat in August the grass at the Jones Road complex was almost dead. There have been major issues with the irrigation system working properly at the Jones Road Complex. M&M Lawn & Irrigation has been there working on the system to get everything up and running correctly. M&M Lawn & Irrigation has stated the pump is about done. Richard has had discussions with M&M Lawn &

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Irrigation about a contract similar to Star Services with a monthly fee that covers the equipment and repairs. Bill Willis asked if the Park has any kind of services agreement for the irrigation. Richard stated the Park does not have any service agreements for the irrigation. Richard stated (2012) McMillen ordinally put the initial system in around the outside of fields 1,2, 4, concession and playground areas. M&M Lawn & Irrigation came in a year later and added the irrigation to all 7 fields in 2013. Country Club Irrigation and M&M Lawn & Irrigation have been the companies that have made repairs to the system over the years. M&M Lawn & Irrigation has been the primary company to do repairs since 2016. Connie stated she would like to see the cost of repairs made over the past years. The Maintenance staff has installed new field signs at the Jones Road Complex. Also, they installed new no parking signs and flagged off the area by the wooded area. Bill Willis asked to get a quote to fence that area off. Bill Willis asked if we have adequate handicap parking at the Jones Rd Complex. Richard stated that currently there are approximately seven to eight handicap parking spots.

Office: Richard stated the upcoming year budget and current budget is being reviewed and will be discussed at the October meeting. Bill Sommers asked when does the 2024 budget need to be approved to send to the Parish? Richard stated the Parish needs everything completed by November 16th so we will have everything ready for Board approval at the October meeting. Richard stated the website has been updated as required. Toni was able to get someone to take drone photos of the Main Complex before the construction of the fields started. Bill Sommers asked about posting updates on Facebook. Connie stated she is sensitive to posting on Facebook; posts will need to be right, accurate, and impertinent. Richard stated he felt it has been the Boards wishes to keep the website updated but not be proactive on Facebook. Bill Sommers stated Facebook is a great way to improve our communication with the community. Theo agrees that posting current and upcoming events/projects can help to increase our communication.

Senior Center: Richard stated desk chairs and mats have been ordered for the Senior Center. The Maintenance Staff will be installing a new bench out front of the Senior Center as per their request. The Senior Center sign did get approved and will be moving forward with the next steps. Richard stated the color of the sign will be a discission that needs to be made soon; keeping in mind that the repairs being made to the Senior Center and the color options for the metal panels. Connie asked to get an input on colors from the sign company.

Old Business:

Maintenance Shop, Field Repairs & Irrigation: Update given earlier in the meeting.

Turf Irrigation & Reconditioning: 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. Richard stated Will's Electric was on-site this week installed the gear on the south panels and preparing for Beauregard Electric to install the pole.

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Upcoming Projects Update: Pickleball, Bleacher Canopies & Senior Center Repairs:
Update given earlier in the meeting.

FEMA/Hurricane Laura and Delta: Richard stated the Sulzer Group is working with the District on a plan to move forward with FEMA with the information that is available.

*Connie made a motion to go into executive session to discuss personnel issues.
Seconded by Theo. Motion passed unanimously. 7:04PM*

Theo made a motion to resume the regular session. Seconded by Bill Sommers. Motion passed unanimously. 7:38PM

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 16th, 6:00PM in an open-air conference room.

Bill Sommers made a motion to adjourn the meeting. Seconded by Theo. Motion passed unanimously. 7:49PM

Minutes recorded and reported by Toni Wilcox.