

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, AUGUST 19TH, 2024**

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

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

In attendance: David Brossett – Brossett Architect, Cody White – Moss Bluff Little League, Kyra Williams – Calcasieu Soccer Club, Blake Carrier – Calcasieu Soccer Club, William Wilcox, Mitch Robertson, and Toni Wilcox

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

Previous Meeting Minutes: Minutes for the July 15th & August 5th, 2024, meetings were presented to the Board.

David made a motion to accept the July 15th, 2024, minutes. Seconded by Bill Sommers. Motion passed unanimously.

David made a motion to accept the August 5th, 2024, minutes. Seconded by Bill Sommers. Motion passed unanimously.

Treasurers Report: Toni presented the Board with the Year-to-Date budget reports. Capital Account 773 was at \$1,763,205.50. Community Center maintenance budget item 774 was \$4,211,435.50. Senior Center account 775 stood at \$1,065,762.15. The Board was reminded that some of the reports did not indicate the monies that were already allocated in awarded bids. Bill W. inquired about what remains to be outstanding from the capital account. Toni stated that the final payment for the Maintenance Shop Repairs Project has recently been submitted, the remaining balance for the Pickleball Courts Project, and information is being sent to the Parish to create a purchase order for the Batting Cages Project. The expenses for the Senior Center Repairs & Renovation Project will be charged to the Senior Center account and are not shown in the reports. Connie inquired about the Gunter Construction check. Toni explained that the Parish accidentally issued a duplicate payment, and the check has been returned. Bill S. inquired about the higher-than-expected costs for the Senior Center employee, insurance, and contribution line items. Toni said she would investigate the issue.

Committee Reports:

Park: Toni mentioned a Bronco Soccer Camp was held on August 5th – 7th at the Jones Rd Facility was very successful. Kyra Williams with Calcasieu Soccer Club stated register will continue for participants until Friday, August 23rd, 2024. As of today, Calcasieu Soccer Club has approximately 331 participants registered. Practices will begin the week of September 9th with games kicking off on Saturday, September 21st to October 26th for the upcoming Calcasieu Soccer Club season. Last year soccer had 460 participants. Toni stated Moss Bluff Youth Football League started practices on August 5th. They are finishing up the Senior League tryouts today. Opening Day is scheduled for September 28th at Sam Houston High School. Moss Bluff Youth Football Leagues reported 39 flag football participants, 194 tackle football participants, & 50 cheerleaders. Last year participants' numbers were no flag football, 189 tackle, and 17 cheerleaders. Bill W. mentioned that, in the event of an incident during league season,

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the League should handle it according to their by-laws and report any incidents to the Park.

Office: Toni reported at last month's Board meeting, concerns about the baseball/softball field concerns were expressed. On July 29th, Bayou Irrigation, Brossett, David Nixon and I convened to address these issues. Thanks to the increased fertilization, reduced field usage, and effects made by our staff the fields have significantly improved. Bayou Irrigation will reseed a few areas on field 2,4, and 11. David reiterated that field 11 made a lot of progress from the end of the season until the end of July. Cody White with Moss Bluff Little League stated the fields looked fantastic.

Senior Center: Toni mentioned that the agreement has been finalized and will be signed and notarized this week. The Moss Bluff Senior Center will be closed from Tuesday, September 3rd, through Friday, September 6th, for the relocation of items to Moss Bluff United Methodist Church Community Center Facility. The Senior Center activities will resume on Monday, September 9th at temporary facility.

Capital Planning: Bill Willis stated he recently met with Blaine Johnson with Southland Environmental, Shawn Mays with Calcasieu Parish Police Jury - Engineering, and two representatives from Gravity Drainage District #2 to discuss the wetlands area at the Jones Road Facility. Southland Environmental can help the Park with completing the necessary Federal forms and the application process for the mitigation of designated wetlands at the Jones Road Facility. The Calcasieu Parish Police Jury can assist through a Cooperative Endeavor Agreement, with support from the CPPJ Engineering & Drainage Departments. Bill W. stated that at this time we don't need to be definitive about the proposed area's future plans. Connie inquired about the duration of the process. Bill W. responded that they did not provide a specific timeframe but indicated it would take no longer than six months.

Bill Willis made a motion to engage Southland Environmental and the CPPJ - Engineering & Drainage Departments to assist with the completion of applicable Federal forms and the application process regarding the mediation of designated wetlands located at the Jones Road Facility with a cost estimated of approximately \$5,000.00. Seconded by Connie. Motion passed unanimously.

Old Business:

Pickleball Court Project: Brossett reported that the light poles and fixtures have been installed, and the Pickleball courts have been painted. The remaining tasks include installing the windscreen, nets, and benches, as well as pulling electrical wires for the light poles. The project is expected to be completed by October 9th, 2024. David asked how the lights would be controlled. Toni explained that they will be integrated into the Musco system and will also have a timer switch.

Batting Cage Project: Brossett stated they have submitted all documentation, and the materials have been ordered. A 2" electric conduit located near the location of the east batting cage runs from the transformer to the restroom. The east batting cage was moved south to not interfere with the electric conduit. The estimated completion date is December 7th, 2024.

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Senior Center Repairs & Renovations: Brossett stated that the Pre-Construction meeting took place on Wednesday, August 12th. During the meeting, they finalized details regarding the relocation of Senior Center activities and made arrangements with the contractor. The estimated construction time is February 26th, 2025 (178 calendar days).

FEMA/Hurricane Laura and Delta: Bill Willis stated we have received a new FEMA program manager. The next FEMA meeting is scheduled for Friday, August 23rd, 2024. David asked if the canopy project with FEMA is the only one that remains unresolved. Brossett responded that he believes the canopy project may indeed be the last one.

Guest Business: The Board acknowledged Cody White from Moss Bluff Little League. Last season, Moss Bluff Little League had 239 softball participants and 453 baseball participants. White stated at the end of season, a survey is sent out to provide feedback. The following are a few of the responses received. The new playgrounds were a huge hit! There were many complaints about the field conditions, which have been resolved. The dirt around the bases was rock hard. The Park is considering using a dirt conditioner to help soften the dirt for next season. Bathrooms are outdated and do not match the aesthetic of the rest of the park. The toilets feel like prison toilets. The mounds that are provided by the Park need to be replaced. Multiple times during the season, we had to pack dirt under them due to being uneven and warped. David stated the mound on field 11 was in good shape, the only other fields that have mounds are field 9 and 10. Bases were not breakaway. Multiple requests for more bleachers and canopies over the fans. Concession stands facilities are great. Minor hiccups that need to be addressed are the floors that stain very easily no matter how much you scrub and the drainage issues due to running the water for a prolonged time. Flies in the concession stand became a problem due to the frequent opening and closing of the door to bring in grilled items, as well as the windows being left open. The Park will explore possible solutions to address the fly issue, such as using a fly light trap.

Connie made a motion to go into executive session to discuss personnel. Seconded by David. Motion passed unanimously. 7:02PM

David made a motion to resume the regular session. Seconded by Bill Sommers. Motion passed unanimously. 8:12PM

David made a motion to give Toni Wilcox the authority to hire two maintenance technicians with an \$18.00 maximum hourly pay rate based upon experience. Also, with the prevision the Board will follow-up on the progression of the Maintenance Technicians roles. Seconded by Connie. Motion passed unanimously.

Connie made a motion to prepare an offer to Toni Wilcox for the position of Facility Manager to replace Richard Dow with the same job description and salary according as it is established currently. Seconded by David. Motion passed. 4 yays (Bill Willis, Connie, David, & Bill Sommers) – 1 nay (Mister Edwards).

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

Bill Sommers made a motion to adjourn the meeting. Seconded by Connie. Motion passed unanimously. 8:15PM

Minutes recorded and reported by Toni Wilcox.