

**COMMUNITY CENTER AND PLAYGROUND
DISTRICT 4 WARD 1
MEETING MONDAY, SEPTEMBER 16TH, 2024**

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

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

In attendance: David Brossett – Brossett Architect, Mack Rousseau, and Toni Wilcox

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

Previous Meeting Minutes: Minutes for August 19th & September 3rd, 2024, meetings were presented to the Board.

Mister made a motion to accept the August 19th, 2024, minutes. Seconded by David. Motion passed unanimously.

Mister made a motion to accept the September 3rd, 2024, minutes. Seconded by Connie. Motion passed unanimously.

Treasurers Report: Toni presented the Board with the Year-to-Date budget reports. Capital Account 773 was at \$1,553,027.64. Community Center Maintenance budget item 774 was \$4,192,062.92. Senior Center account 775 stood at \$1,054,104.74. The Board was reminded that some of the reports did not indicate the monies that were already allocated in awarded bids.

Committee Reports:

Park: Toni noted that the Calcasieu Soccer Club has 34 teams with a total of 367 players. While practices were delayed by a week due to the storm, they will begin this week, with the first games scheduled for Saturday, September 21st. To accommodate the delay, the season will be extended to November 2nd. Toni mentioned that the Moss Bluff Youth Football League has started practices and is preparing for opening day, which is scheduled for September 28th. The football league has requested a new scoreboard, as they will have two game fields available this season. The new scoreboard has been delivered and will be installed in time for the games. On September 12th, the portable pickleball nets were vandalized, and a report was filed with the Calcasieu Parish Sheriff's Office. Toni spoke with the vendor, who can order replacement parts for the damaged portable pickleball net.

Office: Toni stated we have hired two new maintenance technicians. One started today with the other one starting on September 23rd. The Louisiana Recreation & Park Conference is scheduled for November 19th – 21st in Lafayette, Louisiana.

Senior Center: Toni reported that the Moss Bluff Senior Center was relocated to the temporary site on September 3rd. Our staff moved everything to the temporary location promptly and without any issues.

Old Business:

Pickleball Court Project: Brossett mentioned that one of the key pending decisions is the placement of the benches. He proposed positioning the benches in the middle, aligned with the net, and adjacent to the fence. David noted that the more experienced

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players would prefer the benches to be placed outside the court area. He suggested positioning the benches in the center of the north side of the courts. Additionally, he emphasized the need to secure the benches to prevent them from being moved, as this could risk damaging the playing surface. After some discussion, the Board decided to further research the options for bench placement. Brossett mentioned that the contractor still has a few tasks to complete, including pouring the concrete walkway, hydroseeding, installing the windscreen, and setting up the timer switch. Mister inquired about the lighting schedule. Toni explained that the pickleball court lights will be programmed with a curfew, operating from 8:00 a.m. to 10:00 p.m. The timer switch is programmed to keep the lights on for one hour, with a five-minute warning before they turn off. Toni stated the Musco lights were commissioned today.

Batting Cage Project: Brossett stated previously while digging they found a 2” electric conduit located near the location of the east batting cage runs from the transformer to the restroom. A sewer pipe was also discovered, and they are currently investigating its condition and status. Brossett obtained a sample of the turf that will be installed in the batting cages. The estimated completion date is December 7th, 2024.

Senior Center Repairs & Renovations: Brossett mentioned an issue with the permitting office regarding the corridor overlay ordinance. Bill Willis has contacted a realtor to help with an updated value and assessment of the existing building, which should help resolve the ordinance matter. Meanwhile, the contractor is proceeding with demolition and gathering information for submittals and shop drawings. The estimated construction time is February 26th, 2025 (178 calendar days).

FEMA/Hurricane Laura and Delta: Mister, Toni, and Bill Willis met with a representative from the city to clarify the systems and processes. Bill Willis plans to reach out to the Parish to see if they can provide someone to assist us, as our representative from the Sultzer Group has been reassigned. The next FEMA meeting is scheduled for Friday, September 20th, 2024.

New Business:

Parish Accounting and Grants Manual Resolution:

***BE IT RESOLVED**, that on September 16th, 2024, the Board of Directors for Community Center & Playground District 4 of Ward 1 approved the following action: Authorized the adoption of the 2024 Version of the Calcasieu Parish Police Jury Accounting and Grants Manual, where applicable to the District. A copy of the 2024 Version of the Accounting and Grants Manual is on file with the Division of Finance for the Calcasieu Parish Police Jury.*

Mister made a motion to adopt the Parish Accounting & Grants Manual. Seconded by Connie. Motion passed unanimously.

Parish Procurement Policy Resolution:

***BE IT RESOLVED**, that on September 16th, 2024, the Board of Directors for Community Center & Playground District 4 of Ward 1 approved the following action: Authorized the adoption of the 2024 Update of the Calcasieu Parish Police Jury’s Procurement Policy with respect to the purchases of the District. A copy of the*

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Procurement Policy is on file with the Division of Finance for the Calcasieu Parish Police Jury.

Connie made a motion to adopt the Parish Procurement Policy. Seconded by David. Motion passed unanimously.

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

Mister made a motion to adjourn the meeting. Seconded by Connie. Motion passed unanimously. 7:07PM

Minutes recorded and reported by Toni Wilcox.