

**COMMUNITY CENTER AND PLAYGROUND  
DISTRICT 4 WARD 1  
MEETING MONDAY, MARCH 16, 2026**

The meeting was called to order by Connie Hoffpauir at 6:00pm.

**Board Members in attendance:** Connie Hoffpauir, Mister Edwards, Bill Sommers, Matt Trahan, and Bill Willis.

**In attendance:** David Brossett – Brossett Architects, Billy Wilcox, Toni Wilcox, Allen Frazier and Krystan Statum.

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

**Previous Meeting Minutes:** Minutes from February 16<sup>th</sup>, 2026, meeting was presented to the Board.

*Matt Trahan made a motion to accept January 26<sup>th</sup>, 2026, meeting minutes. Seconded by Bill Sommers. Motion passed unanimously.*

**Treasurers Report:** Krystan presented the Board with the Year-to-Date budget reports. Capital Account 773 was \$3,363,095.29 Community Center Maintenance budget 774 was \$4,959,267.39. Senior Center account 775 stood at \$862,115.35.

**Committee Reports:**

**Parks:** Toni stated that Little League games are beginning this evening, and Opening Day is scheduled for Saturday, March 21, 2026. The temporary lighting we provided for Little League has been off rented as of today. After discussions with Little League, it was determined that the temporary lighting will no longer be needed.

**Office:** An LPR (License Plate Recognition) camera has been installed at the Main Complex West Entrance. Toni presented the Board with the requested quotes from Sylvan Special Systems, Inc. for additional security installations at Don Manuel, Jones Road, and the Senior Center, and these proposals were discussed further.

*Bill Willis made a motion to approve the proposals as follows: Baseball Fields LPR Camera (East Entrance) equipment and installation for \$4,864.00; Jones Rd Complex LPR Camera equipment and installation for \$4,931.00; and Senior Center equipment and installation for \$495.00. Seconded by Matt Trahan. Motion passed unanimously.*

**Senior Center:** Toni informed the Board that the new agreement with CCOA has been fully signed, executed, and officially filed. She also noted that the Seniors' birthday meal will be held on March 27, 2026.

**Capital Planning:** Toni presented the Board with an updated Capital Spending Plan Working List. She also opened a discussion regarding the lights at Jones Road, noting that several are currently out. She requested guidance on how to proceed, and the Board recommended beginning the process and gathering all necessary information to have the light bulbs replaced.

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**Old Business:**

**FEMA/Hurricane Laura and Delta:** Toni informed the Board, due to the current partial government shutdown, all projects remain on hold and there have been no new updates.

**Open-Air Gym Renovations Project:** David Brossett provided the Board with an update on the Open-Air Gym renovations, stating that the lighting installation will begin first and is scheduled to start during the first week of April. The resurfacing of the floor will follow. David is working on the paperwork for Change Order No. 1 to remove existing lighting controller for the open-air pavilion, provide and install new Musco Controller. Approximately \$5,600.00.

**Scoreboard Project:** David Brossett provided an update on the bids received for the Scoreboard Project, stating that the lowest was Shannon Smith Construction and noting that a total of four bids were received. Toni provided the Board with a Bid Acceptance letter from Brossett Architect recommending that Shannon Smith Construction, LLC be awarded the Scoreboard Project in the amount of \$114,000.00.

*Matt Trahan made a motion to accept the recommendation to award the project to Shannon Smith Construction, LLC for \$114,000.00. The motion was seconded by Bill Willis and passed unanimously.*

**Bleacher Awnings Project:** David Brossett also provided an update on the Bleacher Canopies Project, stating that the low bidder was Shannon Smith Construction and noting that a total of eleven bids were received. Toni provided the Board with a Bid Acceptance letter from Brossett Architect recommending that Shannon Smith Construction LLC be awarded the Bleacher Awnings Project in the amount of \$321,000.00, with Alternate 1 in the amount of \$45,000.00.

*Matt Trahan made a motion to accept the recommendation to award the project to Shannon Smith Construction LLC for the base bid of \$321,000.00 and Alternate 1 in the amount of \$45,000.00. The motion was seconded by Bill Willis. Motion passed unanimously.*

**New Business:**

**Adoption of the CPPJ 2026 Accounting & Grants Manual:** Toni informed the Board of the CPPJ 2026 Version of the CPPJ Accounting and Grants Manual where applicable. Connie read the following:

**RESOLUTION**

**ACCOUNTING AND GRANTS MANUAL ADOPTION**

**BE IT RESOLVED**, that on March 16<sup>th</sup>, 2026, the Board of Directors for Community Center & Playground District 4 of Ward 1 approved the following action:

Authorized the adoption of the 2026 Version of the Calcasieu Parish Police Jury Accounting and Grants Manual, where applicable to the District. A copy of the 2026 Version of the Accounting and Grants Manual is on file with the Division of Finance for the Calcasieu Parish Police Jury.

*Bill Willis made a motion to adopt the 2026 version as stated above. Seconded by Matt Trahan. Motion passed unanimously.*

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**Adoption of the CPPJ 2026 Procurement Policy:** Toni informed the Board of the CPPJ 2026 Version of the CPPJ Procurement Policy where applicable. Connie read the following:

**RESOLUTION**

**PROCUREMENT POLICY ADOPTION**

**BE IT RESOLVED**, that on March 16<sup>th</sup>, 2026, the Board of Directors for Community Center & Playground District 4 of Ward 1 approved the following action:

Authorized the adoption of the 2026 Update of the Calcasieu Parish Police Jury's Procurement Policy with respect to the purchases of the District. A copy of the Procurement Policy is on file with the Division of Finance for the Calcasieu Parish Police Jury.

*Bill Willis made a motion to adopt the 2026 policy as stated above. Seconded by Matt Trahan. 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, April 20<sup>th</sup>, 2025, 6:00PM in the open-air conference room.

*Matt Trahan made a motion to adjourn the meeting. Seconded by Bill Willis. Motion passed unanimously. 6:46PM*

Minutes recorded and reported by Krystan Statum.