

Minutes of the regular meeting of the Community Center & Playground District #3, Calcasieu Parish, Vinton, LA was held in the board room of the Recreation Building on October 14, 2020 at 6:00pm. After full compliance with all regulations as to notice otherwise and respect to conveying of said meeting with the following present:

Present: Danny Paladino-----President
 Scott Spell-----Vice President
 Diane Conner-----Secretary/Treasurer

Absent: Johnathan Harbert-----Commissioner
 Kristal Eastwood-----Commissioner

Others: Gwen LeJuhn-----Director
 Loren Labby-----Assistant Director
 Cade Henderson-----Bookkeeper
 Curtis Vincent-----Architect
 Cleven Cazer-----Ward 7 Employee

Danny Paladino, President called meeting to order at 6:10PM.

Scott Spell made a motion to approve the minutes from the previous meeting held August 12, 2020, seconded by Diane Conner, unanimous.

Curtis Vincent gave an up-date on the new building. He said there was no damages to the building from the hurricanes. He will be getting with project manager to discuss additional days needed to complete the building due to having to suspend work for the two hurricanes. He is working on getting prices on adding a transfer switch/docking station to be able to add a generator to building. Generator could be either purchased or rent one when needed.

Pat William's Construction pay request #10 for \$300,585.29 was presented to board for review for the new building project.

Scott Spell made a motion to pay Pat Williams Construction pay request of \$300,585.29, Diane Conner seconded, unanimous.

Hurricane Damages: Went over hurricane damages that was e-mailed out to all board members. Loren Labby said not any additions to it with the second hurricane except for the Recreation Building flooding again from the water backing up in the drains. Recommendation by office staff is to call a plumber out to look at fixing what seems to be the problem when the ditches and canal by the property gets full and causes the building to back up. The board agreed to having a plumber come out to fix the problem that is causing the water backing up.

Scott Spell said he talked with Craig Gaudet, drainage board on the canal at Ted Lyons. They discussed the fence that was taken down by the hurricane. Craig Gaudet told him that there should be an easement of 30ft. for the drainage board to be able to get equipment to the canal to be worked on. Before putting up fence Scott Spell feels we need to get with the drainage board to discuss the erosion problem that is causing us to lose land by the tee-ball field. If an easement must be given, it could take up all the land up to the tee ball field. Danny Paladino asked the office staff to look up the land survey that was done before building the girls softball field.

Insurance Claim Report: A walk through was done by both flood and property adjusters. The office staff has recently talked with both adjusters and they both said they are getting close to finalizing first report on cost replacement for damages done by Hurricane Laura.

Flooding in Building Report: The board recommends calling a plumber to help with the water backing up in the building.

Up-dated Handbook: Loren Labby added the approved changes to the handbook. The board read over the changes/wording that was previously adopted in a meeting. The board approved the employee handbook as being updated.

Scott Spell said we need to adopt a resolution on the employees getting paid through disasters. The board looked up policies written in the handbook and it covers disasters and how it should be handled. After reviewing the handbook, the board said it covers it sufficiently, no need to do a resolution.

Agreed Upon Procedures: Cade Henderson e-mailed the board some Agreed Upon Procedures to read and correct/change wording of office procedures for the Community Center if needed. The board went over each procedure and did find a few that needed to be edited to the correct procedure on how the procedure is being done. There was a few additions that will need to be added to the agreed upon procedures.

Scott Spell made a motion to table the agreed upon procedures for some corrections/changes to the written procedures, Diane Conner seconded, unanimous. Cade Henderson will make the necessary changes and present at the next board meeting.

The pool millage renewal will be on the November 3rd election ballot. Flyers will be made to help inform the community on renewal.

Approval of Bills:

Pat Williams Payment #10 for \$300,585.29 was presented to the board for payment. Scott Spell made a motion to pay Pat Williams \$300,585.29 for work completed on the building, Diane Conner seconded, unanimous.

The Road Runner Restoration Company that was hired by the Community Center after hurricane Laura to help prevent further loss to buildings and get employees back in the building was presented to the board for documentation. The board approved to hire the company by e-mail process.

An Emergency Work Contract was signed before work began. Contract and scope of work is on file in the office. Recreation Building Invoice that was approved for \$24,289.26 and signed by board members, Concession Building Invoice that was approved for \$19,921.87 and signed by board members.

Monthly Bills presented to board, Danny Paladino asked about Able & Sons bill for tractor. Loren Labby said tractor was broke, brought it to Able & Sons for repair, worked about a week and is broke again. It is leaking hydraulic fluid. Gwen LeJuhn called Ricky Wilfer and asked if he could look at it for us. Edmond Southern asked Jason Trahan to look at it, but he said he is busy with hurricane repairs. The board suggested calling Tom Berry, if Ricky Wilfer cannot look at it with everything going on with hurricane repairs and clean up. Loren Labby presented some quotes on new tractor that was presented before, but not acted on. The board asked director if a new one is needed, she said we need a good tractor, but would like to wait to see what is going on with the one that is broke. The board discussed the other red tractor that is broke and has not be in use for a couple of years. The board asked the office staff to run an ad for sale through the silent bid process.

There being no more questions on the bills, Scott Spell made a motion to approve the bills as presented, Diane Conner seconded, unanimous.

Cade Henderson said he will be presenting the 2020 amended budget and 2021 budget at the next regular meeting in November.

There being no further business Scott Spell made a motion to adjourn, Diane Conner seconded, unanimous.