



## COMMUNITY CENTER & PLAYGROUND

Ward 7 Calcasieu Parish 1615 Horridge Street, Vinton, La 70668

PHONE: (337)589-5181

ADMIN. DIRECTOR: Loren Labby

BOOKKEEPER: Cade Henderson

### WARD 7 RECREATION COMMUNITY CENTER

#### Board of Commissioners Meeting

Held at Ward 7 Community Center Meeting Room

1615 Horridge Street, Vinton, LA 70668

Wednesday, November 13, 2024, 5:30 PM

Minutes of the regular meeting of the Community Center & Playground District #3, Calcasieu Parish, Vinton, LA held in the meeting room of the Community Center on November 13, 2024, at 5:30 PM. After full compliance with all regulations as to notice otherwise and respect to conveying of said meeting with the following present:

Present:

Scott Spell, President  
Derek Durio, Commissioner  
Johnathan Harbert, Commissioner

Absent:

Diane Conner, Secretary  
Kristal Eastwood, Vice President

Others:

Loren Labby, Director  
Cade Henderson, Bookkeeper  
Edmond Southern, Maintenance Supervisor

On a motion by Mr. Harbert, seconded by Mr. Durio, and carried unanimously, the Board approved the minutes as presented for the October 9, 2024, regular board meeting. No public comment.

Mr. Henderson presented the bills from November for board review and approval. Mrs. Labby noted two bills that would need to be added: Abell & Son, Inc. for \$123.66 and National Networks for \$274.40. Mr. Harbert made a motion to approve all bills as presented, seconded by Mr. Durio, and carried unanimously. Mrs. Labby submitted a payout for compensatory time earned in 2024. Mr. Durio made a motion to approve the compensatory time payout, seconded by Mr. Harbert, and carried unanimously.

Mr. Henderson presented the amended budget for 2024 to the Board of Commissioners. He included a copy of the original budget and the budget worksheet. Mr. Henderson noted major changes to the budget. Under Revenue, the Ad Valorem Tax Income exceeded the estimated amount. The major changes in expenses were to the general ledger accounts for Insurance and Office Expenses. Tyler Tech Software System has been categorized under Office Expenses, which affected that account a good bit. On a motion by Mr. Durio, seconded by Mr. Harbert, and carried unanimously, the Board approved the amended budget as presented.

Mr. Henderson provided the Board with a proposed budget for 2025. Capital Outlay reflects the balance of the Project Fund which should be spent in full within the upcoming year. If the Board accepts the proposed budget, Mrs. Labby will run an advertisement in the official journal in compliance with the Louisiana Budget

Requirements for Political Subdivisions. 2025 Budget will be presented for discussion and approval at the December 11, 2024 meeting. Mr. Durio made a motion to publish the advertisement in the official journal for 2025 Budget Review, seconded by Mr. Harbert, and carried unanimously.

Mrs. Labby gave the Board an update on the District's progress in setting up Tyler Technologies Software. The financial configuration is mostly complete. Training has just started on the Payroll Module which will include setting up the Employee Access Portal. Parks and Recreation Configuration is complete minus the ability to accept payments. Tyler Representatives are working on getting this set up so the module can be finalized. Mrs. Labby reviewed examples of reports with the Board including Bank Reconciliations and Budget Reports. We are set to start configuration with the Asset Management team in January.

Mrs. Labby informed the Board that she has been in contact with both Calcasieu Parish Police Jury and Consolidated Gravity Drainage District 1 regarding the reimbursements for the Lateral W-13 project. An amendment from CPPJ to the Cooperative Endeavor Agreement was approved and signed last month allowing the District the opportunity to provide the Police Jury with updated records on the project for reimbursement. A Cooperative Endeavor Agreement was never drawn up with Consolidated Gravity Drainage District 1, although the project was approved at their board meeting on September 19, 2022, and recorded in minutes. Consolidated Gravity Drainage District 1 agreed to allow Mrs. Labby to draw up a CEA. The Cooperative Endeavor Agreement was emailed to the District's board members for approval and permission for Mr. Spell to sign. Mrs. Conner, Mr. Durio, & Mr. Harbert, & Ms. Eastwood approved the CEA submitted. An original copy of the contract will be kept on file at the Community Center.

The amendment reads:

THIS AGREEMENT is hereby made and entered into this 29<sup>th</sup> day of October 2024, by and between the CONSOLIDATED GRAVITY DRAINAGE DISTRICT NO. 1, hereinafter referred to as "GRAVITY DRAINAGE," a political subdivision of the State of Louisiana, represented herein by its duly authorized President and COMMUNITY CENTER AND PLAYGROUND DISTRICT NO. THREE OF WARD SEVEN, hereinafter referred to as "DISTRICT," a political subdivision of the State of Louisiana, and represented herein by its duly authorized President.

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;"

WHEREAS, the PARISH has the authority under Louisiana Revised Statute 33:1324 to provide this type of financial assistance and the PARISH would like to exercise such authority by providing financial assistance to the DISTRICT for the purpose specified in Section I of this agreement; and

WHEREAS, the citizens of both the GRAVITY DRAINAGE and the DISTRICT will benefit from the authorized use of these Funds thereby providing a much needed public benefit that is proportionate to the associated cost.

NOW THEREFORE, the GRAVITY DRAINAGE and the DISTRICT do mutually agree to the following terms and conditions of this agreement:

#### SCOPE OF AGREEMENT

The GRAVITY DRAINAGE convened in regular session on Monday, September 19, 2022, and approved financial assistance in an amount up to \$265,000.00 from GRAVITY DRAINAGE Funds (Ward Seven) for one-third of the cost associated with the relocation of the WI3 drainage lateral. The DISTRICT agrees that all applicable federal, state and local laws will be adhered to in the implementation of the scope of this agreement as well as the related execution of this agreement.

#### TERM OF AGREEMENT

This agreement shall commence upon execution of this agreement and expire on December 31, 2024.

Mr. Durio made a motion to accept & approve on record the Cooperative Endeavor Agreement with Consolidated Gravity Drainage District 1, seconded by Mr. Harbert, and carried unanimously.

Mrs. Labby informed the Board that she has provided both CPPJ and Consolidated Gravity Drainage District 1 with all requested paperwork to include invoices, RFPs, cleared checks, and a letter from Meyer and Associates concluding the project.

The board discussed the required annual training courses that have not been completed. Mrs. Labby asked that all the required trainings be completed as soon as possible, as they are due before the end of the year.

SEXUAL HARASSMENT	ETHICS TRAINING	CYBER SECURITY
Kristal Eastwood	Diane Conner	Kristal Eastwood
Diane Conner	Derek Durio	Diane Conner
Derek Durio	Cade Henderson	Derek Durio
Cade Henderson		Cade Henderson
		Johnathan Harbert

The District received the renewal notice from Wright National Flood Insurance for coverage on the Community Center. Mr. Harbert made a motion to renew the coverage in the amount of \$10,589.00, seconded by Mr. Durio, and carried unanimously.

Mrs. Labby presented the board with a proposal for Christmas decorations for Shaw Park. The concept was first discussed last year. After researching commercial companies, Mrs. Labby decided to present a plan to purchase individual items from multiple companies to save on expenses. The Board was presented with the design ideas and the costs for the items. On a motion by Mr. Harbert, seconded by Mr. Durio, and carried unanimously, the board approved the purchase of Christmas decorations with a cap of \$20,000.00.

There being no further business, Mr. Harbert made a motion to adjourn, seconded by Mr. Durio and carried unanimously.