



COMMUNITY CENTER & PLAYGROUND DIST. NO. 3
 Ward 7 Calcasieu Parish 1615 Horridge Street, Vinton, La 70668
 PHONE: (337)589-5181 FAX:(337)589-5182
 ADMIN. DIRECTOR: Loren Labby
 BOOKKEEPER: Cade Henderson

WARD 7 RECREATION COMMUNITY CENTER
Regular Board of Commissioners Meeting
Held at Ward 7 Community Center Meeting Room
1615 Horridge Street, Vinton, LA 70668
Wednesday, April 12, 2023, 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 April 12, 2023, 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: Danny Paladino, President
 Kristal Eastwood, Vice President
 Scott Spell, Commissioner

Absent: Diane Conner, Secretary
 Johnathan Harbert, Commissioner

Others: Loren Labby, Director
 Edmond Southern, Maintenance Supervisor
 Jessica Heard, Fitness Room Manager
 Ashley Courville, Sports Director
 Cade Henderson, Bookkeeper
 Mr. David Brucchaus
 Mrs. Lenzi Hebert

On a motion by Ms. Eastwood, seconded by Mr. Spell, and carried, the Board approved the minutes as presented for the March 8, 2023, regular board meeting.

Loren Labby presented the Board with the director's report for the month. Employees have begun training with Pryor+ Online. May 27th will be opening day at the community pool. Swim lessons will start the following week. Mrs. Labby presented a breakdown of Saturday's check-ins for 2023. With numbers being low, she will adjust Saturday operating hours to close at 12:00 pm instead of 2:00 pm.

Edmond Southern presented the Board with the maintenance report for the month. Mr. Southern informed the board of intentions to put off other projects at the ballpark that were previously discussed until after the current season is completed or until other open projects are completed. After a discussion regarding old equipment, the board would like a surplus list presented to them for

approval that will state each asset and the item’s issue. Once the asset list is approved, items can be removed from the asset system and destroyed.

Ashley Courville updated the Board on sports programs. Uniforms are completed and coaches have been contacted to pick them up at the office for their teams. The season schedule was created to include out of town games. One coach did express that they would not be participating in these games.

Jessica Heard gave the Board an update on the fitness room memberships and workout plans. There has been a small decrease in memberships. Mrs. Heard is currently looking for a new Zumba and Yoga instructor for fitness classes. As of April 1, 2023, a new program specifically designed for seniors has started. The program focuses on 7 areas of wellness. Members of the Community Center recently participated in Senior Games at McNeese State University. Out of 22 teams, Vinton came in 2nd place in Bean Bag Baseball. Mrs. Heard is also working on a Summer Fitness Camp for kids.

Mr. Cade Henderson presented the Board with the current financials. On a motion by Ms. Eastwood, seconded by Mr. Spell, and carried; the Board made a motion to approve the bills.

- a. On a motion by Scott Spell, seconded by Kristal Eastwood, and carried; the Board entered into an agreement with Langley, Williams, & Company, LLC, to provide the District with auditing services for the year ended December 31, 2022.
- b. On a motion by Scott Spell, seconded by Kristal Eastwood, and carried; the Board entered into an agreement with Langley, Williams, & Company, LLC, to perform for the District, specified procedures on the control and compliance areas identified in the Louisiana Legislative Auditor’s Statewide Agreed Upon Procedures for the fiscal period ended December 31, 2022.

Mr. Brucchaus proposed new changes to the Employee Handbook in response to concerns previously expressed by the Board of Commissioners. He presented each Board Member with a copy of the handbook with the new changes highlighted. Changes are related to disciplinary actions. Mr. Brucchaus recommends adding Section 8.2: Grounds for Immediate Termination. He also recommends amending Section 8.3 to give the director authority to handle employee issues without grievances being allowed to be filed with the Board of Commissioners except under specific circumstances. No public comment.

Scott Spell made a motion to approve the presented changes to the handbook, seconded by Kristal Eastwood, unanimous.

The next agenda item was to award the bid for the Outdoor Recreation Area project. Mr. Paladino informed the other board members that one contractor submitted a bid on the project.

Bidder	Total Base Bid	Total Alternate 1	Total Alternate 2	Total Alternate 3
Scott Taylor Construction	\$1,253,839.98	\$263,273.25	\$53,089.64	\$67,426.80

A review of the bid summary reveals that the lowest responsible bidder was Scott Taylor Construction with a Total Base Bid of \$1,253,839.98. It is the opinion of Meyer & Associates, Inc that this amount provides a competitive and reasonable cost for performing the work called for in the plans and specifications. No public comment.

Meyer & Associates, Inc. recommends award of this construction contract to Scott Taylor Construction in the amount of \$1,253,839.98 contingent upon receipt of the 10-Day Forms and adequate budgetary allocations.

On a motion by Scott Spell, seconded by Kristal Eastwood, and carried, the board accepted the recommendation and agreed to award bid to Scott Taylor Construction, unanimous.

Calcasieu Parish Police Jury submitted a contract for the 2023 Summer Feeding Program. The District will serve as an open site for the food program to distribute meals that are provided by the Police Jury. Calcasieu Parish Police Jury will enter into an endeavor agreement with the Community Center that needs approval and to be notarized. No public comment.

Scott Spell made a motion to approve the summer food program and sign agreement, seconded by Kristal Eastwood, unanimous.

Mr. Paladino updated the board members on open projects.

- a. Lateral W-13: Parish has approved funding a portion of the project, as well as the Gravity Drainage Board. Project construction is underway.
- b. Ted Lyons Expansion: Currently on hold.
- c. Outdoor Recreation Area: Bid will be awarded per motion passed this meeting.

There being no further business, Ms. Eastwood made a motion to adjourn, seconded by Mr. Spell, and carried, unanimous.