



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, December 13, 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 December 13, 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: Diane Conner, Secretary
 Johnathan Harbert, Commissioner
 Kristal Eastwood, Vice President

Absent: Derek Durio, Commissioner
 Scott Spell, President

Others: Loren Labby, Director
 Edmond Southern, Maintenance Supervisor
 Byron Racca, Meyer & Associates
 Cade Henderson, Bookkeeper

On a motion by Ms. Eastwood, seconded by Mrs. Conner, and carried unanimously, the Board approved the minutes as presented for the November 8, 2023, regular board meeting. No public comment.

Ms. Eastwood made a motion to move agenda item 1, Budget 2024, to the end of the agenda. The motion was seconded by Mrs. Conner; and carried unanimously. No public comment.

RFP No. 38, on Lateral Project, payable to Keiland Construction for \$16,672.55, was presented to the Board. Mrs. Labby explained that there was a misunderstanding on her part. Mr. Racca is present to explain the final payment due to Keiland Construction. Mr. Racca explained to the Board that this is the final payment to Keiland Construction for the Lateral Project. The payment covers the 5% retainage amount that was collected at each payout. Keiland Construction was requesting \$22,959.51, but there was a discrepancy due to the District purchasing the geotextile fabric and stockpiling it. Mr. Racca, therefore, recommends a final payment of \$16,672.55. Mrs. Conner made a motion to approve payment for RFP No. 38 to Keiland Construction for \$16,672.55, seconded by Mrs. Eastwood; carried unanimously. No further public comment.

The Board was presented with RFP 36, 37, 38, & 39 for the New Recreation Facility Project.

RFP		
RFP 36	Meyer & Associates	\$1,806.25
RFP 37	Meyer & Associates	\$20,471.69
RFP 38	Southwestern Construction Materials Testing, Inc	\$2,626.50
RFP 39	Scott Taylor Construction	\$504,727.36

Mr. Racca explained the RFPs presented. RFP No. 36 to Meyer & Associates, is for the professional services related to the project. RFP No. 37 to Meyer & Associates is for engineering services related to the project. RFP No. 38 to Southwestern Construction Materials Testing, Inc. is for necessary testing during the month of November. RFP No. 39 to Scott Taylor Construction is for the remainder of the contract minus the 5% retainage. The Board discussed with Mr. Racca the items still incomplete on the project. One main item is the paint surfacing on the courts. Mr. Racca informed the Board that the weather had not been within the ideal temperature limits, so the painters had not been back out. The retainage amount would cover the costs to repaint. The retainage isn't paid until the job is complete. Mr. Henderson said that he feels only items completed should be paid out, since 100 percent of the work hasn't been completed. The Board agreed to look at and compare items on the 'punch list' with items requesting full payout. Mrs. Eastwood made a motion to approve RFP 36, 37, 38, & 39, of the completed value and cut a check for the remaining balance once all work is completed, seconded by Mrs. Conner; and carried. No further public comment.

Next item on the agenda is to discuss and approve New Facility Improvements. On Tuesday, December 5th, Mr. Harbert and Mrs. Labby attended a walkthrough with representatives from Meyer & Associates, Goodloe Architects, & Scott Taylor Construction. A punch list was created for all items that still need to be completed. The certificate has since been signed by Meyer & Associates and Scott Taylor Construction, awaiting approval and signature from the District. Mr. Henderson wanted to ensure that signing this certificate doesn't jeopardize completion of the project. The certificate states:

A punch list of items to be completed or corrected is attached to this certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all work in accordance with the Contract Documents.

Mr. Racca recommends signing the certificate to start the 45-day process. Ms. Eastwood made a motion to sign the Substantial Completion Certificate, seconded by Mrs. Conner; and carried unanimously. No further public comment.

Moving on, Mrs. Labby informed the Board to put on record that the ribbon cutting ceremony has been postponed until further notice.

Mrs. Labby presented the Board with a quote from Stone Creek Nursery and Landscapes for 20 viburnum plants to be planted at the new facility in front of the tennis & basketball courts. The quote includes one shade tree to be planted in between the new area and the playground. Total for estimate

Is \$5,872.50, which also includes irrigation within the new plant beds. Ms. Eastwood made a motion to approve the quote from Stone Creek Nursey & Landscapes for \$5,872.50, seconded by Mrs. Conner; and carried unanimously. No public comment.

The Board then discussed the 2024 Bank of Record. Ms. Eastwood felt like there was no need to make changes to what is currently in place. Ms. Eastwood made a motion to keep bank of record for 2024 as Merchant & Farmers, seconded by Mrs. Conner; and carried unanimously. No public comment.

Next item on the agenda was to discuss and approve the 2024 Official Journal. Ms. Eastwood made a motion to continue with American Press as the official journal, seconded by Mrs. Conner; and carried unanimously. No public comment.

Mrs. Labby presented the Board with the facility numbers for the month of November.

NOVEMBER FACILITY NUMBERS		
MEMBERSHIPS	NEW	TOTAL
General Facility	+17	1845
Fitness Room	+81	347
CHECK-INS		MONTH TOTAL
General Facility		1895
Fitness Room		641
Fitness Classes		262
REVENUE		MONTH TOTAL
Fitness Room		\$2,442.50
Rental		\$380.00
Registration		\$2,570.00
PROGRAMS		
Crafts		19
Volleyball		31
Basketball		131

Mrs. Labby also presented the Board with project ideas for 2024. Potential projects include upgrading perimeter fencing at the Community Center around the playground and pool area, Holiday lights for the 2024 season at the building and new outdoor courts areas, swimming pool repairs and updates, new park amenities for the new courts area and the playground, and the possible construction of a restroom at the new courts area.

Mrs. Labby gave an update on the sports programs for Mrs. Courville, as she is out of town. Volleyball season is wrapping up and will end next week. Basketball draft was December 9th with practices starting this week. Uniforms have been ordered and the jamboree is scheduled for January 13, 2024.

Mr. Southern gave an update on the Maintenance Department. Work is being done on the fields at Ted Lyons. They have started relocating foul poles in an effort to square off the fields better than they previously were. The part finally came in for the truck and it is at the shop being repaired. Once that one is fixed, the other truck will need to go to the shop for transmission issues that it is having. The guys will begin working at clearing the fence line around the Community Center.

The proposed 2024 Budget was presented at November's meeting. An advertisement ran in the American Press, the official journal. There were no requests or inquiries regarding the budget. Ms. Eastwood made a motion to approve the budget as presented for 2024, seconded by Mrs. Conner; and carried unanimously. No public comment.

Mr. Henderson presented the bills for approval. Project payments were included, but the Board will need to approve and transfer \$570,000 from bond savings to bond checking to cover the payments. Ms. Eastwood made a motion to approve bills as presented, seconded by Mrs. Conner; and carried unanimously. No public Comment.

There being no further business, Ms. Eastwood made a motion to adjourn, seconded by Mrs. Conner, and carried, unanimously.