



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
Special Board of Commissioners Meeting
Held at Ward 7 Community Center Meeting Room
1615 Horridge Street, Vinton, LA 70668
Thursday, February 22, 2024, 5:30 PM

Minutes of the special meeting of the Community Center & Playground District #3, Calcasieu Parish, Vinton, LA held in the meeting room of the Community Center on February 22, 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: Diane Conner, Secretary
 Derek Durio, Commissioner
 Johnathan Harbert, Commissioner
 Kristal Eastwood, Vice President
 Scott Spell, President

Others: Loren Labby, Director
 Edmond Southern, Maintenance Supervisor
 Cade Henderson, Bookkeeper
 Ashley Courville, Sports Director
 Scott Taylor
 Tim Conner

Cassie Taylor
 Susan Nicks

On a motion by Mr. Harbert, seconded by Mr. Durio, and carried unanimously, the Board approved the minutes as presented for the January 10, 2024, regular board meeting. No public comment.

Mrs. Labby explained that the punch list for the new outdoor courts' facility has been completed by Scott Taylor Construction and approved by Meyer & Associates. The RFP has not been submitted for approval though, as the work was just completed. Mrs. Labby read emails from Quality Courts and Scott Taylor Construction. The emails had been previously forwarded to the Board for review. Mr. Taylor clarified a few of the time concerns on court curing. He had Mike from Quality Courts on standby for a phone conference. Mike spoke to the Board explaining the business and its reputation in their field of court finishings. Mike has no concerns about the courts, as he believes the company followed all procedures properly. Mr. Spell asked for clarification on the time frame given so the District would know when to open the courts to the public. Using February 1, 2024, as the start date, the courts would have needed the one-week cure time. Then because of the current season, an additional week was added. The statement of 24-48 hours of closure after each rain is not necessary.

The District just needs to ensure that the courts are completely dry before opening them each day. To prolong the life of the courts, the directions provided in the email need to be followed. Mr. Harbert informed Mike the conversation took place in a public meeting therefore would be part of a recording. The Board thanked Mike for his time.

After a discussion, the decision was made to open the courts with modified hours starting Monday, February 26th. For now, the courts will not be open on the weekends. Mrs. Labby will work on a plan for the grand opening day. Courts will also close during any wet weather conditions. No public comment.

Mr. Henderson presented the Board with the February financials. The bills to be paid were submitted through email and approved by Board Members the previous week. Record of approval has been documented and added to the February folder. Mr. Henderson informed the Board that money will be moved from the General Checking Account at Merchants and Farmers to the Debt Service Account at First Federal from tax collections in 2023 to pay Hancock Whitney. Total funds collected from January through December were \$589,716.41, of which some had previously been moved. The total to be moved is \$470,301.24. Bond payment for Hancock Whitney totals \$394,600.00.

Mrs. Labby presented the Board with individual goals from the employees for 2024. Last month, goals for the District were presented. Mrs. Labby highlighted goals for each department and individuals. No public comment.

Mrs. Labby presented the 2023 Sexual Harassment Annual Report to the Board. The District received no complaints during 2023. On a motion by Mr. Harbert, seconded by Ms. Eastwood, and carried unanimously, the Board adopted the 2023 Sexual Harassment Annual Report. No public comment.

Mr. Henderson presented contracts from Langley, Williams, & Company for the 2023 Annual Audit. The first contract is 'Agreement to Provide Services'. As agreed, Langley, Williams, & Company will audit the financial statements of Community Center & Playground District No. 3 of Ward 7 of Calcasieu Parish, as of and for the year ended December 31, 2023. Mrs. Conner made a motion to approve Langley, Williams, & Company to conduct the 2023 Audit, seconded by Ms. Eastwood, and carried unanimously. No public comment.

The second contract with Langley, Williams, & Company is to perform specified procedures on the control and compliance areas identified in the LLA's Statewide Agreed-Upon Procedures for the fiscal period ended December 31, 2023. On a motion from Ms. Eastwood, seconded by Mrs. Conner, and carried unanimously, the Board approved to sign the contract for Langley, Williams, & Company to check procedures on the control & compliance of agree-upon procedures. No public comment.

The Board discussed the 2023 Louisiana Compliance Questionnaire which is required prior to the start of the 2023 Annual Audit. The questionnaire has been completed to the best of our belief and knowledge. Ms. Eastwood made a motion to adopt the Louisiana Compliance Questionnaire, seconded by Mr. Durio; and carried unanimously. No public comment.

Mr. Spell addressed the Board regarding Tyler Technology Software. Mr. Spell spoke with Mrs. Labby after the last board meeting. He feels that some of the work the office does could be completed more efficiently with the right computer software. We originally purchased an 'off the shelf' software

system. Mr. Spell researched different software that would aid in making everyone's jobs a little easier, while adding ease of communication between each department. Tyler Technology has Parks and Recreation software along with ERP software that will talk to each other. Mr. Spell and Mrs. Labby sat for a Parks and Recreation demonstration. Then Mr. Henderson joined them to watch the financial demonstration. All reports can be personalized unlike the current program. Tyler Technologies also has EAM software which will help with work orders and communication while tracking expenses of assets. This software also includes employee time and document management, which both Mrs. Labby & Mr. Henderson have been looking for. If approved, there will be a one-time fee of \$84,948, which includes all training and implementation. Then a recurring annual fee of \$27,075. Mr. Spell informed the Board that the balance will not be due all at one time but will be charged at separate phases of the implementation. Mr. Harbert made a motion to approve the purchase of Tyler Technology Software, seconded by Ms. Eastwood; and carried unanimously. Mr. Henderson commented that this software will aid communication regarding finances and take a load off employees that are currently having to manually create reports since our current program does not meet our needs in this area. He also mentioned that with the purchase of this software we will be able to cancel our QuickBooks subscription. No further public comments.

Mrs. Labby presented the Board with her Director's Report for the month. Basketball season has finished up. We spent the month working on setting goals for all employees. As requested by the Board, a supervisor evaluation was created in google forms. The evaluation was sent to all board members and each employee. The Board Members were given a copy of the evaluation with scores and notes from what was turned in. Changes were made to income spreadsheet from 2023 to include current and previous years registration numbers from programs. Other reports provided include January by the Numbers and General Ledger Expense & Deposit Breakdowns from January. Mrs. Labby reminded the Board that they will need to complete ethics training, sexual harassment training, and cyber security training.

Mr. Southern informed the Board that he was still in the process of collecting estimates to repair the stairs at the ballpark for two press boxes. He has had a challenging time getting three contractors out to give quotes. Although replacing canopies is needed, the top priority is repairing the stairs. He received a quote from Matt Thompson Construction for repairs.

Matt Thompson Construction	
Stairway (2)	\$10,850.00
Gutter	\$1,160.00
Bleacher Cover (2)	\$31,860.00
Picnic Pavilion	\$23,640.00

Mr. Harbert expressed that the price seems high to him. On a motion by Mr. Harbert, seconded by Ms. Eastwood, and carried unanimously, the Board has tabled the ballpark repairs to wait for more quotes.

Mrs. Courville updated the Board on the completion of the basketball season and the start of baseball/softball season. The coach meeting is scheduled for this Sunday, February 25th. Evaluations were just completed this afternoon. Mrs. Conner asked about registration numbers. Mrs. Courville provided the following information:

Wee Ball – 5 teams
 9-10 Boys – 2 Teams
 9-10 Girls – 1 Team

Tee Ball – 5 Teams
 11-12 Boys – 2 Teams
 11-12 Girls – No Team

7-8 Boys – 3 Teams
 7-8 Girls – 2 Teams
 15U – 1 Team, maxed at 15 girls

Mrs. Labby explained that the 11-12 girls' group was short on numbers with only 7 girls signing up. We received a lot of complaints from this group last year, as they were the only Vinton team and played against a Starks team. Mrs. Courville said that someone from the Starks team had even made a Facebook post stating 'how bad the Vinton parents were'. These situations may be an issue that contributed to the decrease in numbers this season. Mr. Harbert asked why we cannot move these girls up. Mrs. Labby stated that in previous years we would combine age groups but because of the number of complaints received it was decided not to do this anymore. Mr. Harbert clarified not to combine age groups but give these girls the option of playing up. Mrs. Labby responded that allowing 7 girls to play up is the same as combining age groups, as two teams would then need to be made. Ms. Eastwood feels like we are catering to the complainers instead of doing what has always been done, but she will stand behind the Director's decision.

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