



**SULPHUR PARKS AND RECREATION (SPAR)
Regular Board of Commissioners Meeting
Held at the SPAR Recreation and Aquatic Center Multipurpose Room
933 W. Parish Road Sulphur, LA 70663
Tuesday, June 18, 2019 5:30 P.M.**

The Board of Commissioners of Sulphur Parks and Recreation met at 5:30 pm on Tuesday, June 18, 2019 in the multipurpose room at SPAR Recreation and Aquatic Center in Sulphur, Louisiana. The meeting was called to order and a roll call was taken. Board members present were: Doug Como, Tina Brown, Johnny Stanley, and David Couvillon; Mitch Bowers was absent.

The minutes from May 21, 2019 were presented and approved as written on a motion by Mr. Couvillon, seconded by Mr. Como, and carried.

The staff presented financial statements for April 2019. Statements were approved as presented on a motion by Mr. Como, seconded by Mr. Couvillon, and carried.

The board accepted and approved financial statements for May 2019 as presented on a motion by Mr. Couvillon, seconded by Mr. Como, and carried.

In an open public meeting conducted in accordance with the open meetings law as required to adopt property tax millage rates, the director, Mr. Gayfield, provided an overview and recommended to the board the voter approved 10.25 property tax millage rate for 2019 to be collected in 2020. The recommended rate allows collections to remain at roughly the current level. The board opened the floor for public input and discussion, with no comments made, the board called for a motion. On a motion by Mr. Stanley, seconded by Mr. Couvillon, the resolution being read to levy the adopted rate of 10.25 on the 2019 tax roll, a roll call vote was taken and adoption passed with the following results:

YEAS:	(4)	Doug Como, Tina Brown, Johnny Stanley, David Couvillon
NAYS:	(0)	
ABSTAINED:	(0)	
ABSENT:	(1)	Mitch Bowers

The staff requested and received permission to adopt amended accounting policies and procedures, adding a receipt/collections section as recommended and outlined in the Louisiana Legislative Auditors Statewide Agreed-Upon Procedures. The adoption of the amended policies and procedures addresses the missing section as notated in the 2018 Financial Audit presented to the board at the May 21, 2019 regular board meeting. The amended policy is already followed and practiced by staff. On a motion by Mr. Como, seconded by Mr. Couvillon, and carried, the board accepted the updated policies and procedures. *(Board approved the original accounting policies and procedures at the December 18, 2018 regular board meeting).*

The Staff and Architect, Mr. Curtis Vincent, recommended the acceptance of the low public bid received and opened on May 22, 2019 for Two (2) New Chiller Units for SPAR's Recreation and Aquatic Center received from Air Plus, LLC for the Base Bid of \$217,000.00, plus Alternate #1 for \$8,250.00 for a Total of \$225,250.00. Following discussion about warranty on work and equipment, the board granted permission to accept the low bid on a motion by Mr. Stanley, seconded by Mr. Como, and carried. *(Board granted the staff permission to advertise and place for Public Bid at the March 19, 2019 Regular Board meeting, estimated cost \$250k - \$300k).* Public Bids received as outlined below:

Bid Date: 5-22-19

[] = low Bid

BIDDER	BASE BID	ALT. #1 (Add) Chilled Water 3 rd Party CxA Agent	TOTAL BID (Base + Alt. #1)
Bernhard MCC, LLC Lafayette, LA	\$228,000.00	\$ 8,000.00	\$236,000.00
Air Plus, LLC Scott, LA	[\$217,000.00]	[\$ 8,250.00]	[\$225,250.00]
Calcasieu Mechanical Contractors, Inc. Lake Charles, LA	\$256,700.00	\$ 9,100.00	\$265,800.00

On a motion by Mr. Como, seconded by Mr. Couvillon, and carried, the board granted permission for the director to issue and execute change orders as necessary not to exceed 15% greater than the public bid received and awarded by the board for the Two (2) New Chiller Units for SPAR's Recreation and Aquatic Center.

The staff requested permission for the director to enter into contract with Vincent and Shows, Architect Firm for professional services related to the Two (2) New Chiller Units for SPAR's Recreation and Aquatic Center. Architect Service fees not to exceed 7.5% of the awarded contract amount plus reimbursable expenses. Mr. Couvillon inquired to whether this was customary fees, and what services are covered in the Architects role. The Director replied that the 7.5% has been the standard rate paid for Architects retained for SPAR projects, and that the services provided by the Architect include prepare bid documents, design and drawings, handle the project management to make sure all specifications are being met by the Contractor, and approves the progress payments to assure Contractor is only being paid for the work as it is completed. Board Member Mr. Como commented that in his experience that the fees were inline and customary for commercial work in the area, and that they do provide beneficial professional services on behalf of the owner. With no other comments, permission was granted on a motion by Mr. Couvillon, seconded by Mr. Stanley, and carried, for the director to enter into contract with Vincent and Shows, Architect Firm for professional services related to the Two (2) New Chiller Units for SPAR's Recreation and Aquatic Center. Architect Service fees not to exceed 7.5% of the awarded contract amount plus reimbursable expenses.

The staff was granted permission, on a motion by Mr. Como, seconded by Mr. Couvillon, and carried, to purchase from Louisiana State Contract and/or place on advertisement for Public Bid the following 2019 Budget funded items:

- a) Up to Fifteen (15) New Electric Golf Carts to be received in 2019, estimated cost of \$65k prior to potential trade-in and/or surplus sale of used Carts. The staff also request permission to declare as Surplus, fifteen (15) Golf Carts to be traded-in, sold on a public bid basis, sold individually, used for parts and/or other maintenance purposes, and/or disposed of. The staff will determine which Used Carts in SPAR's Fleet to be considered for surplus based on age and condition.

Notifications to the Board

- a) The Director provided status of the damage to crossover bridge located by hole #8-#9 at Frasch Golf Course. He explained that after research it was brought to his attention that the concrete bridge is the original bridge that has been lifted and reset during past gravity drainage improvement projects. The irrigation contractor was driving a small mini ex over the bridge. It is believed that the weight of the equipment caused the bridge to flex and resulted in the center pilings shifting beneath it. Gravity Drainage District does not possess equipment strong enough to lift the heavy pilings. Duhon and Pleasant Engineering was recommended as a company to assist with the process. Through conversation with the engineering group, it is recommended that at least two cranes be brought in and used to shift the pilings back into place while the bridge is lifted. The course is currently rerouting golfers to avoid bridge use for safety concerns. The director will develop costs estimates during the budget process to recommend replacement of the bridge. Any solutions at this point would be a temporary fix. The board inquired as to the cost comparison for a temporary fix if the intent is to replace it in the near future and requested that the director return with quotes to assist in the decision-making process.
- b) Notification to the Board of new operating hours at the Golf Course Grill that began on Tuesday, June 11, 2019, Monday – Saturday 9 a.m. - 6 p.m. & Sunday 10 a.m. – 6 p.m.
- c) Notice of approval and award received from Calcasieu Parish Police Jury to enter into a Cooperative Endeavor Agreement with SPAR for a reimbursable funding Grant of \$500,000 for Infield Artificial Turf Project (Five (5) Fields, North Frasch Fields #19 & #20, Pattison Complex Field #1, #2, #4, and Alternates may include safety surfacing and/or re-turfing fields at McMurry Park Complex. This project is a 2019 Budget funded item with estimated approximate cost of \$1,250,000, plus applicable Architect fees. *(Board granted the Director permission to submit and execute Cooperative Endeavor request for Grant funding opportunities as provided for by the Calcasieu Parish Police Jury).*
- d) Notice to the Board of the staff taking action to remove several Trees from the Grove Park due to damage and/or disease.
- e) Notification to the Board of receipt of resignation received from Allan Andersen, Aquatic Supervisor. Mr. Andersen has been employed with SPAR since August 2010.
- f) Notice of Award received from Louisiana High School Athletic Association, awarding Sulphur to host the LHSAA State Baseball Championships for 2020, with possibility of extending additional years.

g) Presentation of the attendance/revenue recap of the following events:

- LHSAA State SOFTBALL Championships held April 26-27, 2019
- LHSAA State BASEBALL Championships held May 8-14, 2019

Notification of upcoming Events:

- Jennie Finch World Series Tourney – June 19 – 23, 2019 (McMurry for Opening Ceremonies, Play @ Frasch, & Pattison)
- Men's Golf Association renewal championship – June 22-23, 2019 (Frasch Golf Course)
- USSSA Baseball 8 & Under World Series Tourney – July 2nd-July 7, 2019 (LC Civic Center for Opening Ceremonies, Play @ Frasch, Pattison, & McMurry)
- 2nd Saturday in Sulphur Art Camp – July 13, 2019 (Henning Cultural Center, Mines House & the Annex Bldg.)

All business taken care of, a motion to adjourn was made by Mr. Couvillon, seconded by Mr. Stanley, and carried.

Meeting adjourned at 5:56 pm



Approved (Board Member)



Attested



SPAR
Sulphur Parks & Recreation



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RESOLUTION OF SULPHUR PARKS AND RECREATION

BE IT RESOLVED, that the following millage(s) are hereby levied on the **2019** tax roll on all property subject to taxation by **SULPHUR PARKS AND RECREATION (aka: CALCASIEU COMMUNITY CENTER AND PLAYGROUND, DISTRICT TWO OF WARD FOUR)**:

	<u>MILLAGE</u>
MAINTENANCE	10.25 mills

BE IT FURTHER RESOLVED that the proper administrative officials of the Parish of **CALCASIEU**, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year **2019**, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.


The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

YEAS: 4
 NAYS: 0
 ABSTAINED: 0
 ABSENT: 1

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on **JUNE 18, 2019**, at which meeting a quorum was present and voting.

SULPHUR, LOUISIANA, this 18th day of JUNE 2019



 (Board Member)



 (Board Secretary)