



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, July 16, 2019 5:30 PM

The Board of Commissioners of Sulphur Parks and Recreation met at 5:30 pm on Tuesday, July 16, 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, Mitch Bowers, Tina Brown, David Couvillon, and Johnny Stanley.

The minutes from June 18, 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 June 2019, with expenses and revenues in range. The director informed the board that due to the severe weather threat experienced with Hurricane Barry, he expected waterpark revenues to be mildly impacted. Statements were approved as presented on a motion by Mr. Bowers, seconded by Mr. Como, and carried.

Staff requested and received permission to bid and/or quote and purchase the following budget funded fitness equipment items, estimated approximate cost of \$35k, on a motion by Mr. Como, seconded by Mr. Bowers, and carried. The director explained that these items are replaced on a rotation to maintain and provide modern equipment to our members. The treadmills being replaced are aged and the stationary bikes are original to the facility.

- a) Treadmills
- b) Stationary Bikes

The staff, on a motion by Mr. Bowers, seconded by Mr. Couvillon, and carried, was granted permission to quote, order, and receive the following budget funded concession equipment items, estimated approximate cost of \$13k. The director described the desire and need to replace aged and/or outdated equipment through annual budget funding.

- a) (3) Popcorn Machines
- b) (5) Cheese/Chili Warmers
- c) (1) Ventless Fryer

On a motion by Mr. Couvillon, seconded by Mr. Stanley, and carried, permission was granted for the director, Steven Gayfield, to execute documents as necessary to provide Calcasieu Parish Gravity Drainage District No. 5 of Ward 4 drainage easement and temporary construction servitude for the installation of drainage facilities. This project allows for the Drainage District to improve current drainage canals running through the golf course while also replacing two existing bridges and managing erosion near hole # 5.

Staff presented information on the cost to repair or replace the damaged crossover bridge located adjacent to hole #s 8 & 9 at Frasch Golf Course. The staff recommended and was granted permission to place replacement project for public bid, estimated approximate cost \$175,000, on a motion by Mr. Bowers, seconded by Mr. Como, and carried. *(Board requested staff obtain cost variance of repair vs replacement at the June 14, 2019 regular board meeting.)* Mr. Gayfield explained that the repair cost would be roughly \$35k but no guarantee would exist for the life of the bridge after the repair. For this reason, he recommended that the replacement be approved. The recommended replacement would match the new bridges that will

be installed by Gravity Drainage during the golf course drainage project. Funds exist in the budget to cover the cost of a new bridge, but replacement will require a longer timeframe than simply repairing.

Staff requested the board call and schedule a special board meeting for presentation of the results and staff's recommendation of public bids received and open on July 3, 2019 for the Infield Artificial Turf Project. The project is a 2019 budget funded item with estimated approximate cost of \$1,250,000, plus applicable architect fees. The Calcasieu Parish Police Jury awarded and entered in a cooperative endeavor agreement with SPAR to provide reimbursable grant funding up to \$500,000 for this project. Mr. Gayfield explained the need for the special meeting was due to an issue with the product used by the low bidder. The low bidder did not follow bid instructions and did not receive prior approval for the product, claiming it was not legal for SPAR to require prior approval. Legal counsel advised Mr. Gayfield that SPAR was within rights to disqualify the low bidder for failure to follow instruction and that SPAR could award the project to the second-place bidder. The board inquired as to how to write specs to ensure issues such as this don't arise in the future. Mr. Gayfield explained that specs cannot be written to require a specific brand; specs can only use the details for a basis for design product without excluding equal or better products. The product presented by the low bidder may meet specs, however the low bidder did not adhere to bid instructions by submitting the product for prior approval and inspection. Mr. Gayfield requested the special meeting to allow additional time to verify that SPAR is following bid procedure and law as intended by state regulations. After board discussion about possible scenarios and/or outcomes to various actions, on a motion by Mr. Como, seconded by Mr. Bowers, and carried, the special meeting date and time was set for 5:30 pm, Thursday July 25, 2019 in the multipurpose room at SPAR Recreation and Aquatic Center.

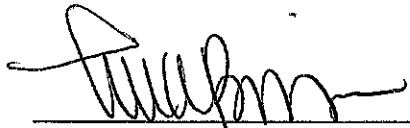
Notification to the Board:

- a) Notification received from Calcasieu Parish Police Jury of the reappointment of Board Member, Mr. Doug Como.
- b) Staff provided an update on the repairs of the natural gas line that provides hot water to the Aquatic Center. Mr. Gayfield explained that a 2.5" gas line is down for repairs due to a leak discovered by an employee. The pools are being heated, but showers and restrooms do not have hot water. Rather than digging up and replacing the line, staff is working with CenterPoint Energy to install a new meter on a newer gas line that was installed when the waterpark was expanded.
- c) Notice received from Calcasieu Parish Police Jury of scheduled video-proctored session for annual Louisiana mandated ethics training for all government employees, and elected or appointed officials. The online training option is strongly encouraged. Certificates should be forwarded to SPAR Board Secretary upon completion.
<https://laethics.net/ethicstraining/login.aspx>
- d) Presentation made of team participation of the following events:
 - Jennie Finch World Series held June 19-23, 2019 – 102 teams (6u—12u)
 - USSSA World Series held July 2-7, 2019 – 48 teams (7AA-9 Majors)
- e) Notice to board of the 2019 summer pool season closing dates as follow:
 - Center Circle Pool – Saturday, August 3, 2019
 - SPAR Waterpark – Sunday, August 11, 2019

- f) Thank-you card, received from St. Nicholas Center for Children for hosting sensory swim time at SPAR Waterpark. The board expressed their appreciation and commended staff in SPAR's hosting of such events.
- g) Notification to board of SPAR hosting the Louisiana State U12 Long Course Swim Championship on Jul 26-28, 2019. This event was originally scheduled to be held at UNO in New Orleans, but due to Hurricane Barry, was cancelled and unable to be rescheduled at the same facility. SPAR offered to host the event allowing participants to compete, and extending our hospitality to our neighboring cities in times of need.
- h) Notification of upcoming events:
- Southeast Showcase Baseball Series – July 19-21, 2019 (*McMurry Park*)
 - Serial Fest Film Festival – July 20, 2019, 10 am – 5 pm (*Annex Building*)
 - Sheriff Tony Mancuso Bingo Luncheon – July 25, 2019 (*Recreation and Aquatic Center*)
 - Chaos Theory Art Exhibit – July 25 – August 29, 2019 (*Henning Cultural Center*)
 - The Perfect Game Baseball Showcase (2D Sports) – July 26-28, 2019 (*McMurry Park*)
 - Junior Golf Clinic – August 6-8, 2019 (*Frasch Golf Course*)

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

Meeting adjourned at 6:01 pm



Approved (Board Member)



Attested