

St. Mary Parish Recreation District # 3
Bayou Vista Community Center
1333 Belleview St.
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985-395-6552

The Board of Commissioners of St. Mary Parish Recreation District # 3 met in regular session on Monday, October 23, 2023 at 5:30 p.m., in the meeting room, with Chairman, Brian Head, presiding.

Present: Brian Head-Chairman, Lane Boudreaux-Vice Chairman, Javon Charles, Dr. Jeffrey Fitter, Eddie Gay, Calvin Johnson and Rachel Kidder

Facility Manager: Mark Richard

Office Manager: Angie Guillotte

Secretary-Treasurer: Monica Lestage

Guests: none

Mr. Head called the meeting to order.

All stood for the pledge of allegiance.

Roll was called. All board members were present.

Minutes of the September 2023 meeting were approved as circulated by motion from Calvin Johnson. With a second by Javon Charles, and all in favor, motion carried.

Accounts payable were reviewed. Javon Charles offered a motion to pay the bills. Lane Boudreaux offered a second. With all in favor, motion carried.

Mark gave the Community Center Report. Rentals were as follows: 1 gym rental, 4 meeting room, 7 events at the clubhouse, 5 Noah's Pavilion, 2 marquee rentals and the Sheriff's Dept. Night Out Against Crime, at no charge.

Mr. Richard proceeded with the manager/maintenance report. The playground equipment installation has been completed. Harris Refrigeration repaired a leak to the air on the kitchen unit. The new transformer was installed in the gym closet. Christmas bulbs have been ordered to get the string lights ready. Corn cob bulbs are needed in the gym to brighten the space. 300 watt bulbs are \$225. per bulb. Fifteen is needed for a total of \$3,375.00. Motion was made by Dr. Fitter to purchase the bulbs. With a second from Calvin Johnson, and all in favor, motion carried.

There was no old business.

A Fall Festival has been planned for Halloween night. A budget of \$500. for candy and supplies was approved by motion from Eddie Gay, seconded by Javon Charles, and approved by all.

A Christmas lighting ceremony will be held November 20, 2023. Plans are in progress by Angie and Callie to have a gathering with the community to celebrate the holiday season along with the 30 year anniversary of the Bayou Vista Community Center. A budget of \$1,000. was approved by motion from Javon Carles. With a second from Calvin Johnson, and all in favor, motion carried.

Javon wanted to clarify that he would attend some presentations at the Parks and Recreation Convention, by commuting and not lodging there.

A discussion was held concerning the spending limit for the facility manager. Emergency situations, such as the transformer, motors, etc. can be costlier than the current allowed dollar amount. Javon Charles made a motion to approve a limit of \$5,000., if approved by both the Chairman and Vice Chairman. Motion carried after a second from Dr. Fitter, and all in favor.

Accident procedures were discussed. An employee sustained an injury but did not report it until a few days later. The employee was paid for 1 day, as per parish policy. LWCC sets standards for on the job injuries. In the future, an incident report must be filed at the time it happens. The employee will be sent to an occupational physician and follow drug screen protocol.

Carl Blum requested pre approval to pursue roof bids. Mr. Head read correspondence from Mr. Blum stating that he had not received, from the facility planner, approval for revised roofing plans. He would like to proceed with bids as soon as the approval is received. Javon Charles suggested checking with Eric Duplantis. Motion was made by Javon Charles that if Eric Duplantis approves, Carl Blum may proceed. With a second by Dr. Fitter, and all in favor, motion carried.

Activities Director, Calley Williams, is requesting an extra two hours a week to open the gym to school board employees for fitness activities, beginning in January. Rachel Kidder made the motion to approve the request. After a second from Lane Boudreaux, and all in favor, motion carried.

Agin Cajun will be hosting a Medicare clinic November 1, 15 & 29, 2023, in conjunction with People's Health. Javon suggested informing St Mary Council on Aging to help inform the public.

Javon Charles informed the board that the open meetings law has been updated.

There being no further business, motion to adjourn was offered by Javon Charles. With a second from Eddie Gay, and all in favor, motion passed.


Brian Head, Chairman