

**ST. MARY PARISH RECREATION DISTRICT #3
BAYOU VISTA COMMUNITY CENTER
1333 BELLVIEW STREET
P.O. BOX 635
PATTERSON, LA 70392
985-395-6552**

The Board of Commissioners of the St. Mary Parish Recreation District #3 met in regular session on Monday, September 23, 2024, at 5:30 p.m. in the meeting room at the Bayou Vista Community Center.

Members Present: Brian Head – Chairman, Lane Boudreaux – Vice Chairman, Dr. Jeffery Fitter, Eddie Gay, Calvin Johnson, Rachel Kidder, Javon Charles

Employees of the District Present: Mark Richard – Facilities Manager, Angie Guillotte – Office Manager, Kim Willoughby – Activities Director

Secretary: Tyler Lambert

Guest: Gwen Hidalgo – St. Mary Parish Council, Mary Ana Tranchina, Susan Duplantis, Beth Dover, Nadine Walker

Mr. Head called the meeting to order at 5:30 p.m. Everyone present stood for the pledge of allegiance.

Board members reviewed the minutes from the August meeting. Mr. Gay motioned to accept the minutes as written. Mrs. Kidder made a second to the motion. All were in favor and the motion carried.

Board members reviewed the accounts payable report and the monthly budget comparison report. Dr. Fitter made a motion to accept the report as is and pay the bills. Mr. Johnson made a second to the motion. All were in favor and the motion carried.

Mrs. Guillotte presented the community center report and updated the board on the rental activity for the month of September. She brought to the attention of the board an inquiry of KQKI as the current contract in place is set to expire and is up for renewal. A motion was made by Mrs. Kidder to renew the contract which provides the community center with advertising and promotional services. A second was made by Mr. Johnson. All were in favor and the motion carried.

The board entered into a discussion on giving merit raises to community center staff. A motion was made by Mr. Charles to move Activities Director, Kim Willoughby, a full-time, exempt employee, with a base salary of \$31,000.00 on a 90-day review period with eligibility for insurance coming 1/1/25. A second was made by Mr. Johnson. All were in favor and the motion carried.

A motion was made by Mr. Johnson to increase Office Manager Angie Guillotte's hourly rate to \$20/hour effective 10/1/24. A second was made by Dr. Fitter. All were in favor and the motion carried.

The board discussed the need to hire an additional park attendant at Central Park. After discussion, the board authorized Mark Richard to oversee the hiring process. No motion was brought to the floor.

Facility Manager, Mark Richard, requested that the board consider increasing his allotted vacation days. After much discussion Dr. Fitter made a motion to adopt a policy that allows twenty (20) vacation days to any full-time employee after twenty-five (25) years of employment with the understanding that these vacation days are based on a calendar year and any unused days at the end of the year do not carry over the next year. This policy is to take effect 10/1/24.

In old business, the board revisited the discussion of a walking/bike trail in Bayou Vista. After much discussion, it was decided that the board does not wish to pursue or engage in any other conversations regarding the potential capital outlay project. A motion was made by Mr. Boudreaux that the board be removed/withdraw from any and all decision-making responsibilities, discussions, or considerations regarding this potential project. Mr. Gay made a second to the motion. All were in favor and the motion carried.

In new business, a motion was made by Mr. Gay to amend the 2023-2024 budget as presented. A second to the motion was made by Dr. Fitter. All were in favor and the motion carried.
A motion was made by Mr. Charles to adopt the 2024-2025 budget as presented. A second to the motion was made by Mr. Gay. All were in favor and the motion carried.

With no further business to discuss, a motion to adjourn was made by Mrs. Kidder. A second was made by Dr. Fitter. All were in favor. The motion carried and the meeting was adjourned.



Brian Head, Chairman



Tyler Lambert, Secretary