

**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, October 28, 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: Stacey Wright

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 September meeting. Dr. Fitter motioned to accept the minutes as written. Mr. Gay made a second to the motion. All were in favor and the motion carried.

Board members reviewed the minutes from the budget hearing meeting held last month. Mrs. Kidder motioned to accept the minutes as written. Mr. Johnson 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. Mr. Johnson made a motion to accept the report as is and pay the bills. Mr. Gay 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 October.

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.

Facility Manager, Mark Richard, gave the manager/maintenance report. He updated the board on quotes received to replace the roof on the concession stand/press box at the community center. A motion was made by Mrs. Kidder to accept a quote from Peak Roofing in the amount of \$5,500.00. A second to the motion was made by Mr. Gay. All were in favor and the motion carried.

In old business, Mr. Boudreaux asked that the board consider moving forward by obtaining more information on updating the tennis courts and baseball field at Central Park. This was discussion only and no motion was brought to the floor.

Moving to new business, the board discussed moving the November monthly meeting up one week due to a scheduling conflict with the Christmas Light Lighting Ceremony at the community center. A motion was made by Mrs. Kidder to move the meeting to Monday, November 18, 2024. A second to the motion was made by Mr. Charles. All were in favor and the motion carried.

The board reviewed the engagement letter from Kolder, Slaven & Co regarding the upcoming audit. A motion to accept the engagement letter was made by Mr. Charles. A second to the motion was made by Mr. Johnson. All were in favor and the motion carried. Mr. Head will sign the engagement letter on behalf of all other board members in his role as board chairman.

The board entered into a discussion of whether or not it wanted to consider offering compensatory time to employees who are called into work outside of their working hours. After discussion, a motion was made by Mr. Charles to deny the request for compensatory time. A second to the motion was made by Dr. Fitter. All were in favor and the motion carried. Any employee who is called into work outside of their working hours will be paid their regular hourly rate.

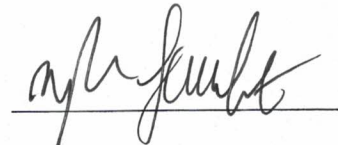
As activities and events being held at the community center are growing at a rapid pace, the board discussed the possibility of hiring an Event Coordinator to assist the Office Manager and Activities Director. After much discussion, a motion was made by Dr. Fitter to adopt a pay scale of a minimum of \$250.00 per event with an hourly rate of \$10.00 to be paid for any time worked over twenty-five (25) hours per event. In the event that the Event Coordinator would need to work in excess of thirty-six (36) hours per event, that would need to be approved by the board. A second to the motion was made by Mrs. Kidder. All were in favor and the motion carried.

The board discussed the possibility of hosting an arts and crafts market at the community center. This was for discussion purposes only. No motion was brought to the floor.

With no further business to discuss, a motion to adjourn was made by Mr. Gay. A second was made by Mr. Charles. All were in favor. The motion carried and the meeting was adjourned.



Brian Head, Chairman



Tyler Lambert, Secretary