



SPAR

Sulphur Parks & Recreation



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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, February 18, 2020 5:30 P.M.

The Board of Commissioners of Sulphur Parks and Recreation (SPAR) met on Tuesday, February 18, 2020 at 5:30 pm for the regular scheduled session in the multipurpose room of SPAR Recreation and Aquatic Center in Sulphur, Louisiana. The meeting was called to order and a roll call was taken. Board members present were: Mitch Bowers, Doug Como, David Couvillon, Johnny Stanley, and Tina Brown.

On a motion by Mr. Bowers, seconded by Mr. Stanley, and carried, the board approved the minutes from January 21, 2020 regular board meeting as presented.

On a motion by Mr. Stanley, seconded by Mrs. Brown, and carried, the board approved December 2019 financial statements as presented.

On a motion by Mrs. Brown, seconded by Mr. Como, and carried, the board approved January 2020 financial statements as presented.

Per staff recommendation the board, on a motion by Mr. Bowers, seconded by Mr. Como, and carried, accepted the low line item public bids received and opened on February 13, 2020 for swimming pool chemicals for 2020. The low public bidders as outlined below: *(Board granted the staff permission to place for Public Bid at the November 19, 2019 Regular Board Meeting)*

BIDDER	ITEM #1 Pulsar Plus Briquettes Calcium Hypochlorite (50 lb. Bucket)	ITEM #2 Calcium Hypochlorite Granules 68% (100 lb. Bucket)	ITEM #3 Trichlor 3" Tablets Stabilizer (50 lb. Bucket)
C & L Aqua Professionals	No Bid	[\$158.00]	\$101.00
Commercial Aquatics/Ewing Pools	[\$135.00]	No Bid	No Bid
Pro Pools	No Bid	No Bid	\$113.90
Sabine Pools & Spas	No Bid	\$167.90	[\$104.27] *Claims Louisiana 7% Preference
Leslie Pool Mart, Inc.	No Bid (Submittal arrived after Bid Opening Time)	No Bid (Submittal arrived after Bid Opening Time)	No Bid (Submittal arrived after Bid Opening Time)

The director, Steve Gayfield, presented to the board a potential master planning process. Mr. Gayfield described the RFP and survey process as well as provided a broad overview of master planning. To summarize, the survey process would evaluate current facilities, programs, and un-developed property; review community services and needs; and identify other recreational services SPAR could consider. The master plan would utilize the information gained in the survey to suggest repair and replacement schedules for facilities and equipment, recommend property development to fill recreational needs that may exist, and review potential area that should be phased out do to lack of need. Mr. Gayfield introduced Mr. Brinkman, a representative from CSRS, as one industry advisor that has approached SPAR to offer master planning services. Board member Couvillon commented that the process would allow SPAR to better meet community needs and forecast repair and maintenance on aging facilities. Board member Bowers agreed that a master planning process was the right step to take to assist SPAR in providing improved services. The board, on a motion by Mr. Bowers, seconded by Mrs. Brown, and carried, authorized staff to move forward with the RFP process for a master plan.

Notifications to the Board -

- a) Gravity Drainage Dick Ackel Main Drainage Improvement-Phase 3 Project set to begin at the end of February-March 2020. The director commented that the project will require some trees to be removed along the Golf Course, but would be replaced at the end of project.
- b) The director provided the Board with an update of staffing. Mr. Gayfield described five open positions including Aquatics Supervisor, IT Specialist, Recreation Assistant, and two groundkeepers. He explained that SPAR had made three conditional offers for the positions of Aquatics Supervisor, IT Specialist, and Recreation Assistant. Mr. Couvillon asked about the hiring process for Spring/Summer season. Mr. Gayfield explained that the process is ongoing and that applications are reviewed and hiring begins in February/March.
- c) Memorandum received from Calcasieu Parish Police Jury of Committee and Liaison Assignments for 2020.
- d) The staff placed on order one (1) rough/field mower available on Louisiana state contract from Jerry Pate Turf & Irrigation at the cost of \$54,852.93. *(Board approved the staff to purchase from LA State Contract or place for Public Bid at the January 21, 2020 Regular Board Meeting).*
- e) Quotes received and placed on order by the staff for the purchase of four (4) spin bikes & computers. Fitness Expo was the vendor that was selected meeting all specs requested. Quotes received as outlined below: *(Board approved the staff to Quote and purchase at the December 17, 2019 Regular Board Meeting).*

Vendor	Make/Model	Unit Price	Unit Price (3 or more units)	Total cost (for 4-units)
Fitness Equipment Solutions	Schwinn AC Power <i>(Console does not meet Spec's-No Bluetooth)</i>	\$2337.00	\$2042.00	\$8,168.00
Fitness Expo	Precor Spinner Chrono Power	[\$2289.00]	[\$2289.00]	[\$9156.00]
Fitness First/Life Fitness	Life Fitness IC-LIFC6BI <i>(Warranty does not meet Spec's-5-year)</i>	\$2399.00	\$1734.35	\$6,937.40

- f) Low public line item bids accepted, and placed on order by staff for the initial purchase of Spring/Summer sports equipment with other purchases as needed. *(Board granted the staff permission to place out for Public Bid and execute as needed at the November 19, 2019 Board Meeting.)* Public Bids received as outlined below:


Bid Date: 2-6-20 [] = low line Item Bid


BIDDER	INITIAL PURCHASE
Baden Sports	\$2,406.00
BSN Sports	\$6,356.43
Pyramid School Products	\$3,638.50
Riddell	\$7,985.90
Athlete's Corner	No Bid
Balance Sporting Goods	No Bid
Bill Fritz Sporting Company	No Bid
Cannon Sports	No Bid
Sports Designs	No Bid
Schutt Sports	No Bid
Team Express	No Bid
TOTAL INITIAL PURCHASE	\$ 20,386.83

- g) Notification of the Recreation Sports schedule for Try-Outs & Draft
- Baseball (ages 9-19) - Try-Outs – Mar. 2, 2020, Draft – Mar. 5, 2020
 - Softball (ages 9-18) - Try-Outs – Mar. 3, 2020, Draft – Mar. 5, 2020
 - Coach Pitch (ages 7-8 Boys & Girls) - Try-Outs – March 23, 2020
 - Coach Pitch, T-Ball, Wee Ball - Draft – March 25, 2020
- h) Notification to the Board of upcoming SPAR and Community Events
- SHS Photography & Art Exhibit – Feb. 13th – Mar. 12th, 2020 *(Henning Cultural Center)*
 - CCOA Mardi Gras Luncheon – Feb. 19, 2020 *(Rec. & Aquatic Center)*
 - SHS Baseball-Iberia Bank Invitational Tournament – Feb. 21-23, 2020 *(McMurry Park)*
 - SHS Baseball-AutoPlex Classic Invitational Tournament – Feb. 27-Feb. 29, 2020 *(McMurry Park)*
 - Member Appreciation Gumbo Lunch – Mar. 4, 2020 *(Rec. & Aquatic Center)*
 - SHS Baseball-Billy Navarre Shootout – Mar. 5-7, 2020 *(McMurry Park)*

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

Meeting adjourned at 5:51 ~~pm~~.


Approved (Board Member)


Attested