

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
August 19, 2020
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 by J.C. Cormier

Invocation pronounced by The Rev. Margaret Lovejoy

Pledge was led by Matt Vincent

ROLL CALL:

Roll call was made with the following results:

Present:	J.C. Cormier- Chairman	Coy Vincent-Vice Chairman
	Rev. Margaret Lovejoy-Board Member	Missy McClelland – Board Member
	Matt Vincent – Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Mgr.	Michelle Gordon-Admin. Assist.
Absent:	Evelyn White - Secretary/Treasurer	Darwin Pinder – Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Rev. Margaret Lovejoy made a motion to accept the Agenda as presented. Coy Vincent seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the July 2020 meeting minutes as presented. Matt Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a brief summary of the Financial Report for the month of July 2020.

The current Executive Order issued by Louisiana Governor John Bell Edwards with regards to the Covid-19 Pandemic states that all social events may not exceed 50 persons in attendance. This order has eliminated most events scheduled for the Events Center. The Arena is classified under non-contact sports allowing it to operate at 50% of the seating capacity of the building which is just under 1900 patrons. Under this current mandate all of the scheduled equestrian events for the Arena have been able to take place. If this current mandate is still in effect later this Fall, the festivals and fair scheduled at the Arena will be forced to cancel as well.

Despite the mandates, both facilities have brought in good revenue for the month. The Little Britches Rodeo Club, one of the largest clients at the Arena, had a very successful show in July that accounted for over half of the revenue for the month. For the Events Center many deposits for next years Mardi Gras events were received. Around \$5,000 worth of refunds were issued at the Events Center for the events that could not reduce attendance to less than 50 persons. The trend is continuing unfortunately through the month of August.

The Cash Flow report is projecting a balance of just over \$5 million by the end of the current fiscal year. These projections are calculated with the understanding that the Covid-19 Pandemic will not impede event attendance past the 1st quarter.

Matt Vincent made a motion to accept the Financial reports as presented for the month of July 2020. Coy Vincent seconded the motion. All voted and approved.

OLD BUSINESS:

A. Roof Replacement for Arena and Event Center Project Update

Mr. Moreno spoke on behalf of Mr. Ellender with an update for the Roof Replacements to the Arena and the Event Center buildings. Acceptance of the bids for both the Arena and Events Center projects have been filed with the Clerk of Courts Office. The shop drawings did call for a specific color for the metal roof which might delay somewhat the delivery of the materials. Currently lead time for receiving the metal for the Arena is 8-10 weeks while the Events Center is expected to receive materials in just 4-6 weeks.

The construction period for the Arena will occur Monday thru Thursday to allow for consecutive days of work for the contractor but will also allow for the continuation of weekend events. The primary activity that will be affected is the practice utilization that is typically scheduled during this time.

The construction period for the Events Center has more flexibility because it can be replaced in sections. The contractor will be able to move around to unoccupied areas in conjunction with scheduled events.

Both contractors are aware that the facilities clients are of the utmost importance however management has confirmed that they will work with the contractors in any way possible to ensure the projects are completed in a timely manner.

NEW BUSINESS:

A. Review and discuss invoice #1 from Ellender Architects & Associates for Architectural and Engineering Services, Bidding Phase – Roof Replacement to Events Center, 2020

Mr. Moreno presented Invoice #1 from Ellender Architects & Associates for Architectural and Engineering Services during the Bid Phase for the Roof Replacement to the Events Center in the amount of \$45,220.36. This amount is for 75% of the agreed upon percentage fees of the contracted construction cost.

Matt Vincent made a motion to accept and pay Ellender Architects & Associates Invoice #1 in the amount of \$45,220.36 as presented. Rev. Margaret Lovejoy seconded the motion. All voted and approved.

B. Review and discuss invoice #1 from Ellender Architects & Associates for Architectural and Engineering Services, Bidding Phase – Roof Replacement to Arena, 2020

Mr. Moreno presented Invoice #1 from Ellender Architects & Associates for Architectural and Engineering Services during the Bid Phase for the Roof Replacement to the Arena in the amount of \$65,756.59. This amount is for 75% of the agreed upon percentage fees of the contracted construction cost

Rev. Margaret Lovejoy made a motion to accept and pay Ellender Architects & Associates Invoice #1 in the amount of \$65,756.59 as presented. Coy Vincent seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

The Property Insurance renewal for the complex has been received and unfortunately no new insurance carriers were interested in submitting a quote for the coverage with an open claim. The current provider did offer a renewal of the policy but has yet again increased the premium by approximately \$10,000. The Authorities agent has assured management that once the project is completed and the claim is closed, more competitive offers should be available next year.

Mr. Moreno informed the board that the Authority has recently been named as a defendant in a lawsuit where a guest fell and injured themselves during one of the scheduled events hosted at the facility. The event in question was the Cal Cam Fair and the organizations Special Event Insurance carrier is handling all the details for the case. Mr. Moreno will relay any new details for this case as they are made available.

Thus far the recent renovations to the Arena Complex have been very well received, especially the conditioned air that was installed in the rest rooms. Unfortunately, this has caused new concerns and has attracted rodents to the condensation in the insulation lines. Several communication lines from the condenser to the controller have been damaged putting the units out of commission. Mr. Moreno has reached out to the engineers for the project and have requested advice on how to remedy this once the rodent infestation has been resolved.

Last month Moss and Associates was contracted to provide an appraisal for a stretch of property to the west of the Community Center Complex. Mr. Moreno reminded the board that the landowner stated several months back that he would not consider selling this property for anything less than \$8.00/ft. The footprint that the Authority is currently considering is just over 80,000 square feet, estimating the property purchase at \$640,000.

Finally, Mrs. Anderson with the assistance of a local CPA firm, has completed the application for the reimbursement provided through the Families First Act. This Act provides a reimbursement towards a portion of the wages and salaries that were paid to select employees directly affected by the Pandemic. The anticipated reimbursable amount is estimated at just under \$48,000.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss Matt Vincent made a motion to adjourn. Missy McClelland seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, September 16, 2020 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.