

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
August 21, 2019
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by Mike O’Quinn

Pledge was led by Darwin Pinder

ROLL CALL:

Roll call was made with the following results:

Present:	J.C. Cormier- Chairman	Coy Vincent-Vice Chairman
	Evelyn White - Secretary/Treasurer	Rev. Margaret Lovejoy-Board Member
	Mike O’Quinn-Board Member	Darwin Pinder – Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager

Absent: Dr. George Vincent – Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Meg 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 2019 regular meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the Financial report for July 2019:

The month of July begins the 2019-2020 Fiscal Year. The income line for Concessions is below budget due in large part to an event that was prepared for during the month of July but occurred the first week in August. The only line item of note on the expense side was for unplanned maintenance on one of the Events Center chillers in the amount of \$3,500. The cash flow summary depicts a higher than normal balance in the WCPCCA account due to monies received from the Insurance company for hail damage repairs. The report has the Authority closing out the fiscal year 2019-2020 at just over \$4.5 million.

Coy Vincent made a motion to accept the financial report as presented for July 2019. Mike O’Quinn seconded the motion. All voted and approved.

OLD BUSINESS:

A. Multi-Purpose Arena – Renovations Project Update (Mr. Ellender)

Mr. Ellender updated the Board on the status of the Improvements to the Arena Complex project that are currently underway. Demolition has begun on some of the rooms at the Arena on the North End, foundation for the southwest rollup door is complete and steel has been ordered as outlined on the shop drawings. The project is currently on schedule for completion by the end of January 2020.

NEW BUSINESS:

A. Review and discuss Taylor Construction invoice #1 for Improvements to Arena Complex, 2019

Mr. Moreno presented Invoice #1 from Taylor Construction in the amount of \$65,084.50 for services rendered to date for the Improvements to the Arena Complex Project.

Evelyn White made a motion to accept and pay Taylor Construction Invoice #1 in the amount of \$65,084.50 as presented. Meg Lovejoy seconded the motion. All voted and approved.

B. Review and discuss invoice #1 from Ellender Architects & Associates for Design Development, Construction Document, Bid Phase, and miscellaneous reimbursable expenses-Improvements to Arena Complex, 2019

Mr. Moreno presented Invoice #1 from Ellender Architects & Associates in the amount of \$48,891.57 for design development, construction documents, bid phases, & Reimbursable expenses. Presently Mr. Ellender has chosen no to bill the Authority for any time incurred on the hours worked on the insulation portion of the project since it has been temporarily put on hold pending further investigation on the hail damage claim. Associated hourly fees will be billed to the Authority by the end of the 2020 calendar year unless the work is added back into the existing contract or the work is added in a new contract to be completed by the end of said year, at which time fees will be included at the standard agreed upon percentage based rate.

Mike O'Quinn made a motion to accept and pay Ellender Architects & Associates invoice #1 in the amount of \$48,891.57 as presented. Meg Lovejoy seconded the motion. All voted and approved.

C. Review and discuss invoice #2 from Ellender Architects & Associates for Construction Observation Phase for Improvements to Arena Complex, 2019

Mr. Moreno presented invoice #2 from Ellender Architects & Associates in the amount of \$1,220.34 for architectural and engineering services for the 2019 Improvements to Arena Complex.

Meg Lovejoy made a motion to accept and pay Ellender Architects & Associates Invoice #2 in the amount of \$1,220.34 as presented. Evelyn White seconded the motion. All voted and approved.

D. Review and discuss hail damage replacement cost estimates

Mr. Ellender presented his recommendation for the repairs to both the Arena and Events Center roofs due to the recent hail damage earlier this spring. At the Arena he recommends leaving the existing roof in place and installing a retrofit roof system over the damaged roof, limiting the down time in operations. The recommendation for the Events Center will be to replace the damaged with a brand new similar roof. The estimated cost for both roofs is \$3,501,228.00. The estimated replacement estimate from the insurance adjuster is \$2,154,320.00, leaving a difference of the roof repairs in the amount of \$1,346,908.

With the price difference of \$1.3 M, the Authorities insurance agent stated that the next step would be to provide the insurance company with these cost estimates and give them an opportunity to dispute the estimates or provide any other comments.

DIRECTOR'S REPORT:

Mr. Moreno informed the Board that the bid packet for the replacement boiler and water filtration system is nearing completion and will be submitted in the next few weeks.

Mr. Moreno informed the Board that the Property insurance premium renewal has increased approximately \$14,000 from the previous year's policy. This increase as explained by the Authorities agent is due in large part to the reinsurance that is occurring throughout the market. In addition to the increased premium, the deductible for the new policy has increased from \$25,000 per incident occurrence to 10% wind and hail. With the current open claim the Authority has there were no other available offers for Property coverage as reported by the Authorities agent. Once roof repairs have been made to the complex then the Authority can shop out the rates again in efforts to retain a more attractive policy.

The Arena is back in operation but with limited resources. Currently half of the restrooms are out of service along with the concession stand during this portion of the renovations. The concessions are being ran from a nearby resource room in order to be able to offer some refreshments and food to the attendees.

Lastly Mr. Moreno informed the Board that July marked the 5th Anniversary for the Events Center's operation. Discussions have taken place for expansions to the facility for some time and Mr. Moreno is encouraging the board to continue these discussions for the near future.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss Evelyn White made a motion to adjourn. Mike O'Quinn seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, September 18, 2019 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.