

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
November 20, 2019  
West-Cal Events Center  
Sulphur, Louisiana**

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

**Invocation pronounced by Rev. Margaret Lovejoy**

**Pledge was led by Evelyn White**

**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		
	Darwin Pinder-Board Member	Matthew Vincent-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations
Manager		
	Michelle Gordon-Administrative Clerk	

Absent: Mike O'Quinn-Board Member

**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

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

**APPROVAL OF MINUTES:**

Coy Vincent made a motion to accept the October 16, 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 October 2019:

The month of October begins the 2<sup>nd</sup> quarter for the current fiscal year 2019-2020. A deposit from the State has been received in the amount of \$654,417.96. In addition to the 1<sup>st</sup> quarter collections, this total includes portions of the 4<sup>th</sup> quarter collections for fiscal year 2018-2019 in the amount of \$438,481.68. Mr. Moreno stated that he has spoken with Senator Johns regarding a possible BA7 request during this upcoming legislative session to recuperate any additional funding. The dividend from LWCC was also received which is another significant increase under the Income line item.

Year-to-Date Income is 12% above budget or \$21,000 while Expenses are under budget 13% or \$70,000. A significant portion of this amount under the expense line is related to the line item for Salaries and Wages with the decreased in man hours due to the Arena renovations in the concession stand as well as a few open positions. Mr. Moreno pointed out that despite the income not being where it was for the same period last year, the Authorities financial status is still in very good condition.

The Cash Flow report projects a balance of \$4.8 million for the end of the fiscal year. This amount will increase at the close of the renovation project should the insulation not be added back into the original bid.

Rev. Margaret Lovejoy made a motion to accept the financial report as presented for October 2019. Coy Vincent seconded the motion. All voted and approved.

#### **OLD BUSINESS:**

##### **A. Multi-Purpose Arena-Renovations Project Update**

Mr. Ellender of Ellender Architects & Associates presented an update for the Arena renovations project. The project is currently 70% complete and on schedule. The concessions and north restrooms punch list are nearly completed as the contractor fully anticipates turning these over in the coming days. Currently final adjustments are being made to the dust control sprinkler system and louvers and trim work are being installed on the west side of the building.

The lighting upgrades are still posing some frustration. The availability of the light fixtures is unknown due to the high demand of facilities switching to LED lighting. Even with the delays Mr. Ellender believes all lighting components should arrive in time to complete the project as scheduled.

#### **NEW BUSINESS:**

##### **A. Arena Committee Report**

The Arena Committee recently met at the site and toured the progress of the renovations to the Arena Complex and discussed Change Order #2. This Change Order includes renovations to the restrooms in the Stall Barn which were not originally included in the project and also to replace the aging 7 ½ ton air conditioner that has recently been requiring more maintenance to keep it running.

The original quote for the barn renovations from the contractor came in much higher than anticipated so the renovations work has been scaled down and will reuse some of the existing materials that were being replaced in the multi-purpose arena. The committee is recommending acceptance of this portion of change order #2 in the amount of \$31,667.00.

The committee also discussed the quote to replace the existing north air conditioning unit with a new 7.5-ton Train unit at a cost of \$20,693.75. Earlier cost estimates included replacing the

entire duct system on that half of the building but after further research it was determined that this was not needed. The existing unit has undergone several major repairs over the past 15 years.

Coy Vincent made a motion to accept change order #2 in the amount of \$52,360.75 to include the barn restroom renovations as well as the new 7 ½ ton A/C unit as presented. Matthew Vincent seconded the motion. All voted and approved.

**B. Review and discuss Taylor Construction invoice #4 for Improvements to Arena Complex, 2019.**

Mr. Moreno presented Invoice #4 from Taylor Construction in the amount of \$228,275.50 for services rendered to date for the Improvements to the Arena Complex Project.

Rev. Margaret Lovejoy made a motion to accept and pay Taylor Construction Invoice #4 in the amount of \$228,275.50 as presented. Evelyn White seconded the motion. All voted and approved.

**C. Review and discuss Invoice #5 from Ellender Architects & Associates for Construction Observation Phase for Improvements to Arena Complex, 2019**

Mr. Moreno presented Invoice #5 from Ellender Architects & Associates in the amount of \$4,280.16 for architectural and engineering services for the 2019 Improvements to Arena Complex.

Evelyn White made a motion to accept and pay Ellender Architects & Associates Invoice #5 in the amount of \$4,280.16 as presented. Rev. Meg Lovejoy seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

Mr. Moreno updated the Board on the ongoing hail damage insurance claim from the storm that hit the area last spring. Mr. Moreno has attempted to contact the insurance adjuster multiple times over the last few weeks for an update on the new bid for repairs to both facilities. As a reminder the original disbursement from the Insurance settlement was not comparable for a like kind roof replacement based on the estimates the Authority has received from their Architectural team. The Authority has requested the insurance adjuster reevaluate their original analysis of the cost of the repairs as compared by those provided by the Mr. Ellender.

Mr. Moreno reiterated that one of the main concerns with this project is how the coordination of the roof repairs will coincide with the facilities clients. The facility has already earmarked another down period in the summer of 2020 in an attempt to assist with the bulk of the repairs. The main objective is to cause minimal effect to the facility operations. Mr. Moreno has reached out to Mr. Kinney with Pedestal Insurance to try and help expedite the response from Insurance carrier.

Installation of the new boiler and water filtration systems have been installed at the Events Center complex. Punch list for the project will be conducted next week and should be fully complete before the end of the year.

The addition of a backup generator is the next project for the Events Center. Mr. Moreno has asked the engineers to investigate the possibility of a new control system that will allow the facility to be brought back up online in sequence so as to minimize the size of the generator needed. Currently there are considerable savings on the size generator should this sequencing option be available. Should the facility expand in the future additional generators may be added and can be run in parallel.

The Park and Ride agreement with Mosswood Development Inc. is entering into the 3<sup>rd</sup> year with little to no issues. A request has recently been made for the Authority to consider adding additional cars. The current contract was amended shortly after the beginning of the agreement and does allow up to 300 cars and 20 buses, although the organization has never reached more than their original 200 vehicles. Mr. Moreno informed the board that according to his calculations he believes space should be available for 400-450 vehicles. Should the board consider allowing additional vehicles Mr. Moreno stated that he would stress the importance of a more regularly scheduled maintenance of the aggregate lot by the contractor. The board request that Mr. Moreno meet with the contractor and see how many vehicles the two parties would be comfortable adding to the existing lot.

The Authority was recently approached by the local financial institution Business First Bank who presented a proposal for banking services. The Authority currently holds their Operations account with Iberiabank and has been with this institution for several years. Mr. Moreno informed the board that the loss of personal touch has led management to consider other institutions but will review this and other proposals and report back to the board should a change be made.

The Gathering Church, a local religious organization approached the Authority regarding rentable space to host their church services until such time as they can find a more permanent facility. The organization was given a short-term contract for various dates and times thru the end of 2019. Mr. Moreno reiterated to this group that dates in 2020 would have to be coordinated around the already booked events and could not foresee any more than a month to month agreement should they wish to consider this option. Mr. Moreno merely wished to inform the board of this agreement as the Authority had already passed on a religious group several years ago, however they were more interested in a long term and non-flexible schedule.

Last year Mayor Danahay of the City of Sulphur approached the board requesting additional right-of-way to the existing public right-of-way on what is called Arvel loop. This request was so that the developer of the RV Park being constructed south of the Authorities property could improve the road for ingress and egress. The agreement between the City of Sulphur and the developer was that the road was to be built to city specifications so that once the road was completed it could be donated to the city for maintenance.

The road was completed this past February and on the agenda for the city council to accept the road later in the spring but was pulled by the developer for unknown reasons. Mr. Moreno explained to the board that although the road improvements were not facilitated by the Authority, there is still a potential liability risk with the increased traffic on the Authorities property on a road that has no maintenance. Mr. Moreno suggested the board send a letter to the City of Sulphur requesting their assistance in expediting acceptance of this road. Rev. Lovejoy requested that the letter be drafted and signed by all board members before submitting.

Mr. Moreno informed the board that the annual audit is set to begin December 2, 2019. The Auditor is confident that the Audit will be completed and submitted by the end of the calendar year December 31, 2019 as required by the State. With such a late start, the Audit results will not be presented until the January board meeting.

Lastly Mr. Moreno expressed his appreciation to the staff for their service and dedication. The annual safety meeting hosted for the staff is scheduled following the regularly scheduled Board meeting in December. It was requested that the Board meeting be moved from its current time up one-half hour at 5:00 pm.

**PUBLIC COMMENTS:**

NONE

**ADJOURNMENT:**

With no further business to discuss Evelyn White made a motion to adjourn. Rev. Margaret Lovejoy seconded the motion. All voted and approved.

**The next regular meeting of the Board of Directors will be held on Wednesday, December 18, 2019 at 5:00 p.m. at the West-Cal Events Center, Sulphur, LA., Immediately followed by the annual safety meeting.**