

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
December 16, 2021
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 pm by Coy Vincent

Invocation pronounced by Evelyn White

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present: Coy Vincent-Chairman	Missy McClelland – Secretary/Treasurer
Evelyn White – Board Member	J.C. Cormier- Board Member
Darwin Pinder – Board Member	Adrian Moreno-Executive Director
Joyce Anderson – Operations Manager	

Absent: Matt Vincent – Vice Chairman The Rev. Margaret Lovejoy-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Missy McClelland made a motion to accept the agenda as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Missy McClelland made a motion to accept the November 2021 meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a summary of the Financial Report for the month of November 2021:

The month of November reports very positive Income numbers. These positive numbers were a direct result of two high school rodeos at the arena and an array of profitable events at the Events Center.

On the Expense side Utilities continue to be slightly over budget due to the increased utilization of the property during the month and the increase in utility costs. Mr. Moreno stated that he will review the usage and compare with the current pricing in the event that future price adjustments need to be made to offset these increases

Year-to-date the Authority is still showing positive numbers for Income and Expenses as they relate to the budget. Mr. Moreno reminded the board that the budget still includes a large amount of Hurricane related expenses that have yet to be repaired.

The Cash Flow report is projected to conclude the fiscal year 2021-2022 with an estimated balance of around \$3.3 million. This projection does include all current construction projects budgeted for the fiscal year as well as the property purchase.

Missy McClelland made a motion to accept the Financial Report as presented for the month of November 2021. J.C. Cormier seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena Renovations and Repairs update (Arena Roof & Insulation Projects-Mr. Ellender)

Mr. Ellender updated the board on the status of the Arena Renovations and Repairs.

The Arena Roof Replacement Project is nearing completion with some minor punch list items remaining. The No Lien Certificate has been filed with the courthouse allowing retainage funds to be released. Along with these miscellaneous punch list items, there are additional funds being withheld for some repairs to the south end of the arena insulation project that was caused by the roofing contractor. These repairs are currently underway and should be complete by the end of the month. Once all punch list items have been completed, all remaining funds will be released.

The Acoustical Improvements Project is also complete and the No Lien Certificate filed with the courthouse. The contractor has submitted his final payment for punch list as well as retainage in the packets for the board to discuss later this evening.

NEW BUSINESS:

A. Review and discuss Invoice #4 & #5 from K & J Development for Acoustical Improvements to Arena Complex.

Evelyn White made a motion to accept and pay Invoices #4 & #5 respectively from K & J Development for Acoustical Improvements to Arena Complex rendered in the amounts of \$17,500 & \$45,600. Missy McClelland seconded the motion. All voted and approved.

B. Review and discuss Invoice #6 & #7 from Ellender Architects & Associates for Architectural and Engineering Services, Observation Phase—Acoustical Improvements to Arena Complex.

Missy McClelland made a motion to accept and pay Invoices #6 & #7 respectively from Ellender Architects & Associates for Architectural and Engineering Services in the amounts of \$459.38 & \$855.00. J. C. Cormier seconded the motion. All voted and approved.

C. Review and discuss Invoice #8 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement to Arena Complex Project, 2020.

Missy McClelland made a motion to accept and pay Invoice #8 from Daughdrill General Contracting and Roof Company, Inc. in the amount of \$31,587.75. Darwin Pinder seconded the motion. All voted and approved.

D. Review and discuss Invoice #9 from Ellender Architects & Associates for Architectural and Engineering Services, Observation Phase— Roof Replacement to Arena Complex Project, 2020.

Missy McClelland made a motion to accept and pay Invoice #9 from Ellender Architects & Associates for Architectural and Engineering Services in the amount of \$592.27. Darwin Pinder seconded the motion. All voted and approved.

E. Review and discuss Act of Donation from Sulphur Group, LLC.

The Sulphur Group, LLC presented an Act of Donation of the property located directly north of the section of land the Authority is currently purchasing. This property has an estimated value of \$400,570.

Missy McClelland made a motion for the acceptance of the Act of Donation from Sulphur Group, LLC as presented. Darwin Pinder seconded the motion. All voted and approved.

F. 2022 Executive Committee Nominations

Mr. Moreno reminded the board that the current Board of Directors policy allows each Executive Committee member to sit in position for no more than 2 consecutive years. The current Executive Committee has been in place for one year and is as follows: Coy Vincent-Chairman; Matt Vincent-Vice Chair; and Missy McClelland-Secretary/Treasurer.

Evelyn White made a motion to have the 2021 Executive Committee members retain their respective seats for the 2022 calendar year. J.C. Cormier seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

During last months board meeting a motion was made to allow the staff to observe the Christmas Eve and Christmas Day holidays on Thursday the 23rd and Friday the 24th of 2021. After confirming with senior staff, Mr. Moreno is requesting to rescind that motion and asked that the holidays be observed on Friday the 24th and Monday the 27th.

J.C. Cormier made a motion to rescind the previous motion and allow the staff to observe the Christmas holidays on Friday the 24th and Monday the 27th. Evelyn White seconded the motion. All voted and approved.

The Hotel/Motel taxes revenues have yet to be received for this fiscal year. Mr. Moreno reached out to the Treasury office inquiring on the status of the funds and was informed that at the previous Legislative session, Act 119 was adopted requiring each dedication to have a Cooperative Endeavor Agreement on file with the State in order to receive their allotted funds. Mr. Moreno reached out to the Authorities Bonding Council Jay Delafield who was unaware of this new Act and offered his assistance in researching the matter further. Currently the Authority has just over \$950,000 in funds waiting to be released. Mr. Moreno assured the board that he will work with Mr. Delafield and do whatever is necessary to expedite these funds.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss Board adjourned.

The next regular meeting of the Board of Directors will be held on Wednesday, January 19, 2022 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.