

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
December 16, 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 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	Matt Vincent – Board Member
	Missy McClelland – Board Member	Adrian Moreno-Executive Director

Absent: Joyce Anderson – Operations Manager

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the November 2020 meeting minutes as presented. Matt Vincent 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 2020:

The month of November allowed both facilities to fully operate under the current Phase III guidelines with relative success. Although this produced positive results, the Events Center is still not able to operate at full capacity, with a cap on gatherings of less than 250 patrons. The arena however has only been required to cancel one event due to the restrictions so once the facility was able to operate post hurricanes, it did so with tremendous success. The facility in fact has produced most of the revenue the past two months because of the restrictions on the Event hosting facility.

Although somewhat of a slow process, repairs at both facilities continue to progress to satisfaction. As a reminder, Mr. Moreno stated that until a specific line item is created for hurricane repairs, all related expenses will continue to be recorded under the Maintenance of Property and Equipment or Professional Services line item. These repairs were obviously not budgeted at the beginning of the fiscal year so overbudget figures will continue to reflect in these line items. The largest ticket to date was needed to shore up the south wall of the Events Center as well as temporary roof and wall panels to the barn to enable the use of the stalls for the Arena events. All hurricane repair expenses are being submitted to FEMA in hopes of reimbursable aid.

A payment was made in the amount of \$46,999 from the Families First Act grant that was applied for towards the end of the stay-at-home order earlier this year. Funds have been deposited and posted in the Other Income Line item.

Year-to-date the organization is 5 months into the new fiscal year and the COVID restrictions coupled with the two major Hurricanes continue to impact the year-to-date budget. Every effort is being made to monitor expenses yet still be able to provide the standard of service for all the facilities clients.

Last month Mr. Moreno reported the 1st quarter Hotel/Motel tax receipts and alluded to the concerns of the upcoming quarters with the impacts to the Hotel/Motel industry caused from Hurricane damage. The CVB was able to provide a list of the open Hotel/Motels in Calcasieu Parish and their current occupancies. Regarding West Calcasieu Parish there are over 2,500 rooms in total with a detailed report on the status of all rooms as well as what is available and to whom they are available for. A positive note is that 56% of these rooms are being occupied at some capacity compared to the 80-85% average occupancy during this similar period. The State Treasury office has confirmed that the Authority currently has \$329,000 in the account with December still being collected. These funds are typically released 5-6 weeks after the close of the quarter.

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

OLD BUSINESS:

A. Roof Replacement for Arena and Events Center Project Update (Mr. Ellender)

Mr. Ellender updated members of the board on the roof replacement projects for the Arena and Events Center, respectively.

Daughdrill Construction, the General Contractor for the Arena Roof Replacement Project unfortunately has made no progress thus far. The metal manufacturer has not been able to provide a shipping date for the metal. The contract was awarded in mid-August and had a duration period of 8 months. The legalities of the contract were discussed, but at this time all the Authority can do is encourage the current contractor to complete the job within a reasonably allowed time frame. Mr. Moreno reminded the board that one of the primary concerns with this delay is the time that was already reserved on the booking calendar to allow time for the insulation to be sprayed later in July.

On the other hand the Events Center project which is contracted by Morcore Roofing has been ongoing since the end of September. The project is on schedule and nearly complete. A small set back caused by some untimely rain was experienced during the project inside the facility, but the contractor is replacing damaged ceiling tiles and cleaning up the affected areas. This project should be completed on time by the end of January.

NEW BUSINESS:

A. Review and discuss invoice #2 from Morcore Roofing, LLC for Roof Replacement to Events Center Project, 2020.

Mr. Moreno presented Invoice #2 from Morcore Roofing, LLC for services rendered for the Events Center roof replacement project in the amount of \$226,100.00.

Evelyn White made a motion to accept Morcore Roofing, LLC Invoice #2 in the amount of \$226,100.00 as presented. Coy Vincent seconded the motion. All voted and approved.

B. Review and discuss invoice #3 from Ellender Architects & Associates for Architectural and Engineering Services, Bidding Phase – Roof Replacement to Events Center, 2020

Mr. Moreno presented Invoice #3 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 \$4,239.38.

Missy McClelland made a motion to accept and pay Ellender Architects & Associates Invoice #3 in the amount of \$4,239.38 as presented. Matt Vincent seconded the motion. All voted and approved.

C. Review and discuss facility surplus equipment

Mr. Moreno informed the board that a passenger van was purchased several years ago with a primary purpose of providing transportation for the facilities inmate laborers that were housed in Lake Charles. Since then the program through the Sheriff's Department has been discontinued and the workforce is currently provided through a work release program located at the old Phelps Correctional facility in DeQuincy with transportation provided. The vehicle no longer serves a purpose to the fleet so Mr. Moreno is requesting the board classify the vehicle as surplus inventory so it can be sold through public auction. According to the Authorities auditor if classified as surplus the vehicle must be listed with a reserve minimum according to the blue book value of \$17,500.

Rev. Margaret Lovejoy made a motion to classify the passenger van as surplus inventory and to place it up for public auction with a reserve minimum of \$17,500.00. Matt Vincent seconded the motion. All voted and approved.

D. Review and discuss Executive Directors Employment Contract

Evelyn White made a motion for the West Calcasieu Parish Community Center Authority board meeting to go into Executive Session. Coy Vincent seconded the motion. All voted and approved.

The Rev. Margaret Lovejoy made a motion for the West Calcasieu Parish Community Center Authority board meeting to return to regular session. Matt Vincent seconded the motion. All voted and approved.

Coy Vincent made a motion to alter the Executive Directors' current employment contract and delete under paragraph 3, sections (A)(1), (A)(2), and (A)(3) and replace it with a fixed base monthly salary as discussed until the end of the current fiscal year, June 30, 2021. Matt Vincent seconded the motion. All voted and approved.

E. 2021 Executive Committee Nominations

Mr. Moreno reminded the board of the Authorities by-laws that state no member of the Executive Committee may sit in a position for more than two (2) consecutive terms. The current Executive Board has been in place for 2 years and a new Executive Committee must now be voted on and in place prior to the start of the new calendar year. A nomination and election process were conducted with the following results:

J. C. Cormier made a motion to nominate Coy Vincent as Board Chairman for the West Calcasieu Parish Community Center Authority for the 2021 calendar year. Matt Vincent seconded the motion. All voted and approved.

Missy McClelland made a motion to nominate Matt Vincent as Board Vice-Chairman for the West Calcasieu Parish Community Center Authority for the 2021 calendar year. Coy Vincent seconded the motion. All voted and approved.

Coy Vincent made a motion to nominate Missy McClelland as Secretary/Treasurer for the West Calcasieu Parish Community Center Authority for the 2021 calendar year. Rev. Margaret Lovejoy seconded the motion. All voted and approved.

Executive Committee for the 2021 calendar year:

Coy Vincent-Chairman
Matt Vincent-Vice Chairman
Missy McClelland-Secretary/Treasurer

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

The recent Proclamation from Governor John Bel Edwards moved the state back into a “modified” Phase 2. Unfortunately with this new mandate the event hosting facility has been reduced from a previous max capacity of 250 people down to 75. With this recent news a large number of events scheduled at the facility were forced to cancel. The positive result was that the arena was still able to operate under the “non-contact sports” classification allowing nearly all scheduled events to take place. The current proclamation is set to expire on the 23rd of the month and Mr. Moreno will update the board accordingly.

Mr. Moreno reminded the board that the repairs to the south of the Events Center is still ongoing and hopes to have all front-end documents prepared from the Architectural team to go out for bids by early January. It was believed that this could have been bid earlier but delays in ensuring all the appropriate steps are taken according to FEMA reimbursement guidelines have delayed the process somewhat.

The fiscal year 2019-2020 audit that was due to the State Legislative Auditors office by December 31st has been delayed and a request for an extension filed by the Authorities auditor. As is the case with most local firms, audit extension are being requested by those affected from the recent hurricanes. As of today no notification has been received that this request has been granted but the facilities auditor feels confident that this will not be an issue.

Mr. Moreno reminded the board that the State Ethics training is required by all board members. Mrs. Anderson one again has offered her assistance in keeping these certificates on file for each board member and can also provide onsite training at a predetermined time on site if needed.

Mr. Moreno relayed his appreciation to the board for their support and offered his assurance that he and his team will continue to work in not only providing a clean and safe facility but attract whatever business is allowed under the current mandates.

Lastly Mr. Moreno presented the outgoing Chairman, J.C. Vincent with a plaque commemorating his two-year term as Chairman of the Board for the West Calcasieu Parish Community Center Authority.

PUBLIC COMMENTS:

Meg Lovejoy went on record and publicly thanked the Executive Director for his time and dedication in overseeing the West Calcasieu Community Center on behalf of the Authority.

Mr. Coy Vincent also stated that he would like to revisit the current offer from the neighboring property owner to sell the Authority a small section of land for future expansion. Mr. Vincent asked the board to consider putting this option back on the table for consideration in the near future.

ADJOURNMENT:

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

The next regular meeting of the Board of Directors will be held on Wednesday, January 20, 2021 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.