

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
December 18, 2019
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:01 p.m. by J.C. Cormier

Invocation pronounced by Mike O'Quinn

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
	Mike O'Quinn- Board Member	Darwin Pinder- Board Member
	Matt Vincent- Board Member	Adrian Moreno- Executive Director
	Joyce Anderson- Operations Manager	Michelle Gordon- Administrative Clerk

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 November 18, 2019 regular meeting minutes as presented. Mike O'Quinn seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

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

The month of November ended \$4,700.00 above budget and was a very busy month for both the Arena and the Events Center. Mr. Moreno noted that the interest rate for the Authorities investment account at LAMP was down slightly from the previous month. Current interest rate is 1.78% compared to 2.5% from the same period last year.

Year-to-Date Income is 13% above budget or \$28,000 while Expenses are under budget 12% or \$76,000. Mr. Moreno pointed out that the Authorities financial status is still in very good condition.

The Cash Flow report projects a balance of \$4.8 million through the end of the fiscal year. This amount will most probably increase as the year comes to a close should the insulation portion of the renovation project not be added back into the original contracted bid.

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

OLD BUSINESS:

A. Review and discuss revised insurance estimate from CJW & Associates for hailstorm Damage

Mr. Moreno updated the Board on the open insurance claim for the roof damages from the hailstorm last Spring. After a recent re-evaluation from the insurance claims adjuster, the total estimate for loss damages from the insurance company are still an estimated \$500,000 short of what the Authorities architectural team have projected. Mr. Moreno consulted with the Authorities legal counsel and was advised to move forward with receiving bids for the repairs. Once bids are received should the amounts not match cost estimates provided by the insurance company then negotiations can begin to recuperate additional funding for the repairs.

Mr. Ellender has been contacted and requested to start preparing bid packets for these repairs. Mr. Ellender noted that after further discussions with structural engineers, the before mentioned "double roof" would now not be feasible and they will now seek a like kind repair for both buildings. Mr. Ellender also suggested that the bids be drawn up individually for each facility in an effort to expedite and simplify these repairs with varied roofing materials.

Mr. Ellender believes the Events Center would meet code since the building is newer. He is however almost certain that the 15-year-old Arena would not meet current code requirements but also noted that it was not at all practical to try and upgrade the roof to today's codes due to the structural modifications that would be needed. Mr. Ellender suggested forwarding plans to the insurance company at the same time as they are released out for bid due to time constraints. The board agreed to start the process as soon as possible.

B. Multi-Purpose Arena-Renovations Project Update

Mr. Ellender of Ellender Architects & Associates presented an update on the Arena renovations project. The louvers are up and just in need some adjustments and finishing touches. The dust control system is complete as are the north end restrooms. Work has begun on the south restrooms and the overhead doors are on order. The specs for the 7½ ton AC unit that was discussed at last month's meeting are being compared and the unit should be receiving a ship date soon.

Mr. Ellender will be ordering some color samples of factory installed plastic fence slats instead of the fabric material as specified in the project. This material as previously discussed will provide up to a 90% blockage of light to assist with the glare issues. Although the material is not 100% noncombustible, he does believe that the Fire Marshall will not have objection to the use of this material in this capacity.

The lighting materials were delayed but are in route. Even with the delays Mr. Ellender believes the contract completion should still be on target for the end of January.

NEW BUSINESS:

A. Review and discuss Taylor Construction invoice #5 for Improvements to Arena Complex, 2019.

Mr. Moreno presented Invoice #5 from Taylor Construction in the amount of \$35,725.03 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 #5 in the amount of \$35,725.03 as presented. Matt Vincent seconded the motion. All voted and approved.

B. Review and discuss Invoice #6 from Ellender Architects & Associates for Construction Observation Phase for Improvements to Arena Complex, 2019

Mr. Moreno presented Invoice #6 from Ellender Architects & Associates in the amount of \$669.85 for architectural and engineering services for the 2019 Improvements to Arena Complex.

Coy Vincent made a motion to accept and pay Ellender Architects & Associates Invoice #6 in the amount of \$669.85 as presented. Mike O'Quinn seconded the motion. All voted and approved.

C. Review and discuss invoice from Abel plumbing for Event Center water heater and water filtration system

Mr. Moreno presented Abel Plumbing invoice originally quoted for \$52,500.00. The project has been completed less the punch list. Mr. Moreno requested payment of invoice in the amount of \$51,125.00.

Evelyn White made a motion to accept and pay Abel Plumbing in the amount of \$51,125.00 as presented. Coy Vincent seconded the motion. All voted and approved.

D. Review and discuss Mosswood Park and Ride Agreement

Mr. Moreno was recently approached by Mosswood Development with a request to add additional cars to the current Park and Ride agreement. The current contract allows for up to 200 cars and 20 buses. Mr. Moreno met with Mosswood representatives and collectively agreed that an additional 200 cars could be parked on the existing aggregate lot without impeding current daily operations. The management company would still need to meet with DOTD for final approval if this increase was allowed and stated that an additional 10-20 busses may be needed for this increase but are not certain as of yet.

The main concern with this increase is the additional wear and tear on the aggregate lot but both parties agreed that this could be addressed and resolved as needed. Rev. Lovejoy asked that Mr. Moreno look into the current rates of other park and ride lots and see if any adjustments to the current agreement should be made.

E. Review and discuss Board Members contact information

The question has been asked as to whether the Board Members contact information should be made readily available to the public. Mr. Moreno ask the Board their preferences to this matter and all agreed to have their names added to the organizations website but for contact to be made through administrations main phone number and email and passed along to each Board member.

F. 2020 Executive Committee Nominations

Mr. Moreno stated that he is in the process of updating and revising the current Authority Board Member Policy Manual and is hoping to have it complete by early next month. Current policy does allow 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: J.C. Cormier-Chairman; Coy Vincent-Vice Chairman; Evelyn White- Secretary/Treasurer

Rev. Meg Lovejoy made a motion to have of the 2019 Executive Committee members retain their respective seats for the 2020 calendar year. Mike O'Quinn seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno gave a brief update regarding Arvel Loop Rd. The signed letter from the board in early December requesting the City expedite the acceptance of the road was completed and delivered to the Mayor as well as City Council. Mayor Danahay spoke with Mr. Moreno and informed him that the City's agreement with the land devlopeer who improved the road does state that the road once designed and built to city specifications, shall be dedicated to the city. Mayor Danahay has instructed the city attorney send a letter to the developer instructing them to move forward with this dedication. Updates will be made as they become available.

Mr. Moreno informed the board that the annual audit has been completed and will be submitted to the Legislative Auditor by the end of year deadline. The audit came back with no major findings and will be presented to the board at the January meeting.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

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

The next regular meeting of the Board of Directors will be held on Wednesday, January 15, 2020 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.