

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
July 15, 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 J.C. Cormier

ROLL CALL:

Roll call was made with the following results:

Present:	J.C. Cormier- Chairman	Coy Vincent-Vice Chairman
	Evelyn White - Secretary/Treasurer via Zoom	Darwin Pinder – Board Member
	Rev. Margaret Lovejoy-Board Member via Zoom	Missy McClelland – Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Mgr.
	Michelle Gordon-Admin. Assist.	
Absent:	Matt Vincent – Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Coy Vincent made a motion to accept the Agenda as presented. Darwin Pinder seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the June 2020 meeting minutes as presented. Darwin Pinder seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a summary of the Financial reports for month of June 2020.

Mr. Moreno reminded the board that the month of June concluded the 2019-2020 fiscal year. The portion of the 4th quarter Hotel-Motel Tax that satisfies the Authorities annual cap of \$1.292 million was received in the amount of \$106,696.47. The remaining \$118,000 collected will roll into the next fiscal year's 1st quarter. The total 4th quarter collections were estimated at roughly \$250,000 less than the same period the previous year.

Mr. Moreno summarized the impact the recent pandemic has had on the Authorities financial position. At the end of February of this year, self-generated revenues were up \$73,000 above budget projections or roughly 18%. At the close of the fiscal year in June revenues were 5% under budget. Although not significantly under, this was the first time in the organizations history that the projected budget was not met. However, with the Burton Tax collections, Hotel Motel cap, and the interest collected in the various investment accounts prior to the pandemic, the year closed approximately 7% above total budgeted income. Consequently expenses were also down significantly because of the down time the organization experienced.

The cash flow report shows all financial balances as of June 30, 2020. With the insurance proceeds for the roof replacements accounted for, the Authority is projecting just over \$5.8 million in cash on hand at close of the fiscal year.

Coy Vincent made a motion to accept the financial reports as presented for the month of June 2020. Darwin Pinder seconded the motion. All voted and approved.

OLD BUSINESS:

A. Review and discuss bids for Multi-Purpose Arena and Events Center Roof Replacement Projects (Mr. Ellender)

Mr. Ellender presented the bids for the Roof Replacement to Arena Complex project that were opened on July 7, 2020. Daughdrill General Contracting & Roofing Company presented the low bid for the project in the amount of \$1,159,565. The expected duration for this project will be 240 calendar days.

Darwin Pinder made a motion award the Roof Replacement to Arena Complex Project to low bidder Daughdrill General Contracting & Roofing Company in the amount of \$1,159,565 as presented. Coy Vincent seconded the motion. All voted and approved.

The bids for the Event Center Roofing project were also opened on July 9, 2020. Morcore Roofing LLC presented low bid for the project in the amount of \$796,000. The expected duration for this project will be 120 calendar days.

Coy Vincent made a motion to award the Roof Replacement to Events Center Project to low bidder Morcore Roofing LLC in the amount of \$796,000 as presented. Darwin Pinder seconded the motion. All voted and approved.

Now that the bidding phase is complete a Notice to Proceed will be issued to the contractors within the coming weeks. Mr. Ellender stated that under most circumstances the contractor will need between 7-10 days to secure their bond, sign contracts, and begin submitting shop drawings for approval. Mr. Moreno reminded the board that the depreciation portion of the claim will be submitted once the work is complete. Currently \$2.1M has been received of the total \$2.4M total estimate for both buildings. Once the roof has been replaced then another contract will go out for the Arena insulation portion of the claim.

NEW BUSINESS:

A. Review and discuss proposal for annual audit with Steven M. Derouen & Associates for the annual audit ending June 30, 2020

Mr. Moreno presented the proposal from Steven Derouen, CPA to conduct the annual audit for the fiscal year ending June 30, 2020. The proposed fee is \$12,750.00 for this audit, excluding the agreed upon procedures which is not being required this year due to Covid-19.

Coy Vincent made a motion to enter into the agreement as presented. Darwin Pinder seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

The appraisal of the property west of the Events Center has been ordered and hope to have results back before the next board meeting. The property in question measures approximately 200-450 feet. As a reminder the landowner stated that he would not sell for anything less than \$8/ft.

Lastly, Mr. Moreno reminded the board that a proposal has been received to move the Authorities financial accounts to Business 1st Bank. A resolution is needed from the board before the process can begin.

Darwin Pinder made a motion to accept a resolution to proceed with opening a new operations and/or investment account with Business 1st Bank. Coy Vincent seconded the motion. All voted and approved.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss Darwin Pinder made a motion to adjourn. Evelyn White seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, August 19, 2020 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.