

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
November 17, 2021
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by The Rev. Margaret Lovejoy

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present: Coy Vincent-Chairman

Missy McClelland – Secretary/Treasurer

J.C. Cormier- Board Member

Joyce Anderson – Operations Manager

Matt Vincent – Vice Chairman

The Rev. Margaret Lovejoy-Board Member

Adrian Moreno-Executive Director

Absent: Evelyn White – Board Member

Darwin Pinder – Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Rev. Lovejoy made a motion to accept the agenda as presented. Matt Vincent seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Missy McClelland made a motion to accept the October 2021 meeting minutes as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

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

The month of October reported very positive income numbers. These numbers are due in large part to the Semien Stables Trail Ride that was hosted at the Arena during the month. The event was a tremendous success and to date is the largest event hosted at the complex since opening the doors in 2005.

A couple of other notes on the Income was the 1st quarter Hotel-Motel funds which have not yet been received but are budgeted during the month of October. There was also a small deposit on the Burton Tax line item which funds are still being collected for the Calendar year 2020. CPPJ Finance department did confirm that monthly disbursements would still be possible until the end of December. Once 2021 has concluded, all tax disbursements should back to normal.

On the Expense side, Utilities are over slightly budget due to extensive utilization of the property during the month. Also slightly over budget is the Professional Services line item which was required to provide the additional staff needed.

Year-to-date the Authority is approximately \$38,000 over budget on Income while Expenses are \$110,000 under budget. Mr. Moreno reminded the board that the budget still includes a large amount for 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 the construction projects budgeted for the fiscal year.

Missy McClelland made a motion to accept the Financial Report as presented for the month of October 2021. Matt Vincent seconded the motion. All voted and approved.

OLD BUSINESS:

A. Review and discuss Resolution to proceed with purchase of immovable property from Sulphur Group, LLC and to employ special counsel to effectuate said purchase. (Brenda Delafield)

The following resolution was introduced:

A RESOLUTION AUTHORIZING AND APPROVING THE WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITY TO PROCEED WITH PURCHASE OF IMMOVABLE PROPERTY FROM THE SULPHUR GROUP, L.L.C., FOR A PRICE OF \$885,897.16 AND TO EMPLOY SPECIAL COUNSEL TO EFFECTUATE THE PURCHASE OF IMMOVABLE PROPERTY; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

Matt Vincent made a motion to accept the resolution authorizing and approving the purchase of immovable property from the Sulphur Group as presented. J. C. Cormier seconded the motion. All voted and approved.

B. 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 as well as the Acoustical Improvements Project are nearing completion with only the punch list items remaining. Last month the Board accepted both projects as substantially complete. It is expected that during the December board meeting the punch list will be complete and the no lien certificate issued.

The Events Center still has three projects underway, the Roof Replacement Project, South Wall and Soffit repairs, and Emergency Backup Generator Project. A few minor punch list items remain for the Roof and Wall projects while the Generator has yet to arrive on site. Estimated arrival is Late December or early January. The gas line that will need to be extended from the main service line located along the entrance road and the site preparations are moving along satisfactorily.

NEW BUSINESS:

A. Review and discuss Invoice #5 from Morcore Roofing, LLC for Roof Replacement to Events Center Project, 2020.

Matt Vincent made a motion to accept and pay Invoice #5 from Morcore Roofing, LLC for Roof Replacement services to the Events Center rendered in the amount of \$56,800.00. Rev. Lovejoy seconded the motion. All voted and approved.

B. Review and discuss Invoice #6 from Ellender Architects & Associates for Architectural and Engineering Services, Observation Phase—Roof Replacement to Events Center Project, 2020.

Missy McClelland made a motion to accept and pay Invoice #6 from Ellender Architects & Associates for Architectural and Engineering Services in the amount of \$1,065.00. J. C. Cormier seconded the motion. All voted and approved.

C. Review and discuss Invoice #1 from Sulphur Electric Company, Inc. for Events Center Generator System, 2021.

Rev. Lovejoy made a motion to accept and pay Invoice #1 from Sulphur Electric for the Events Center Generator System, 2021 in the amount of \$35,980.87. Matt Vincent seconded the motion. All voted and approved.

D. Review and discuss Invoice #2 from Ellender Architects & Associates for Architectural and Engineering Services, Observation Phase— Events Center Generator System, 2021.

Matt Vincent made a motion to accept and pay Invoice #2 from Ellender Architects & Associates for Architectural and Engineering Services in the amount of \$674.65. Rev. Lovejoy seconded the motion. All voted and approved.

E. Ratify acceptance of the Resolution to support the renewal of the Burton Coliseum & Agricultural Services Tax

The following resolution was introduced and approved via phone poll by the Board.

**A RESOLUTION IN SUPPORT OF THE RENEWAL OF THE BURTON COLISEUM
& AGRICULTURAL SERVICES TAX TO BE VOTED ON BY THE CITIZENS OF CALCASIEU
PARISH ON SATURDAY DECEMBER 11, 2021. SAID MILLAGE TAX TO BE FOR A
10 YEAR PERIOD.**

Missy McClelland made a motion to ratify the acceptance of the resolution in support of the renewal of the Burton Coliseum & Agricultural Services Tax as presented. J.C. Cormier seconded the motion. All voted and approved.

F. Review and discuss West Calcasieu Community Center Authorities appointment to the Southwest Louisiana Convention and Visitors Bureau Board of Directors.

The Southwest Louisiana Convention and Visitors Bureau board appointment is once again up for renewal. The current appointee, Mrs. Lauren Cooper is currently serving her second term which makes her ineligible for reappointment. J.C. Cormier has volunteered to fill this appointment on behalf of the Authority. The appointee will serve a three-year term commencing on January 1, 2022 and ending December 31, 2024.

Matt Vincent made a motion to appoint J.C. Cormier as the Authorities representative to the Southwest Louisiana Convention and Visitors Bureau Board of Directors. Rev. Lovejoy seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current facility operations:

Mr. Moreno presented an item in the employee handbook that needs clarification in reference to the upcoming holiday schedule. The handbook states that holidays falling on a Saturday are to be observed on the previous Friday and holidays falling on a Sunday are to be observed on the following Monday. This year the Christmas holidays fall on Friday and Saturday. Once a recommendation is made the handbook will be updated to adopt the change for all future occurrences.

Matt Vincent made a motion to allow the Thursday, December 23, 2021, be taken to observe the Christmas holiday. Missy McClelland seconded the motion. All voted and approved.

Mr. Moreno informed the Board that the annual safety meeting held each December will not be held this year in the interest of the time and current staffing struggles. With great strides to improve the situation a Food and Beverage supervisor has been hired and will begin soon. Mr. Moreno is excited to fill yet another crucial position within the organization and hopes to be 100% staffed up prior to the start of the new year.

PUBLIC COMMENTS:

None

ADJOURNMENT:

Rev. Lovejoy made a motion to adjourn. J. C. Cormier seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, December 15, 2021, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.