

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
October 20, 2021
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by The Rev. Margaret Lovejoy

Pledge was led by Matt Vincent

ROLL CALL:

Roll call was made with the following results:

Present: Coy Vincent-Chairman	Matt Vincent – Vice Chairman
Missy McClelland – Secretary/Treasurer	Evelyn White – Board Member
The Rev. Margaret Lovejoy-Board Member	J.C. Cormier- Board Member
Adrian Moreno-Executive Director	Joyce Anderson – Operations Manager

Absent: Darwin Pinder – Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Rev. Lovejoy made a motion to accept the September 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 September 2021:

The month of September concludes the first fiscal quarter for the new year. The month of September also reflects numbers more consistent with what the Authority is accustomed to seeing prior to 2020. Despite these positive numbers, several corporate groups are still having to postpone or cancel their events due to the Delta variant that was on the rise in late summer and early fall.

As is often the case, a deposit for a large event was not made until the beginning of the subsequent month causing the concessions line items to fall slightly under budget. Expenses for the month also came in underbudget for the month of September. Line items of note are the Salaries and Wages due in large part to vacancies that have yet to be filled. Management is still in the process of evaluating the overall needs of the complex post Hurricanes and COVID and whether these open positions could be filled with part time work vs full time positions. Maintenance of Property and Equipment is also under budget due to several incomplete projects for Hurricane repairs.

Year-to-date the Authority is approximately \$28,000 over budget on Income. A significant portion of this overage was from a payment received from Entergy Corporation for operational reimbursements while they occupied the building after Hurricane Laura.

The Cash Flow report is projected to conclude the fiscal year 2021-2022 with an estimated balance around \$3.3 million. This projection does include all the construction projects budgeted for the fiscal year. This balance also includes any reimbursements that may be received from insurance company and remaining items for hurricane damages. A couple of hurricane repairs that may need to be researched further are the marquee and entrance fountain. It has been determined that the specific model marquee has been discontinued and parts are no longer available.

Rev. Lovejoy made a motion to accept the Financial Report as presented for the month of September 2021. Missy McClelland 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. Once gutters and downspouts are completed the contractor will begin the punch list items. Mr. Ellender is recommending the Board accept the Arena Roof Replacement project as substantially complete. The value of the punch list is \$40,000 and includes warranties, general clean up, lay down yard, limestone, reflective insulation in the stall barn, and inspection of the exhaust hood to concession stand due to water intrusion.

Mr. Ellender is also recommending the Board accept the Acoustical Improvements Project as substantially complete to begin the lien period and punch list on that project as well. The punch list is valued at \$27,500 and includes warranties, reinsulate a portion of the South wall, and replacement of a damaged fan.

Last month the Board accepted the project for Hurricane repairs to Events Center, soffits, and South wall as substantially complete. The punch list is not yet completed but a partial payment is being requested for the items completed.

NEW BUSINESS:

A. Review and discuss Invoice #7 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement to Arena Complex Project, 2020

Rev. Lovejoy made a motion to accept and pay Invoice #7 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement services to the Arena Complex rendered in the amount of \$36,705.05. J.C. Cormier seconded the motion. All voted and approved.

B. Review and discuss Recommendation of Acceptance for Roof Replacement to Arena Complex Project, 2020

Rev. Lovejoy made a motion to accept the Recommendation of Acceptance for Roof Replacement to Arena Complex Project, 2020. Evelyn White seconded the motion. All voted and approved.

C. Review and discuss Invoice #8 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for roof replacement to Arena Complex Project, 2020

Missy McClelland made a motion to accept and pay Invoice #8 from Ellender Architects & Associates for the observation phase for roof replacement to the Arena Complex Project, 2020 in the amount of \$688.22. Rev. Lovejoy seconded the motion. All voted and approved.

D. Review and discuss Invoice #3 from K & J Development of Southwest Louisiana for Acoustical Improvements to Arena Complex Project, 2021

Rev. Lovejoy made a motion to accept and pay Invoice #3 from K & J Development for acoustical improvements to Arena Complex in the amount of \$121.82. J.C. Cormier seconded the motion. All voted and approved.

E. Review and discuss Recommendation for Acceptance for Acoustical Improvements to Arena Complex Project, 2021

Missy McClelland made a motion to accept the Recommendation for Acceptance for Acoustical Improvements to Arena Complex Project, 2021. Rev. Lovejoy seconded the motion. All voted and approved.

F. Review and discuss Invoice #5 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for Acoustical Improvements to Arena Complex Project, 2021

J.C. Cormier made a motion to accept and pay Invoice #5 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for acoustical improvements to Arena Complex Project, 2021 in the amount of \$1,150.00. Rev. Lovejoy seconded the motion. All voted and approved.

G. Review and discuss Invoice #2 from Morcore Roofing Inc. for Hurricane Repairs to Events Center, Soffits and South Wall Project, 2021

Rev. Lovejoy made a motion to accept and pay Invoice #2 from Morcore Roofing Inc. for Hurricane Repairs to Events Center Soffits and South Wall Project, 2021 in the amount of \$22,380.00. Missy McClelland seconded the motion. All voted and approved.

H. Review and discuss Invoice #3 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for Hurricane Repairs to Events Center, Soffits and South Wall Project, 2021

Missy McClelland made a motion to accept and pay Invoice #3 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for Hurricane Repairs to Events Center, Soffits and South Wall Project, 2021 in the amount of \$807.12. Meg Lovejoy seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

Mr. Moreno began by discussing the status on the land acquisition. Last month the Board requested that the legal description and plot for the land be finalized. While meeting with the City Engineers regarding the sewer line that would need to be moved it was brought to Mr. Moreno's attention that the original estimate of 200 ft of frontage road would be too narrow and not allow for much needed west side parking.

It was suggested that an additional 25 feet would at minimum allow for some hard surface parking that would not impede the western property line which would already require a 25' dedicated sewer easement. This added frontage would cost the Authority roughly an additional \$100,000 to the already agreed upon purchase price of \$787,000.

Evelyn White made a motion to purchase the additional 25 ft of neighboring property in addition to the already agreed upon 200 ft. Missy McClelland seconded the motion. All voted and approved.

Mr. Moreno also discussed the expansion needs to the Arena complex for Stalls & RV space. Plans were drawn up in the past to build a second barn to the South of the current Arena. A second option would be to expand the current barn to the north. The barn was designed for such expansion and could net an additional 90+/- stalls but loose prime RV hook ups and significantly congest the northern dividing line between the Arena complex and that of the Events Center. Mr. Moreno stated that he will work with the architectural team and continue to research alternative options.

The Arena hosted the Semien Stables trail ride the previous weekend and recorded the largest grossing event the facility has ever hosted. The event was considered a tremendous success for all parties involved and Mr. Moreno thanked the entire staff for all their hard work.

PUBLIC COMMENTS:

None

ADJOURNMENT:

Rev. Lovejoy made a motion to adjourn. Missy McClelland seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, November 17, 2021, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.