

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
September 15, 2021
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by J.C. Cormier

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present: Coy Vincent-Chairman

J.C. Cormier- Board Member

Adrian Moreno-Executive Director

Matt Vincent – Vice Chairman

Darwin Pinder – Board Member

Joyce Anderson – Operations Manager

Absent: Missy McClelland – Secretary/Treasurer

Evelyn White – Board Member

The Rev. Margaret Lovejoy-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mr. Moreno will be making the presentation on the Arena Renovations and Repairs Update (9A) on behalf of Mr. Ellender.

Matt Vincent made a motion to accept the changes to the agenda as presented. Darwin Pinder seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Matt Vincent made a motion to accept the August 2021 meeting minutes as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF SPECIAL MEETING MINUTES:

J.C. Cormier made a motion to accept the August 26, 2021, special 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 Report for the month of August 2021:

The month of August concludes the second month of the fiscal year 2021-2022. The financial report reflects numbers more in line with what the organization is accustomed to seeing. Income for Concessions is a little below budget due to an event not settling before the end of the month. There is also \$30,951.87 that was received from Entergy for reimbursement of resources and supplies provided during Hurricane Laura recorded under Other Income.

Expenses for the month also came in under budget. Salaries and Wages are under budget due to staffing vacancies in which management is actively working to fill. With the recent loss of the Food and Beverage Supervisor, local resources have been used to cover the immediate needs of the facility until such time as

the administration has had an opportunity to evaluate how the department will move forward. This is the reason for the increase in the Professional Services line item. There was also an additional increase in the Property Insurance premium renewal. Management is hopeful that once the roof repairs are completed and the claim has been closed there will be a more competitive market for this coverage.

The Cash Flow report is projected to conclude fiscal year 2021-2022 with an estimated balance of \$3.4M. This is significantly lower than what was reported the last few months because the generator project and possible land acquisition are included in this new fiscal year budget. This balance does not include any reimbursements that may be received from FEMA or insurance proceeds for depreciation.

J. C. Cormier made a motion to accept the financial report as presented for the month of August 2021. Matt Vincent seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena Renovations and Repairs update (Arena Roof & Insulation Projects-Mr. Ellender)

Mr. Moreno updated the board on the status of the Arena Renovations and Repairs.

With a good stretch of dry weather, the administrative section was finally able to be completed. The roof project is now approximately 90% complete with the roping extension remaining to be replaced. The granted extension of the project has expired however with the numerous rain out days over the course of the last few months there have been no discussions as to any further extensions. The contractor is confident that this project is nearing completion and hopes to be off the site within the next month or two.

The acoustical testing for the bonding of the insulation in the main performance Arena was completed with positive results. The only failure reported was on the testing device itself. Engineers are very confident that this new bonding agent was the key in providing these results. The insulators have begun to prep the administrative areas and will apply the insulation in the next couple days. Two weeks from the application a bonding test will be performed on this section as well completing the Acoustical improvements portion of the project.

NEW BUSINESS:

A. Review and discuss Invoice #6 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement to Arena Complex Project, 2020

Matt Vincent made a motion to accept and pay Invoice #6 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement services to the Arena Complex rendered in the amount of \$79,420.00. Darwin Pinder seconded the motion. All voted and approved.

B. Review and discuss Invoice #7 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for roof replacement to Arena Complex Project, 2020

J.C. Cormier made a motion to accept and pay Invoice #7 from Ellender Architects & Associates for the observation phase for roof replacement to the Arena Complex Project, 2020 in the amount of \$1,489.13. Matt Vincent seconded the motion. All voted and approved.

C. Review and discuss Invoice #4 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for Acoustical Improvements to Arena Complex Project, 2021

Matt Vincent made a motion to accept and pay Invoice #4 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for acoustical improvements to Arena Complex Project, 2021 in the amount of \$1,900.00. Darwin Pinder seconded the motion. All voted and approved.

D. Review and discuss proposed Surplus Equipment

Mr. Moreno presented to the board a proposed list of Surplus Equipment that is no longer serviceable or needed. These items will need to be classified as "Surplus Equipment" in order to move forward with listing them for auction on the Government Deals website. After such time if the items are not purchased, they may be discarded from the asset lists.

J.C. Cormier made a motion to accept the proposed Surplus Equipment as presented. Matt Vincent seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

The process to try and recover any FEMA reimbursement is still underway. All the paperwork that has been requested has been submitted to the proper departments. Management must now merely comply with any further information needed and wait for a determination to be made. Once any information is received the board will be updated at that time.

Concerns were expressed at the end of the Little Britches Rodeo Club's last season regarding the overwhelming need for Stalls and RV's and the lack of accommodations available here at the facility. The concern was that the end of the season coupled with other associations and clubs not having adequate shows sent contestants traveling to this facility to fulfill their required points. The Club has hosted its first two shows in their new season and the facility is still maxed out on accommodations. Preliminary figures have been estimated on providing temporary accommodations to satisfy this demand. Mr. Moreno will research these options further and report back to the board.

Cost estimates have been received for relocating the sewer line on the neighboring property that the Authority has been looking into purchasing for future expansions to the Events Center. The estimated cost is \$750,000. Other design possibilities have been considered but will cost nearly as much as the relocation of the sewer line. The board discussed alternatives at length and have decided to proceed with updating the legal description and plot for the property at this time.

Matt Vincent made a motion to proceed with the request to verify the legal description and plat on the neighboring property to the west of the Authorities property and have the Architectural team confirm that is all the property that will be needed. J.C. Cormier seconded the motion. All voted and approved.

PUBLIC COMMENTS:

None

ADJOURNMENT:

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