

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
July 21, 2021  
West-Cal Events Center  
Sulphur, Louisiana**

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

**Invocation pronounced by Rev. Margaret Lovejoy**

**Pledge was led by Coy Vincent**

**ROLL CALL:**

Roll call was made with the following results:

Present: Coy Vincent-Chairman

Evelyn White – Board Member

J.C. Cormier- Board Member

Adrian Moreno-Executive Director

Missy McClelland – Secretary/Treasurer

Rev. Margaret Lovejoy-Board Member

Darwin Pinder – Board Member

Joyce Anderson – Operations Manager

Absent: Matt Vincent – Vice Chairman

**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

Rev. Lovejoy made a motion to accept the agenda as presented. J. C. Cormier seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Missy McClelland made a motion to accept the June 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 June 2021:

Hotel Motel taxes were received for the 4<sup>th</sup> quarter in the amount of \$231,297.34. Despite the challenges during last fiscal year the Authority was able to achieve its allocated annual cap of \$1,292,593.00. The remaining funds have been received for the Burton Tax in the amount of \$9,446.00 as well. As the venues move past the State mandated pandemic restrictions, revenues from both facilities continue to see increases similar to pre Covid events.

Expenses for the month continue to be overbudget due to the ongoing repairs from the hurricanes this past fall. As a reminder Mr. Moreno stated that the repairs must be budgeted under the line for Maintenance of Property and Equipment along with our regularly budgeted maintenance items.

The reported income generated by the facilities was just over \$365,000 at the close of the fiscal year with Expenses below budget by 10% after budget amendments were made. Despite both facilities operating at various stages of occupancy for 9 months of the year, Income was only 24% below original budget numbers.

The present Cash Flow Report balance does not include the two large projects that will be addressed during the next fiscal year. These two items are the Events Center Generator Project and the possible acquisition of neighboring property for future expansion.

Rev. Lovejoy made a motion to accept the Financial Report as presented for the month of June 2021. Missy McClelland seconded the motion. All voted and approved.

**OLD BUSINESS:**

**A. Arena/Events Center Renovations and Repairs update (Arena Roof, Acoustical Insulation, Events Center South Wall, and Soffit)**

Mr. Ellender updated the board on the status of the Arena and Events Center Renovations.

The Events Center roof has been completed and work continues on the replacement of the Arena roof. Presently the Arena roof is about 80 percent complete. The main performance area is complete and is currently being treated with the acoustical insulation. The barn and connector are nearing completion with one corner remaining along with the replacement of the louvered endcap. The administrative section as well as the roping extension remain to be worked with hopes that this will begin in early August. Weather has not been favorable to move forward with exposing the admin areas to the elements. Once the roof is replaced on the remaining areas the acoustical contractor will circle back to apply the insulation to those areas as needed.

The hurricane repairs to the Soffits and South Wall of the Events Center have been completed. Ellender Architects & Associates is recommending that the Authority accept the project as substantial complete so the 45-day lien period may begin.

J.C. Cormier made a motion to accept the Hurricane repairs to Events Center-Soffits & South Wall as substantially complete as recommended by Ellender Architects & Associates. Evelyn White seconded the motion. All voted and approved.

**NEW BUSINESS:**

**A. Review and discuss Invoice #4 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 #4 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement to the Arena Complex rendered in the amount of \$193,800.00. J.C. Cormier seconded the motion. All voted and approved.

**B. Review and discuss Invoice #5 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 #5 from Ellender Architects & Associates for the observation phase for roof replacement to the Arena Complex Project, 2020 in the amount of \$3,633.75. Rev. Lovejoy seconded the motion. All voted and approved.

**C. Review and discuss Invoice #1 from Morecore Roofing Inc. for Hurricane Repairs to Events Center, Soffits and South Wall Project, 2021**

Evelyn White made a motion to accept and pay Invoice #1 from Morecore Roofing for hurricane repairs to Events Center Soffits and South Wall in the amount of \$174,420.00. J.C. Cormier seconded the motion. All voted and approved.

**D. Review and discuss Invoice #2 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for hurricane repairs to Events Center, Soffits and South Wall Project, 2021**

Rev. Lovejoy made a motion to accept and pay Invoice #2 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 \$3,270.38. Missy McClelland seconded the motion. All voted and approved.

**E. Review and discuss Invoice #1 from Ellender Architects & Associates for Architectural and Engineering Services, design phase for Acoustical Improvements to Arena Complex Project, 2021**

J. C. Cormier made a motion to accept and pay Invoice #1 for Architectural and Engineering Services, design phase for Acoustical Improvements to Arena Complex Project, 2021 in the amount of \$25,650.00. Evelyn White seconded the motion. All voted and approved.

**F. Review and discuss Invoice #1 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 #1 from K & J Development of Southwest Louisiana for Acoustical Improvements to Arena Complex Project, 2021 in the amount of \$192,388.50. Missy McClelland seconded the motion. All voted and approved.

**G. Review and discuss Invoice #2 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for Acoustical Improvements to Arena Complex Project, 2021**

Missy McClelland made a motion to accept and pay Invoice #2 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for Acoustical Improvements to Arena Complex Project, 2021 in the amount of \$4,093.87. Evelyn White seconded the motion. All voted and approved.

**H. Review and discuss proposed amendments to Consent and License Agreement with Entergy Louisiana, LLC**

The Authority has had a standing agreement with Entergy for utilization of the Arena grounds as part of their emergency preparedness plan. The agreement however has never included the utilization of the Events Center complex and related parking. During the hurricanes that hit the region in the fall of 2020, Entergy was forced to move their command center due to destruction of their facility. Entergy agreed to provide temporary power and the Events Center was offered up for their use. Entergy is requesting an amendment be made to the current agreement requesting the use of the Events Center on an as needed basis should a similar situation occur. Mr. Moreno has forwarded the amendments as well as current agreement to the Authorities legal counsel for review. No objection was noted to either document.

J. C. Cormier made a motion to accept the proposed amendments to the Consent and License Agreement with Entergy Louisiana, LLC as presented. Missy McClelland seconded the motion. All voted and approved.

**DIRECTORS REPORT:**

Mr. Moreno updated the board on the current operations:

The Arena renovations and repairs are continuing as contractors and supplies are made available. The Arena is beginning to be put back together following the conclusion of the insulation project in preparation for a return to normal utilization.

The Maintenance Manager position has been narrowed down to a few potential candidates and a decision will be made by end of week. Senior staff is also actively filling other remaining Event Staff positions and hopes to be fully staffed by end of summer.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

**The next regular meeting of the Board of Directors will be held on Wednesday, August 18, 2021, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**