

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
June 16, 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

Evelyn White – Board Member

J.C. Cormier- Board Member

Adrian Moreno-Executive Director

Missy McClelland – Secretary/Treasurer

The 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:

Mr. Moreno asked to delete item 9A-Review and discuss Invoice #4 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement to Arena Complex Project, 2020 and item 9B-Review and discuss Invoice #5 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for Roof Replacement to Arena Complex Project, 2020. Mr. Moreno also requested to add Item 9A-Review and discuss Bid Tabulations for the Acoustical Improvements to the Multi-Purpose Arena Project.

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

APPROVAL OF MINUTES:

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

The first item of note was the \$68,184 in revenue for the month of May. Mr. Moreno stated that it had been a very exciting and busy month for the organization. With most of the COVID related restrictions diminishing, activity is steadily increasing at both properties. Most of the income was earned during the Louisiana High School State Rodeo finals but the month also hosted two full weekends of the Louisiana Little Britches Rodeo Association which included additional makeup dates significantly increasing the revenue typically expected with this association.

The next item of note was regarding Other Income, which had a rather large negative value. During the early days of the Pandemic, funding assistance was made available through various federal programs. The

Families First Act was available to businesses that paid staff members that had school aged children to stay home during this time. At the time, the Authority was under the impression that the organization qualified for this assistance. It was later determined that these funds were not eligible to be paid to public entities and monies had to be returned.

Expenses for the month were once again over budget due to the ongoing repairs from the hurricanes this past fall. Wages and Salaries were also slightly overbudget due to contract labor needed during the High School Rodeo Finals as well as the other large shows during the month.

Mr. Moreno informed the board that the Cash Flow Report was updated and projects that will not be completed by the end of the fiscal year have been removed to accurately forecast funds available through the end of the year. The projected cash available for the end of the fiscal year is currently just over \$4.9 million.

Some of the larger line items on the Event Receipt Totals Report were discussed. Ancillaries collected at the Arena during the month totaled \$41,750 and this did not include all the funds generated for the High School State Finals as some deposits were not made until the following month.

Rev. Lovejoy made a motion to accept the Financial Report as presented for the month of May 2021. J.C. Cormier seconded the motion. All voted and approved.

OLD BUSINESS:

A. Roof Replacement for Arena and Events Center Project Update

Mr. Ellender updated members of the board on the roof replacement projects for the Arena and Events Center, respectively.

The Events Center roof replacement project is now 100% complete. The separate project for the hurricane related repairs to the South Wall and Soffit on the Events Center is moving along and is projected to be on track by early July.

The Arena Roof Replacement Project to the main portion of the Arena is now approximately 67% complete. Once this section is complete the acoustical insulation will begin to be applied and the roof contractor will move to the administrative/concession/restroom area to allow for insulation to be sprayed in this area following completion. The south roping extension and stall barn will follow.

NEW BUSINESS:

A. Review and discuss Bid Tabulations for the Acoustical Improvements to the Multi-Purpose Arena Project.

Mr. Moreno reported that on June 15, 2021, bids were opened for the Acoustical Improvements to the Multi-Purpose Arena. Three General Contractors provided bids for this work: Gunter Construction; K & J Development of Southwest Louisiana; and Scotty Taylor Construction. Low bid received was from K & J Development of Southwest Louisiana in the amount of \$456,000. Mr. Ellender recommended the low bid from K&J Development of Southwest Louisiana be awarded the contract and to proceed as soon as possible to allow for the work to be completed in the short window the facility will be down for normal operations.

J. C. Cormier made a motion to accept the recommendation made by Ellender Architects and Associates for the bid received from K & J Development of Southwest Louisiana in the amount of \$456,000 for Acoustical Improvements to the Multi-Purpose Arena. Missy McClelland seconded the motion. All voted and approved.

C. HR Committee Report

The Human Resources Committee met earlier in the month to discuss the proposed new rate structure for Event Staff as well as the Directors Employment Contract. The Committee began by nominating J.C. Cormier as committee chair.

C.1. Proposed changes to Salaries and Wages for Entry Level employees

Mr. Moreno submitted proposals to increase the pay structure for the Event Staff at both the Multi-Purpose Arena as well as the Events Center. Mr. Moreno requested the board consider the following changes:

- Events Staff I (Entry level)-starting pay to be \$11.25/hr (additional \$.50 increase after 90-day probationary period)
- Event Staff II (lead level)-starting pay to be \$13.50/hr
- Event Staff III (Supervisory level)- Starting pay to be \$15.00/hr

Missy McClelland made a motion to accept the revised pay structure for Event staff as presented. Rev. Lovejoy seconded the motion. All voted and approved.

C.2. Director's Employment Contract

The Committee also discussed the Executive Director's employment contract during the meeting. The Committee made a recommendation to extend the Directors employment contract for an additional 5 years beginning July 1, 2021 through June 30, 2026. Compensation terms were outlined within the agreement.

Evelyn White made a motion to accept the Executive Director's contract renewal as presented. Missy McClelland seconded the motion. All voted and approved.

D. Finance Committee Report

The Finance Committee also met to discuss proposed amendments to the Fiscal Year 2020-2021 Operating Budget as well as to review and discuss the proposed Operating Budget for the upcoming Fiscal Year 2021-2022.

D.1. Review and discuss FY 2021-2021 Operating Budget Amendments

Mr. Moreno briefly explained the proposed amendments to the Fiscal Year 2020-2021 Operating Budget that were presented during the Finance Committee meeting. Under the Income section, Regular Income, Concession Income, and Interest/Dividends will need to be decreased. On the Expenses, Maintenance of Property and Equipment and the Insurance line items will need to be increased. Aside from the Insurance, all of these other changes are directly related to the Pandemic restrictions as well as the devastation from Hurricanes Laura and Delta.

Rev. Lovejoy made a motion to accept proposed FY 2021-2022 Operating Budget Amendments as presented. Missy McClelland seconded the motion. All voted and approved.

D.2. Review and discuss FY 2021-2022 Operating Budget

The Finance Committee also discussed the proposed Operating Budget for the upcoming Fiscal Year 2021-2022. The committee recommended the board consider the budget as presented which included a 3% cost of living increase for all eligible employees. Eligibility is defined as those employees that have been with the organization for a least one full year.

J.C. Cormier made a motion to accept the Fiscal Year 2021-2022 Operating Budget as presented. Missy McClelland seconded the motion. All voted an approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations of the facilities:

Hurricane damages are progressing, and some are finally nearing completion. The larger ticket items include the soffit and back wall at the Events Center which is forecasted to be completed by early July. Other large ticket items include repairs to the wrought iron and maintenance facility fence that is approximately 90% complete. The damaged light pole in the Arena parking lot will need to be completely replaced as it is not something that can be repaired and the marquee damages are currently being researched.

Mr. Moreno asked for the Board to consider revising the cancellation leniency that was allowed for events during the heart of the COVID restrictions. The board had elected to waive the clause in the facilities rental agreement that allowed for deposit refunds to be made for events cancelled within the original six-month time frame. Due to many of the COVID restrictions being lifted, Mr. Moreno felt that a return to the agreement terms would be in the best interest of the Authority. As is stated in the agreement, should any request be made for refunds outside of this time frame, they can be addressed on a case-by-case basis.

J.C. Cormier made a motion to rescind the amendment to the cancellation policy on the Events Center rental agreement which allowed for cancellations made less than six months prior to the event date to receive a full refund of the deposit. Rev. Lovejoy seconded the motion. All voted and approved.

Mr. Moreno mentioned earlier about the Arena reaching max capacity on Stall and RV accommodations for the last several Rodeo events held at the facility. In efforts to combat this concern, budgets have been adjusted to provide for temporary accommodations. During the High School Rodeo State Finals event, 24 temporary RV sites with water were built to accommodate the demand. The cost to build these were roughly \$10,000 but 1/3 of this money was collected back through the utilization.

Mr. Moreno would like to consider adding permanent RV spots to the West property line of the Arena Complex. Entergy is working with our engineers to provide rough cost estimates for adding between 30-40 sites. Estimates for water have been received and are in the neighborhood of \$35,000 with an additional \$100,000 price tag to convert these sites to full hook-ups that include sewer. Presently there are no full-service hook-ups at the complex although requested often.

The limited stalls are a more complex situation. A temporary option would be to purchase additional stalls and then to rent or buy large tents to put them under. Mr. Moreno suggested waiting until the beginning

of the new Rodeo season in early fall to see if these inflated numbers were directly related to the Pandemic and Hurricanes from last fall.

Lastly Mr. Moreno reminded the board that the current Consent and Use Agreement with Entergy Corporation is in the process of being revised. Entergy has requested that the use of the Events Center and related parking be included on the original agreement as a first right of refusal. Mr. Moreno also reminded the board that the original intent of the use of the complex would be such that in the event of a mandatory evacuation, no events would be allowed to take place and the use of the facility by Entergy would not affect the operations. With the addition of the back-up generator for the Events Center, the facility would be able to open its doors to other first responders and/or related disaster relief organizations. Unfortunately, the generator will not be in place until mid to late fall of this year. Mr. Moreno suggested that this option be granted and revisited next year once the generator is in place.

PUBLIC COMMENTS:

None

ADJOURNMENT:

The next regular meeting of the Board of Directors will be held on Wednesday, July 21, 2021, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.