

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
May 19, 2021
West-Cal Events Center – Cypress Room
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

Joyce Anderson – Operations Manager

Missy McClelland – Secretary/Treasurer

The Rev. Margaret Lovejoy-Board Member

Adrian Moreno-Executive Director

Absent: Matt Vincent – Vice Chairman

Darwin Pinder – Board Member

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:

J.C. Cormier made a motion to accept the April 2021 meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

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

The Authority received the 3rd quarter Hotel/Motel taxes in the amount of \$328, 597.09. Year-to-date the funds received are just over \$1 million with one more quarter remaining to be collected. Mr. Moreno fully expects to exceed the cap of \$1.3 million by the end of the fiscal year.

The Burton/CPJ COOP was also received during the month of April. This grant is typically received during the month of January but with all the circumstances of last year tax due payments were extended through the end of March. The Police Jury elected to release the funds to the Authority that have been collected to date and anticipates a supplement release towards the end of the fiscal year. The amount received was \$298,324.88 with the Authority receiving \$333,000 in 2020.

Facility rental income is increasing as COVID related restrictions continue to be diminished however revenues are still not back to what the Authority is used to seeing. Expenses are continuing to run well above budget with the Maintenance of Property and Equipment still leading the way with Hurricane related repairs and now added on with the Ice Storm. The Finance Committee will be meeting next month to make the necessary adjustments prior to the end of the fiscal year.

As mentioned the previous month, the Cash Flow Report now includes an estimate on the remaining Hurricane repairs. A large portion of that amount is for the Events Center soffit and wall repair currently underway. The Authorities Cash Flow is projected at \$4.5 Million by end of the fiscal year.

Missy McClelland made a motion to accept the financial report as presented for the month of April 2021. Rev. Lovejoy 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 has been nearing completion the past couple of months. The No-Lien and Substantially Completed Certificates have been filed with the Clerk of Courts Office. Except for \$10,000 being withheld for a few minor punch list items all invoices have been submitted for payment by Morecore Roofing related to the Events Center Roofing Project, 2020. Mr. Ellender also reminded the board that Morecore is the contractor for the south wall and soffit for the Events Center. Materials are onsite and projected to begin this work within the next few weeks.

Mr. Ellender reminded the board that the emergency generator contract was approved and accepted by Sulphur Electric. The shop drawings have been submitted and site work is expected to begin soon to include rerouting the natural gas line around the east side of the complex. Projected completion date for the installation is late August.

The Arena roofing project is now approximately 58% completed. The contractor is ahead of the extended schedule that was granted earlier this spring. The main Arena roof only has a 15 X 100-foot area on the Southeast end left to complete. Once this area is completed the contractor will then move to the east administrative/concession/restroom area. Work on the south roping extension and barn will not begin until after the facility shuts down in late June. The project is estimated to be complete in early August.

Advertisement for the bidding of the Acoustical treatment inside the Arena will begin in the official journal of the Authority on May 20, 2021 with bids to be opened in mid-June. Work will begin on June 21st which is a very aggressive schedule needed to meet the window of opportunity that the Arena will be down for operations. A 20' X 30' test area will be sprayed in the coming days to test the bonding strength of this product on the newly installed roof. The facilities maintenance team has been working diligently over the last few weeks to remove and clean the remaining insulation on the purlins and related areas. This work is being done to expedite the very short window the project has before the doors open back up to the public on July 29th.

NEW BUSINESS:

A. Review and discuss Invoice #3 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement to Arena Complex Project, 2020.

Daughdrill General Contracting and Roof Company has submitted Invoice #3 for the Roof Replacement to Arena Complex Project, 2020 in the amount of \$190,087.40.

Rev. Lovejoy made a motion to accept and pay Invoice #3 from Daughdrill General Contracting and Roof Company in the amount of \$190,087.40. J. C. Cormier seconded the motion. All voted and approved.

B. Review and discuss invoice #4 from Ellender Architects & Associates for Architectural and Engineering Services, Observation Phase for Roof Replacement to Arena Complex Project, 2020.

Ellender Architects & Associates has submitted Invoice #4 for architectural and engineering services, observation phase for Roof Replacement to Arena Complex Project, 2020 in the amount of \$3,564.14.

Evelyn White made a motion to accept and pay Invoice #4 from Ellender Architects & Associates in the amount of \$3,564.14 as presented. Missy McClelland seconded the motion. All voted and approved.

C. Review and discuss invoice #4 from Morecore Roofing, LLC for Roof Replacement to Events Center Project, 2020.

Morecore Roofing, LLC has submitted Invoice #4 for the Roof Replacement to Events Center Project, 2020 in the amount of \$29,800.00. \$10,000 is still being withheld for miscellaneous outstanding punch list items.

Rev. Lovejoy made a motion to accept and pay Invoice #4 from Morecore Roofing in the amount of \$29,800.00. Evelyn White seconded the motion. All voted and approved.

D. Review and discuss invoice #5 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for Roof Replacement to Events Center Project, 2020

Ellender Architects & Associates has submitted Invoice #5 for architectural and engineering services, observation phase for Roof Replacement to Events Center Project, 2020 in the amount of \$558.75.

Missy McClelland made a motion to accept and pay Invoice #5 from Ellender Architects & Associates in the amount of \$558.75. J.C. Cormier seconded the motion. All voted and approved.

E. Review and discuss Invoice #1 for Ellender Architects & Associates for Architectural and Engineering Services, design, and development phase for Events Center Generator System, 2021.

Ellender Architects & Associates has submitted Invoice #1 for architectural and engineering services, design, and development phase for Events Center Generator System, 2021 in the amount of \$23,056.15.

Rev. Lovejoy made a motion to accept and pay Invoice #1 from Ellender Architects & Associates in the amount of \$23,056.15. Missy McClelland seconded the motion. All voted and approved.

F. Ratify acceptance to authorize advertisement for Spray on Acoustical treatment bids to be placed with the official journal of the West Calcasieu Parish Community Center Authority.

A motion is required to ratify acceptance to authorize advertisement for Spray on Acoustical treatment bids to be placed with the official journal of the West Calcasieu Parish Community Center Authority.

Missy McClelland made a motion to ratify the acceptance to authorize advertisement for Spray on Acoustical treatment bids as presented. J.C. Cormier seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

Hurricane damages are progressing with the larger ticket items in that of the soffit and south wall set to begin in the coming weeks. It has been very difficult to find available qualified contractors to complete

some of the repairs needed. Some of the remaining repairs needed are the straightening of the flag poles, marquee repairs, and removal and replacement of the damaged light pole to name a few.

The Covid restrictions are continuing to be lessened and with that the Events Center can now host events up to 750 people at one time which will accommodate most of the events currently held at the facility. Although COVID is still a concern for many, Mr. Moreno suggested that the Authority may want to revisit their amended cancellation policy in the near future to protect the integrity of the events calendar.

The last several weeks the facility has experienced maximum capacity on the provided ancillary services which include stalls and RVs at the Arena. It is believed that this recent influx is directly related to the limited availability of other shows throughout the region due to a combination of COVID restrictions and weather-related damages. This has forced contestants from around the region to travel to available shows in order for them to garner the necessary points needed for their national competition.

The facility has been at maxed capacity over the past few weeks with dozens of patrons left without available accommodations. Mr. Moreno hopes that when the shows return in early August these numbers will not be as large as they have been under the COVID restrictions but if they are considerations will have to be made to provide some temporary accommodations in order not to risk losing these clients to another facility.

Mr. Moreno invited the Board to attend the LHSRA Jr. High and High School State Rodeo Finals that will be hosted at the facility beginning May 28th thru June 5th.

Energy has submitted an amendment for review to the Staging Co-Op for usage of the Arena grounds and has requested to include the Events Center. Mr. Moreno would like to review this amendment with Energy before presenting this to the board for consideration. Once an acceptable draft is received, he will present for approval.

Lastly, a joint Human Resource and Finance committee meeting is tentatively scheduled for Tuesday, June 15, 2021, at noon to discuss Human Resource related issues, the upcoming budget, and amendments to the current budget.

PUBLIC COMMENTS:

None

ADJOURNMENT:

The next regular meeting of the Board of Directors will be held on Wednesday, June 16, 2021, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.