

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
October 16, 2019
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by J.C. Cormier

Invocation pronounced by Rev. Meg Lovejoy

Pledge was led by Evelyn White

ROLL CALL:

Roll call was made with the following results:

Present:	J.C. Cormier-Chairman	Coy Vincent-Vice Chairman
	Evelyn White- Secretary/Treasurer	Rev. Margaret Lovejoy-Board Member
	Mike O'Quinn-Board Member	Darwin Pinder-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager
	Michelle Gordon-Administrative Clerk	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mike O'Quinn made a motion to accept the Agenda as presented. Rev. Meg Lovejoy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the September 2019 regular meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the Financial report for September 2019:

The month of September closes out the 1st quarter for the current fiscal year 2019-2020. The quarter had a few irregularities that directly impacted the Income line. The first being the limited resources for concessions during the maintenance shut down period. The other was the tropical storm and the related flooding that affected Southeast Texas where a rather large event was forced to cancel due to a large majority of their contestants living in the area and not being able to travel.

The Expense line for Maintenance is slightly over budget due to some annual maintenance to the Terrazzo floors at the Events Center. Year-to-Date Income is 10% above budget and Expenses are down 12%. Mr. Moreno pointed out that despite the income not being where it was for the same period from the past few years, the Authorities financial status is still in very good shape.

Meg Lovejoy made a motion to accept the financial report as presented for September 2019. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

A. Multi-Purpose Arena-Renovations Project Update

Mr. Ellender of Ellender Architects & Associates presented an update for the Arena renovations project. Currently the project is 43% complete and on schedule. The northside of the breezeway is substantially

complete with floors in the restrooms remaining to be painted along with some miscellaneous punch list items. Once the northside is completed the concession stand and restrooms will be turned over for use and renovations will begin on the south end.

Structural steel for the support of the overhead door and louvers is on property with construction of the support beams to begin on Monday the 21st. Actual louvers have been manufactured and should be received early next month. While this steel work is being completed Mr. Moreno requested the contractor come up with a temporary fix for the downspouts that will have to be removed in order to facilitate the needed work on the west side panels. Mr. Ellender feels that some type of flex tubing can be placed temporarily to direct the water into the catch basins until such time that the down spouts can be re-installed.

Samples of the fencing slats will be ordered and presented to the Board to determine what would be the most suitable fit to block the glare beneath the louvers. The current 6' high fence will be replaced with an 8' tall fence with slats in an effort to limit the amount of glare into the facility.

The lighting upgrades are posing some frustration for the contractor as finding enough fixtures that the electrical engineers have designed has been somewhat difficult. This is due to the high demand of facilities switching to LED technology and has caused the production of these fixtures to be delayed.

Mr. Moreno also bought up two potential change orders to the project that have been in discussions in recent weeks. One was the stall barn renovations that were not included in the initial bid. Currently the contractor has submitted a complete renovation bid as well as one with very limited work. Mr. Moreno has asked the GC to make one small modification to the cost estimate before a final decision will be addressed. The other item was regarding the A/V unit on the north side of the facility and its current condition. The engineers at first recommended that the entire unit be replaced in addition to replacing all the duct work for that side of the building. These initial cost estimates were extremely high and Mr. Ellender believes that leaving the existing duct work and simply replacing the unit itself would be a more cost-effective repair. The other option would be to simply repair what was needed to keep it functional until such time as the contract is complete and the Authority could look into the possibility of replacing the unit at that time. Once cost estimates are resubmitted by the GC the arena committee will meet to discuss in more detail.

NEW BUSINESS:

A. Review and discuss Taylor Construction invoice #3 for Improvements to Arena Complex, 2019.

Mr. Moreno presented Invoice #3 from Taylor Construction in the amount of \$159,850.80 for services rendered to date for the Improvements to the Arena Complex Project.

Coy Vincent made a motion to accept and pay Taylor Construction Invoice #3 in the amount of \$159,850.80 as presented. Meg Lovejoy seconded the motion. All voted and approved.

B. Review and discuss Invoice #4 from Ellender Architects & Associates for Construction Observation Phase for Improvements to Arena Complex, 2019

Mr. Moreno presented Invoice #4 from Ellender Architects & Associates in the amount of \$2,997.21 for architectural and engineering services for the 2019 Improvements to Arena Complex.

Rev. Meg Lovejoy made a motion to accept and pay Ellender Architects & Associates Invoice #3 in the amount of \$2,997.21 as presented. Mike O'Quinn seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno updated the Board on the ongoing hail damage insurance claim. The Architect originally submitted a cost estimate for a retro fitted roofing system for the Arena rather than a replacement. The adjuster replied that the suggested roof replacement is a viable solution, however the insurance company will only consider supplementing a cost estimate for a like-kind roof. Mr. Ellender has been asked to provide a new cost estimate for replacing the current roof with a like-kind product. The insurance company will also be seeking an additional cost estimate for comparison and have agreed to work with the Authority on an agreeable settlement if the cost estimates are truly higher than the funds paid out thus far. Mr. Moreno also asked if the Authority could obtain a second opinion from another adjuster to determine if the roof does in fact need to be replaced. The response from the Insurance company was that the decision to not replace the roof is up to the Authority but without replacement the current roof would no longer be insured.

Rev. Meg Lovejoy requested clarification on the deposit of the Hotel-Motel taxes for the 4th Quarter. Mr. Moreno briefly summarized how the funds have been historically dispersed and that this year was slightly different. Prior to the conclusion of the 4th quarter, the Treasury department released funds to the Authority but only those that met the current cap. Typically, the funds are received in late August or early September and budgeted for that same period. With the funds being received sooner there is a zero amount for collections on the financial statement for the month of September. With regards to the state funds, the Authorities bond agency, Whitney Bank has released the collections that are held until the debt service payment is made. The money has been received and deposited into the Authorities investment account.

Congressman Clay Higgins office is planning a Veteran's Outreach meeting later this fall and has formally requested a donation from the Authority for the use of two meeting rooms. Mr. Moreno explained that as a public entity the best option was to enter into a co-operative endeavor between the two governmental organizations should the board wish to do so. The board discussed the options and elected to pass on the cooperative endeavor with this event but stated that a private donation could be obtained to cover the expenses.

Lastly Mr. Moreno wanted to publicly send his condolences to the family on the passing of Dr. George Hardy Vincent and his long tenure as an active member of the West Calcasieu Parish Community Center Authority Board. Senator Johns has been notified and will soon make an interim appointment to fill the unexpired seat. The Board Chairman was asked to make appointments to fill the seats on the committees in which Dr. Vincent served. Coy Vincent has volunteered to sit on the Arena committee while Evelyn White will fill the seat on the HR committee.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss Evelyn White made a motion to adjourn. Mike O'Quinn seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, November 20, 2019 at 5:30 p.m. at the West-Cal Events Center, Sulphur, LA.