

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
April 14, 2021
West-Cal Events Center – Audubon 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	Matt Vincent – Vice Chairman
The Rev. Margaret Lovejoy-Board Member	J.C. Cormier- Board Member
Darwin Pinder – Board Member	Adrian Moreno-Executive Director
Absent: Missy McClelland – Secretary/Treasurer	Evelyn White – Board Member
Joyce Anderson – Operations Manager	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Rev. Lovejoy made a motion to accept the Agenda as presented. Matt Vincent seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

J.C. Cormier made a motion to accept the March 2021 meeting minutes as presented. Rev. Lovejoy seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

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

The month of March concludes the 3rd quarter of the current fiscal year and the Authority was able to close out the month in better financial shape than in recent months. With the ongoing restrictions on social gatherings as well as continuing hurricane reconstruction the month of March still ended on a positive note, although not completely at budget. In addition to facility revenues, funds from the recent sale of the facilities surplus vehicle were received and posted to the accounts.

The expense line for Maintenance of Property and Equipment continues to overshadow all other line items as facility repairs from the hurricanes and winter storm continue throughout the complex. The larger ticket item this past month consisted of replaced lighting around the complex as well as continued plumbing repairs at both facilities.

Year-to-date all other lines except the Maintenance and Insurance appear to be in order. Within the next month or two the Finance Committee will meet to review the proposed budget amendments for the current fiscal year as well as review the Operational Budget for the 2021-2022 fiscal year.

The Cash Flow Report now does include a separate line for the estimated values of the remaining Hurricane repairs. The Cash Flow projections for the end of the fiscal year are presently projected at \$4.4 million. This value does not include any possible reimbursements from FEMA for Hurricane related repairs.

Matt Vincent made a motion to accept the Financial reports as presented for the month of March 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 roof replacement project was accepted as substantially complete last month. The contractor is nearing completion of the punch list items which include a few roof leaks and trim work. Once the punch list items are complete and the 45-day lien period has expired, the contractor may at that time request final payment for the project.

With the recent clear weather coupled with the arrival of additional materials, the Arena Roof Replacement Project is once again progressing at a reasonably good pace. The contractor is hoping to complete the main Arena portion prior to the High School State finals at the end of May.

NEW BUSINESS:

A. Review and discuss Invoice #2 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 #2 for the Roof Replacement to Arena Complex Project, 2020 in the amount of \$113,046.20.

Rev. Lovejoy made a motion to accept and pay Invoice #2 from Daughdrill General Contracting and Roof Company in the amount of \$113,046.20. J.C. Cormier seconded the motion. All voted and approved.

B. Review and discuss invoice #3 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 #3 for architectural and engineering services, observation phase for Roof Replacement to Arena Complex Project, 2020 in the amount of \$2,119.62.

Matt Vincent made a motion to accept and pay Invoice #3 from Ellender Architects & Associates in the amount of \$2,119.62 as presented. J.C. Cormier seconded the motion. All voted and approved.

C. Review and discuss bids for Events Center Generator Project, 2021.

Bids for the Generator System were received and opened on March 31, 2021. The Authorities architectural team of Ellender Architect's & Associates recommended the low base bid inclusive of Alternate Bid No. 1 submitted by Sulphur Electric in the amount of \$409,887.00 as presented. The Base bid of \$396,684.00 is to provide the new backup generator system and Alternate Bid No. 1 of \$13,203.00 is to provide the TVSS (Transient Voltage Surge Suppressor).

Matt Vincent made a motion to accept the Bid Recommendation in the amount of \$409,887.00 from Sulphur Electric for the Generator Project as presented. J. C. Cormier seconded the motion. All voted and approved.

D. Review and discuss proposed Rental Agreement amendments for SASOL CHEMICALS, LLC.

Sasol Chemicals, LLC is requesting to make a few revisions on the Authorities facility Rental Agreement. The main revision includes waiving the requirement for Special Event Insurance since their company is self-insured. Mr. Moreno has reviewed this request along with other revision request with the Authorities legal counsel who does not oppose to any of the proposed revision requests.

Rev. Lovejoy made a motion to approve the requested revisions for the Rental Agreement with SASOL CHEMICALS, LLC as presented. Matt Vincent seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

Mr. Moreno gave an update on the status of the COVID restrictions as they pertain to the facility. During the Governor's most recent press conference the max capacity for indoor events was increased from 250 people to 500, which consequently will allow for most of the scheduled events at the Center to take place. The Arena provisions have not changed and will continue at 50% of the seating capacity. Due to this limited capacity at the outdoor multi-purpose arena, the Cal-Cam Fair Bull Fight was forced to postpone yet again.

Mr. Moreno updated the board on the hurricane related damages. Repairs are being made as quickly as possible however the continued shortage of available contractors and material shortages have slowed the process somewhat. Mr. Moreno stated that he is pressing to have all major repairs completed before the end of the Fiscal Year.

The Arena will be hosting the Louisiana High School and Jr. High Rodeo finals once again this year under the typical nine-day schedule as opposed to the short dates that were hosted in 2020. The Rodeo is scheduled to begin on May 28 with the Junior High Finals competing first and end on June 5 with the High School Finals Short-Go.

Mr. Moreno informed the board that a survey will need to be ordered to identify not only the property line but to clearly annotate the possible elevation change that would be needed to the sewer main should the Authority wish to relocate the southernly flow tie-in. Hopefully, this will provide a cost estimate on if the line would need to be reset. Mr. Moreno has also been informed that the section of property that is owned by the Police Jury is under consideration to be donated to the City of Sulphur, as the sewer lies under the City's maintenance plan. Once this occurs the Authority can then seek to acquire the property from the City if desired.

Approval for the refunding of the Authorities Bond has been reviewed and approved by all municipalities except the City of DeQuincy who will be reviewing this later this week. The Authorities Bonding Attorney Jay Delafield is scheduled to present this refunding request to the Louisiana State Bond Commission next week. Once approved by the Commission Mr. Delafield will present options to the board for final considerations.

Finally Mr. Moreno reminded the board that Financial disclosures for all board members are due by May 15th. Blank copies were made available as well as copies of previous years disclosure reports.

PUBLIC COMMENTS:

None

ADJOURNMENT:

The next regular meeting of the Board of Directors will be held on Wednesday, May 19, 2021 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.