

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
January 20, 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	Missy McClelland – Secretary/Treasurer
	Evelyn White – Board Member	Rev. Margaret Lovejoy-Board Member
	Darwin Pinder – Board Member	Adrian Moreno-Executive Director
	Joyce Anderson – Operations Manager	

Absent:	Matt Vincent – Vice Chairman	J.C. Cormier- Board Member
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AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Rev. Margaret Lovejoy made a motion to accept the December 2020 meeting minutes as presented. Missy McClelland seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a summary of the Financial Report for the month of December 2020:

During the month of December both facilities continued to operate under the revised Phase II guidelines. With the Arena being able to operate with fewer restrictions, the utilization has been very high which is reflective on this month's financial report. Following several months of COVID and hurricane recovery efforts, there was finally a positive note in that the Concession Income line item finally met the months projected budget.

As mentioned in months past, hurricane repairs are continuing and are at the present time being coded in either the Maintenance of Property and Equipment and/or Professional Services line items. Some of the larger ticket items during the month of December were for mold remediation; landscaping repairs/updates; and replacement of the five hot boxes located throughout the property.

The month of December also concludes the 2nd fiscal quarter for the year. Due to the ongoing restrictions related to the COVID pandemic as well as the 2 major hurricanes that hit the region directly, the Year-to-Date income is 40 percent below budget. Budget adjustments if needed will be made closer to the end of the fiscal year. Current Cash Flow projections through the end of the fiscal year are approximately \$4.8 million.

Evelyn White made a motion to accept the Financial reports as presented for the month of December 2020. Rev. Margaret Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

A. Roof Replacement for Arena and Events Center Project Update (Mr. Ellender)

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

Daughdrill Construction, the General Contractor for the Arena Roof Replacement Project still has not made any progress to date. Currently the metal manufacturer has assured Daughdrill that the first shipment of metal is scheduled to arrive on January 25, 2021. Daughdrill Construction has proposed subbing out the project to Morcore Roofing, the General Contractor for the Events Center Roof Replacement Project to assist in expediting this project.

Daughdrill Construction is however requesting a 5-month extension on the contract due to the delays in materials caused by the hurricanes and related Covid concerns. The manufacturer is stating that both delays have caused substantial delays in materials. Mr. Ellender presented a Change Order request to increase the contract time by one hundred fifty (150) contract days, bringing the completion date to September 13, 2021. No additional increase in costs is included with this change order.

The Events Center roof replacement project however is still on schedule with the contractor and architectural team presently going through punch list items.

NEW BUSINESS:

A. Review and discuss Change Order #1 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement to Arena Complex Project, 2020.

Daughdrill Construction has submitted Change Order #1 requesting to increase the contract time by one hundred fifty (150) contract days, bringing the completion date to September 13, 2021.

Missy McClelland made a motion to accept Change Order #1 from Daughdrill General Contracting and Roof Company as presented. Evelyn White seconded the motion. All voted and approved.

B. Review and discuss purchase of neighboring property to Events Center complex

Mr. Moreno reached out to the neighboring property owner as to the availability of the property located to the West of the Events Center. The property is still available for purchase. The board discussed the pro's and con's of purchasing the property and reviewed the appraisal that was performed. The Board requested Mr. Moreno reach out to the landowner and propose an offer for the specified property at \$8.00/square foot.

Evelyn White made a motion to make an offer of \$8.00 per square foot for a small section of land located to the West of the Events Center. Missy McClelland seconded the motion. All voted and approved.

C. Review and discuss continued participation in the Louisiana Community Development Authority.

Mr. Moreno updated the board on the status of the Authorities membership in the Louisiana Community Development Authority (LCDA) and that every 2 years the Authority must elect if it will continue its participation in this organization and elect a representative to serve on the organizations Board of Directors.

Evelyn White made a motion to continue participation in the Louisiana Community Development Authority with Mr. Adrian Moreno designated as the representative for the Authority. The Rev. Margaret Lovejoy seconded the motion. All voted and approved.

D. Review and discuss 2021 Committee Assignments.

Incoming Chairman Coy Vincent presented the following Committee Assignments for the 2021 Calendar Year:

Executive Committee:

Coy Vincent-Chairman
Matt Vincent-Vice Chairman
Missy McClelland-Secretary/Treasurer

Finance:

Missy McClelland-Chairman
Matt Vincent
Evelyn White

Multipurpose Arena:

Matt Vincent
Darwin Pinder
Rev. Margaret Lovejoy

Human Resources:

J.C. Cormier
Rev. Margaret Lovejoy
Missy McClelland

Events Center:

Evelyn White
J.C. Cormier
Darwin Pinder

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

Mr. Moreno updated the board on the current COVID status for the organization. At the Governors recent press conference, he extended the "Modified" Phase II guideline an additional 30 days with the current increases in positive cases throughout the state. This phase as a reminder limits the gathering at Event Hosting Venues to 75 indoors and 150 outdoors. Fortunately, this proclamation does allow for non-contact sporting venues to operate at 25% of their seating capacity which equates to just under 500 spectators at the arena complex. Unfortunately, this extension of the limited capacities all but canceled every Mardi Gras social gathering that was scheduled for 2021, albeit much smaller than previous years. The positive news is that there has been a recent influx of small meeting room request from various industry clients that the facility has not seen in quite some time.

Mr. Moreno also update the board on the status of the hurricane related repairs ongoing throughout the complex. Currently the larger of the projects consist of repairs to the south wall of the Events Center as

well as soffit and Arena side wall repairs. Due to the complexity of these repairs Mr. Moreno has enlisted the assistance of the Architectural team to prepare the front-end documents as well as engineer all the related repairs. Bids for this project are scheduled to be received on Tuesday January 26th at 10am.

Other storm related repairs continue throughout the complex and a slow yet acceptable rate. All repairs have thus far been identified and entered the grants portal as provided by FEMA for possible cost share consideration. Some of the larger ticket items remain to be determined include the Arena Public Address system, Fountain repairs, Barn lighting, and fence repairs throughout the complex.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss the Rev. Margaret Lovejoy made a motion to adjourn. Missy McClelland seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, February 17, 2021 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.