

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
May 18, 2022
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 4:35 pm by Coy Vincent

Invocation pronounced by Evelyn White

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present: Coy Vincent-Chairman

Evelyn White – Board Member

Adrian Moreno-Executive Director

Judge Quirk – Legal Counsel

Missy McClelland – Secretary/Treasurer

Darwin Pinder – Board Member

Joyce Anderson – Operations Manager

Absent: Matt Vincent – Vice Chairman

J.C. Cormier- Board Member

The Rev. Margaret Lovejoy-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Missy McClelland made a motion to accept the agenda as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Missy McClelland made a motion to accept the March 2022 meeting minutes as presented. Darwin Pinder seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a summary of the Financial Report for the months of March 2022 and April 2022:

The month of March concludes the 3rd quarter of the fiscal year. Another disbursement from the Policy Jury has been received for the Burton Tax in the amount of \$25,763.36 on the extension of time that was allowed for collections. This extension period should be nearing completion and the single annual disbursement should resume by next calendar year.

The Income and Expense line items for the month of March have nothing significant to report. The line item for Concession Net sales does however show a negative amount due to the purchasing of supplies in preparation of upcoming events for the following month. The income during the month of April was very positive thanks in part to the annual Semien Stables Trail ride that took place during the month and brought in significant revenues from beverages sales.

Also received during the month was the 2nd allocation of funding assistance from FEMA for Category B damages. This allocation was a 90% reimbursement from the protective measures incurred immediately following Hurricane Laura in the amount of \$55,038.

Expenses for both months were below budget. The Utilities line item does continue to be over budget due to the increased utilization of the complex but the increase in market rates has played a factor as well.

Year-to-date Income is 26% above budget or \$100,000 while Expenses are 18% below budget or \$230,000. Cash Flow is projected to conclude the fiscal year 2021-2022 with an estimated balance of around \$3.6 million.

Missy McClelland made a motion to accept the Financial Reports as presented for the months of March and April 2022. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

A. Facility repairs update (Arena & Events Center Roof Projects)

Although the Events Center Roof project was accepted as substantially complete several months ago, the final punch list items for the project were recently completed by the contractor. As such the contractor has submitted his final invoice for the remainder of the contract.

The status on the Arena Roof Replacement project and the warrantee work that is needed is still being debated between the General Contractor Daughdrill Roofing and his building supplier SBS. The warranty was a two-part warranty which covered leak proofing as well as a color finish warrantee. The manufacturer has claimed that the leak proof warrantee has been deemed null and void due to the application of a sprayed-on insulation. The color finish issue that is currently affecting the roof is being blamed on the contractor's installer and their incorrect seaming process so they have stated that they will not be responsible for these damages. The General Contractor was advised that he seek legal counsel to try and resolve these issues with his manufacturer.

NEW BUSINESS:

A. Review and discuss final Invoice #6 from Morcore Roofing Inc. for Roof Replacement to Events Center Project, 2020.

Mr. Moreno presented the final Invoice #6 from Morcore Roofing Inc. for the Roof Replacement to Events Center in the amount of \$10,000.00.

Evelyn White made a motion to accept Invoice #6 in the amount of \$10,000.00 as presented. Missy McClelland seconded the motion. All voted and approved.

B. Review and discuss Invoice #7 from Ellender Architects & Associates for Architectural and Engineering Services, Observation Phase-Roof Replacement to Events Center Project, 2020.

Mr. Moreno presented Invoice #7 in the amount of \$187.49 from Ellender Architect's & Associates for Architectural and Engineering Services for the Events Center Roof Replacement project.

Missy McClelland made a motion to accept Invoice #7 in the amount of \$187.49 as presented. Darwin Pinder seconded the motion. All voted and approved.

C. Ratify acceptance of Payment Application #3 from Sulphur Electric Company, Inc. for Events Center Generator System, 2021.

Mr. Moreno requested to ratify the acceptance of Invoice #3 from Sulphur Electric Co. for the Events Center Generator System in the amount of \$241, 891.47.

Missy McClelland made a motion to accept Invoice #3 in the amount of \$241, 891.47 as presented. Evelyn White seconded the motion. All voted and approved.

D. Review and discuss Invoice #4 from Sulphur Electric Company, Inc. for Events Center Generator System, 2021.

Mr. Moreno presented Invoice #4 in the amount of \$42, 687.08 from Sulphur Electric for the Events Center Generator System.

Missy McClelland made a motion to accept Invoice #4 in the amount of \$42, 687.08 as presented. Evelyn White seconded the motion. All voted and approved.

E. Review and discuss Invoice #4&5 from Ellender Architects & Associates for Architectural and Engineering Services, Observation Phase-Events Center Generator System, 2021.

Mr. Moreno presented Invoice #4 & 5 in the amounts of \$4,535.47 and \$800.39 respectively from Ellender Architect's & Associates for Architectural and Engineering Services for the Events Center Generator System.

Evelyn White made a motion to accept Invoices #4 and #5 in the amounts of \$4,535.47 and \$800.39 as presented. Missy McClelland seconded the motion. All voted and approved.

F. Review and discuss proposed surplus property

Mr. Moreno requested that the board accept two items as surplus property so they can be listed on the Government auction site and sold. The first item is a 2012 John Deere Gator, purchased for \$10,499 that is not running and estimated to cost over \$5,000 in repairs. The second item is a 2-Keg Cooler, purchased in 2014 for \$2,600 that requires a new compressor valued at over seventy percent of the value of the unit itself.

Missy McClelland made a motion to accept and deem the 2012 John Deere Gator and 2014 2-Keg Cooler as surplus equipment as presented. Evelyn White seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the facility's current operations:

The generator for the Events Center has been received and is in place. Once the electricians tie the unit to the facility, CenterPoint Energy will then come out and tie in the natural gas line. The final step in completing the project is the installation of the automatic transfer switch which allows the generator to be turned on automatically in the event of a power outage. The goal was to have the unit completed and in operation by the end of May however the manufacturer of the transfer switch is backed up a couple of weeks. The unit however will be able to be started manually should the need arise.

The Act 19 Cooperative Endeavor application was approved and finalized by the State Treasury department. The funds have been released and sent via ACH to the Authorities Bond holding agent Whitney Bank in the amount of \$1,292,593. Whitney bank will hold enough funds to make the next debt service payment in September and release all remaining funds to the Authority

As previously mentioned, FEMA paid out the 2nd allocation for Category B damages in the amount of \$55,000. Categories G & E remain which cover general damages to the facilities buildings and grounds.

This portion is further broken down to cover each facility separately, the Events Center, Arena, and Maintenance Shop. The two large repair items remaining are the marquee and the entrance fountain at the Events Center. Mr. Moreno is recommending that the marquee be repaired to prior storm conditions and that any discussion of size improvements and/or relocation be discussed at a later date. It is also Mr. Moreno's recommendation that due to the continued maintenance, the entrance fountain be replaced with a more decorative static sign and landscaping at the nearest possible opportunity.

Mr. Moreno reminded the board that the Entergy Co-op for the use of the Arena during Hurricane season for emergency staging is on a continual renewal basis. Details for the utilization of the Events Center will need to be discussed further once the Authority has the ability to sustain the facility on its own through generator power. The issue is not a concern when the Parish has issued a mandatory evacuation as no activity is allowed to be held at that time. Once the evacuation is lifted the Authority may choose to continue normal operations or allow the use of the facility to Entergy and/or other emergency services. Entergy has requested to be given a first right of refusal on the use of the Events Center. Mr. Moreno informed the board that he will continue to work with Entergy and develop a fair agreement and report back to the board.

Lastly Mr. Moreno stated that he will be reaching out to the Finance Committee to schedule a meeting to discuss the proposed budget for the upcoming Fiscal Year 2022-2023.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss the meeting adjourned.

The next regular meeting of the Board of Directors will be held on Wednesday, June 16, 2022, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.