

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
November 18, 2020
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by The Rev. Margaret Lovejoy

Pledge was led by Evelyn White

ROLL CALL:

Roll call was made with the following results:

Present:	J.C. Cormier- Chairman	Evelyn White - Secretary/Treasurer
	Rev. Margaret Lovejoy-Board Member	Darwin Pinder – Board Member
	Missy McClelland – Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Mgr.	

Absent:	Coy Vincent-Vice Chairman	Matt Vincent – Board Member
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AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Evelyn White made a motion to accept the August 2020 meeting minutes as presented. Missy McClelland seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a brief summary of the Financial Reports for the months of August 2020-October 2020.

The month of August had very little income due to the ongoing state mandates on gathering sizes of less than 50 people for the Events Center while the Arena is just beginning to open back up to the general public. Both facilities were significantly impacted by the hurricanes that made landfall in late August and early October however operations were able to resume in some capacity by mid to late October.

During the month of October, the 1st quarter Hotel/Motel Taxes were received in the amount of \$302,196.07. Although this number is very positive it does include the excess funds that were rolled over from the previous fiscal year once the cap was met. The income from the Hotel-Motel tax raises somewhat of a concern in that many local hotels have remained closed or have limited availability due to the recent hurricanes. Many events that can be hosted within the current mandates are forced to cancel due to lack of available lodging.

Repairs to the complex from the recent hurricanes have begun. A specific line item for hurricane damages has not been created thus far so all repairs are being coded under Maintenance of Property and Equipment or Professional Services. In previous similar instances a specific line item was created for such repairs that would be offset by funds received through insurance claims and/or other resources. It does not appear that there was enough damage to the complex to reach the named storm deductible of 10%

of the insured value. A FEMA claim has been initiated to recuperate whatever federal assistance for damage reimbursements are available.

The Cash Flow report demonstrates balances to include the current repairs and revenues anticipated with the ongoing state mandates. Forecast have been made with the assumption that mandates will affect the operations for the next several months. It still however predicts cash flow in excess of \$4.8 million by the end of the fiscal year in June.

Hurricane damages are estimated to be around \$800,000 with the current demand for contractors and materials available. Priority repairs were made to the facilities in efforts to keep the facility functional but also to keep the patrons safe.

Missy McClelland made a motion to accept the Financial reports as presented for the months of August 2020- October 2020. Rev. Margaret Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

A. Roof Replacement for Arena and Event 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 unfortunately has made no progress thus far. The contract which was awarded in mid-August was scheduled for an 8-month time frame has had no materials delivered to the site to date. Daughdrill says materials have been ordered but cannot provide an anticipated delivery date. Another area of concern is the manufacturer providing the material has stated that they will not warrantee the roof if spray on insulation is applied to the material after installation.

The Events Center project has been ongoing since the end of September. The project is on schedule and nearly 50% complete. Payment application #1 from Morcore Roofing has been submitted for approval

The exterior wall on the South end of the Events Center was severely damaged due to Hurricane Laura. The result left the building open and exposed to the elements in a significant portion of the back wall. Temporary measures were taken as soon as possible to close in the back wall and prevent further damage. With permanent repairs needing to be made, Mr. Ellender has suggested the possibility of having this work done by the General Contractor for the Events Center as a change order. A metal wall was also suggested as a replacement for the EFIS wall that was damaged as metal would make the wall more durable. Once an estimate is provided it will be presented to the board for consideration.

NEW BUSINESS:

A. Review and discuss invoice #1 from Morcore Roofing, LLC for Roof Replacement to Events Center Project, 2020

Mr. Moreno presented Invoice #1 from Morcore Roofing, LLC for services rendered for the Events Center Roof Replacement Project in the amount of \$437,000.00.

Rev. Margaret Lovejoy made a motion to accept and pay Morcore Roofing Invoice #1 in the amount of \$437,000 as presented. Missy McClelland seconded the motion. All voted and approved.

B. Review and discuss invoice #2 from Ellender Architects & Associates for Architectural and Engineering Services, Construction Observation Phase – Roof Replacement to Events Center Project, 2020

Mr. Moreno presented Invoice #2 from Ellender Architects & Associates for Architectural and Engineering Services during the construction Observation Phase for the Roof Replacement to the Events Center Project in the amount of \$8,193.75.

Rev. Margaret Lovejoy made a motion to accept and pay Ellender Architects & Associates Invoice #2 in the amount of \$8,193.75 as presented. Evelyn White seconded the motion. All voted and approved.

C. Ratify acceptance of the Hurricane Laura Declaration of Emergency

Mr. Moreno reminded the board that immediately following landfall from Hurricane Laura, the board unanimously elected to adopt a Declaration of Emergency via email and phone poll vote. A motion is now required to ratify acceptance of the emergency declaration.

D. Ratify acceptance of the Hurricane Delta Declaration of Emergency

A motion is also required to ratify acceptance of the Hurricane Delta Declaration of Emergency that was also voted by the board via phone and email poll vote.

Missy McClelland made a motion to ratify and accept the Hurricane Laura and Hurricane Delta Declarations of Emergency as presented. Evelyn White seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

Assessing hurricane damages were delayed somewhat due to accessibility while Entergy was conducting their storm restorations throughout the area on the Authorities property. After assessing the damages, it was determined that a significant portion of the needed repairs were already covered on the existing insurance claim from the hailstorm in 2019. More damage did occur, but cost estimates are less than the named storm deductible of \$1.4 million. Assistance from FEMA has been requested and the Authority has been approved. This could provide up to 75% reimbursement on debris removal, emergency measures, and permanent repairs to the complex. The process will take some time, but any assistance will be worth the effort.

Mr. Moreno informed the Board that the use of the Events Center is not on the current Cooperative Endeavor with Entergy Corporation and suggest that the agreement be modified before the next hurricane season. As a reminder Entergy was not charged in any way for the use of the facility during their time on site. The Events Center could have been rented out once power was restored had the space been available. This will be something to consider once a backup generator is installed at the facility and is able to operate even during extreme circumstances.

The current COVID-19 guidelines for Event hosting facilities such as the Events Center states that no more than 250 people may gather in one space. Since the Events Center has multiple spaces, the facility is allowed to host multiple events so long as each event has their own dedicated ingress and egress to the facility as well as separate bathroom facilities. Moving forward until the restrictions are changed, only

clients that fall under the current mandated restrictions will be secured at the facilities. This will alleviate the large amount of refunds that are needed at the extension of every updated mandate from the State and allow more availability for smaller events that fall within these guidelines.

Since opening the facility it has been policy that a Krewe must hold a traditional Mardi Gras Ball to include a presentation to secure a date and receive first choice on rebooking the following year. Due to the current capacity restrictions and the ongoing hurricane recovery efforts, all Krewes were given the opportunity to host smaller non-traditional social events if they elected to not have a traditional Ball without losing their ability to host events in 2022. While some Krewes have elected to continue with their Mardi Gras Balls, others have decided to host smaller events or relinquish their dates altogether for 2021.

In addition to these concessions, some Krewes have inquired about the possibility of still being able to take advantage of the "Corkage" policy for their events. Only during Mardi Gras Season and only for Mardi Gras Balls, are clients offered the opportunity to take advantage of this concession. After discussion, the Board agreed to honor the Corkage option for 2021 only if the Krewes chose to participate.

The staff is continuing their efforts on the CDC and State Health officials' suggestions for sanitizing and stopping the spread of the COVID-19 virus. Signs recommending masks, social distancing, etc. are placed throughout both facilities. Electrostatic sprayers have been recently purchased to help effectively disinfect the facilities between events as well.

Back in July a land appraisal was requested from Moss and Associates for a section of property to the west of the Events Center complex for future expansion consideration. The appraisal was received just before the end of August and is appraised at just over \$8.00/square ft. With all the recovery efforts still underway Mr. Moreno does not believe this acquisition would be in the Authorities best interest at the present time but suggested that this be considered in the near future. Mr. Moreno did reach out to the property owner and asked that he keep the Authority in mind should any potential investors express interest in the property.

Towards the end of Spring of this year a request was put in for financial assistance through the Families First Act. This federal program allowed financial assistance from entities that continued to pay their employees while the mandatory quarantine was in place during the current pandemic. The Authority recently received these funds in the amount of \$47,180 from the Department of Treasury and has been deposited in the Authorities accounts.

Lastly Mr. Moreno reminded the Board that Decembers Board meeting will be held at 5:00 pm to allow for the annual Safety meeting to follow. All board members and their spouses are welcome to attend.

PUBLIC COMMENTS:

None

ADJOURNMENT:

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

The next regular meeting of the Board of Directors will be held on Wednesday, December 16, 2020 at 5:00 p.m. at the West Cal Events Center, Sulphur, Louisiana.