

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
August 18, 2021
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 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	Matt Vincent – Vice Chairman
Missy McClelland – Secretary/Treasurer	Evelyn White – Board Member
Darwin Pinder – Board Member	Adrian Moreno-Executive Director
Joyce Anderson – Operations Manager	

Absent: The Rev. Margaret Lovejoy-Board Member J.C. Cormier- Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Missy McClelland made a motion to accept the July 2021 meeting minutes as presented. Matt Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

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

The month of July starts the new fiscal year 2021-2022. The financial reports reflect positive income numbers due to more consistent activity despite the Arena being closed for the acoustical upgrades during the month.

Expenses for the month also came in under budget. Items of note are the Salaries and Wages due to several staff vacancies as well as the Maintenance of Property and Equipment line item, which has more hurricane related repairs budgeted but unfortunately work had not been completed.

The Cash Flow report for the new fiscal year 2021-2022 is projected to have an estimated balance of approximately \$3.4 million. This is significantly lower than what was reported over the last few months due to the large capital projects budgeted for this fiscal year, two of which include the standby generator as well as the possible property acquisition. This balance however does not include any reimbursements that may be received from FEMA or collection of insurance depreciation.

Evelyn White made a motion to accept the financial report as presented for the month of July 2021. Missy McClelland seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena Renovations and Repairs update (Arena Roof & Insulation Projects-Mr. Ellender)

Mr. Ellender updated the board on the status of the Arena Renovations and Repairs.

The Arena roof replacement project is approximately 85% complete. The administrative section as well as the roping extension remain to be replaced. Hopefully weather will be more favorable in the coming weeks and the administrative areas can be completed to allow for the acoustical insulation to be completed as well. Testing for the bonding of the insulation in the main performance Arena will occur next week.

The project for the Soffits and South Wall repairs on the Events Center was accepted as substantially completed during last months meeting. The contractor is working through punch list items to finalize this project.

NEW BUSINESS:

A. Review and discuss Invoice #5 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement to Arena Complex Project, 2020

Matt Vincent made a motion to accept and pay Invoice #5 from Daughdrill General Contracting and Roof Company, Inc. for Roof Replacement services to the Arena Complex rendered in the amount of \$118,750.00. Missy McClelland seconded the motion. All voted and approved.

B. Review and discuss Invoice #6 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for roof replacement to Arena Complex Project, 2020

Evelyn White made a motion to accept and pay Invoice #6 from Ellender Architects & Associates for the observation phase for roof replacement to the Arena Complex Project, 2020 in the amount of \$2,303.24. Matt Vincent seconded the motion. All voted and approved.

C. Review and discuss Invoice #2 from K & J Development of Southwest Louisiana for Acoustical Improvements to Arena Complex Project, 2021

Matt Vincent made a motion to accept and pay Invoice #2 from K & J Development for acoustical improvements to Arena Complex in the amount of \$200,389.68. Missy McClelland seconded the motion. All voted and approved.

D. Review and discuss Invoice #3 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for Acoustical Improvements to Arena Complex Project, 2021

Missy McClelland made a motion to accept and pay Invoice #3 from Ellender Architects & Associates for Architectural and Engineering Services, observation phase for acoustical improvements to Arena Complex Project, 2021 in the amount of \$6,432.31. Matt Vincent seconded the motion. All voted and approved.

E. Review and discuss proposal for annual audit with Steven M. Derouen & Associates for the annual audit ending June 30, 2021.

Matt Vincent made a motion to accept the annual audit proposal from Steven M. Derouen & Associates as presented. Missy McClelland seconded the motion. All voted and approved.

F. Review and discuss Entergy Servitude Agreement

Mr. Moreno presented the board with a Servitude Agreement that was submitted by Entergy for access to the overhead powerlines located north of the Events Center complex. The agreement has been reviewed by the Authorities legal team who have no objection to the document. This agreement differs from that of the agreement the Authority has with Entergy for use of the complex as an emergency staging site.

Missy McClelland made a motion to accept the Entergy Servitude Agreement as presented. Darwin Pinder seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations:

Mr. Jay Delafield, bonding attorney for the Authority was scheduled to present findings on the refunding project but had asked late in the day to be removed from the agenda as no confirmed rate sheets had been received to date. His team is working diligently and hope to receive this information from at least two separate interested investors that responded with a few more requests for information. Once these rates are received the board will need to call a special meeting to approve or reject these terms as these offers will be time sensitive and cannot wait until the board convenes in September.

Mr. Moreno reported that there has been an increase of clients forced to postpone and/or cancel events with the recent increase in COVID related cases. As a safety precaution to not only the clients but the staff as well, adjustments and irregular setups are being conducted to allow for more social distancing during larger events.

Mr. Moreno has been working with the City engineers regarding the sewer line location on the property the Authority is considering purchasing for expansions to the Events Center. As the proposed expansion project is currently laid out, relocation of the sewer main would be needed to allow the ability to tie both facilities under one roof. Mr. Moreno has requested a legal description of the property be drawn up in the event the Authority wishes to move forward on the acquisition.

Lastly Mr. Moreno updated the board on the staffing shortage. The Maintenance Manager position has been filled and Mr. Moreno is pleased to announce that Mr. Cody Olsen, son of former Maintenance Manager Mike Olsen has accepted the position. Mr. Moreno also was able to hire an assistance manager to assist Mr. Olsen with maintaining the 70-acre complex. The over Events Staff is still somewhat shorthanded with the Food and Beverage Supervisor out on sick leave; resignation notice received from the Facilities Supervisor; and the upcoming maternity leave of the Event Services Supervisor. Mr. Moreno stated that he will try and fill these open positions as quickly as possible.

PUBLIC COMMENTS:

None

ADJOURNMENT:

The next regular meeting of the Board of Directors will be held on Wednesday, September 15, 2021, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.