

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
February 24, 2021
West-Cal Events Center – HALL A
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

The Rev. Margaret Lovejoy-Board Member

Darwin Pinder – Board Member

Joyce Anderson – Operations Manager

Matt Vincent – Vice Chairman

Evelyn White – Board Member

J.C. Cormier- Board Member

Adrian Moreno-Executive Director

Absent: None

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mr. Moreno corrected the meeting location from the Cypress Room to Exhibit Hall A and asked to move item 9H-Review and discuss refinance Revenue Bonds, 2016 series (Mr. Delafield) to be presented behind Item #7-Financial Reports.

Evelyn White made a motion to accept the amended Agenda as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Rev. Margaret Lovejoy made a motion to accept the January 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 January 2021:

Hotel/Motel Tax revenues were received for the 2nd Quarter in the amount of \$430,502.50. This figure exceeds this same period from the previous year. Mr. Moreno reminded the board that this collection is an accumulation of all the operational hotels located in West Calcasieu Parish, currently estimated to be about 55%, however most if not all of these hotels are operating at nearly 100% occupancy. The Authority currently has \$360,000 remaining to meet budget on this line item for the fiscal year with 2 full quarters yet to be collected.

Income budget line item was able to be met last month by despite the line item for Concession's being significantly low. Historically, this time of year the Events Center hosts many Mardi Gras balls which unfortunately due to the state mandated COVID restrictions set in place over this period, none of these events were able to take place.

With regards to the Expense once again the Maintenance of Property and Equipment line item is what stands out above all others. The large ticket items for last month consisted of the replacement of 4 of the large fans located in the Arena; roll up doors in the maintenance facility; as well as HVAC and chiller repairs all resulting from Hurricane Laura damages. These repairs are on-going, and a budget amendment will be made closer to the end of the fiscal year.

Current Cash Flow report is forecasting a balance of just over \$4.8 million by the end of the fiscal year.

Matt Vincent made a motion to accept the Financial reports as presented for the month of January 2021. J.C. Cormier seconded the motion. All voted and approved.

NEW BUSINESS:

H. Review and discuss refinance Revenue Bonds, 2016 series (Mr. Delafield)

Mr. Delafield presented to the board a resolution authorizing the West Calcasieu Parish Community Center Authority to proceed with refunding of certain outstanding revenue funding bonds of the Authority, involving issuance of not to exceed \$5,000,000 of the West Calcasieu Parish Community Center Authority revenue refunding bonds, series 2021; authorizing and approving the form and execution of the bond purchase agreement or bond placement agreement in connection with the issuance, sale, and delivery of the bonds; making application to the State Bond Commission, and providing for other matters in connection therewith.

It is Mr. Delafield's recommendation that the Authority accept the resolution tonight to get the process started, with the understanding that it takes time for organizations structured such as ours to complete the application process before it can be submitted to the Bond Commission for final approval. He must gain the approval of all four local municipalities, as well as the Police Jury prior to proceeding. Although the actual total savings amount could change the Authorities current net savings is estimated at \$110,000.

Matt Vincent made a motion to accept the proposal to refinance Revenue Bonds, 2016 as presented. Evelyn White 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.

Mr. Ellender reported that work is progressing on the Arena roof project despite the icy weather delays. The Events Center roof replacement project only has the punch list items left to complete. Mr. Ellender is recommending that the Authority accept the Recommendation of Acceptance for that project and begin the 45 day lien period.

NEW BUSINESS:

A. Review and discuss invoice #3 from Morcore Roofing, LLC for Roof Replacement to Events Center Project, 2020.

Morcore Roofing has submitted invoice #3 for the roof replacement project to the Events Center in the amount of \$36,300. This is the final balance less the punch list and retainage items totaling \$41,600.00.

Rev. Margaret Lovejoy made a motion to accept invoice #3 from Morcore Roofing in the amount of \$36,300 as presented. J.C. Cormier seconded the motion. All voted and approved.

B. Review and discuss Recommendation of Acceptance for Roof Replacement to Events Center Project, 2020.

Mr. Ellender presented the Recommendation of Acceptance for the Roof Replacement to Events Center project, 2020.

Matt Vincent made a motion to accept the Recommendation of Acceptance for Roof Replacement to Events Center Project, 2020 as presented. Evelyn White seconded the motion. All voted and approved.

C. Review and discuss invoice #4 from Ellender Architects & Associates for Architectural and Engineering Services, Observation Phase-Roof Replacement to Events Center Project, 2020

Ellender Architects & Associates has submitted Invoice #4 for architectural and engineering services for the Events Center Roof Replacement project, 2020 in the amount of \$680.63.

Evelyn White made a motion to accept invoice #4 from Ellender Architects & Associates in the amount of \$680.63 as presented. The Rev. Margaret Lovejoy seconded the motion. All voted and approved.

D. Ratify acceptance of contract for Events Center soffit and wall repairs, Hurricane Laura damage.

Rev. Margaret Lovejoy made a motion to ratify and accept the contract for the Events Center soffit and wall repairs, Hurricane Laura damage project as presented. Matt Vincent seconded. All voted and approved.

E. Review and discuss Invoice #1 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 #1 for the Roof Replacement to Arena Complex Project, 2020 in the amount of \$331,918.60.

J.C. Cormier made a motion to accept invoice #1 from Daughdrill General Contracting and Roof Company in the amount of \$331,918.60 as presented. Evelyn White seconded the motion. All voted and approved.

F. Review and discuss Invoice #2 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 #2 for architectural and engineering services, observation phase for Roof Replacement to Arena Complex Project, 2020 in the amount of \$6,354.72.

Rev. Margaret Lovejoy made a motion to accept Invoice #2 from Ellender Architects & Associates as presented. Matt Vincent seconded the motion. All voted and approved.

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

Mr. Moreno informed the board that he has contacted the neighboring property owner at the board's recommendation and offered \$8.00 per square foot for the property. The property owner unfortunately declined the offer and stands firm at the appraised value of \$8.75 per foot. He did offer to donate a section of property located directly across the road from the section the Authority is considering purchasing. Although this particular property is located under a utility high line, it could still be used for overflow parking should the need arise.

Mr. Moreno also made the board aware of a couple of issues that will need to be addressed before moving forward with any purchase of additional property. The first is a discrepancy with the property line. As some may remember, several years back when the Events Center was under construction the Calcasieu Parish Police Jury commissioned to install a sewer line and install a lift station to accommodate the growth in the area. The neighboring property owner and the Authority agreed to split the easement needed for this sewer line with the neighboring property donating 10 feet and the Authority donating the remaining 15 feet. It was later discovered that the survey was done incorrectly, and the entire 25 feet of easement lie on the neighboring property. The property owner requested the Parish conduct a appraisal and purchase the 25 feet from him. Mr. Moreno informed the board that he will contact the Police Jury and look into what would be involved in purchasing and/or requesting a donation of this section of property.

The second issue that will need to be addressed is the cost of relocating the sewer main that runs along the Authorities west boundary line. Discussions have begun with the City of Sulphur's Engineers but no conclusions have been made thus far.

Both details will need to be addressed prior to drafting up a legal description for the property in question. Mr. Moreno did inform the board that the property owner has been made aware of these details and has assured the Authority that he will not entertain any other offers on this particular section of property.

I. Review and discuss Events Center Back-up Generator Project

Mr. Moreno gave a brief update on the Back Up Generator project that has been in the works for some time. The original cost estimate for the generator needed for the Event Center Complex was in the neighborhood of \$350,000. Unfortunately, the size of the generated had to be increased to be able to handle the facility at 100% capacity. The larger sized generator along with all the increased miscellaneous expense that correlate with a larger unit has increased the forecast for the project by another \$75,000 - \$100,000. The Authorities engineers have completed the bid packet and are ready to move forward with the Advertisement should the board wish to proceed. The board discussed the pros and cons at length with the majority agreeing to move forward with the bid packet as prepared.

Matt Vincent made a motion to accept and approve the bid packet for the Back-Up Generator projector for the Events Center. J. Cormier seconded the motion. All voted with the following results.

Yea: Matt Vincent, Missy McClelland, Evelyn White, J. C. Cormier, Darwin Pinder

Nay: Rev. Margaret Lovejoy

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. The facility is currently still under the modified Phase II which limits capacity to 75 people indoors with the Governor expected to give the next update on March 3rd. Despite these strict guidelines, activity is beginning to increase at the Events Center. Although Mardi Gras and other large receptions and social events have not been able to occur, several industries and other related businesses are beginning to once again hold their trainings, seminars, meetings, etc., which has been very encouraging.

Mr. Moreno updated the board on the status of the FEMA requests for reimbursement of Hurricane Laura damages. The application process is still moving forward along with repairs. It is a tedious process that consists of requesting information, filling out forms, and providing supporting information. Overall, the

process is taking place and moving forward. Categories A & B which included emergency measures have been approved to reimburse at 100% during a specific 30- day window. Fortunately, the largest ticket item that the Authority had during this time frame was the temporary wall that was needed for the Events Center. Other miscellaneous repairs and details fell outside of this window however still being reimbursed at 75%

Although the staff felt the facilities were fully prepared for the ice storm that took place earlier this month, there was still significant damage throughout the complex. At the Events Center the accumulation of the ice on the roofs once it started thawing and sliding down actually damaged the gutters that were just installed in several areas as well as caused damage to the louvres around the building. Only one water line busted at the facility and was quickly capped off.

The Arena unfortunately suffered significant damage with the main break that was located under the mezzanine deck flooding the entire area below. The weekends promoter was informed that the facility could be utilized but unfortunately would not have access to this flooded area for safety. The promoter reluctantly was forced to cancel the weekends event as they felt it would be impossible to host their event without use of this particular area.

Mr. Moreno reported that the surplus vehicle that was sent out to auction has been sold. The fair market value was set at \$17,500 and the vehicle sold for \$19,600.

Mr. Moreno discussed with the board an item of concern that was raised with the Arena Roof Project. The insulation in the Stall Barn is not similar to the main performance arena but is an aluminum backed sheet style of insulation. Over the past several years this insulation has torn significantly with high winds and it was suggested that a metal “strapping” could be included in the project at an approximate cost of \$20,000. Mr. Moreno does not find the benefit in spending additional money for something that will very likely continue to have similar issues even with this added protection. The board discussed and agreed to move forward with replacing the insulation with a like kind product.

Finally Mr. Moreno informed the board that the West Cal Arena has once again been approached by the Louisiana High School Rodeo Association and asked to host the Louisiana State Junior High and High School Rodeo Finals once again this year. The Association usually hosts this event at the Burton Coliseum because they have more amenities to offer, but the facility will not be able to open at full capacity. Mr. Moreno stated that although this was not the ideal way to host this event, he is excited that the facility will once again be able to host the state finals and looks forward to working with the Association in the near future.

PUBLIC COMMENTS:

None

ADJOURNMENT:

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