

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
June 17, 2020
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by Evelyn White

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present:	J.C. Cormier- Chairman	Coy Vincent-Vice Chairman
	Evelyn White - Secretary/Treasurer	Darwin Pinder – Board Member
	Matt Vincent – Board Member	Rev. Margaret Lovejoy-Board Member via Zoom
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager
	Michelle Gordon-Admin. Assist.	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the February 2020 – May 2020 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 reports for the months of February 2020-May 2020:

The month of February concluded the 2020 Mardi Gras season. The season grossed over \$87,000.00 which is only \$7,000.00 less than the previous year with one less Ball. Mr. Moreno stated that everything through the month of February met the projected budget and ended on a very positive note.

Due to the COVID-19 Pandemic, there were only partial revenues recorded for the month of March and May while no self-generated revenues were reported in the month of April. Employees were able to return to work in mid-May with a modified schedule due to the restrictions during Phase One.

Income recorded from the Arena made up most of May's revenue with the Events Center remaining closed until Phase Two. The Little Britches Rodeo Club was able to host four events within a three-day period. The Authority was also given an opportunity to host the Louisiana High School State Rodeo Finals when the Burton was forced to close their facility. Although not the ideal way to host this four-day event, the revenue generated from concessions, stalls, and RV rentals turned out to be very profitable.

Mr. Moreno stated this Pandemic has been very taxing on our budgeted income for the fiscal year and has directly affected one of our most successful and profitable quarters with the cancellations of some rather large events. Currently the anticipated loss is roughly \$113,000. Of this total nearly half of the events that were forced to postpone have found alternate dates and rescheduled their events. Unfortunately, there may be some scheduling conflicts with events that typically occupy these dates later in the year.

Rev. Margaret Lovejoy made a motion to accept the financial reports as presented for the periods of February - May 2020. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

A. Ratify Payment Applications #8-12 to Scotty Taylor Construction, Improvements to Arena Complex, 2019.

Evelyn White made a motion to ratify and accept Payment Applications 8-12 as presented. Matt Vincent seconded the motion. All voted and approved.

B. Ratify Payment Applications #9-11 to Ellender Architects & Associates for Architectural and Engineering Services, Construction Observation Phase – Improvements to Arena Complex, 2019.

Matt Vincent made a motion to ratify and accept the Payment Applications 9-11 as presented. Evelyn White seconded the motion. All voted and approved.

C. Ratify acceptance to include the Inclement Weather and Emergency Conditions Policy to the Human Resources Policy Manual.

Rev. Margaret Lovejoy made a motion to ratify and accept the Inclement Weather and Emergency Conditions Policy to the Human Resources Policy Manual as presented. Matt Vincent seconded the motion. All voted and approved.

D. Ratify acceptance of the COVID-19 Coronavirus Pandemic Policy.

Coy Vincent made a motion to ratify and accept the COVID-19 Coronavirus Pandemic Policy as presented. Matt Vincent seconded the motion. All voted and approved.

E. Ratify extension of the COVID-19 Coronavirus Pandemic Policy (presented on April 7th and April 28th).

Matt Vincent made a motion to ratify and accept the extension of the COVID-19 Coronavirus Pandemic Policy as presented during the April 7th and 28th meetings. Coy Vincent seconded the motion. All voted and approved.

F. Ratify modification of the COVID-19 Coronavirus Pandemic Policy, Phase I return to work program beginning May 15, 2020.

Evelyn White made a motion to ratify and accept the modifications made to the COVID-19 Coronavirus Pandemic Policy, Phase I return to work program beginning May 15, 2020 as presented. Coy Vincent seconded the motion. All voted and approved.

G. Ratify bidding phase for Multi-Purpose Covered Arena & Events Center Roof Replacement Projects.

Mr. Moreno informed the Board that a pre-bid meeting will be held next week, and bidding will begin the second week of July. He will present these results at the July 15, 2020 meeting.

Matt Vincent made a motion to ratify and accept the bidding phase approval for the Multi-Purpose Covered Arena & Events Center Roof Replacement Projects as presented. Evelyn White seconded the motion. All voted and approved.

NEW BUSINESS:

A. Finance Committee Report – Review and Discuss proposed Fiscal Year 2020-2021 Operating Budget.

The Finance Committee met earlier this month to discuss the proposed Operating Budget for fiscal year 2020-2021. Mr. Moreno explained how the current restrictions issued by the State on occupancy will directly affect the upcoming budget period for fiscal year 2020-2021.

The Authority will experience significant mid-week revenue loss at the Arena due to the closure for the Roof Replacement Project. The substantial difference in lost income however will be from the Event Center. Current State Guidelines will only allow the facility to operate at a 250-person max capacity until further notice.

August does still have some rather large events on the books but may have to be further postponed and/or cancelled should these restrictions continue. As mentioned earlier, quite a few clients have already rescheduled for dates later in the fall but there are now limited options remaining for 2020. Overall the budget proposal does show a reduction in total income for the year of roughly \$100,000.00 from the previous year.

Coy Vincent made a motion to accept the proposed Operating Budget for fiscal year 2020-2021 as presented. Matt Vincent seconded the motion. All voted and approved.

B. Review and discuss proposed amendments to the facilities Rental Agreements.

Mr. Moreno discussed some proposed amendments to the Rental Agreements for both the Arena and Events Center. Most of these amendments were related to changes in specific times as they relate to deposits, refunds, balances due, cancellations, etc. Other changes included some minor grammatical errors and a more detailed list of prohibited flammable decorations.

There was an inclusion to the rental agreements that will now require from each renter a Securities and Damages deposit that was not previously present. Mr. Moreno explained to the board that this was necessary to ensure that each client closely adhere to the specific policies and procedures for the use of the facilities. Previously there was no recourse other than legal action should a client cause damage to any portion of the facility and/or breach any portion of the rental agreement. This deposit will for the most part keep the majority of the facilities clients mindful of adhering to all polices while utilizing the facility.

Coy Vincent made a motion to accept proposed amendments to the rental agreements as presented. Matt Vincent seconded the motion. All voted and approved.

C. Review and discuss proposed rate amendments to the Event Center Complex.

Mr. Moreno next presented a proposal to the Events Center's facility rates. Currently clients are charged separately for the rental of the room as well as any food and beverage brought into the facility. This fee was either added on the front end and charged as "outside vending", or the caterer would add their usage fee to the client's final bill.

While this fee worked well for some over the past several years, it actually confused and frustrated quite a few clients. May times their particular event was booked several months in advance and the additional outside vending fee would not appear until closer to the event and often times appeared misleading.

The new proposed rate structure will streamline the renting process in the sense that instead of renting the room for one rate then charging an additional fee for vending only one rate would be charged and include both. While not all events have food involved, over 80% of the rentals for the facility have some form of F&B and thus these new rates will be almost a complete wash. This proposed new rate structure will also lower the not for profit discounts from 30% down to 25% across the board.

After discussion, Evelyn White made a motion to accept the proposed rate amendment to the Event Center as presented. Matt Vincent seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Business First Bank submitted a proposal a few months back to provide financial services for the Authorities banking needs. After much consideration, the Authority will be changing financial institutions from Iberiabank to Business First after the new fiscal year. Once all documents to open the accounts are submitted, new signature cards will be required from all board members and management before the account can be activated.

Mr. Moreno informed the Board that due to this pandemic, two senior level employees were unable to use all of their accumulated vacation time prior to their anniversary date. Company policy states that an employee may roll over no more than 80 total hours per anniversary year. Mr. Moreno requested the board consider granting an amendment to the HR Policy and allow these additional hours to be carried over or allow the employees in question the option of cashing out the excess vacation time. After discussion the board agreed to offer the buyout of these hours for each of the two employees if they so choose in lieu of allowing additional hours to be rolled over into the next year. This is a one-time allowance due to the COVID-19 stay at home order.

Evelyn White made a motion to offer the buyout of these hours for each of these employees if they so choose in place of rolling over additional days, on a one-time only basis due to COVID-19. Matt Vincent seconded the motion. All voted and approved.

The City of Sulphur has accepted Arvel Loop as a public road and changed the name to W M Perkins Rd. Although this road still sits on property owned by the Authority, right-of-ways and all maintenance now fall under the jurisdiction of the City of Sulphur.

Mr. Moreno has spoken with the landowner to the west of the Events Center regarding buying additional property for future expansion. An appraisal would need to be done to determine the current value of the property. The landowner has stated that he will not sell this real estate for less than \$8 a square foot. In the event that the property in question does not appraise for more than this asking price, other land considerations for unusable property may be entertained to supplement this quote.

Matt Vincent made a motion to have Mr. Moreno move forward with an appraisal of the property in question. Evelyn White seconded the motion. All voted and approved.

In closing Mr. Moreno stated that a Celebration of Life in honor of Mr. Mike O'Quinn will be held June 27th @ 10 a.m. in Vinton. The town of Vinton has appointed Missy McClelland, Mr. O'Quinn's daughter to fill the unexpired seat on the board.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss Matt Vincent 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, July 15, 2020 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.