

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
September 18, 2019  
West-Cal Events Center  
Sulphur, Louisiana**

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

**Invocation pronounced by Rev. Meg Lovejoy**

**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
	Rev. Margaret Lovejoy-Board Member	Mike O'Quinn-Board Member
	Darwin Pinder-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	

Absent: Evelyn White- Secretary/Treasurer

Dr. George Vincent-Board Member

**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

Rev. Meg Lovejoy made a motion to accept the Agenda as presented. Mike O'Quinn seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Coy Vincent made a motion to accept the August 2019 regular meeting minutes as presented. Mike O'Quinn seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the Financial report for August 2019:

The Hotel Motel Tax for the 4th quarter has historically been received during the month of August (1<sup>st</sup> qtr.) following the conclusion of the quarter. This fiscal year the State issued the funds to the Authority during the actual 4<sup>th</sup> qtr. and only issued funds that were remaining to meet the Authorities current budget cap. The next disbursement of funds will be for the 1<sup>st</sup> full qtr. which ends in September and are expected to be received during the month of October.

The Events Receipt Report demonstrates somewhat less activity during the month of August and therefore a decrease on the Income line. There were a few cancellations during the month with little or no time to rebook the facility to other clients. Also contributing to this down time is one of the facilities major industry clients have recently completed renovations of a training center for their internal use, causing much slower activity from that particular client.

The first notable difference on the Expense side is on Salaries and Wages which also affects the line item for Benefits. Both items were under budget for the current month. Within the last week a full-time administrative position and two maintenance positions have been filled which should in time level out these line items. The second item of note is to the Insurance line. As previously discussed, there was a significant increase to the Property Insurance and also the continued fluctuations on the Workman's Compensation Policy.

Year-to-Date Income is \$8,000 over budget and Expenses are \$25,000 under budget. With the impact of the limited usage of the Arena during the ongoing renovations, the administration is working diligently to sustain the operating budget. Another summer of down time for roof repairs will be extremely difficult financially thus options for the least amount of displacement will be highly factored in.

Mike O'Quinn made a motion to accept the financial report as presented for August 2019. Coy Vincent seconded the motion. All voted and approved.

#### **OLD BUSINESS:**

##### **A. Multi-Purpose Arena-Renovations Project Update**

In Mr. Ellender's absence Mr. Moreno updated the Board on the status of the Improvements to the Arena Complex project that is currently underway. Proposed change order #2 to add the renovation of the Stall Barn restrooms was presented for review. The total for the change order came in at \$43,361.00. At this time Mr. Moreno has requested the quote be re-evaluated because some of the values seemed a little inflated for the work being requested.

The gas line has been installed and fed into the Arena. Mr. Moreno pointed out once again that Center Point Energy has completed this work at no cost to the Authority. Stainless counters; ceiling grids; and the pass-through door in the concession stand is now complete. Custom sink is due to arrive in mid October. The restrooms and resource room on the north end are all in progress as well. The goal is to have the north end of the Arena fully functional by the end of October and then shift focus on the south restrooms.

Dust suppression system should start piping at the end of the month. Estimated install time is 2-3 weeks. Electrical submittals are complete and the majority of the poles and fixtures have been ordered. A few fixtures needed more review to ensure if drivers would be needed or not.

Metal panels for the West Side of the building are being fabricated and then galvanized. Currently there is no estimated time for install on this portion of the project. Along with this project of bringing the louvered sections down to block the glare, the fencing height will also increase up to 8' to overlap the side wall panels thus ensuring the glare is taken care of. Mr. Moreno would like to suggest rather than placing wind screens as previously recommended that the Authority upgrade to a pre-woven slat which would minimize the wear and tear over time on the screens.

The HVAC submittals included 5-3-ton mini splits to be added to the current systems. The purpose was to have each mini split add conditioned air to each restroom and one to supplement the air in the concession stand. Unfortunately the current unit that supplies the concession stand area is in dire need of repair and may not be worth the time and effort. Mr. Moreno requested the engineers evaluate the possibility of completely replacing the current unit. However with this new unit comes new codes to improve the existing duct work. Current estimates are in the \$30,000 - \$35,000 range but a firm quote has not been supplied by the general contractor.

So as to not delay the design and installation schedule and impede the operations any further Mr. Moreno requested the board move forward with this change order via phone poll should the quote from the General Contractor come in under \$40,000.

#### **NEW BUSINESS:**

##### **A. Review and discuss Taylor Construction invoice #2 for Improvements to Arena Complex, 2019.**

Mr. Moreno presented Invoice #2 from Taylor Construction in the amount of \$127,628.70 for services rendered to date for the Improvements to the Arena Complex Project.

Rev. Meg Lovejoy made a motion to accept and pay Taylor Construction Invoice #2 in the amount of \$127,628.70 as presented. Coy Vincent seconded the motion. All voted and approved.

**B. Review and discuss Invoice #3 from Ellender Architects & Associates for Construction Observation Phase for Improvements to Arena Complex, 2019**

Mr. Moreno presented Invoice #3 from Ellender Architects & Associates in the amount of \$2,393.04 for architectural and engineering services for the 2019 Improvements to Arena Complex.

Rev. Meg Lovejoy made a motion to accept and pay Ellender Architects & Associates Invoice #3 in the amount of \$2,393.04 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**C. Review and discuss proposed bids for Anti-Scaling Water Treatment and Water Heater Replacement project.**

Two bids were received for the Anti-Scaling and Water Treatment system and Water Heater replacement. First bid submitted was by Abell Plumbing in the amount of \$52,500.00 and second bid was from Porche Plumbing in the amount of \$57, 975.00. Mr. Moreno requested that the Board consider the lowest bid for approval received from Abell Plumbing in the amount of \$52,500.00

Coy Vincent made a motion to accept the bid from Abell Plumbing in the amount of \$52,500.00 for the Anti-Scaling and Water Treatment system and Water Heater replacement as presented. Rev. Meg Lovejoy seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

Mr. Moreno updated the board on the status of the Hail Damage claim. The insurance company responded after reviewing the proposal submitted by the Authorities Architect. Although this proposal was a viable option, the insurance company stated that they would only financially participate in proposals for a "like-kind" replacement. The Architects have been asked to present a proposal for a complete roof replacement of both building using like-kind materials.

Lastly, Mr. Moreno visited Baton Rouge for a Capital Outlay training seminar last month. Currently there is no money allocated for Capital Outlay projects for the Authority. The seminar did give some guidance on the application and process by which funds are allocated which was very useful information. Mr. Moreno reminded the board that the deadline for resubmitting any Capital Outlay request is November 1<sup>st</sup> at midnight and that Myers and Associates will once again assist the Authority in the submission process.

**PUBLIC COMMENTS:**

NONE

**ADJOURNMENT:**

With no further business to discuss Rev. Meg Lovejoy made a motion to adjourn. Mike O'Quinn seconded. All voted and approved.

**The next regular meeting of the Board of Directors will be held on Wednesday, October 16, 2019 at 5:30 p.m. at the West-Cal Events Center, Sulphur, LA.**