

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
July 13, 2022  
West-Cal Events Center  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 pm 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	Evelyn White – Board Member
The Rev. Margaret Lovejoy-Board Member	J.C. Cormier- Board Member
Darwin Pinder – Board Member	Adrian Moreno-Executive Director
Joyce Anderson – Operations Manager	

Absent: Matt Vincent – Vice Chairman Missy McClelland – Secretary/Treasurer

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

Adrian Moreno requested to table Item 9C, review and discuss proposed Memorandum of Understanding with Calcasieu Parish Sheriff's Office due to the final draft not being received.

Rev. Lovejoy made a motion to accept the agenda amending Item 9C. J.C. Cormier seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Rev. Lovejoy made a motion to accept the June 2022 meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORTS:**

Mr. Moreno gave a summary of the Financial Report for June 2022:

The month of June closes out the 2021-2022 fiscal year. June was a very profitable month and closes the fiscal year on a very positive note.

The Income line for Interest Dividends is significantly above budget. This is due to an increase on the rate of return from 0.1-0.2% APR during the month of May to 1.3% APR for the month of June.

The Expense side is typically higher during the month of June as projects are finalized, maintenance issues are resolved, and supplies are purchased if budget allows before the close of the fiscal year. The line item for Advertising/Marketing includes a Sponsorship and Co-Op with the Louisiana High School Association on the ancillaries collected during the High School Rodeo State Finals.

Year-to-date Income is 26% above budget or \$130,000.00. The line item for regular Income is 28% above budget, the Concession Net line is 43% above, and the line for Other Income includes approximately

\$59,000 received for FEMA reimbursements thus far and nearly \$20,000 for surplus equipment sold during the year.

Year-to-date Expenses are 2-3% below budget which is just for operational expenses and not amounts budgeted for hurricane related repairs. Two remaining hurricane related projects and \$100,000 for two open construction projects which include the Arena Roof and Generator system will be accrued into next fiscal year.

The Cash Flow report for the end of the fiscal year has a balance of just over \$4 million dollars.

Evelyn White made a motion to accept the Financial Reports as presented for the month of June 2022. Rev. Lovejoy seconded the motion. All voted and approved.

#### **OLD BUSINESS:**

##### **A. Facility repairs update (Arena & Events Center Roof Projects)**

Two storm related repairs remain to be completed as they relate to FEMA, the digital marquee located at the entrance of West Cal Boulevard and the water feature at the Events Center. The digital marquee will be repaired where it stands, and the water feature will be removed and replaced with a decorative static sign.

To date there are no new updates on the roof repairs for the Arena. Last correspondence from the General Contractor was that he was seeking legal counsel to assist with the warrantee work needed for the repairs on the roofing material.

The damaged pump for the Events Center generator has been received, installed, and the system is nearing completion. The generator was supposed to go live on July 1<sup>st</sup> but another snag forced the system to be further delayed. There are some communication issues between the generator, the ATS (automatic transfer switch), and the BMS (Building Management System) that needs to be resolved. Essentially the surge in going back and forth from generator power has caused critical errors in the buildings HVAC system so a new program is being written to create timers for these systems to come back online both during normal power loss as well as during scheduled maintenance and testing.

#### **NEW BUSINESS:**

##### **A. Review and discuss Invoice #5 from Sulphur Electric Company, Inc. for Events Center Generator System, 2021.**

Mr. Moreno presented Invoice #5 from Sulphur Electric Company for the Events Center Generator Project in the amount of \$18,122.36.

J.C. Cormier made a motion to accept and pay Invoice #5 to Sulphur Electric Company in the amount of \$18,122.36. Darwin Pinder seconded the motion. All voted and approved.

##### **B. Review and discuss Invoice #6 for Ellender Architects & Associates for Architectural and Engineering Services, Observation Phase-Events Center Generator System, 2021.**

Mr. Moreno presented Invoice #6 from Ellender Architects & Associates for Architectural and Engineering Services for the Events Center Generator Project in the amount of \$340.00.

Evelyn White made a motion to accept and pay Invoice #6 to Ellender Architects & Associates in the amount of \$340.00 as presented. J.C. Cormier seconded the motion. All voted and approved.

**DIRECTORS REPORT:**

Mr. Moreno updated the board on the facility's current operations:

Mr. Moreno updated the board on the Memorandum of Understanding with the Calcasieu Parish Sheriff's Office as to why it was removed from the agenda. As discussed during the June meeting the Sheriff's Office requested to stage their emergency response vehicles and equipment in the event of a natural disaster at the Arena until the imminent danger is over. All vehicles will be removed from the Arena therefore not interfering with the current standing co-op with Entergy should they need utilization. The CPSO legal team provided a draft, however the Authorities legal requested one more revision regarding assistance with traffic flow prior to, during, and after the mobilization. No response was received prior to the board meeting.

The amendment to the Co-Op with Entergy is still under review with Entergy's legal team. In the event that a disaster would occur prior to these agreements being finalized the board would be polled for authorization in expediting the agreements.

Mr. Moreno updated the board on the Hurricane recovery efforts and progress in securing financial assistance from FEMA. FEMA has approved 50% of the remaining paperwork that has been submitted for damages related to the Hurricane Laura. This does not include the two projects that have already been paid out for the mold remediation and repairs to the South Wall of Events Center. Mr. Moreno has been diligently working with the Authorities FEMA Project Manager to stay on schedule for any monies eligible for reimbursement. Over \$400,000 worth of damages have been submitted to FEMA with up to 90% of these expenses possibly being reimbursed.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

With nothing further to discuss Rev. 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, August 17, 2022, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**