

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
May 18, 2016  
West-Cal Events Center  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 p.m. by Coy Vincent**

**Invocation pronounced by Mike O'Quinn**

**Pledge was led by Coy Vincent**

**ROLL CALL:**

Roll call was made with the following results:

Present:	Coy Vincent-Chairman	Meg Lovejoy-Vice Chairman
	Dr. George Vincent-Board Member	Mike O'Quinn-Board Member
	Evelyn White-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	

Absent: Greg Robertson-Secretary/Treasurer J.C. Cormier-Board Member

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

Meg Lovejoy made a motion to accept the proposed agenda as presented. Evelyn White seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Meg Lovejoy made a motion to accept the February 17, 2016 minutes as presented. Dr. George Vincent seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial reports as presented for February-April 2016 and explained some of the notable line items with the board.

The 2<sup>nd</sup> quarter Hotel Motel taxes were received in the month of February and were nearly 9% higher than the same reporting period from the previous year. Mr. Moreno explained the expense line for maintenance of property was over budget due to a sewer and water leak in the parking lot at the arena.

Income for all three months came in above budget. This was attributed to both facilities, but pointed out that in the month of April the Arena hosted the annual Trail Ride and it alone had a net profit of nearly \$22,000.

Year to date the income is 58% above budget and 1 ½ % over budget on the operating expenses. A budget adjustment may be required before the close of the fiscal year but Mr. Moreno stated that he will closely evaluate the budget and make a decision in June. Mr. Moreno reminded the board that the Authority must stay within a 5% variance in order to be in compliance with the Legislative Auditor.

Evelyn White made a motion to accept the February-April 2016 financial reports as presented. Mike O'Quinn seconded the motion. All voted and approved.

#### **OLD BUSINESS:**

Meg Lovejoy inquired on the status of a discussion during a previous meeting whether or not the Authority could be reimbursed state taxes from the worker camps. Mr. Moreno stated that he has not received any further indication that these rooms can be classified as hotel/motel rooms but will again look into this with the state.

#### **NEW BUSINESS:**

##### **A. Committee Report (Multi-Purpose Committee)**

The committee met in January to discuss current expansion plans to the Multi-Purpose Arena. The committee decided to set a budget not to exceed \$3 million dollars for the projects that were the Authorities top priority. Shortly following that meeting the state made the announcement that they would have to possibly make some necessary budget cuts to state wide dedications to include the Authorities funding. With these impending cuts the committee met again in February to re-evaluate the expansion needs and although the expansion of the facility are still in need the committee elected to narrow the expansion significantly until such time as they Authority has a better idea on the state's financial situation. The committee recommended proceeding with the expansion of the south end of the Arena and extend the truck and trailer parking on the west side of the complex as a first phase of the expansion with the other expansions to come in later phases.

Ellender Architect's presented a cost estimate of \$792,000 for the site work, parking lot extension and roping area addition to the arena. An add alternate was proposed to include an overhead irrigation system for an additional \$34,500.

Mr. EJ Ellender has requested the Authority initiate a written agreement for his services and the work that is not only being done but for all future expansion projects. Mr. Moreno reminded the board that Mr. Ellender has agreed to a rate of 7.5% for his architectural fees and that language is present should the board wish to terminate this agreement in the future.

Dr. George Vincent made a motion to accept the contract presented by Ellender Architect's, LLC. Meg Lovejoy seconded the motion. All voted and approved.

The board continued to discuss the proposed cost estimate and elected to accept the cost estimate as presented to include add alternate 1. The board would also like to propose an add alternate 2 if the 1<sup>st</sup> alternate does not include the area above the current roping box.

Meg Lovejoy made a motion to accept the cost estimate to include add alternate 1 and to propose add alternate 2 if needed. Evelyn White seconded the motion. All voted and approved.

##### **B. Review and discuss Cooperative Endeavor with Entergy Gulf States, LLC.**

Mr. Moreno presented the annual cooperative endeavor with the Entergy Corporation for use of the arena's property for staging and pre-staging use during storm restoration for the 2016 Hurricane season.

Dr. George Vincent made a motion to accept the Staging Consent & License Agreement with Entergy Co. as presented. Mike O'Quinn seconded the motion. All voted and approved.

### **C. Review and discuss Proposed Operating Budget for FY 2016-2017**

Mr. Moreno presented the proposed operating budget for the fiscal year 2016-2017. Mr. Moreno stated that this was for the boards review and should any board member have any questions to please contact him for discussion. The proposed budget will be presented for final approval at the June meeting.

### **DIRECTOR'S REPORT**

Mr. Moreno gave a brief update on the Authorities operations:

Mr. Moreno was asked to look into the property just to the north of the Events Center that the property owner mentioned he would consider donating to the Authority. The property has very poor drainage and is in a wetland area. The wetlands are not an issue so long as the dirt is not turned over and structures are built without mitigation. It would give the Authority an opportunity to maintain better visibility to the complex from the interstate. The Authority agreed to have Mr. Moreno contact the property owner and formally request to have the property donated to the Authority.

Dr. George Vincent made a motion to formally request a donation of the adjacent property from the property owner. Evelyn White seconded the motion. All voted and approved.

Mr. Moreno updated the board on the refinancing of the bonds for the Events Center project. The sale of the bonds were concluded on March 23, 2016 and are now being held with Whitney Bank at a rate of 2.78%.

The 3<sup>rd</sup> quarter Hotel Motel taxes were received in the amount of \$202,826, which includes the reduction of the Authorities Hotel/Motel cap from the State. Due to the state's financial crisis reductions were made to many state sales tax dedications in an effort to reduce their debt. The reduction for this fiscal year was in the amount of \$71,635 from the previous cap of \$1,067,098 bringing the Authorities new cap to \$994,000.

Rates from the LAMP account were received and they are currently at .39% which is higher than our current rate at Iberiabank. Once all of the setup details are finalized, the Authority will move \$3 million into this higher interest account.

Mr. Moreno also reminded the board of the Co-Op from the Parish regarding the benefits we receive from the Calcasieu Police Jury. It is required of all entities that utilize the benefits of the Parish to sign this cooperative endeavor. The Authorities legal counsel had some questions with the fees and some of the language used however the fees have always been paid since participating in this plan. One other item that was of concern was that that the Authority did not qualify for a retirement benefit package because they do not have a dedicated retirement package so the wording will have to be changed once the Police Jury's legal counsel has an opportunity to do so.

Evelyn White inquired as to the status on the new fence between the two properties. Mr. Moreno informed her that the required quotes have been received but the project has not been started as of yet.

**PUBLIC COMMENTS:**

**NONE**

**ADJOURNMENT:**

With no further business to discuss, Coy Vincent entertained a motion to adjourn.

**The next regular meeting of the Board of Directors will be held on Wednesday, June 15, 2016 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**