

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
December 14, 2022
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:00 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	Matt Vincent – Vice Chairman
Missy McClelland – Secretary/Treasurer	Evelyn White – Board Member
The Rev. Margaret Lovejoy-Board Member	J.C. Cormier- Board Member
Adrian Moreno-Executive Director	Joyce Anderson – Operations Manager

Absent: Darwin Pinder – Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mr. Moreno requested Items 9A & 9B be deleted from the Agenda.

J.C. Cormier made a motion to delete items 9A & 9B and accept the agenda with amendments. Missy McClelland seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Missy McClelland made a motion to accept the November 2022 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 November 2022:

Income for the month of November ended with very positive numbers. The Other Income line item is the most notable account with a significant variance. The variance is due to receipt of funds from FEMA for Hurricane Laura related damages which include the Arena building and grounds in the amount of \$137,532.85. These damages were Category E damages which again related to a 90% reimbursable rate. The Category that includes the Events Center building has been obligated in the amount of \$233,000 and should be received soon. Interest and Dividends continue to increase with the interest rate just above 4%.

The Expense line continues to remain over the projected budget amounts due to the unforeseen rise in the cost of the utilities and insurance lines. Efforts continue to control usage without interfering with the client's comfort.

Year-to-Date Income is 20% above budget or \$46,000. Expenses are 20% above budget as well. Management is optimistic that they will be able to reduce a large portion of the overage on expenses by the end of the fiscal year.

The Cash Flow report for the end of the fiscal year reflects a current balance of just over \$4.3 million dollars.

Missy McClelland made a motion to accept the Financial Reports as presented for the month of November 2022. Rev. Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

None

NEW BUSINESS:

A. Review and discuss acceptance of the Louisiana Compliance Questionnaire for Audit Engagements of Governmental Agencies

Mr. Moreno presented the completed Louisiana Compliance Questionnaire for fiscal year 2021-2022 that is required by all governmental agencies entering an audit engagement. The Legislative Auditor requires all governmental agencies to have this questionnaire approved by their respective governing bodies prior to the commencement of the audit.

Matt Vincent made a motion to accept the Louisiana Compliance Questionnaire for Audit Engagements of Governmental Agencies as presented. J.C. Cormier seconded the motion. All voted and approved.

B. Review and discuss proposed Right-of-Way with Entergy Corporation, LLC

In conjunction with the RV expansion project at the Arena that will add 25 RV hookups on the westside of the complex, Entergy needs a resolution passed granting them a Right-of-Way to access the underground conduit that was installed back in 2017. They will provide primary power to transformers located at the edge of the property through these conduits and need official access.

Evelyn White made a motion to accept the Resolution authorizing a Right-of-Way of the Authority's complex with Entergy Corporation as presented. Rev. Lovejoy seconded the motion. All voted and approved.

C. 2023 Executive Committee Nominations

Mr. Moreno reminded the board of the Authorities by-laws that state no member of the Executive Committee may sit in a position for more than two (2) consecutive terms. The current Executive Board has been in place for 2 years and a new Executive Committee must now be voted on and in place prior to the start of the new calendar year. A nomination and election process were conducted with the following results:

Missy McClelland made a motion to nominate Matt Vincent as Board Chairman for the West Calcasieu Parish Community Center Authority for the 2023 calendar year. Evelyn White seconded the motion. All voted and approved.

Matt Vincent made a motion to nominate Missy McClelland as Board Vice-Chairman for the West Calcasieu Parish Community Center Authority for the 2023 calendar year. J.C. Cormier seconded the motion. All voted and approved.

J.C. Cormier made a motion to nominate The Rev. Margaret Lovejoy as Secretary/Treasurer for the West Calcasieu Parish Community Center Authority for the 2023 calendar year. Missy McClelland seconded the motion. All voted and approved.

Executive Committee for the 2023 calendar year:

Matt Vincent-Chairman
Missy McClelland-Vice Chairman
The Rev. Margaret Lovejoy-Secretary/Treasurer

DIRECTORS REPORT:

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

Mr. Moreno took a moment to give credit to the staff for the success both facilities continue to have. He asked that if possible the board thank the staff personally at the annual Safety Meeting that was set to take place following the conclusion of the evenings board meeting. These employees are the true heroes of the organization and deserve every bit of the recognition.

The Generator Project is officially complete and the Clear Lien Certificate received from the contractor. There was however an invoice charged to the Authority for services requested by the Contractor that has yet to be resolved. The Contractor has been asked several times to pay the invoice but records show that this is still pending. Before the project is closed out and all monies paid, Mr. Moreno would prefer that this invoice be resolved. Mr. Moreno stated he will follow up in the coming days and hopes to get this resolved prior to the January meeting.

As mentioned earlier, the Audit for the Fiscal Year 21-22 has been completed and will be presented during January's board meeting. Once again the Authority received a clean audit with no findings. There were a few items that were brought to managements attention in the AUP report that will be discussed more thoroughly in January.

ACT 199 Cooperative Endeavor Agreement with the State Treasury Department that is required each year before any funds from the Hotel-Motel tax revenues are released has been officially approved. Discussions with the states liaison within the Treasury Department have begun with the next step in the process which is recuperating these funds. Mr. Moreno explained to the board that this is a very detailed process that includes receipts for every amount that is reported and must be provided quarterly before any monies are released.

Mr. Moreno informed the board of his concerns with the Authority funds and that each year there are significant funds that must be carried over to the following year. He stated that he will be visiting with the local legislative delegation in the coming weeks and begin discussions on the possibility of increasing the Authorities annual cap during the next legislative session.

Lastly Mr. Moreno presented the outgoing Chairman, Coy Vincent with a plaque commemorating his two-year term as Chairman of the Board for the West Calcasieu Parish Community Center Authority.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss meeting adjourned.

The next regular meeting of the Board of Directors will be held on Wednesday, January 18, 2023., at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.