

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
January 15, 2020
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by Rev. Margaret Lovejoy

Pledge was led by Matt 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	Matthew Vincent-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager
	Michelle Gordon-Administrative Clerk	

Absent:	Evelyn White- Secretary/Treasurer	Mike O'Quinn-Board Member
	Darwin Pinder-Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

The board accepted a motion to move item 9A - Review and discuss annual audit for period ending June 30, 2019 (Steven DeRouen & Associates, CPA) to be presented before Old Business.

Coy Vincent made a motion to accept the amended Agenda as presented. Rev. Margaret Lovejoy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the December 18, 2019 regular meeting minutes as presented. Rev. Margaret Lovejoy seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

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

The month of December closes out the 2nd quarter of the current 2019-2020 fiscal year. December income for the Arena was higher than previous years due to one the complexes' larger clients picking up an extra date. Events Center numbers closed on average for the month. The only item of note on the Expense side was for another premium adjustment for the workers compensation policy.

The organization is halfway through the fiscal year and year to date are 13% above budget on the income side or about \$34,000.00 over projected revenue. Expenses are down 12% YTD with the

only major concern being the Insurance line item and the roughly \$15,000 increase to the property premium. All in all the organization is still in good financial position even with the loss of one of the facilities primary clients last year.

Cash Flow Report projects a balance of \$4.8 million for the end of the fiscal year. This amount will increase at the close of the renovation project should the insulation not be added back into the original bid.

Coy Vincent made a motion to accept the financial report as presented for January 15, 2020. Rev. Margaret Lovejoy seconded the motion. All voted and approved.

9A. Review and discuss annual audit for period ending June 30, 2019 (Steven DeRouen & Associates, CPA)

Mr. DeRouen with Steven DeRouen & Associates, CPA presented the Audit Report for the Fiscal Year 2018-2019. Mr. DeRouen reviewed and discussed the financial analysis of the Authority, comparing 2019 and 2018. Current assets are very strong and Capital Assets had a small decrease due to depreciations. The change in fund balance/net position for the Authority was \$223,256.

The Authority received an unmodified opinion by the auditors on the financial statement as of June 30, 2019 which means in their opinion, the financial statements present fairly, in all material respects, and the respective financial position of the governmental activities and each major fund of the West Calcasieu Parish Community Center Authority as of June 30, 2019, and the respective changes in financial position, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Mr. DeRouen also presented the Statewide Agreed-Upon Procedures Report. The only item worth noting was the Authority, although policies were in place, did not have written procedures for backing up the organizations data. This requirement from the state is relatively new and the Administration has now added this policy to the standard Operating Procedures Handbook. Mr. DeRouen noted that this report does not bear the same weight as the Annual audit but focuses primarily on operational procedures.

Coy Vincent made a motion to accept the Annual Audit Report and Statewide Agreed-Upon Procedures Report for the Fiscal Year 2018-2019 as presented. Rev. Margaret Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

A. Multi-Purpose Arena-Renovations Project Update

Mr. Ellender of Ellender Architects & Associates presented an update for the Arena renovations project. The project is currently 85% complete and on schedule to be substantially complete within the next few weeks. Final adjustments are being made to the dust control sprinkler system, barn restrooms, and the south restroom renovations are nearing completion.

Lighting upgrades are still in progress but should be winding down by the end of the month with the fencing and overhead doors possibly extending into early February.

B. Roofing Project Update (Mr. Ellender)

Mr. Ellender updated the board on the process for the re-roofing project for the multi-purpose Arena as well as the Events Center. The goal is to have the plans and specifications completed by March or early April and submit them to the insurance company for review. Once that is complete then the project can be released for bid and hopes to begin construction by June.

Time frame for the project is 3-4 months for the Events Center with the Arena taking longer at an estimated 8 months to complete. The largest challenge outside of mother nature and schedules is the new codes that the arena may have to adhere to with regards to wind loads.

Mr. Ellender also touched base on the insulation of the Arena roof. It is his recommendation to not include the insulation on the roofing project but instead to wait until this project is completed to have new test points conducted on the new roof. Mr. Moreno pointed out that this would ultimately leave the arena without a large portion of sprayed on insulation for several months until such time as another down time could be schedule in the summer of 2021.

NEW BUSINESS:

B. Review and discuss Taylor Construction invoice #6 for Improvements to Arena Complex, 2019.

Mr. Moreno presented Invoice #6 from Taylor Construction in the amount of \$105,150.75 for services rendered to date for the Improvements to the Arena Complex Project.

Coy Vincent made a motion to accept and pay Taylor Construction Invoice #6 in the amount of \$105,150.75 as presented. Rev. Margaret Lovejoy seconded the motion. All voted and approved.

C. Review and discuss Invoice #7 from Ellender Architects & Associates for Construction Observation Phase for Improvements to Arena Complex, 2019

Mr. Moreno presented Invoice #7 from Ellender Architects & Associates in the amount of \$1,971.58 for architectural and engineering services for the 2019 Improvements to Arena Complex.

Matt Vincent made a motion to accept and pay Ellender Architects & Associates Invoice #7 in the amount of \$1,971.58 as presented. Coy Vincent seconded the motion. All voted and approved.

D. Review and discuss 2020 Committee Assignments

Mr. Cormier reviewed the 2020 Committee assignments for the upcoming calendar year as follows:

Executive Committee:

J.C. Cormier-Chairman (member at large for all other committees)

Coy Vincent-Vice Chairman

Evelyn White-Secretary/Treasurer

Finance:

Evelyn White-Chairman

Coy Vincent

Meg Lovejoy

Human Resources:

Coy Vincent

Mike O'Quinn

Matt Vincent

Multi-Purpose Arena:

Darwin Pinder

Meg Lovejoy

Matt Vincent

Events Center:

Evelyn White

Mike O'Quinn

Darwin Pinder

DIRECTOR'S REPORT:

Mr. Moreno updated the Board on the Park and Rides request for additional parking spaces and that he has still not been able to confirm any other rates at other local lots. Most lots are privately owned so much of the details with regards to rates are not readily available.

Mr. Moreno informed the Board that a sub-contractor from the I-10 paving project has expressed interest in leasing some of the Authorities property to facilitate a concrete crushing staging area before the material gets sold and hauled off site. The project is expected to last 1-2 years. The board discussed the pros and cons and elected to pass on the opportunity.

Mr. Moreno reminded the board that the organization is in the middle of Mardi Gras season and that staffing schedules will be varied midweek throughout the season to accommodate the heavy

weekend use. Should any board member need anything from the Administration to please give them ample notice to respond.

As of now there were no new updates to the Arvel Loop dedication but again reiterated that the Mayor has agreed to update the board as any new developments become available. The new Board member page to the website is under construction but not yet live. This should be completed in the next few weeks.

Lastly Rev. Margaret Lovejoy asked the Administration to look into the possibilities of adding a recycling program at the facility. She stated that there is an organization in town that would come and pick up the recyclables at no cost to the Authority. Mr. Moreno stated that he would research the options and get back with her to communicate with the organization that will facilitate the removal of materials.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss Matt Vincent made a motion to adjourn. Coy Vincent seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, February 19, 2020 at 5:30 p.m. at the West-Cal Events Center, Sulphur, LA.