

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
June 15, 2016  
West-Cal Events Center  
Sulphur, Louisiana**

**Meeting was called to order at 5:32 p.m. by Coy Vincent**

**Invocation pronounced by Mike O'Quinn**

**Pledge was led by Mike O'Quinn**

**ROLL CALL:**

Roll call was made with the following results:

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

Absent:	Greg Robertson-Secretary/Treasurer	Dr. George Vincent-Board Member
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**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

Meg Lovejoy made a motion to accept the proposed agenda as presented. J.C. Cormier seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Meg Lovejoy made a motion to accept the May 18, 2016 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 reports as presented for May 2016 and explained some of the notable line items with the board.

Once again the month of May was a very successful month with regards to Income. The 3<sup>rd</sup> quarter Hotel Motel taxes were received in the amount of \$202,826, although the financial report does not reflect that amount. This is due to the new bond agreement which states that the proceeds for the Hotel Motel tax will be directly sent to the paying agent Whitney Bank. Whitney will withhold the funds for the debt service payment due annually then forward the remaining balance to the Authority. The amount received does include the recent reduction by the State in the amount of \$71, 635 due to the States current budget crisis. Mr. Moreno has been in contact with the Treasury Department and at this time the new cap for the Authority is \$994,000 and any monies in excess to the cap can be requested through a BA 7 request. Mr. Moreno stated that moving forward once the State has finished the session for this fiscal year he will visit with the local legislative representatives and seek an increase to the Authorities cap.

Income and expenses were both somewhat over budget for the month of May. One of the more notable items was for Advertising which was due to a miscommunication between the ad agency and the marketing firm as to who was responsible for paying the invoices. Lastly the line item for maintenance of

property and equipment was approximately \$6,000 over budget with the majority of this due to unplanned repairs to the facility which include the sprinkler system, the public address system, and an underground water leak.

Year to date the Authority is \$198,000 over budget or 60% up on Income while Expenses are \$12,000 over budget or 1%. Mr. Moreno reminded the board that the legislative auditor's office allows the Authority a 5% variance before any findings are passed down. Currently there is no need for an amendment but should any other unforeseen repairs or emergencies come up a special meeting will be called to amend the budget before the end of the fiscal year.

Evelyn White made a motion to accept the May 2016 financial reports as presented. J.C. Cormier seconded the motion. All voted and approved.

#### **OLD BUSINESS:**

##### **A. Arena expansion update (Mr. Moreno)**

Mr. Moreno presented the Arena expansion update in Mr. Ellender's absence. Last month the board had an opportunity to review the cost estimate presented and requested to have a few items clarified. The first item pertained to add alternate #1 and whether or not this included the existing roping area that is to be expanded which it did not. It was agreed to add this as add alternate #2 in the bid. The other question that was raised was if the aggregate parking extended all the way to the southwest corner of the Authorities property which it does. Underground drainage would start at the back of Events Center and continue down to the same Southwest corner. Mr. Ellender is expecting everything to be finalized for the project and out to bid by the end of the month. He would like to schedule a bid opening for the end of July and award bids during August if not sooner. The board had a few questions regarding the quantity of additional parking that would be provided with the expansion and the potential affects the construction will have on the Cal Cam Fair but Mr. Moreno assured the board that he will work out these details with the contractor so as to not impede the fair traffic.

#### **NEW BUSINESS:**

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

Mr. Moreno presented the proposed Operating Budget for FY 2016-2017 for approval. The board was presented with a preliminary proposal last month and Mr. Moreno explained a couple of changes and discussed the variances from the current fiscal year.

Mike O'Quinn made a motion to accept the proposed Operating Budget for FY 2016-2017 as presented. Meg Lovejoy seconded the motion. All voted and approved.

##### **B. Review and discuss current Rental Agreement and Deposit policy**

Mr. Moreno reintroduced the current rental agreement and deposit policy for the Events Center where it states that a deposit is required 9 months prior to the event to secure the date. With the current demand of the facility and requests for some rentals being a minimum of 18 month's prior, the 9-month requirement puts the administration in a position to have a client wait up to 9 months to guarantee a booked date. Mr. Moreno proposed to the board to decrease the grace period for the deposit

requirement and after discussion the board decided to remove the grace period in its entirety. The new policy will read that all deposits are due at the time of booking in order to secure the date.

Evelyn White made a motion to remove the grace period for deposits on the rental agreement document effective immediately. J C Cormier seconded the motion. All voted and approved.

#### **C. Review and discuss Addition of Sexual Harassment Policy proposal**

Mr. Moreno explained to the board that it was brought to his attention that the current Employee handbook does not include a Sexual Harassment Policy. A proposed policy was presented to the board for their consideration.

Meg Lovejoy made a motion to accept the proposed Sexual Harassment Policy as presented and to have it included in the Authorities Personnel Policy Manual. Evelyn White seconded the motion. All voted and approved.

#### **DIRECTOR'S REPORT**

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

Mr. Moreno updated the board regarding the LAMP account. The LAMP account has been established and \$3 million of the \$6 million in reserves has been deposited into this higher interest account.

The letter formally requesting a donation of the adjacent property that was approved during the previous meeting has been sent and will begin working out the details with the property owner.

Mr. Moreno also brought to the boards attention that the property to the West of the Events Center is still available for sale if they foresee any expansions to the Events Center. Currently the Authority has room for a possible expansion but would be limited in parking.

The project for the installation of security cameras and access to the Events Center has been completed. This added feature will keep the facility under 24 hour surveillance to include glass breaks and video monitoring.

Mr. Moreno requested that the board consider moving the regularly scheduled board meeting in July to an alternate date because he would be on vacation during the 3<sup>rd</sup> week of July.

Evelyn White made a motion to reschedule the regular board meeting to July 27, 2016. J.C. Cormier seconded the motion. All voted and approved.

#### **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, July 27, 2016 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**