

West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
May 15, 2024
West-Cal Events Center
Sulphur, Louisiana

Meeting was called to order at 5:30 pm by Missy McClelland

Invocation pronounced by Rev. Margaret Lovejoy

Pledge was led by Missy McClelland

ROLL CALL:

Roll call was made with the following results:

Present:	Missy McClelland – Vice Chairman	Coy Vincent - Board Member
	Evelyn White – Board Member	Robert LeTard- Board Member
	Darwin Pinder – Board Member	Adrian Moreno-Executive Director
	Joyce Anderson – Operations Manager	Judge Tommy Quirk – Legal Counsel

Absent: Matt Vincent - Chairman

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the April 2024 meeting minutes as presented. Bobby LeTard seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a brief summary on the Financial Reports for the month of April 2024:

Once again April proved to be a very positive month in terms of revenue for the Authority. The projected revenue forecast was surpassed in the Income line item by \$25,500; Concession Net by \$10,900; and \$8,400 in the interest line item. A \$13,900 difference on the Other Income Line item was due to a dividend from the Authorities Workman's Compensation account. As a reminder Mr. Moreno stated that these dividends are calculated based on the previous year and with the revenue streams thus far this fiscal year these rates will likely increase during the next audited period. Nothing out of the ordinary was reported on the Expense Line Items for the month.

Closing the month of April does leave just two months remaining until the end of the Fiscal Year. Total revenues year to date are up 61%, approximately \$568,000 with self-generating revenues also up 61%, or approximately \$308,000. Expenses continue to stay streamlined and are holding steady at 4% above projected budgets.

Mr. Moreno closed his report by explaining in more detail the differences in this month's Cash Flow Report. Projections are forecasted at the beginning of the year for Income and Expenses but also for Capital Outlay and Construction projects. Some of the projected construction and capital projects will not be completed by the end of the current fiscal year so these line items have been updated to reflect these changes. The

previous month's forecast projected the end of year Cash Flow around \$4.8M but now have a projection of \$5.2M.

Rev. Lovejoy made a motion to accept the Financial Reports as presented for the month of April 2024. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

Review and discuss proposed change order #2 – Warrantee Work to Roof Replacement to Arena Complex Project, 2020.

Rev. Lovejoy made a motion to accept Change Order #2, Warrantee Work to Roof Replacement to Arena Complex, 2020. Coy Vincent seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Professional Services Agreement with Meyers & Associates

Coy Vincent made a motion to accept the Professional Services Agreement with Meyers & Associates as presented. Bobby LeTard seconded the motion. All voted and approved.

B. Review and discuss Task Order #1 & #2 from Meyers & Associates for General Additional Services, and Arena Improvements, Stall Barn Facility.

Bobby LeTard made a motion to accept the task Order #1 & #2 from Meyers and Associates for General Additional Services and Arena Improvements, Stall Barn Facility. Coy Vincent seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations of the Authority.

Mr. Moreno informed the board that the 3rd quarter progress report has been submitted to the Treasury Department for the release of funds. The 3rd quarter receipt totaled just over \$555,000 leaving just over \$40,000 remaining to meet the annual cap on the Authorities collections of \$1,500,000. Mr. Moreno was hopeful that the funds for the entire fiscal year would have been received during the actual calendar periods however some of the larger construction projects for the year never came to fruition.

Mr. Moreno notified the board of a potential cooperative endeavor with Advanced Office Products for a fiber optic cabinet located on the property. AOP wishes to expand its fiber optic footprint and needs a cabinet off the interstate with 24-hour access. In return for the space AOP would consider a reduced rate for internet connection for the facility. Mr. Moreno stated that once a full proposal is submitted then he would ask the Authorities legal counsel to review the proposal before presenting it to the board.

Mr. Moreno also reminded the board that this evening marks the deadline to submit the state required Financial Disclosure reports and that the board will also have to undergo a sexual harassment training annually as required by the state.

Lasty Mr. Moreno informed the board that the Finance Committee will be meeting on Thursday June 13th to review the proposed amendments to the current fiscal year budget as well as review the proposed Operating

Budget for the upcoming 2024-2025 fiscal year. The June board meeting will need to be pushed back one week to the 26th so that Mr. Moreno may appear in court on a workers' compensation lawsuit.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss Rev. Lovejoy made a motion to adjourn. Motion was seconded by Evelyn White. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, June 26, 2024., at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.