

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
October 19, 2022
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 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	Missy McClelland – Secretary/Treasurer
Evelyn White – Board Member	The Rev. Margaret Lovejoy-Board Member
J.C. Cormier- Board Member	Darwin Pinder – Board Member
Adrian Moreno-Executive Director	Joyce Anderson – Operations Manager

Absent: Matt Vincent – Vice Chairman

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Missy McClelland made a motion to accept the September 2022 meeting minutes as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a summary of the Financial Report for September 2022:

Mr. Moreno was pleased to report that Income for the month of September met the projected budget. The line item for Other Income was well above budget, as well as Interest and Dividends earned which continues to increase with interest rates improving and nearly 3%. Other Income consists of additional surplus equipment that was auctioned off through Gov Deals and a \$65,000 FEMA reimbursement for Category G damages to the Maintenance facility.

Unfortunately the Expenses line continues to remain over projected budget amounts. Mr. Moreno reminded the board that he did meet with the representative for Entergy and they have assured us that the complex is on the best rate plan available. Continued efforts will be made to monitor consumption without interfering with comfort of the facilities guests. If a budget amendment will be needed it will be addressed closer to the end of the fiscal year:

The line item for Professional Services was also slightly above budget for the month due to a complete and much needed stripping and rewaxing of the lobby floors.

The month of September does close out the 1st quarter of the fiscal year. Year-to-Date Income is 15% above budget or \$20,000 on just facility generated revenues. Once Other income and interest items are factored in Income is 76% above budget or \$108,000. Expenses are 30% above budget or \$130,000. Factoring in the line items that are outside of the facilities control such as Insurance and Utilities, the facility sits at only 3% above budget.

The Cash Flow report for the end of the fiscal year reflects a current balance of just over \$3.5 million dollars.

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

OLD BUSINESS:

None

NEW BUSINESS:

A. Review and discuss cost estimates for additional RV parking

Mr. Moreno presented a cost proposal provided by Ellender Architects and Duplantis Design Group for options regarding new RV spots located at the western most side of the property as well as electrical upgrades to the existing RV pedestals located around the arena. The board discussed the presented proposal and the various options.

Rev. Lovejoy made a motion to proceed with construction of the new RV spaces along the west property line as presented with the inclusion of concrete bollards for each space. The motion includes acceptance of electrical upgrades to the existing RV spaces at the Arena once Mr. Moreno is able to verify the scope of the work needed. Evelyn White seconded the motion. All voted and approved.

B. Review and discuss proposed Resolution with the State of Louisiana Treasury Department

In accordance with the guidelines set for in Act 199 of the 2022 Legislative session, a Cooperative Endeavor Agreement is needed between the Authority and the Department of the Treasury before any funding will be released. Mr. Moreno presented the following Resolution to the Board:

RESOLUTION

A RESOLUTION AUTHORIZING THE WEST CALCASIEU PARISH COMMUNITY CENTER AUTHORITIES' EXECUTIVE DIRECTOR, MR. ADRIAN MORENO TO ENTER INTO AND EXECUTE ON BEHALF OF THE AUTHORITY ALL AGREEMENTS WITH THE LOUISIANA STATE TREASURY DEPARTMENT RELATIVE TO THE MATTERS CONTAINED IN ACT 199 OF THE 2022 REGULAR LEGISLATIVE SESSION.

J. C. Cormier made a motion to accept the Resolution as presented. Missy McClelland seconded the motion. All present voted and approved.

DIRECTORS REPORT:

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

The Cal Cam Fair was once again hosted at the Arena last month. Despite the absence of the facilities Maintenance manager due to illness leading up to and during the event, the staff came together and presented a clean and safe facility for the event.

Mr. Moreno reminded the board that the 2023-2024 Capital Outlay applications are being prepared by Andrea Carter with Myers and Associates. This will be the 7th year that these requests have been submitted. Mr. Moreno commented that reducing the magnitude of the request into smaller increments may increase the possibility of either of these projects being funded.

In addition to the RV expansion project, Ellender Architects with the assistance of Duplantis Design Group have also been working on the redesign of the entrance sign for the Events Center. The board reviewed a couple of options back in August that will provide an attractive entrance feature that is much easier to maintain. Cost estimates for the sign are projected at just over \$100,000.

An estimate was received for the repairs to the marquee sign on Hwy 1256 which includes a completely new digital sign to replace the older Daktronics sign that is no longer functional. The hope is to have this sign fully restored to pre storm conditions by the 3rd quarter. The cost estimate is just under \$100,000, and if all goes well should be reimbursed by FEMA at 90%.

With that Mr. Moreno updated the board on current progress with FEMA reimbursements related to Hurricane Laura. The total for hurricane related damages to date are estimated to be around \$660,000. The damages were broken down by categories and projects and to date the Authority has received 4 of the 6 project reimbursements in the amount of \$170,800. There are two significant projects that remain incomplete, the road marquee and the Events Center entrance sign. Cost estimates on both have been received and one is actually days away from being awarded. Damages to the Arena have been approved and funds should be released any day now in the amount of \$137,000. The project that includes Events Center damages are in the final stages of approval and total around \$280,000.

Lastly, Mr. Moreno updated the board on the Arena roof project. Since the paint finish warrantee for the roof is under the Authorities name it was advised by legal counsel to send a letter to the manufacturer disputing the original conclusion on the reasoning behind the paint deficiencies. The letter detailed the intent of the Authority to seek a second opinion on the possible causes for the damage. No repairs to the damaged roof will move forward until such time as the manufacturer has had an opportunity to respond.

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, November 16, 2022, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.