West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
October 23, 2024
West-Cal Events Center
Sulphur, Louisiana

Meeting was called to order at 5:50 pm by Matt Vincent

Invocation pronounced by Rev. Margaret Lovejoy

Pledge was led by Matt Vincent

ROLL CALL:
Roll call was made with the following results:

Present:	Mat Vincent – Chairman	Rev Margaret Lovejoy-Secretary/Treasurer
	Darwin Pinder – Board Member	Robert LeTard- Board Member
	Adrian Moreno-Executive Director	Joyce Anderson – Operations Manager
Absent:	Missy McClelland – Vice Chairman	Evelyn White – Board Member
	Coy Vincent - Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:
Rev. Lovejoy made a motion to accept the agenda as presented. Darwin Pinder seconded the motion. All voted and approved.

APPROVAL OF MINUTES:
Rev. Lovejoy made a motion to accept the August 2024 meeting minutes as presented. Darwin Pinder 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 August & September 2024:

Nothing out of the ordinary to report with regards to the income and expenses in the month of August. The month was a busier month that the previous year with the facility hosting two large school fundraisers as well as a couple of new social events on the books for 2024.

Moving on to September, this closes out the first qtr. of the new fiscal year with some positive numbers to report. The Hotel/Motel deposit in the amount of $40,085 was the final collection for the previous CEA with the Treasury department. As a reminder, the previous CEA with the state included an increase in the collection cap to recuperate excess funds from previous fiscal years. There were some earlier concerns that the increased $1.5M cap would not be met with the slight decline in Hotel/Motel utilization over the past year however that was not the case.

With regards to expenses, there were a few items that were needed to facilitate the large contract with a local Industry client that will be discussed later in the Surplus property report. Outside of that there were no real items of note to report on the Authorities 1st qtr. expenses.

Year to date the Authority is showing just over $14K in self-generating revenue over budgeted projections. Although these are positive numbers to report, this is roughly $20K short of where the Authority was at in the same period last fiscal year. Expenses are currently 6% below projected budgets or $35,000, which is

$10,000 more than the previous 1st fiscal quarter. The end of year cash flow reflects $2.7M in available cash for the Authority with still the Barn expansion project set for this fiscal year.

Rev Lovejoy made a motion to accept the Financial Reports as presented for the months of August & September 2024. Bobby Letard seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena Roof Update

Mr. Moreno updated the board on the status of the warrantee repairs to the Arena roof that were a result of a bad batch of panels on the first section that was replaced in 2021. The contract or was given several windows of opportunity this past summer to facilitate the replacement of these panels and were almost all completed during this period. There were some touch-up items that were noted by the supplier at a recent site meeting that needed to be addressed, and these were able to be completed without affecting the operations of the facility. What remains now is the re-insulation of the new panels, which will take place over a 2-week period in December when the facility once again has a window of opportunity. Once this is completed all that will remain is to make one final verification that all leaks have been addressed so that all remaining punch list monies may be released.

NEW BUSINESS:

A. Review and discuss preliminary design invoice for Events Center Expansion from Ellender Architects and Associates, LLC.

B. Review and discuss preliminary design invoice for Stall Barn Addition from Ellender Architects and Associates, LLC

The two invoices from Ellender Architects and Associates were discussed in length by the board.

The above two items were tabled until next month to allow the legal team to review the agreements between the Authority and Ellender Architects

C. Review and discuss proposed Right-of-Way from Entergy Louisiana, LLC.

Mr. Moreno presented a Right-of-Way draft from Entergy Louisiana LLC., and the Authority for a section of property that is located on the new donated section of property from the Sulphur Group in 2021. Mr. Moreno also stated that in its Act of Donation agreement, the Sulphur Group retained all rights for any compensation for the amended or future ROW on the section of property in question. As such, the Sulphur Group was also listed in the ROW from Energy and the Authority. Legal has reviewed the ROW and has no objections.

Bobby LeTard made a motion to approve the Right-of-Way agreement with Entergy Louisiana, LLC and Sulphur Group as presented. Rev. Lovejoy seconded the motion. All voted and approved.

D. Review and discuss proposed Resolution with the State of Louisiana Treasury Department for Act 4 of the 2024-2025 Legislative Session

Mr. Moreno informed the board that the new Act 4 of the 2024-2025 Legislative Session requires a Cooperated Endeavor Agreement between the Treasury Department and the Authority and with that a resolution from the Board authorizing the Executive Director to enter into and execute on the Authorities behalf all documents relative to this CEA. Mr. Moreno informed the board that the cap for the new fiscal year is now set at $1,292,593.

Rev. Lovejoy made a motion to adopt a Resolution with the State of Louisiana Treasury Department for Act 4 of the 2024-2025 Legislative Session as presented. Darwin Pinder seconded the motion. All voted and approved.

E. Review and discuss continued participation in the Louisiana Community Development Authority (LCDA)

Mr. Moreno discussed with the board the option of continued participation with the LCDA and its potential benefits for funding assistance for future projects. Mr. Moreno reminded the board that there was no fee for participation with the organization, only that the board chose someone to represent them at the annual Board of Directors meeting in Baton Rouge.

Bobby LeTard made a motion to continue membership in the Louisiana Community Development Authority and appointed the Authorities Executive Director as the Authority's representative for the Board. Rev. Lovejoy seconded the motion. All voted and approved.

F. Review and discuss appointment to the SW Louisiana Convention and Visitors Bureau Board of Directors

Mr. Moreno informed the board that the unexpired term of the late JC Cormier was filled by Mrs. Evelyn White. This term concludes at the end of this year's calendar and so the board must elect a new member or have Mrs. White appointed for an additional 3-year term.

Since Mrs. White was absent, the board has elected to table this item until next month to allow Mrs. White an opportunity to discuss her position with the Board.

G. Review and discuss Authority owned Surplus equipment

Mr. Moreno once again provided the board with a list of surplus equipment that no longer serves purpose for the Authority. A large majority of this equipment was directly related to the contract that was just concluded by one of the Authorities' industry clients.

Bobby LeTard made a motion to accept the updated Surplus Equipment List as presented. Darwin Pinder seconded the motion. All voted and approved.

DIRECTORS REPORT:

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

The Stall Barn project has been in discussion for several years and over the past few months has been progressing with the geographical and topographical surveys being completed. Mr. Moreno, however, informed the board that his recent conversations with the consulting engineers at Meyer and Associates have indicated that there is a slight possibility that funding may become available at the next legislative session through capital outlay. At earliest, the Authority could have indication that funding would be available midway through the session and see money on the project by the 1st qtr. of next fiscal year. Mr. Racca with the Meyers group stated that all plans could be progressing during the interim and should the Authority not see the possibility of funding from the state, could still pull the trigger and begin the project before the end of the fiscal year.

Mr. Moreno once again took the opportunity to express his gratitude for the staff and the work that was put in for the recent contract with not only Firestone but also with the VIP reception in August of the Speaker of the House Mike Johnson. Every attention to detail was taken to ensure that not only the local Firestone event went off without a hitch but also in preparing the property for the numerous VIP's that attended the reception for Congressman Johnson. It was very a unique opportunity for the Authority to show off the facility.

Finally, Mr. Moreno reminded the board that the annual end of year safety meeting will take place at 5:30 on Wednesday December 18th and thus will move the monthly board meeting to 4:30 on the same day.

PUBLIC COMMENTS:
None

ADJOURNMENT:
With nothing further to discuss Rev. Lovejoy made a motion to adjourn. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, November 20, 2024., at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.