

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
March 15, 2023
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by The Rev. Margaret Lovejoy

Pledge was led by Missy McClelland

ROLL CALL:

Roll call was made with the following results:

Present:	Missy McClelland – Vice Chairman	Rev. Margaret Lovejoy – Sec./Treas.
	Coy Vincent – Board Member	Darwin Pinder- Board Member
	Evelyn White – Board Member	
	Adrian Moreno-Executive Director	Joyce Anderson – Operations Manager
	Judge Tommy Quirk – Legal Counsel	

Absent: Matt Vincent-Chairman
J. C. Cormier-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the February 2023 meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a summary of the Financial Report for February 2023:

The month of February showed some very positive revenues from both the Burton Tax and Other Income line items. The Burton Tax Co-Op was received from the Police Jury in the amount of \$365,555.79. Although an exact figure is not able to be determined from actual collections from the previous years due to the sporadic collections that were received following the extended grace periods after Hurricanes Laura and Delta, these collections still show a 7.5% increase from the previous regular collected year.

The Other Income Line item shows a deposit in the amount of \$273,242 from CJW Associates, the firm handling the insurance claim from the hailstorm of 2019. This payment does finalize the claim on the facility and includes all remaining funds for Architectural and engineering fees, testing and miscellaneous fees, as well as depreciation that was withheld.

Regular income also showed some very successful numbers for the month of February as the facility wrapped up the short Mardi Gras season. Nothing out of the ordinary was reported on the expenses for the complex.

Year to date the facility is showing self-generated revenues at \$1,096,795 with a \$377,333 budget but does include the Other Income line-item collections from Insurance and FEMA proceeds. Mr. Moreno stated that expenses are still progressing very well, and that management is continuing to monitor the budget and work on reducing the deficit prior to the end of the fiscal year.

The Cash Flow report has been updated to reflect more accurate end-of-year figures as the facility gets closer to the end of the year. With actuals coming in from FEMA and Insurance company as well as better projections on the Capital expenditures the Cash Flow report was updated and shows an increase from the previous months and is now projected at \$4,522,113.

Lastly Mr. Moreno gave a summary of the 2023 Mardi Gras season that wrapped up in late February. The facility hosted 8 Mardi Gras Balls vs the 10 that were hosted in last year's longer season. Total revenue for these 8 Balls was \$89,260. In comparison the total revenue collected from the previous year with 10 Balls was \$91,326

Rev. Lovejoy made a motion to accept the Financial Reports as presented for the month of February 2023. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

A. RV Expansion Project

Mr. Moreno updated the board on the status of the RV parking Expansion Project currently under way. Electrical panels are being constructed on site with the assistance of the Facilities maintenance team. All materials are either on site or housed at the local supply house until such time as they are to be installed. Plumbing materials are 50% received and anticipate the remaining materials to be on site within the next few weeks. Boring has been completed for the water main service and the city will install the tap next week. Once the sewer has been installed the remaining work can progress. Mr. Moreno stated that the time frame for the completion of the additional sites is still on target for early May.

Mr. Moreno informed the board that the projected cost estimate is significantly less than what was originally forecasted by DDG by about \$200,000. Unfortunately because the full amount was budgeted in the CEA with the state Mr. Moreno is somewhat concerned that actual cost of the project may cause some delays in receiving the full amount of funding from the state with a potential amendment needed on the CEA that could take several months to update. Mr. Moreno did offer a potential added feature to the RV Project in that of a fully covered pavilion directly behind the NW side of the spots. This pavilion would provide lighted protection from the elements along with picnic table seating for each RV spot. Mr. Moreno feels this feature would further enhance these premium spots but would run an estimated \$100,000-\$120,000. After discussion Mr. Moreno stated that he would update the budget projections at the close of the 3rd quarter and should have a better idea if the budget on the CEA would be short and require additional projects and/or an amendment.

NEW BUSINESS:

A. Review and discuss invoice #1 from Scotty Taylor Construction New Events Center Sign Project, 2023.

Coy Vincent made a motion to accept payment application #1 from Scotty Tayler construction for New Events Center Sign Project 2023 in the amount of \$31,046.70. Darwin Pinder seconded the motion. All voted and approved.

B. Review and discuss Invoice #1 from Ellender Architects & Associates for Architectural and Engineering Services, design phase for New Events Center Sign Project, 2023.

Coy Vincent made a motion to accept invoice #1 from Ellender Architects and Associates for design phase for New Events Center project, 2023 in the amount of \$7,135. Evelyn White seconded the motion. All voted and approved.

DIRECTORS REPORT:

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

The Marquee project is now 100% complete and all invoices have been submitted to FEMA for processing. This project now concludes all damages from the hurricanes in 2020 that are eligible for reimbursement. Also the Authority now has an established Unique Entity Identifier number as required to further receive any federal funding. This UEI replaces the old DUNNS numbering system.

Mr. Moreno once again expressed his concern with the shortage of amenities at the Arena complex and requested the board begin looking at opportunities for short-term expansion plans as well as reviewing options for expansions on the Events Center. Interviewing Architectural firms to provide design ideas would most probably be the Authorities first course of action.

In addition Mr. Moreno requested the board consider requesting the local legislative delegation introduce an increase in the Authorities Hotel/Motel cap at the next session. Meg Lovejoy made a motion to request a \$200,000 increase to the West Calcasieu Parish Community Center Authorities Hotel/Motel cap during the next legislative session. Darwin Pinder seconded the motion. All voted and approved.

Mr. Moreno reminded the board that the financial disclosures are due to the state by the 15th of May. Any board member needing assistance in sending their paperwork off to the state can contact Mrs. Anderson during office hours.

Lastly Mr. Moreno touched base with the Authorities auditor and discussed the topic of second signatures that exceed his authority. The auditor stated that he was ok with the board providing electronic signatures on any check request exceeding the threshold that would be paid electronically. All manual checks will still require 2 actual signatures for approval.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss Rev. Lovejoy made a motion to adjourn the meeting. Evelyn White seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, April 19, 2023, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.