

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
March 17, 2021
West-Cal Events Center – Cypress/Magnolia Rooms
Sulphur, Louisiana**

Meeting was called to order at 5:30 by Coy Vincent

Invocation pronounced by 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

Darwin Pinder – Board Member

Joyce Anderson – Operations Manager

Matt Vincent – Vice Chairman

Rev. Margaret Lovejoy-Board Member

Adrian Moreno-Executive Director

Absent: Evelyn White – Board Member

J.C. Cormier- Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Matt Vincent made a motion to accept the February 2021 meeting minutes as presented. Missy McClelland seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a summary of the Financial Report for the month of February 2021:

Several events were forced to cancel in the month of February due to the ice storm that affected the entire region resulting in significant lost revenues. The major factor however on the Income budget not being met is the loss of the Mardi Gras balls that are usually in full swing at this time of the year. With the ongoing COVID restrictions on public gatherings, these events were forced to cancel their 2021 dates.

The Maintenance of Property & Equipment line item continues to overshadow all other expense overages as the facility continues to work through Hurricane related repairs. The larger ticket items during the month of February consisted of portions of the damaged fence as well as lighting repairs in the stall barn. From the expense side year-to-date everything appears to be in order except for the Maintenance of Property & Equipment line item. Amendments to the current fiscal year budget will be proposed to the board in the coming months along with the proposed fiscal year 2021-2022 budget.

The Cash Flow report this month does include a separate line for the estimated values of the remaining Hurricane related repairs. The Cash Flow projections for the end of the fiscal year have been updated and are now forecasted at \$4.4 million. This projection does not include any possible reimbursements from FEMA for Hurricane related expenses.

Matt Vincent made a motion to accept the Financial reports as presented for the month of February 2021. Rev. Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

A. Roof Replacement for Arena and Events Center Project Update

Mr. Moreno updated members of the board on the roof replacement projects for the Arena and Events Center, respectively.

Last month the Board accepted the Events Center roof replacement project as substantially complete. This began the 45-day lean period, and the contractor has received his punch list items to be completed prior to closing this contract out. Some of the areas previously repaired were damaged during the recent ice storm but are being addressed in conjunction with the contractor's punch list items

The Arena roof replacement is progressing with about 90% of the West side of the main arena complete but unfortunately the contractor has run out of materials. The next expected delivery date for materials is on March 22.

NEW BUSINESS:

A. Review and discuss acceptance of the Louisiana Compliance Questionnaire for Audit Engagements of Government Agencies

Mr. Moreno presented the Louisiana Compliance Questionnaire for fiscal year end June 30, 2020 that is required by all Government Agencies entering Audits.

Rev. Lovejoy made a motion to accept the Louisiana Compliance Questionnaire for Audit Engagements of Government Agencies as presented. Missy McClelland seconded the motion. All voted and approved.

B. Review and discuss annual audit for period ending June 30, 2020 (Steven DeRouen & Associates, CPA)

Mr. DeRouen with Steven DeRouen & Associates, CPA presented the board with the Audit Report for the Fiscal Year 2019-2020. The Auditor's report states in the Auditor's opinion, the financial statements referred to present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the West Calcasieu Parish Community Center, as of June 30, 2020, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

The funds balance sheet/statement of net positions was presented for June 30, 2020 with comparison to the previous financial period. For 2020 total assets in the general fund are \$7.9 million, 2019 ended with assets totaling \$6.6 million which is an increase of \$1.3 million. Once capital assets and land are included the total assets for the Authority are \$26.7 million. Liabilities were reviewed which include short- and long-term liabilities. The net position of the Authority for fiscal year end 2020 is \$19 million.

The Summary of the Auditor's report is an unmodified opinion on financial statements. No material weaknesses or significant deficiencies in internal controls are noted nor any instances of non-compliance are noted.

Matt Vincent made a motion to accept the audit for period ending June 30, 2020 as presented. Rev. Lovejoy seconded the motion. All voted and approved.

C. Review and discuss invoice #1 from Ellender Architects & Associates for Architectural and Engineering Services, Design Phase-Hurricane Laura Repairs to Events Center Soffits and South Wall, 2021.

Ellender Architects & Associates has submitted Invoice #1 for architectural and engineering services, design phase for the Hurricane Laura repairs to Events Center Soffits and South Wall, 2021 in the amount of \$11,070.00.

Rev. Lovejoy made a motion to accept and pay Invoice #1 from Ellender Architects & Associates in the amount of \$11,070.00 as presented. Matt Vincent seconded the motion. All voted and approved.

D. Ratify acceptance to change the official media journal for the West Calcasieu Parish Community Center Authority from Southwest Daily News to the American Press.

Mr. Moreno reminded the board that a phone poll was necessary to officially change the journal of the Authority from the Southwest Daily News to the American Press and must now be ratified. This change was necessary as the original journal now only publishes on Saturdays.

Missy McClelland made a motion to ratify and accept to change the official media journal for the West Calcasieu Parish Community Center Authority from the Southwest Daily News to the American Press. Matt Vincent seconded the motion. All voted and approved.

DIRECTORS REPORT:

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

Mr. Moreno gave an update on the status of the COVID restrictions as they pertain to the facility. During the Governor's March 3rd press conference, the State was moved into a modified Phase III. This phase does allow for more activity at the facility as the max capacity increased from 75 people to 250 people at the Events Center. Also, the Arena has been fortunate to be able to host most of the regularly scheduled events during the past few months. Unfortunately, the facility is still not able to host the large social gatherings and events such as the Trail Ride that takes place in the spring. This event has once again postponed their date and is now schedule for the fall.

Mr. Moreno updated the board on the status of the FEMA requests for reimbursement of Hurricane Laura damages. The application process is still moving forward but at a very slow pace. Currently management is working on establishing the damages inventory to include any receipts or quotes for work, uploading pictures of damages, and projecting a timeline of all repairs.

The cooperative endeavor grant from the Police Jury is normally received by this time however due to all the events of 2020 property tax collections have been extended to the end of March. The disbursement to the Authority is percentage based and is typically received within 40-45 days after the tax deadline.

Mr. Moreno updated the board on the property acquisition. Regarding the first issue of the relocation of the sewer line, both the City Engineer and the Director of Public Works do not foresee the moving of the line to be an issue, but the line was built to accommodate multiple developments and if the line that ties in for the southern flow is moved further to the west it may change elevations on the main line that will have to be corrected.

The second issue was regarding the small strip of property that was owned by the Police Jury who was required to purchase the easement from the neighboring property owner when a misalignment occurred on the survey. The engineering department stated that the Police Jury may not be opposed to donating the property to the Authority, but the proper steps would have to take place. Mr. Moreno made a request that the Board adopt a resolution requesting the Policy Jury donate the entire track of property purchased from the neighboring property owner for the sewer line.

Matt Vincent made a motion to adopt a resolution requesting the donation of the track of property purchased for the sewer line in accordance with the legal description provided on that sale. Missy McClelland seconded the motion. All voted and approved.

PUBLIC COMMENTS:

None

ADJOURNMENT:

The next regular meeting of the Board of Directors will be held on Wednesday, April 21, 2021 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.