

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
May 16, 2018  
West-Cal Events Center  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 p.m. by Meg Lovejoy**

**Invocation pronounced by Mike O'Quinn**

**Pledge was led by J. C. Cormier**

**ROLL CALL:**

Roll call was made with the following results:

Present:	Meg Lovejoy- Chairman	J.C. Cormier-Vice Chairman
	Coy Vincent-Secretary/Treasurer	George Vincent-Board Member
	Mike O'Quinn-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	Sarah Higdon-Event Services Supervisor
Absent:	Evelyn White-Board Member	Darwin Pinder-Board Member

**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

J.C. Cormier 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 April 18, 2018 regular meeting minutes as presented. George Vincent seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a summary of the Financial reports as presented for April 2018. Income for the month of April was \$25,000 above budget. This includes \$10,000 for regular income, \$5,000 for other income, \$5,000 for concessions, and the remaining \$5,000 from interest earned. The increase in the yield for interest is largely due to moving the Iberiabank Money Market balance into the LAMP account. Expenses finished up below budget as well.

The month of April hosted the Semien Stables trail ride which was another success this year. The total revenue generated was just under \$20,000 for food and beverage and about \$26,000 total for the weekend.

Year-to-date Income is 15% above budget or \$63,000 and Expenses are 9% below or \$100,000. As the end of the fiscal year comes to a close some maintenance issues that have arose over the past few months will be taken care of. Some of the main issues that will be addressed will be related to underground plumbing repairs at both facilities.

Mr. Moreno mentioned during last month's meeting that the BA-7 request was approved in the amount of \$725,000. The Department of Treasury has also released \$445,000 for 3<sup>rd</sup> Quarter Hotel/Motel taxes and expects over \$500,000 to be released for the 4<sup>th</sup> quarter which is typically the largest quarter of the

year when it comes to tax revenues. Although the funds are not yet in the accounts this disbursement will increase the Authorities Cash Flow to just over \$6.1 million.

Coy Vincent made a motion to accept the April 2018 financial reports as presented. Mike O'Quinn seconded the motion. All voted and approved.

## **OLD BUSINESS:**

### **A. Maplewood Park Place Development proposal**

During the March Board meeting Dan Falvin representing the Maplewood Park Place development project and Byron Racca with Meyers and Associates addressed the board to discuss the discrepancy of the public road right of way that sits on the Authorities property and made a formal request asking for the Authorities assistance in correcting the discrepancy. Mr. Moreno forwarded the request from that meeting to the Authorities legal council as advised and presented the recommendations from Mr. Kleinschmidt. Mr. Kleinschmidt's main concern was the developers moving forward with the construction on the existing right of way and the potential limitations that would have on the drainage lateral. The best alternative would be to have the city request additional property from the Authority to expand the current right-of-way. The city has been made aware of this alternative and will take it under consideration. The board continued discussion regarding the project but made no motions to proceed with any action at this time.

## **NEW BUSINESS:**

### **A. Review and discuss Proposal from Entergy Corporation**

#### **i. Right-of-way extension**

Entergy Corporation requested a right-of-way across the Authorities property to extend service from their SW service pole onto the neighboring property. This right-of-way will cross approximately five (5) feet of the Authorities property and will be extended due south of the existing pole at the SW corner of the complex.

George Vincent made a motion to accept the Right-of-way request as presented by Entergy Corporation. Coy Vincent seconded the motion. All voted and approved.

#### **ii. Staging site usage agreement**

Entergy also submitted the annual request for utilization of the Arena parking facilities for emergency preparedness with an amendment for the board to consider. The agreement has been renewed without any issues for the last several years. Entergy is requesting an extended agreement with an initial two-year term and an automatic year to year renewal. This agreement allows for either party to cancel with written notice of termination 60 days prior to expiration.

George Vincent made a motion to accept the proposal for a multi-year usage agreement made by Entergy Corporation as presented. J.C. Cormier seconded the motion. All voted and approved.

### **B. Finance Committee Meeting-Review and discuss proposed FY 2018-2019 Operating Budget**

The Finance Committee met and discussed the upcoming Operating Budget for fiscal year 2018-2019. Mr. Moreno gave the presentation on behalf of the committee and presented the proposed budget to the board. Overall the net projection for the proposed budget is \$113,000. Total income is projected at just over \$2 million and expenses including Construction in Progress at just over \$2.1 million. The main

Construction in Progress plans for the new fiscal year are to be at the arena and include resurfacing portions of the aggregate parking lot; additional fans; upgrading parking lot and interior lights to LED; and modifications to the west fence line to assist in reducing the glare.

Coy Vincent made a motion to accept the proposed budget for fiscal year 2018-2019 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

Mr. Moreno gave a brief update on the Authorities operations:

Mr. Moreno discussed a situation that occurred during a recent event regarding the carrying of fire arms in the facility. The standing rental agreement addresses the policy and states that "Firearms are prohibited in all West Cal facilities". It further states that "Possession of a firearm by the applicant or anyone on the premises during the time the facility is rented could result in the cancellation of the event and forfeiture of rental fees and cleaning/damage deposit". Not everyone reads this agreement, nor does it apply to people in the building not associated with an event. During a recent event a guest that was open carrying a firearm was approached by a local public official and the response by the guest was there is no signage restricting the carrying of firearms at the facility. Mr. Moreno spoke with the local Chief of Police whose response was that the state of Louisiana has an open carry law, however every building including public facilities has the choice to set policy regarding weapons allowed inside the building. After much discussion the board agreed that this delicate subject should be addressed with full board present and will be tabled until such time.

Mr. Moreno also mentioned that the enforcement of the damage deposit is something that will soon be implemented along with other minor changes to the rental agreement. With the increase in events and potential accidents this will be needed to hold clients accountable for damages to the facility.

Rental agreements for the upcoming Mardi Gras season have recently been sent out and Mr. Moreno opened discussion on requiring all Mardi Gras Krewe's to rent the entire facility rather than a portion depending on their size. With the activity and noise that goes along with these events it is extremely difficult to rent any of the unused spaces of the building concurrent with these Krewe parties. Mr. Moreno also stated that for these events a minimum of two (2) security guards will be required for smaller Krewes while three (3) or more will be required for larger Krewes.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

With no further business to discuss Mike O'Quinn made a motion to adjourn. George Vincent seconded. All voted and approved.

**The next regular meeting of the Board of Directors will be held on Wednesday, June 20, 2018 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**