West Calcasieu Parish Community Center Authority
Board of Directors - Regular Meeting
August 20, 2025
West-Cal Events Center
Sulphur, Louisiana

Meeting was called to order at 5:31 pm by Missy McClelland

Invocation pronounced by Rev. Lovejoy

Pledge was led by Missy McClelland

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

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

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:
Rev Lovejoy made a motion to add item 9.d., Review and discuss Louisiana Compliance Questionnaire. Matt Vincent seconded the motion. All voted and approved.

APPROVAL OF MINUTES:
Matt Vincent made a motion to accept the June 2025 meeting minutes as presented. Rev Lovejoy seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:
Mr. Moreno gave a summary of the Financial Reports for the months of June and July 2025:

The month of June closes out the fiscal year 2024-2025. Although the Concession line item shows a negative balance for the month, revenue was in fact earned during this period. Mr. Moreno explained that at the close of the month journal entries are made to account for inventory and supplies to close out the fiscal year, thus the negative balance. There were no notable items with regard to expenses other than some of the supply lines appear skewed due to purchases made at year end to restock supplies before the close of the recording period.

The Fiscal Year 2024-2025 closed out on a very positive note. On the income side, revenues ended up $474,000 or 40% above budgeted projections with $225,000 being self-generated revenues. With regard to expenses, the organization held steady throughout the year and closed at 4% below budget. Compared to the previous year, revenue was only $12,000 shy from year end actuals. Mr. Moreno commended the staff for being able to increase revenue streams with somewhat limited rentals and continue to maintain expenses.

The month of July begins the new fiscal year 2025-2026. For the month there was nothing out of the ordinary to report, but Mr. Moreno wanted to point out that the Hotel Motel tax collection that is reported in the amount of $435,484.76 is from the 4th quarter of previous fiscal year 2024-2025.

The Cash Flow report for July accounts for the proposed Stall Barn Project during the fiscal year should the Board choose to move forward with the project leaving an estimated yead end balance of just over $2.6 million.

Matt Vincent made a motion to accept the Financial Reports as presented for the months of June and July 2025. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS: NONE

NEW BUSINESS:

A. Review and discuss proposed Site Plan, Stall Barn Facility Project

Mr. Moreno provided preliminary site plans from Meyers & Associates to the Board members for review. The scope of the project presented to Meyers & Associates was for a 190' X 142' barn similar to the existing barn and matching the current aesthetics of the Arena facilities. The main difference in the plans which the board discussed at length was about the parking and traffic flow around this site to ensure patron safety during events.

Evelyn White made a motion to accept the site plan that included the extended aggregate parking presented by Meyer & Associates. Matt Vincent seconded the motion. All voted and approved.

B. Review and discuss Invoice #35336 from Meyers & Associates for basic Engineering Services for Arena Improvements-Stall Barn Facility Project

Mr. Moreno presented invoice #35336 from Meyer & Associates for basic Engineering Services for Arena Improvements - Stall Barn Facility Project in the amount of $2,122.34.

Rev Lovejoy made a motion to pay invoice #35336 from Meyers & Associates in the amount of $2,122.34 as presented. Darwin Pinder seconded the motion. All voted and approved.

C. Review and discuss proposal for Annual Audit and State Agreed Upon Procedures with Steven M. Derouen & Associates for the annual audit ending June 30, 2025.

Mr. Moreno presented the Board with a proposal from Steven M. Derouen & Associates to perform the Annual Audit and State Agreed Upon Procedures for the annual audit period ending June 30, 2025.

Matt Vincent made a motion to accept the proposal for the Annual Audit and State Agreed Upon Procedures with Steven M. Derouen & Associates for FY ending June 30, 2025. Evelyn White seconded the motion. All voted and approved.

D. Review and discuss Louisiana Compliance Questionnaire

Mr. Moreno presented the Board with the Louisiana Compliance Questionnaire for the audit period ending June 30, 2025.

Rev Lovejoy made a motion to accept the Louisiana Compliance Questionnaire as presented. Darwin Pinder seconded the motion. All voted and approved.

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

The property insurance is up for renewal once again and with the market softening the Authority had more companies express interest than in previous years. With that, the Authority received a quote to cover the entire insured value of the complex of $17 million with a 2% deductible at a rate of $155,171.00. Compared to the previous year this was a savings of $77,000.

The Hotel-Motel collections for the previous fiscal year have all been received and met the cap set by the legislature. The new fiscal year will begin with a similar cap and start off with approximately $60,000 carried over from the previous year. Mr. Moreno stated that this positive news supports the fact that hotel occupancy and utilization is trending back to a more positive side than in recent previous years.

House Bill 2 has been signed by the Governor and is now Act 2. This means the Authority has $2 million dollars in Priority 5 Capital Outlay funding. This is the first step towards actual Capital Outlay disbursement. The funds are earmarked to be used for Design and Development for the Event Center expansion project. With that said, the Authority will need to be ready by next legislative session with a plan on how to spend the money should it be moved into Priority 1. One big ticket item to consider would be the relocation of the sewer line that would be needed to facilitate any expansion plans to the west. Another thing to consider is timing of how the current bonds will roll out with the current bond schedule to be paid off in 7 years.

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, September 17, 2025, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.