

**West Calcasieu Parish Community Center Authority
Board of Directors - Regular Meeting
June 18, 2025
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by Rev. Lovejoy

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present: Rev Margaret Lovejoy – Vice Chairman
Matt Vincent – Board Member
Adrian Moreno-Executive Director

Coy Vincent – Secretary/Treasurer
Evelyn White – Board Member
Judge Quirk – Legal Counsel

Absent: Missy McClelland – Chairman
Bobby LeTard – Board Member

Darwin Pinder – Board Member
Joyce Anderson – Operations Manager

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Matt Vincent made a motion to accept the May 2025 meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a brief summary of the Financial Report for the month of May 2025:

The month provided some very positive revenue streams for the Authority coming from both facilities. The arena complex hosted two shows from the facility's largest client, which has been the case for the past several years. Along with these events, the Events Center typically hosts a few year end fundraiser and shows that proved to be very profitable for the Authority. With expenses, there was nothing out of the ordinary to report other than the PM line item which was a little over budget due to some needed repairs to two of the facilities' commercial ice machines. The Capital Outlay line items does reflect the purchase of a new fleet vehicle for the Authority in that of a cargo van that will be used primarily for retrieving supplies for the complex.

Year to date the month of May closes out the 11th month of the fiscal year with only 1 month remaining before the new year in July. Total revenues through the end of May reflect an estimated \$485, 000 in excess of budgeted predictions with \$244,000 of these revenues being self-generated. Expenses are still holding at just under 5% of budgeted projections with no foreseeable changes prior to the end of the fiscal year.

Rev. Lovejoy made a motion to accept the Financial Reports as presented for the month of May 2025. Matt Vincent seconded the motion. All voted and approved.

OLD BUSINESS: NONE

NEW BUSINESS:

A. Review and discuss Invoice #35106 from Meyers & Associates for basic Engineering Services for Arena Improvements – Stall Barn Facility Project

Mr. Moreno presented invoice #35106 from Meyer & Associates for basic Engineering Services, programming phase for Arena Improvements - Stall Barn Facility Project in the amount of \$4,244.68 and asked the board for consideration to pay.

Rev. Lovejoy made a motion to pay invoice #35106 from Meyer & Associates in the amount of \$4,244.68 as presented. Evelyn White seconded the motion. All voted and approved.

B. Review and discuss Invoice #05-25-052 from Geotechnical Testing Laboratory, Inc. for Geotechnical Services for Arena Improvements – Stall Barn Facility Project

Mr. Moreno presented a recommendation for payment from Meyer & Associates on invoice No. 05-25-052 from Geotechnical Testing Lab for geotechnical testing and samples for Arena Improvements - Stall Barn Facility Project in the amount of \$7,800.00.

Matt Vincent made a motion to pay invoice #05-25-052 from Geotechnical Testing Lab in the amount of \$7,800.00 as presented. Rev. Lovejoy seconded the motion. All voted and approved.

C. Review and discuss Proposed Fiscal Year 2025-2026 Operating Budget

Mr. Moreno presented the Board with a draft of the Proposed Operating Budget for the Fiscal Year 2025-2026 for review. There were a few items of note that were discussed and compared to previous years' actuals. Mr. Moreno presented the board with two separate estimates as they relate to the cost of living (COL) increases for eligible employees. A 4% COL proposal was presented along with a 5% COL for the board's review and consideration and discussed the options in detail.

Matt Vincent made a motion to accept the Proposed 2025-2026 Fiscal Year Operating Budget that includes a 5% cost of living increase for all eligible employees as presented. Rev. Lovejoy seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on some of the key operations of the Authority:

Mr. Moreno informed the board that although the new fiscal year for the state is still a few weeks away, there is tentatively \$2,000,000 that is included in Priority 5 (P5) Capital Outlay funding for the Events Center Expansion Project in House Bill 2, the state's Operating Budget. These P5 funds were added with the assistance of the local legislative delegation led by Senator Jeremy Stine. Essentially these funds begin the first phase in the process of attaining any state assistance for capital projects and in no way guarantees actual cash the next year but allows the Authority to get in line for any potential funding. Mr. Moreno also stated that this initial amount will hopefully be followed in the coming years with additional funds for the full expansion plans of the facility.

Lastly Mr. Moreno informed the board that one of the items that was noted on last years State Agreed Upon Procedures was related to the sexual harassment training required for all employees to include board members. The administration has come up with options for all board members to comply with this audit requirement and will offer in-house training in the coming weeks or if the members choose, they may receive a link to complete this training at home. Mr. Moreno hopes to have 100% participation of this requirement from all employees and board members prior to the next audit.

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, July 16, 2025, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.