

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
August 14, 2024
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by 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-Secretary/Treasurer
	Darwin Pinder – Board Member	Robert LeTard- Board Member
	Adrian Moreno-Executive Director	Joyce Anderson – Operations Manager
Absent:	Matt Vincent - Chairman	Evelyn White – Board Member
	Coy Vincent - Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Bobby LeTard made a motion to accept the July 2024 meeting minutes as presented. Rev. Lovejoy seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a brief summary on the Financial Reports for the month of July 2024:

The month of July begins the start of the new Fiscal reporting year for 2024-2025. The month started off a little slower than the previous period from last year although Mr. Moreno stated that this was not a major concern as of yet as the activity does tend to fluctuate during the summer months. Mr. Moreno pointed out the deposit received from the state in the amount of \$88,963.44 which finalizes the receipts reimbursements from the 3rd quarter progress report. This leaves a balance of just over \$40,000 to reach the full \$1.5M cap for the previous fiscal year. The new fiscal year 2024-2025 Cooperative Endeavor should be received by the state in the coming weeks.

With regards to the Income Line, there were no unexpected expenses to report except for the Utilities line item. Mr. Moreno reported that the fuel bill was finally received from the period in May when the facility lost power and ran at full capacity for nearly 10 hours. After reviewing this fuel consumption, Mr. Moreno stated that they will evaluate how to reduce consumption without significantly hindering the client's needs. Also, the Supplies line item was slightly over budget due to additional office furniture that was needed for a corporate training event scheduled for August and October.

Mr. Moreno ended the report with a summary of the Cash Flow Report that shows the estimated \$2.3M in construction projects for the Authority this fiscal year. With that, the anticipated end of year Cash Flow is projected at just over \$2.7M for the Authority.

Rev Lovejoy made a motion to accept the Financial Reports as presented for the month of July 2024. Bobby Letard seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena Roof Update

Mr. Moreno reported that the work to replace the damaged roof panels at the arena is nearing completion. At present all 15,000 square feet of the originally identified damaged areas have been replaced with merely touch up work remaining to be completed. Unfortunately, there is possible evidence now that there may be new areas that are developing similar issues. Larry Daughdrill has stated that he has had conversations with the building supplier SBS and hopes that they can have someone visit the site and verify the damage. With this possible new development, this could potentially further delay the final stage of the repair process in that of re-insulating the new panels. Mr. Moreno will continue to monitor this process and report back to the board accordingly.

NEW BUSINESS:

A. Review and discuss proposed Memorandum of Understanding (MOU) with Calcasieu parish School Board

Mr. Moreno presented a draft of the MOU that was delivered by the Risk Manager with the Calcasieu Parish School Board. This MOU is being requested by the school board to list the West Cal Arena & Events Center as a possible reunification site in the event of a major school related emergency that would force the school to evacuate students and faculty. This MOU is being put in place at several facilities throughout the Parish and the School Board is asking the West Cal Authority for their consideration as well.

Bobby Letard made a motion to accept the proposed Memorandum of Understanding with the Calcasieu Parish School Board. Rev Lovejoy seconded the motion. All voted and approved.

B. Review and discuss the 2024-2025 Property Insurance Coverage

Mr. Moreno presented the board with the property insurance renewal from Cadence Insurance which mirrored the same coverages as the previous policy. This coverage includes a max coverage on wind and hail damages at \$5M with an additional separate \$5M in excess wind coverage from a third party. This coverage was just over \$8,500 less than the same coverage from the previous period.

Mr. Moreno also informed the board that there was an option to pick up the remaining balance on the total insured value of the complex for an additional \$43,000. The other option to consider was a reduced wind and hail deductible from the original 10%. The lowered deduction option would be 7.5% for an additional \$13,000 in premium or a 5% deductible for an increase of \$36,600 in premium.

Bobby Letard made a motion to accept the proposed Property Insurance coverage as presented keeping the similar coverage and deductibles as in the previous policy. Rev Lovejoy seconded the motion. All voted and approved.

C. Review and discuss Authority owned Surplus equipment proposal.

Mr. Moreno presented a list of equipment that is no longer in service to be classified as Surplus Equipment. Once the equipment is deemed as Surplus, this gives the Authority the ability to place these items out for

public auction. The items included are the black and caramel office chairs that were purchased for a one-time corporate event. The items discussed will be deemed surplus following the conclusion of the training that is set to end on August 22, 2024.

Rev. Lovejoy made a motion to place the list of equipment presented as Surplus Equipment. Darwin Pinder seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations of the Authority.

Mr. Moreno only had one item to report on and that was the status on the Stall Barn project. Weather conditions had somewhat delayed the surveys that were ordered for the site but the work is now progressing and is anticipated to be completed in the coming weeks. Mr. Moreno also stated that once the October deadline for Capital Outlay submissions has passed, the Meyers group could have a better idea if there were to be any funding available in the coming legislative session for this project.

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, September 18, 2024., at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.