West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
July 17, 2024
West-Cal Events Center
Sulphur, Louisiana

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

Invocation pronounced by Rev. Margaret Lovejoy

Pledge was led by Matt Vincent

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

Present:	Matt Vincent - Chairman	Missy McClelland – Vice Chairman (Via Phone)
	Rev Margaret Lovejoy-Secretary/Treasurer	Coy Vincent - Board Member
	Darwin Pinder – Board Member	Robert LeTard- Board Member
	Adrian Moreno-Executive Director	Joyce Anderson – Operations Manager
	Judge Quirk – Legal Counsel	
Absent:	Evelyn White – 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:
Coy Vincent made a motion to accept the June 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 June 2024:

The month of June closes out the fiscal year 2023-2024 and Mr. Moreno reported that June was another positive month for the Authority in terms of revenue. Another deposit was received from the state Treasury for the Hotel/Motel tax revenue fund in the amount of $116,000.00. Mr. Moreno stated he would discuss this account in more detail later in his Director's report.

The Income Line fell a little short of projections however the Concession Income offset that amount partly as a result of one of the industry clients' large quarterly meetings as well as the revenues from a local fundraising event. Interest accounts are currently all over 5% APY and doing extremely well. On the expense side there was a minor exception on the Insurance line resulting from a realignment of one of the fleet vehicles policy coverages as well as a somewhat costly repair to a new supply fan motor for one of the Event Center's air handler.

Year-to-date Income is up $630,000, or 60% above budgeted projections for the fiscal year. Of that, $348,000 or 58%, accounts for self-generated revenues. Mr. Moreno stated that in comparison, the previous fiscal year self-generated income finished the year at just over $800,000. This fiscal year that revenue amount fell $46,000 shy of reaching the $1,000,000 mark, a new record for the Authority. He stated that this was a true testament to the dedication of the staff that keeps the complex running at optimum capacity.

Lastly the Cash Flow Report shows available cash at the end of the Fiscal Year at $5.3 Million. These numbers will be updated over the next few months as the capital projects budgeted for the new Fiscal Year begin to move forward.

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

OLD BUSINESS:

A. Arena Roof Update

Work has begun on the warranty work to the Arena roof project from the hailstorm of 2019. The Contractor was offered three separate opportunities for multiple weeklong blocks of inactivity this summer to make progress on the repairs. The first block the contractor was unable to work due to scheduling conflicts with another project. Unfavorable weather further delayed the progress during the second block of time. Mr. Moreno was informed that 60-65% of the work is complete and will receive another report after the final window concludes this week. The upcoming calendar during the Fall season does not allow anything more than 3–4-day windows of time for work to be performed without additional cancellation of contracted events. The contractor has also been working on the outstanding punch list items from the original project. Most of these items have been corrected however management is waiting for another series of rainstorms to verify that all leaks have been properly corrected.

NEW BUSINESS:

A. Review and discuss Invoice #9 from Daughdrill General Contracting and Roof Company, Inc. for Roof Repairs.

Mr. Moreno presented Invoice #9 from Daughdrill General Contracting in the amount of $41,500 for the completed work towards the punch list items on the Arena roof project.

Bobby Letard made a motion to accept and pay Invoice #9 in the amount of $41,500 as presented. Coy Vincent seconded the motion. All voted and approved.

B. Review and discuss Invoice #10 from Ellender Architect's & Associates for Architectural and Engineering Services, observation phase for Roof Replacement to Arena Complex Project, 2020.

Mr. Moreno presented Invoice #10 from Ellender Architect's & Associates in the amount of $778.13 for Architectural and Engineering Services for the Roof Replacement Arena Project.

Rev. Lovejoy made a motion to accept and pay Invoice #10 in the amount of $778.13 as presented. Darwin Pinder seconded. All voted and approved.

C. Review and discuss proposed Memorandum of Understanding with the Calcasieu Parish Sherriff's Office

Mr. Moreno presented a proposed Memorandum of Understanding with the Calcasieu Parish Sherriff's Office requesting the use of the covered arena to stage vehicles and equipment in the event of a natural disaster.

Coy Vincent made a motion to accept the Memorandum of Understanding with the Calcasieu Parish Sherriff's Office as presented. Rev. Lovejoy seconded the motion. All voted and approved.

D. Review and discuss proposed Memorandum of Understanding with Cameron Parish Fire District #10

Mr. Moreno presented a Memorandum of Understanding with the Cameron Parish Fire District #10 requesting the use of a section of parking in the aggregate parking lot of the Arena to stage vehicles and equipment during high water emergencies or natural disasters.

Rev. Lovejoy made a motion to accept the Memorandum of Understanding with the Cameron Parish Fire District #10 as presented. Bobby Letard seconded the motion. All voted and approved.

E. Review and discuss proposal for Annual Audit and State Agreed Upon Procedures with Steven M. Derouen & Associates for the annual audit ending June 30, 2024.
Mr. Moreno presented the understanding of services with Steven M. Derouen & Associates for the annual audit ending June 30, 2024.

Coy Vincent made a motion to accept the proposal for the Annual Audit and State Agreed Upon Procedures with Steven M. Derouen & Associates omitting the Management Discussion Analysis on the Annual Audit report. Bobby Letard seconded the motion. All voted and approved.

F. 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 4-24 ft. Big Ass Fan's, 8-Grey Loveseats, 3-Single Draft Coolers, and a Dual Faucet Draft Beer Cooler.

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

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

Mr. Moreno updated the board on where the Authority stands with regards to the Hotel/Motel tax collections for the current fiscal year. The CVB has provided Management with data collected from the Smith Travel Report which collects a wide array of information from Hotel/Motel utilization throughout the state to include occupancy percentage, average daily rate, and revenue per room. Compared to the funds report received from the Department of Treasury, the collections received thus far this fiscal year at first glance appear to be accurate.
A significant increase in hotel utilization, revenue per room, and the average daily rate was reported post Hurricane Laura in 2021 & 2022. Since that period these figures have fallen below averages pre Covid. With that being said, the collections from the Department of the Treasury seem to be in line with the Smith Report data. Mr. Moreno stated that he will continue working with the State Treasury and Revenue Departments to ensure that all Hotel/Motel taxes area reported accurately.

Mr. Moreno recently met with Mr. Byron Racca with the Myers group to begin discussions on the Authorities' future developments and general services. The Barn Expansion Project was discussed, and Mr. Moreno was informed that unfortunately there would be no Capital Outlay funds available for this fiscal year. Mr. Racca stated that the best-case scenario would be a minimum of 2 years before the Authority saw any funding from the state. Mr. Moreno informed Mr. Racca that he didn't think the Authority would want to wait that long for possible funding to start this project. Current cost estimates based on the 26,000 sq. foot barn that is being considered are estimated to run between \$75-\$100 per square foot, putting the project at an estimated \$2-\$2.5 million for construction. The geotechnical and topographical surveys have been requested should the board decide to move forward with the project in the coming months. Should the board decide to move forward with the project, the best-case scenario timeline would be construction in mid spring and an estimated 4–6-month construction time frame. Once the surveys and design options are completed Mr. Moreno suggested the Arena Committee convene to discuss the project in more detail.

Mr. Moreno updated the board regarding a couple of requests mentioned during last month's meeting. The group that reached out for permission to run fiber optic lines as well as the firm inquiring about a possible park and ride have had no further communication with the Authority. The City of Sulphur has also decided to locate their new sign on their own right-of-way located just west of the Authorities complex.

Mr. Moreno has requested that next month's meeting be moved up a week to August 14th. The property insurance expires on August 15th and moving the meeting will allow the board to review and approve any proposals to the coverage.

PUBLIC COMMENTS:
None

ADJOURNMENT:
With nothing further to discuss Bobby Letard made a motion to adjourn. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, August 14, 2024., at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.