

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
November 15, 2023
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by The 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
	The Rev. Margaret Lovejoy – Sec./Treas.	Evelyn White-Board Member
	Darwin Pinder- Board Member	Robert Letard-Board Member
	Adrian Moreno-Executive Director	
	Joyce Anderson – Operations Manager	Judge Tommy Quirk

Absent: Coy Vincent – Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Missy McClelland made a motion to accept the October 2023 meeting minutes as presented. Rev. Lovejoy seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a brief summary of the Financial Reports for October 2023:

The month of October closes out the first month in the second quarter and did so with some very positive results. The month closed out just over \$19,000 above regular Income revenue projections with the Concession Net line closing out at \$23,444 with some of those revenues carrying over from the previous month.

Interest and dividends continue to produce record numbers with the interest on the LAMP account now at just over 5.3%. Remaining funds from the Revenue Funds account with the bond paying agent Whitney Bank were released in the amount of \$750,000 and deposited in the LAMP account last month. Nothing out of the ordinary was reported on the expense side.

Year to date the numbers continue to show very positive results four months into the fiscal year. Self-generated revenues closed out just over \$78,000 with total revenues over \$170,000. Expenses are still over projected figures for the year at 8% however much better than the 12% over just two months prior. Mr. Moreno stated that he will continue to work on reducing this expense overage that is directly related to the increased insurance premium and is optimistic will be close to zero by years end. Without the

insurance increase expenses are 7% down. Cash flow by year end still shows very positive numbers at \$4.3M.

Missy McClelland made a motion to accept the Financial Report as presented for the month of October 2023. Rev. Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

A. Review and discuss proposed revision to the Non-Profit qualifications policy.

Mr. Moreno discussed with the board the revised policy for qualifications to the non-profit rate structure. The policy was revised to make a clearer definition of what organizations could potentially qualify for the established non-profit discount offered by the board. With this revision, the previous presentation that was made by the Southwest Area Modelers of Plastic would now qualify for the non-profit discount as there are recognized by a parent organization that does have a 501c3.

Rev. Lovejoy made a motion to accept the amended Non-Profit Policy as presented. Missy McClelland seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss proposed Addendum to Contract from the Diocese of Lake Charles.

Mr. Moreno introduced Mr. James Suddeth, legal counsel with the Dioceses of Lake Charles. Mr. Suddeth last month informed the Authority that the rental agreement for the Dioceses event that was to take place on November 25th has some language relative to the Insurance and Liability that he is requesting the board consider amending. Mr. Moreno forwarded the amended language to the Authorities legal counsel who was not in complete agreement with the proposed changes. Prior to the meeting, Mr. Moreno, Mr. Suddeth and Judge Quirk discussed the amendment further and all agreed upon new language. Mr. Moreno recommended to the board that once Mr. Suddeth revised the amendment, he would then forward it to Judge Quirk for review and if approved Mr. Moreno would execute the amendment.

Missy McClelland made a motion to approve the amendment once it has been revised and approved by the Authorities legal counsel. Darwin Pinder seconded the motion. All voted and approved.

B. Review and discuss Recommendation of Acceptance for New Events Center Sign Project, 2023.

Mr. Moreno presented the board with the Recommendation of Acceptance for the Events Center Sign Project, 2023. The acceptance allows the contractor to begin his 45-day lien period at which point once all punch list items have been completed may close out the project and request final payments.

Bobby Letard made a motion to accept the Recommendation of Acceptance for the New Events Center Sign Project, 2023. Missy McClelland seconded the motion. All voted and approved.

C. Review and discuss Invoice #4 from Scotty Taylor Construction for New Events Center Sign Project, 2023.

Mr. Moreno presented invoice #4 from Scotty Taylor Construction for the New Events Cener Project, 2023. This is the final regular construction payment for the project. All that will remain will be the retainage that may be collected at the conclusion of the 45-day lien period as well as the \$1,150 punch list items. Mr. Moreo has recommended payment of this final invoice from Scotty Tayler Construction.

Missy McClelland made a motion to accept Payment application #4 from Scotty Taylor Construction for the New Events Center Sign Project, 2023. Evelyn White seconded the motion. All voted and approved.

D. Review and discuss Invoice #4 from Ellender Architects & Associates for Architectural and Engineering Services, design phase for New Events Center Sign Project, 2023.

Mr. Moreno presented Invoice #4 from Ellender Architects & Associates for Architectural and Engineering Service for the New Events Center Sign Project, 2023. This invoice is directly related to the previous contractor payment application. Mr. Moreno is recommending approval of the invoice for payment.

Evelyn White made a motion to accept Payment application #4 Ellender Architects & Associates for the New Events Center Sign Project, 2023. Missy McClelland seconded the motion. All voted and approved.

E. Review and discuss proposed rate adjustment for the 2024 calendar year

Mr. Moreno presented the proposed rate adjustments for the 2024 calendar year. There were several factors that were taken into account in formulating the increases for each facility. Some of these included a market analysis on similar facilities and services in the local and secondary markets as well as taking into account the increases in operating expenses over the past several years. Mr. Moreno informed the board that the last rate adjustment for the Arena was in 2009 and although there was an adjustment to the Events Center rates in 2019, this rate merely equaled the outside food option charge that was initially implemented. The original rates for the facility have been in place since opening its doors in 2014.

Rev. Lovejoy made a motion to accept the proposed rate increases at both facilities for 2024 with one amendment on the weekday rate on the arena at \$200 and not the proposed \$225. Missy McClelland seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the facility's current operations:

Mr. Moreno informed the board that Act 393 of the 2023 Legislative Session, effective August 1, 2023, requires all public bodies that have the capability to allow any member of the public with a disability recognized by the Americans with Disabilities Act (ADA), or caretaker of such person, to participate in its meetings via teleconference or video conference if so requested. That same provision states that public bodies that do not have such capability to adopt rules to facilitate viable alternative methods for members of the public with an ADA disability to participate in its meetings if such person, or caretaker, so requests. Each public body is required to adopt rules, regulations and procedures to facilitate the requirements of R.S. 42:17.2.1(A). For state agencies, the rules must be promulgated pursuant to the Administrative Procedures Act.

Act 447 has been approved and signed by the state Treasury and the first quarter receipts and expense reports have been submitted for approval. Mr. Moreno is anticipating no further delays in securing the available funds for the submitted expenses for this first period.

Rev. Lovejoy requested an update on the Solar Power option for the complex. Mr. Moreno did not have a full report ready to present but he did inform the board that the facility will need to specify how much solar power it wishes to produce and at which facility. Due to the many factors involved with this project it was recommended that the Authority enlist the services of a Solar engineering firm to assist with these calculations.

Rev. Lovejoy also requested a status on the new stall barn. Mr. Moreno stated that the conceptual drawing and cost estimate have been completed by Moss Reed Architects out of Lake Charles. The board discussed the need for the building but also had discussions on other potential Architectural firms in the area that also may have interest in working with the Authority. Mr. Moreno stated that he would reach out to one of the local Architects and ask them to come visit with the board at the first of the year.

Lastly Mr. Moreno reminded the board that the annual employee safety meeting is scheduled for Wednesday December 20th at 5:30pm. With that the December board meeting will be moved up to 4:30 on the same day. He also informed the board that this month marked his 20th anniversary with the Authority and wanted to thank the board for their trust and support over the years.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss Rev. Lovejoy made a motion to adjourn. Missy McClelland seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, December 20, 2023., at 5:00 p.m. at the West Cal Events Center, Sulphur, Louisiana.