

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
September 20, 2017
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Meg Lovejoy

Invocation pronounced by Mike O'Quinn

Pledge was led by Evelyn White

ROLL CALL:

Roll call was made with the following results:

Present:	Meg Lovejoy- Chairman	J.C. Cormier-Vice Chairman
	Coy Vincent-Secretary/Treasurer	George Vincent-Board Member
	Mike O'Quinn-Board Member	Evelyn White-Board Member
	Darwin Pinder-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Coy Vincent made a motion to accept the proposed agenda as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the August 16, 2017 regular meeting minutes as presented. Mike O'Quinn seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a summary of the Financial reports as presented for August 2017

Hotel-Motel taxes for the 4th quarter were received in the amount of \$25,384. This figure was all that was remaining to reach the fiscal year cap of \$1,067,099. Actual collections for the 4th quarter exceeded \$500,000. The remaining funds will be rolled over and applied in the 1st quarter distributions for the new fiscal year.

Income was somewhat down for the month of August due in large part to the way invoices are processed and the nature of the event's hosted. Overall the complex is doing well on the Income and Expense budgeted line items.

The Property Insurance renewal for the complex was received and the Authority actually saved approximately \$2,500 from last year's premium.

Year to date Income is down \$15,000 or 17% and Expenses are down \$35,000 or 13% from budgeted projections. Cash flow report projects year end closing of \$4.5 Million with relatively minor renovations to the complex and no major construction projects for the fiscal year.

Evelyn White made a motion to accept the August 2017 financial reports as presented. J.C. Cormier seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena expansion report

The recorded Clear Lean Certificate has been received and all invoices have been paid to both Gunter Construction as well as Ellender Architects. The project is now considered completed.

NEW BUSINESS:

None

DIRECTOR'S REPORT

Mr. Moreno gave a brief update on the Authorities operations:

The amount of traffic being generated from the Park n Ride is taking its toll on the parking lot. DOTD has yet to approve Mosswood Properties request to increase the parking total to 300 vehicles. Mosswood was recently contacted regarding the wear and tear to the grounds and that it would be in their best interest to address the deteriorating parking area which they did shortly after receiving the correspondence.

During the threat of Hurricane Harvey the West Cal administrative offices were closed for a few days with only a few key personnel available in the event of an emergency. Although the facility wasn't directly affected, several events were forced to cancel and/or postpone their events. Several of these customers requested deposit refunds while the remaining found alternate makeup dates. Mr. Moreno wanted to explain to the board how the facility and/or complex would be utilized during the threat of a natural disaster. Since the opening of the arena in 2005, the Authority has had an agreement with Entergy for use of the arena parking lot and facility as a storm restoration and staging site. During the threat of this storm, the organization was contacted by the local office of Homeland Security to possibly utilize the Events Center as a triage site to facilitate the displaced victims of the disaster and prep them for transportation to a federally approved shelter. Fortunately, the call was never made to activate the building to be utilized in such capacity. Other organizations also contacted the facility but were directed to other already established donation and/or shelters set up and approved by the office of Homeland Security.

Mr. Moreno gave a brief update on the status of the culverts requested by the neighboring property developers. Mr. Moreno informed the board that although the Authority owns the property, there is a publicly dedicated right-of-way where public access cannot be impeded. The minimum required culverts have been purchased and hope to be placed in the coming weeks. This will fulfill the Authorities obligation to the property owners, who have provided a letter giving the developer permission to locate the culverts at his discretion. Once the project begins, the fence line will have to be relocated to contain the Authorities property.

The improvements mentioned during the financial report include some repairs to the marquee which has been out of service for several months. With multiple years of outdoor use coupled with several tropical

storms and hurricanes, the main mother board will need to be replaced along with other key electrical components which will total between \$8,000-\$10,000. Another project that will be addressed once a qualified contractor is located and received approval from DOTD is to clear the newly acquired property line north of the Events Center along Interstate 10. The trees will need to be mulched due to the fiber optic lines located in that area which will cost an estimated \$12,000-\$15,000. The chiller at the Events Center needs will need to be repaired due to a recent power outage that caused significant damage to the controllers. The estimated work hopefully will not exceed \$3,500. Unfortunately, there is also a severe leak in the HVAC duct work at the Arena which has damaged most of the insulation on the North women's rest room and will have to be reinsulated and possibly have the duct reinstalled. The first bid for this repair came in at just over \$6,000 but are awaiting second bid that will hopefully save the Authority some significant money. Another upgrade that will be needed at the arena will be repainting of the kitchen floors, a requirement that has been mandated by the board of health and will cost approximately \$2,700.

Mr. Moreno is working with the electrical engineers and a subsidiary of Entergy that could potentially offer a rebate on upgrading some of the Arena lighting using certain green initiative's. This may save some significant money on the Arena lighting upgrades both inside and outside the complex. The applications process has started and hopefully the entity will be considered for this program.

The Hotel-Motel taxes that were collected by the State for the 4th quarter of the 2016-2017 fiscal year totaled \$509,626. This brought the total collection for the fiscal year to \$1,307,758 with the current cap set at \$1,067,099. Due to the excess and the monies rolling over each fiscal year, the new fiscal year will begin with a startup amount in the account in excess of \$490,000. It has been recommended by the State Treasurer's account analyst to attempt to request a BA7 from the legislature to recuperate these excess funds.

Finally, Mr. Moreno gave a brief update on the status of the Arena insulation issues. The biggest factor affecting this project is the timing required to facilitate these repairs. With so many clients utilizing the facility, this project may have to get completed in smaller windows so as to not displace as many customers as originally anticipated with a 3-4-week down period.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss, George Vincent made a motion to adjourn. J.C. Cormier seconded. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, October 18, 2017 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.