

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
August 17, 2022
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 – Vice Chairman
Evelyn White – Board Member
Adrian Moreno-Executive Director
Judge Quirk-Legal Counsel

Missy McClelland – Secretary/Treasurer
The Rev. Margaret Lovejoy-Board Member
Joyce Anderson – Operations Manager

Absent: Coy Vincent-Chairman
Darwin Pinder – Board Member

J.C. Cormier- Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Missy McClelland made a motion to accept the July 2022 meeting minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a summary of the Financial Report for July 2022:

The month of July began the new fiscal year 2022-2023. July historically is the slowest month at the Arena, largely because the youth organizations that typically visit the facility are traveling for their national shows. During this time, the maintenance department took advantage of the break and closed the Arena for some minor repairs and maintenance. The Events Center however continued to stay active during this period.

Income for the month was \$31,885 and the concession net was \$10,493.00. Interest and Dividends continue to increase with the interest rate improving from .03% APR to 1.4% APR over the last couple of months totaling \$3,491 during the month of July.

The Expense side had a few items of note despite the Arena being closed for maintenance. The line item for wages and salaries was also higher than usual because the month included three pay periods. The largest line item to note was for Utilities. The utility bills from Entergy saw the largest increase due to economic factors with fuel and the addition of storm restoration costs. Mr. Moreno reached out to

Entergy for any suggestions on helping curb these increases. The utility bill for natural gas was also higher due to the testing of the generator at the Events Center.

The Cash Flow report for the end of the fiscal year reflects a current balance of just over \$3.5 million dollars in available cash at the end of the fiscal year.

Evelyn White made a motion to accept the Financial Reports as presented for the month of July 2022. Rev. Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

A. Generator Project Update

The backup generator for the Events Center is nearing 100% completion. Several tests have been performed simulating a full power outage and an outage for regular maintenance. Adjustments are being made to control the surge that some of the sensitive equipment receives during the start up of the generator to protect their backup power sources. Management is also monitoring the amount of natural gas that is being used by the generator to be able to set controls on how the generator will be utilized in the event of a power loss to the facility. The general contractor is currently working through the punch list items and thus no payment application is required at this time.

NEW BUSINESS:

A. Review and discuss proposed Memorandum of Understanding with Calcasieu Parish Sheriff's Office

Mr. Moreno presented the final draft of the Memorandum of Understanding with the Calcasieu Parish Sheriff's Office which will allow the use of the Arena for the staging of emergency response vehicles and equipment in the event of a natural disaster until the imminent danger is over.

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

B. Review and discuss proposed Amendment to Entergy Staging Site Agreement

Mr. Moreno presented the Entergy Staging Site Agreement with the requested amendment to allow Entergy 48 hours to confirm the use of the Events Center in the event of a natural disaster as a mobilization site before booking any other organizations.

Missy McClelland made a motion to accept the Amendment to the Entergy Staging Site Agreement as presented. Evelyn White seconded the motion. All voted and approved.

C. Review and discuss proposal for Annual Audit and State Agreed Upon Procedures with Steven M. Derouen & Associates for the annual audit ending June 30, 2022

Mr. Moreno presented the annual Audit and State Agreed Upon Procedures proposal from Steven M. Derouen & Associates for the audit ending June 30, 2022.

Rev. Lovejoy made a motion to accept the proposal from Steven M. Derouen & Associates for the Audit and Agreed Upon Procedures for period ending June 30, 2022, as presented. Evelyn White seconded the motion. All voted and approved.

DIRECTORS REPORT:

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

On the first day of the new fiscal year the water filtration system for the Events Center failed. This filter system should have been good for up to 3-5 years, but with the condition of the city water it only lasted 2.5 years. The system was by-passed, and new media to put the system back online was ordered at a cost of just under \$12,000. This was followed by a chiller going out the following week with a repair estimate of \$11,000 as well as a new parking lot leak at the Arena; a leak in the boiler room; and 2 new control boards for the Events Center's ice machines. The approved budget has some contingencies built in for unexpected large maintenance projects such as these however for all to happen in one month is extremely concerning.

In addition to these expenses, the renewal for the complex's property insurance came in with more disappointing news. The Authorities agent reached out to over 20 companies and only the current provider responded with a quote. The offer increased the policy \$27,000 and only covers up to \$5 million in wind and hail damage. The current policy coverage for the complex is right at \$14 million. A 3rd party company has offered an additional \$5 million in coverage but for an additional \$53,000 more in premium. Mr. Moreno has contemplated all possible scenarios and explained that the best option was to renew the policy for the quote received to cover as much of the complex as possible. With that said, the budget will most probably need to be adjusted before the end of the fiscal year to account for this significant increase.

With the rising cost of supplies and services, Mr. Moreno entertained the idea of slight increases to some of the F&B products in the concession stand as well as the Events Center's catering department. In addition to these increases, Mr. Moreno introduced a new service charge clients will be required to adhere to when alcohol service is requested. Bartenders must be trained and licensed to serve alcohol and as such require more than the standard event staff wage. Mr. Moreno introduced a service fee that will be paid by the client for bar service requested based on a minimum threshold per attendance and with a 4-hour minimum per bartender. The suggested rate of \$25/hr. ensures these employees are compensated for their time regardless of the size and/or duration of the event.

Lastly, Mr. Moreno requested the board consider moving the monthly meeting in September to the second Wednesday in September on the 14th.

Evelyn White made a motion to move the monthly meeting to September 14, 2022, as requested. Rev. Lovejoy seconded the motion. All voted and approved.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss meeting adjourned.

The next regular meeting of the Board of Directors will be held on Wednesday, September 14, 2022, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.