

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
February 20, 2019
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by J.C. Cormier

Invocation pronounced by Meg Lovejoy

Pledge was led by Evelyn White

ROLL CALL:

Roll call was made with the following results:

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

Absent: George Vincent-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Coy Vincent made a motion to accept the Agenda as presented. Meg Lovejoy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Evelyn White made a motion to accept the January 2019 regular meeting minutes as presented. Coy Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the Financial report for January 2019:

Mr. Moreno informed the board that a funds were recently received from the State Treasury Department for the 2 n quarter Hotel/Motel Sales Tax Dedication in the amount of \$348,068. These figures came in much earlier that anticipated indicating that there might still be some collections for this period that may have been received after this disbursement but should get rolled into the next quarter.

Also recently collected was the Calcasieu Parish Policy Jury assistance grant from the Burton Agricultural and Services tax in the amount of \$304,650. This amount represents a \$74,650 increase from the budgeted amount of \$230,000. Mr. Moreno reminded the board that the Authority is entering its 61h year of the current 10-year Cooperative Endeavor with the Calcasieu Parish Police Jury for this assistance grant. Since its inception in 2014 the actual collections have increased approximately 18%.

The month of January does close out the ^{7th} month of the current fiscal year. Year-to-date income is up \$54,000 or 16% above budget while expenses are down \$65,000 or 8% below budgeted projections.

The cash flow summary has the Authority predicted to finish the fiscal year at just over \$5.4 million in reserves. Some of the monies that are allocated for miscellaneous construction projects in the amount of \$570,000 which include a backup generator and water filtration system for the Events Center may not be completed until the end of the fiscal year and perhaps may have to get rolled into the following year.

Meg Lovejoy made a motion to accept the financial report as presented for January 2019. Mike O'Quinn seconded the motion. All voted and approved.

OLD BUSINESS:

A. Multi-Purpose Arena - Renovations Project Update

Mr. Moreno met with Mr. Ellender and requested a ^{3rd} test of the re-insulation areas at the Arena be conducted prior to releasing the Arena Renovations Project. Results of this new test were reviewed and discussed by the board. The cohesive and adhesive force between the 2nd test conducted in November and the 3rd test recently completed have shown some more favorable and significant results. Unfortunately, the manufacturer will not agree to extend the warranty beyond one year.

Current goal is to have the project released for bid by the middle of March of this year. With this time frame it should allow for the project to begin at or around the time the arena is closed for renovations later this summer. Although only closed for operations for 6 weeks, some of the details regarding this project may take place shortly before or after the scheduled down time at which the contractor will work around the scheduled events at the complex.

Engineers with CenterPoint Energy are still looking into the safest and most cost-effective route to bring natural gas to the Arena. Mr. Moreno pointed out that the cost for bringing gas to the arena complex will not be included in the renovations project but will be taken care of separately by the Authority.

Lastly Meg Lovejoy asked about the status of any legal clarification as it relates to the request for the Cowboy Mounted Shooting group to utilize the facility for private practice and/or events. Mr. Moreno stated that a formal request must be made to the Attorney General's office in order to clarify any specific state statute or laws. He stated that he will proceed with the proper channels to get this clarification resolved and hopes to have an answer by the next board meeting.

NEW BUSINESS:

NONE

DIRECTOR'S REPORT:

Mr. Moreno informed the board that EAP Training is complete and the program is in full effect. All eligible employees have received the details regarding the program and even attended a group training on drug and alcohol abuse.

Mr. Moreno touched base on some of the other projects currently being considered at the complex to include the water filtration system and backup generator for the Events Center. He reiterated now that the details are nearing completion for the Renovations Project, he hopes to be able to move forward with some of these other miscellaneous projects.

Mr. Moreno reminded the board that the Financial disclosures are once again due by the 15th of May. Joyce Anderson offered to print a copy of last years forms for any board members who wished to see his/her submissions and have them available at the March meeting of the Authority. Also, a reminder was given that every appointed board member must take a required Ethics Training course. Mrs. Anderson will once again be certified next month to administer this training to all employees and board members. Specific dates for this training will be discussed and set later this spring.

The neighboring RV Park developers have removed the fencing between their property and the Authorities leaving no way for the complex to contain any livestock that would happen to get lose. Mr. Moreno stated that he would need to get permission from the City of Sulphur once the road is dedicated to have any type of fencing placed on the public right-of-way.

Coy Vincent asked if the administration has considered any other potential CPA firms to conduct the annual required audits for the Authority. Mr. Moreno stated that he had not reached out to any specific firms and stated that he would welcome any assistance from Mr. Vincent in identifying any firms that would be capable of this type of audit.

Lastly Mr. Moreno discussed the possibility of altering the current insurance requirements for Mardi Gras Krewe balls and require them to provide a separate liquor liability as corkage privileges' do not allow the staff to property monitor everyone's alcohol consumption. He stated that the Authority may also consider requiring a waiver of subrogation to each events' insurance requirements to further protect the Authorities interest. Once additional details are researched regarding these additional insurance requirements Mr. Moreno will present these to the board for review.

PUBLIC COMMENTS:

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ADJOURNMENT:

With no further business to discuss Mike O'Quinn made a motion to adjourn. Meg Lovejoy seconded the motion. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, March 20, 2019 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.