

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
February 16, 2022
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by The Rev. Margaret Lovejoy

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present: Coy Vincent-Chairman

Evelyn White – Board Member

J.C. Cormier- Board Member

Joyce Anderson – Operations Manager

Missy McClelland – Secretary/Treasurer

The Rev. Margaret Lovejoy-Board Member

Adrian Moreno-Executive Director

Absent: Matt Vincent – Vice Chairman

Darwin Pinder – Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Evelyn White made a motion to accept the agenda as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

J.C. Cormier made a motion to accept the January 2022 meeting minutes as presented. Missy McClelland seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a summary of the Financial Report for the month of January 2022. He explained that the Financial Reports that were emailed to the board members earlier in the week have since been updated and that current reports were included in the packet. There were some minor discrepancies that were noticed upon reviewing the reports on receivables that posted when the invoice was sent rather than when payment was received.

The month of January does begin the 3rd quarter of the 2021-2022 fiscal year. The Burton Tax was received in the amount of \$336,013. This amount is \$36,000 over the amount budgeted for the fiscal year. It is difficult to compare this figure to that of last year's totals due to the way the taxes were collected and distributed throughout the year. The Burton Tax although approved for renewal this past December is not set to expire until the end of 2022 at which time the Police Jury will update the Cooperative Endeavor with the Authority.

Regular income for the month was just slightly underbudget with line item of significant note being the Concession Income Line which shows a large negative amount. This was due to timing of the supplies needed for various events and the fact that invoices are not sent until the completion of the event as well as extending a 30-day net policy with several of the larger corporate clients. Year to date totals for the year are however still under budget.

As has been the trend lately, total expenses for the month do fall under budget. One line item that has contributed to this in the past was the Salaries and Wages line. Mr. Moreno did inform the board that at the present time the facility is once again 100% fully staffed.

Year-to-date Income is \$35,000 over budget or 11%, while Expenses are 16% below budget. The large maintenance budget figured in for storm damage repairs accounts for most of that amount. Cash Flow for the end of the fiscal year is just over \$3.4 million.

Missy McClelland made a motion to accept the Financial Report for January 2022 as presented. Evelyn White seconded the motion. All voted and approved.

Old business

A. Arena Renovations and Repairs update (Arena Roof & Insulation Projects)

A few items remain on the punch list from the hurricane repairs. The main issue with the Arena roof project is getting the manufacturer to honor the warranty that was purchased. The company is stating that the warranty is voided due to the type of insulation used. The Authorities legal team is advising on this matter and have recommended a second letter be sent out stating the type of insulation used is within the specifications. Another issue is the roof is already beginning to show signs of rust which also would be covered under the terms of the warrantee.

New Business

A. Review and discuss Invoice # 2 from Sulphur Electric Company, Inc. for Events Center Generator System, 2021.

Rev. Lovejoy made a motion to accept and pay Invoice #2 from Sulphur Electric Company for the Events Center Generator System in the amount of \$27,167.32. J. C. Cormier seconded the motion. All voted and approved.

B. Review and discuss Invoice #3 for Ellender Architects & Associates for Architectural and Engineering Services, Observation Phase-Events Center Generator System, 2021.

Rev. Lovejoy made a motion to accept and pay invoice #3 from Ellender Architects & Associates in the amount of \$509.39. Missy McClelland seconded the motion. All voted and approved.

C. Review and discuss proposed Resolution with the State of Louisiana Treasury Department

Mr. Moreno presented the board with a resolution authorizing a designee to sign all documents related to ACT 119 of the 2021 Regular Legislative Session with regards to the appropriation funding. Resolution with correction was presented as follows:

RESOLUTION

**A RESOLUTION AUTHORIZING THE WEST CALCASIEU PARISH
COMMUNITY CENTER AUTHORITIES' EXECUTIVE DIRECTOR,
MR ADRIAN MORENO TO ENTER INTO AND EXECUTE ON BEHALF
OF THE AUTHORITY ALL AGREEMENTS WITH THE LOUISIANA STATE
TREASURY DEPARTMENT RELATIVE TO THE MATTERS
CONTAINED IN ACT 119 OF THE 2021 REGULAR LEGISLATIVE SESSION**

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

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations of the facilities:

Mr. Moreno shared with the board his progress with the Act 119 application. The State is wanting all entities receiving funds through the Visitor and Enterprise Funds report each year how every dollar is spent before funds will be released. After working closely with the Treasury's liaison this report should be completed in the coming days.

Three Mardi Gras Balls remain for the 2022 season. Having sufficient staff has made the long season much more tolerable however still tiresome. Thus far the Krewes attendance and revenues have been down about 8-10 % from previous years with most clients attributing this trend with some still having concerns relative to COVID 19 and large crowds.

Mr. Moreno will be setting up Arena and Events Center committee meetings within the next couple of weeks to discuss expansion projects to both facilities.

Lastly, a payment was finally received from FEMA for the category A damages relative to Hurricane Laura. After conversations with the Authorities FEMA Program Manager, there are a few remaining items left to be completed before the damages in Category B will be complete. Mr. Moreno reminded the board that this process has been a very exhausting one, but it is finally showing success and will continue to work with FEMA to ensure any available funds are collected.

PUBLIC COMMENTS:

None

ADJOURNMENT:

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

The next regular meeting of the Board of Directors will be held on Wednesday, March 16, 2022, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.