

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
November 15, 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 Coy Vincent

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	Darwin Pinder-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager
Absent:	Evelyn White-Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the September 20, 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 September and October 2017.

September concluded the 1st quarter of the new Fiscal Year 2017-2018. Mr. Moreno reminded the board that September was an unusual month for operational revenues due to the indirect impact Hurricane Harvey had on the facility and the cancellation of several events based out of the affected areas. Income for the month was \$21,000 below budget or 14% down but Expenses ran \$54,000 below budget. Mr. Moreno stated that there was no need to raise concerns as of yet as we only a few months into the fiscal year. The month of October showed better results than that of the previous month reporting Income \$12,000 above budgeted amounts.

Year to date Income is down \$11,000 or 6% and Expenses are also under budget by approximately \$64,000. The variance on Expenses is due in large part to employee vacancies that the organization is actively trying to fill.

The Cash Flow projection for the fiscal year end is roughly \$4.6 million.

J. C. Cormier made a motion to accept the September and October 2017 financial reports as presented. Coy Vincent seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arvel Loop Road Right-of-Way

Mr. Moreno reminded the Board about the current status on the RV Park being developed south of the Authorities property. Presently the developer is attempting to establish proper ingress and egress for their proposed development as required by the City of Sulphur and DOTD. They originally requested access all of the way down one of the Authorities main entrance drives (West Cal Boulevard) but were informed that this portion of the road would not be accessible because it is no longer a public right-of-way. After considering all options, it is apparent that the developer is wishing to access this development site thru the portion of the public right-of-way that currently still exists on the Authorities property.

The existing land owners of the proposed developed property also requested that the Authority fulfill its original obligation to install a culverted entrance at a predetermined location by the developer in exchange for a 25' strip of property the land owner donated in 2000. The culvert has been purchased as per the minimum requirement from Gravity Drainage resulting in two 60' culverts at a span of 24'.

The developer has requested the gate that accesses Arvel Loop from West Cal Blvd remain unlocked so they can access the development site at their leisure. Mr. Moreno informed the board that he had recently contracted a local surveyor to mark the remaining public road right-of-way on Arvel Loop to begin relocating the property fence. The surveyor notified Mr. Moreno of a possible discrepancy in the location of the right-of-way. It was apparent through this discovery that the existing road right-of-way does not line up with the current aggregate road on either north and south portion as well as the east and west section. This could potentially cause some development issues with a new road should it be constructed to city specifications. More importantly the misalignment of the north and south section put no direct access from the location of the existing gate. Mr. Moreno informed the board that he has been in contact with the developers representative and informed him of the possible discrepancy.

The board discussed the issue in length and decided to close the access gate to the property until such time as the discrepancy has been validated by either the Authorities surveyor and/or the developers.

Coy Vincent made a motion to draft a letter to the property owners informing them that the gate accessing Arvel Loop will be locked effective Friday, November 17th and remain locked until such time as a survey is verified and any discrepancies cleared up. George Vincent seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and Discuss Audit Engagement Letter for Agreed Upon Procedures as required by the Louisiana Legislative Auditor

McMullen and Mancuso have submitted an Audit Engagement Letter for a new Audit required annually by the State of Louisiana Legislative Auditor for Agreed Upon Procedures. This audit will be required separately of our regular Audit and should not exceed \$3,000.

George Vincent made a motion to accept the audit engagement with McMullen and Mancuso for the Agreed Upon Procedures audit. Mike O'Quinn seconded the motion. All voted and approved.

B. Review and Discuss letter from CARC

A letter was received from the CARC organization on October 9, 2018 having to cancel their event on January 5, 2018 due to storm related issues and were requesting a refund. Mr. Moreno reminded the board of the deposit policy and that full deposits are only refundable if the event is cancelled outside of 6 months from the date of the event. Mr. Moreno also explained that in instances where the deposit is not refundable, the customer does get the option to apply their deposit to another event held within 12 months of the date of the event. The board discussed the request and decided to uphold the refund policy but would allow the CARC organization an additional 12 months to reschedule their cancelled event. All funds paid over the required deposit amounts will be refunded.

C. Review and Discuss Entergy Right-of-Way Request

J.C. Cormier made a motion to table the discussion of the Entergy Right-of-Way request until an accurate survey is on file. Mike O'Quinn seconded the motion. All voted and approved.

DIRECTOR'S REPORT

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

The Cal Cam Fair recently concluded its 4th year at the West Cal Complex this past fall. The fair brings both positive and negative publicity to the facility due in large part to the increased fees and limited activities. Suggestions have been received by the fair board and they are hopeful to implement some changes to bring a better production and perception to the fair in the coming years.

The Park n Ride agreement is progressing extremely well. They have adhered to all of the Authorities requests and have sent word should any foreseeable issues arise with this agreement that they will address them in an expedited manner. Exclusion dates are currently being reviewed and a new agreement should be in place by the end of the year.

The Capital Outlay requests for the Fiscal Year 2018-2019 has been submitted by the November 1st deadline. Currently no changes were made from the original submission for both extension projects.

Whitney Bank has made the debt service payment for the fiscal year and has subsequently released all remaining funds collected from the Hotel/Motel tax back to the Authority. The released funds totaled \$526,000 and will be deposited into the Authorities LAMP account bringing that total to \$3.6 Million

The BA-7 request to the State Treasury has been submitted for the excess Hotel-Motel taxes collected from the previous Fiscal Years. Presently the Authority has in excess of \$500,000 in the Hotel/Motel collections account. Once these funds are released Mr. Moreno will begin petitioning the local legislative delegation to have the Authorities fund balance increased accordingly.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss Mike O'Quinn 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, December 20, 2017 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.