

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
November 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	Missy McClelland – Secretary/Treasurer
Evelyn White – Board Member	The Rev. Margaret Lovejoy-Board Member
Darwin Pinder – Board Member	Adrian Moreno-Executive Director
Joyce Anderson – Operations Manager	

Absent: Matt Vincent – Vice Chairman  
JC Cormier – Board Member

**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

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

**APPROVAL OF MINUTES:**

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

**APPROVAL OF FINANCIAL REPORTS:**

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

Mr. Moreno was excited to announce there were more positive outcomes for the month of October. One line in particular was the Other income line item which included an additional \$45,000 that was received from FEMA. An additional \$10,000 in the same line item was from the sale of excess of equipment through the public entities auction site, Govdeals.com. Lastly Mr. Moreno pointed out that the continuing increase to the Interest and Dividends line item is due to the recent increase in the investment rates. Current rates are just over 3%.

As for the Expenses the items that is and has been standing out all fiscal year is the Utilities line item. There is however a slight decrease from recent months which Mr. Moreno attributes this to a better managed timing of the facilities utility demand. Proper schedules for each specific area of use can now be narrowed down further so as to minimize unnecessary areas of the complex being climatized.

Year to date the other income line stands out above all others with the \$127,769 being attributed to FEMA reimbursements and the sale of surplus items. Calculating the Year-to-Date figures without this particular line item the Authority is still 14% above budget, or \$26,667. Expenses are still being skewed by the three line items that have been discussed all fiscal year, Insurance, Property of Maintenance and Equipment, as

well as Utilities. Mr. Moreno pointed out that without these three lines items, the Authority is 3% under projected budgets. With these line items however the organization is 24% above budget or \$132,157.

Lastly Mr. Moreno informed the Board that he has now calculated anticipated remaining FEMA reimbursements as well as any remaining Insurance proceeds on the CASH FLOW report. These projections have never been included in the report, but Mr. Moreno feels that these are accurate numbers that can now be included in forecast and projections. He finished his report by highlighting on the Events Receipt report the difference between last year and this years revenues and the loss of an annual event that generated approximately \$34K in gross sales. This promoter has decided to take a break and Mr. Moreno is hopeful that they will show interest in returning in the coming years.

Missy McClelland made a motion to accept the Financial Reports as presented for the month of October 2022. Rev. Lovejoy seconded the motion. All voted and approved.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**A. Review and discuss continued partnership in the Louisiana Community Development Authority.**

Mr. Moreno updated the board on the status of the Authorities membership in the Louisiana Community Development Authority (LCDA) and that every 2 years the Authority must elect if it will continue its participation in this organization and elect a representative to serve on the organizations Board of Directors.

Evelyn White made a motion to continue participation in the Louisiana Community Development Authority with Mr. Adrian Moreno designated as the representative for the Authority. The Rev. Margaret Lovejoy seconded the motion. All voted and approved.

**B. Review and discuss Authority Surplus Equipment**

Mr. Moreno presented to the board a proposed list of Surplus Equipment that is no longer serviceable or needed by the Authority. These items will need to be classified as "Surplus Equipment" in order to move forward with listing them for auction on the Government Deals website. After such time if the items are not purchased, they may be discarded from the asset lists.

The Rev. Margaret Lovejoy made a motion to accept the proposed Surplus Equipment as presented. Darwin Pinder seconded the motion. All voted and approved.

**DIRECTORS REPORT:**

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

The City of Sulphur has approached the Authority and will be requesting an easement for construction and maintenance of the new city Gateway sign. This sign will be located directly north of the Authorities property on DOTD right-of-way. Mr. Moreno requested the City come up with specific as to what would be involved for improvement to the site so as to not impede or otherwise disrupt the Authorities future plans for the property.

Mr. Moreno updated the board on the status of the Arena roof discrepancies. Since the response was received from the manufacturer regarding the roof damage this has been once again turned back over to the General Contractor. The contractor is willing to assist the Authority in whatever is needed to correct the problem. He will be removing a small sample of the material and sending it in for lab analysis as well as move forward with what he feels will be the best solution to remedy the repairs.

The lien period for the Generator project has passed and any remaining monies should now be able to be released to the contractor. Unfortunately the contractor has yet to provide the certificate so no request for payment will be submitted at this time. The generator has been up and running since summer and is tested on a bimonthly basis.

All the estimates needed for a complete renovation of the Marquee project have been received and orders placed. The time frame from the sign contractor is 6-8 weeks but with the upcoming holidays it will more realistically be mid to late January if not later. As a reminder this project is one of 2 remaining items related to the Hurricane that have yet to be resolved so FEMA participation is fully anticipated.

Cost estimates and drawings for the new Events Center sign should be in any day now from the Architectural team. This project is the last remaining item for all Event Center damages related to the storm and is delaying the disbursement of those funds. FEMA has suggested that this remaining item may be removed into a separate isolated project in attempts to close out the other damage item number. The arena damages project was received a few days prior to the board meeting in the amount of \$137,000

Rev. Lovejoy asked Mr. Moreno to update the board on the RV expansion project. Mr. Moreno explained to the board that he was somewhat displeased with the cost estimates that came in from the Architectural team and feels like this project may have been over engineered. Plans for expanding the RV's at the complex are still moving forward but Mr. Moreno informed the board that he will be working directly with each sub contractor on this project in an effort to reduce the projected cost estimates.

Mr. Moreno reminded the board that annual Employee Safety meeting will take place on Wednesday December 14<sup>th</sup> at 5:30 in the evening. With that Mr. Moreno asked the board to move the monthly safety meeting up a week at 5pm so any board member wishing to attend the safety meeting may do so.

Lastly Mr. Moreno wished to extend his gratitude to the staff on their hard work over this past busy season. The toll that these event schedules can take on the staff can be extremely challenging and wanted to express his appreciation and recognize that the success of this organization rests on their hard work.

#### **PUBLIC COMMENTS:**

None

#### **ADJOURNMENT:**

With nothing further to discuss a motion was made to adjourn the meeting.

**The next regular meeting of the Board of Directors will be held on Wednesday, December 14, 2022, at 5:00 p.m. at the West Cal Events Center, Sulphur, Louisiana.**