

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
April 17, 2024
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by Missy McClelland

Pledge was led by Matt Vincent

ROLL CALL:

Roll call was made with the following results:

Present:	Matt Vincent - Chairman	Missy McClelland – Vice Chairman
	Evelyn White – Board Member	Coy Vincent - Board Member
	Darwin Pinder – Board Member	Robert Letard- Board Member
	Adrian Moreno-Executive Director	Joyce Anderson – Operations Manager

Absent: Rev. Margaret Lovejoy – Secretary/Treasurer

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the February 2024 meeting minutes as presented. Missy McClelland seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a brief summary on the Financial Reports for the months of February and March 2024:

Mr. Moreno reported yet another positive month of revenue for the month of February with over \$35,000 in excess of budgeted projections from self-generated revenues alone. There were some notable items over budget with regards to the expenses specifically with some of the remaining repairs from the freeze that occurred in January to an underground water main in the stall barn as well as some significant damage to the sprinkler system.

The month of March also reported successful revenues although not as significant as the previous month. The most significant item of note was the 2nd quarter hotel/motel tax revenues that were released from the State Treasury. This disbursement in the amount of \$220,063 was again for receipts submitted during the months of October through December 2023. All expenses for the month of March met budget projections.

Year to date Mr. Moreno informed the board that the Authority is still in very good shape and projects this trend to continue through the last quarter. YTD revenue projections were forecasted at \$875,000 with actual revenues for the year recorded at \$1,300,000. A large portion of that increase was attributed to the last FEMA deposit earlier in the Fiscal Year. Year to date self-generated revenues closed out at \$732,000, a \$273,000 increase from budgeted projections.

Mr. Moreno finalized his report by stating that although all efforts have been made to reduce the total expenditures from the increase in the Property Coverage at the beginning of the year, he will most probably have to request a budget adjustment to the Finance Committee next month. Mr. Moreno was hopeful, and the entire staff did what they could to reduce the projected 25% increase that was observed shortly after the insurance premium increase in early Fall of 23'. However, with 3 months remaining in the Fiscal Year and expenses somewhat stabilizing at 4% over the past couple of months, Mr. Moreno believes it would best to move forward with the adjustment.

Coy Vincent made a motion to accept the Financial Reports as presented for the months of February and March 2024. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

None

NEW BUSINESS:

A. Review and discuss Invoice #5 from Scotty Taylor Construction for New Events Center Sign Project, 2023

Missy McClelland made a motion to accept payment application #5 from Scotty Taylor construction for New Events Center Sign Project 2023 in the amount of \$9,989.69. Coy Vincent seconded the motion. All voted and approved.

B. Review and discuss Invoice #5 from Ellender Architects & Associates for Architectural and Engineering Services, design phase for New Events Center Sign Project, 2023.

Evelyn White made a motion to accept payment application #5 from Ellender Architects & Associates for Architectural and Engineering Services in the amount of \$1,386.25. Missy McClelland seconded the motion. All voted and approved.

DIRECTORS REPORT:

Mr. Moreno updated the board on the current operations of the organization.

Mr. Moreno informed the board that the storms that hit the region a few weeks prior caused a large portion of the local area to lose power for the better part of the day. This was the first time the standby generator was used in its designed capacity and performed without incident. With over 200 hundred patrons attending various trainings and events here at the facility, the generator was able to provide power to the Authorities clients and not hinder their training schedules.

Mr. Moreno updated the board on the City of Sulphur's new amendments to the Peddlers License required for all vendors wishing to sell goods without an occupational license. The city did in fact reduce the non-resident fee as discussed to a \$50 one-time fee or an annual fee of \$200. The mayor informed Mr. Moreno that in addition to this amendment, the city will allow local venues such as the West Cal, the opportunity to file for the license themselves and had all vendors under their rental agreements covered under this permit.

The services agreement contact with the Meyers group has been received and is currently under review by the Authorities legal team. Once the legal team has an opportunity to review the agreements and/or suggest any edits or amendments for the Authority, the agreements will be presented to the board for consideration.

Mr. Moreno also mentioned that he and Mr. Ellender will be meeting with the legal team to discuss the ongoing delays on the repairs of the damaged roof panels at the Arena building. As a reminder, there were several damaged areas that were discovered on the new roof during the last stages of installation in early 2022. Since then, the blame has gone back and forth between the manufacturer, installer, and the General Contractor Daughdrill Roofing. Mr. Moreno has requested the legal team review this project and offer some legal recourse in trying to resolve this delay. The GC made mention in February that his legal team may be reaching an agreement with the supplier, but no further update has been received.

Lastly, Mr. Moreno reminded the board that the deadline for filing the state required financial disclosure forms is coming up in mid-May and should any board member need assistance with their filings can contact Mrs. Anderson.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss Missy McClelland made a motion to adjourn. Motion was seconded by Evelyn White. All voted and approved.

The next regular meeting of the Board of Directors will be held on Wednesday, June 19, 2024., at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.