

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
August 14, 2023  
West-Cal Events Center  
Sulphur, Louisiana**

**Meeting was called to order at 12:00 pm by Matt Vincent**

**Invocation pronounced by The Rev. Margaret Lovejoy**

**Pledge was led by Matt Vincent**

**ROLL CALL:**

Roll call was made with the following results:

Present: Matt Vincent-Chairman	Missy McClelland – Vice Chairman
The Rev. Margaret Lovejoy – Sec./Treas.	Coy Vincent – Board Member
Evelyn White-Board Member	Darwin Pinder- Board Member
Robert Letard-Board Member	Adrian Moreno-Executive Director
Joyce Anderson – Operations Manager	

Absent: None

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

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

**APPROVAL OF MINUTES:**

Missy McClelland made a motion to accept the June 2023 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 Reports for June/July 2023:

The month of June did close out the Fiscal Year 2022-2023 and followed suit with the other months in the year with some very positive numbers to report. The 3<sup>rd</sup> quarter Hotel/Motel funds were received during the month of June in the amount of \$426,031. This still leaves a balance to reach the annual cap of \$196,000 which will be recuperated at the end of the 4<sup>th</sup> quarter.

Mr. Moreno reviewed some of the preliminary year-end numbers with the board. Generated revenue was just over \$3.2M with a large portion being the Hotel/Motel revenue but also the reimbursable funds from FEMA from the Hurricanes in 2020. The Authority set new a new record with the self-generated revenues for the year at just over \$800,000, a 22% increase from the previous fiscal year end. Mr. Moreno attributed these figures not only from the demand of the complex but to the dedication and commitment of the entire staff to keep the facility actively booked.

Missy McClelland made a motion to accept the Financial Reports as presented for the months of June/July 2023. Coy Vincent seconded the motion. All voted and approved.

## **OLD BUSINESS:**

### **A. Ratify approval of Surplus Equipment (2016 Sierra 3500 Truck)**

During the month of June Mr. Moreno requested the board consider one of the Authorities vehicles as surplus equipment so that it could be used in a trade in for a new, more useful vehicle. The vehicle in question was the 2016 Sierra 3500 Maintenance truck. The Board was polled and approved the request.

Evelyn White made a motion to ratify the approval of accepting the 2016 Sierra 3500 Truck as surplus equipment. Missy McClelland seconded the motion. All voted and approved.

## **NEW BUSINESS:**

### **A. Review and discuss proposal for Annual Audit and State Agreed Upon Procedures with Steven M. Derouen & Associates for the annual audit ending June 30, 2023**

Mr. Moreno presented the proposal for the Annual Audit and State Agreed Upon Procedures with Steven M. Derouen & Associates for the annual audit ending June 30, 2023.

Rev. Lovejoy made a motion to accept the proposal for the Annual Audit and State Agreed Upon Procedures with Steven M. Derouen & Associates for the period ending June 30, 2023 as presented. Coy Vincent seconded the motion. All voted and approved.

### **B. Review and discuss Authority owned Surplus equipment proposal.**

Mr. Moreno presented a list of Authority equipment that is no longer in use and needs to be deemed as surplus equipment so that it may be properly disposed of. The equipment listed is a 2015 Gravely 60" commercial mower as well as a 55 gallon barrel grapppler attachment for a skid steer.

Missy McClelland made a motion to accept and deem the listed Authority's equipment as surplus property. Rev. Lovejoy seconded the motion. All present voted and approved.

### **C. Review and discuss proposed Property Insurance Coverage**

Mr. Moreno reviewed with the board the current Property Insurance options that were presented by the Authorities Insurance agent. There were a few options for the board to consider, all of which encompassed another significant increase in the premiums for the year. After a lengthy discussion the board elected to continue to provide a similar coverage to the property as was covered in the previous year as outlined in the options presented.

Rev. Lovejoy made a motion to accept the Option B from Amrisk as presented for the Property Insurance coverage for the year 2023-2024. Coy Vincent seconded the motion. All voted and approved.

## **DIRECTORS REPORT:**

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

The Events Center sign still has two small elements remaining to be consider 100% complete and that is the top coping and the display cabinet. These items should be completed in the coming weeks so that this project can be closed.

The manufacturer of the Arena roof has finally agreed to supply new material to replace the damaged panels. The question now remains as to the timing of the repairs and the respraying of the insulation that will be needed once the damaged panels are removed. This is currently being debated and the cost may be shared by the installer, the manufacturer, and the mill. Once these items have been agreed upon then a replacement schedule will be addressed so as to minimize the down time for the arena. Mr. Moreno has reiterated to the contractor that no weekend activities will be impeded with these repairs and that mid-week access will most probably be the only option for repairs.

Mr. Moreno informed the board of a request from Oklahoma based Francis Energy to install several electric car charging stations on a portion of the Authorities property. Mr. Moreno stated that if the board was interested in hearing a presentation from the energy company that he could set up a Zoom call with their site rep to answer any questions the board may have.

Lastly Mr. Moreno once again discussed the need the complex has for additional horse stalls. He stated that the Authorities largest client has once again at their first show of the year exceeded the facilities available amenities and he fears that if nothing is done either temporary or long term this client may be forced to seek alternate venues. Mr. Moreno stated that her has requested Mr. Ellender provide an updated rough cost estimate on the construction of a mirrored stall barn located on the south property and hopes to have this cost estimate available for further discussion at the next board meeting.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

With nothing further to discuss Evelyn White 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, September 20, 2023., at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**