

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
August 17, 2016
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Coy Vincent

Invocation pronounced by Mike O'Quinn

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present:	Coy Vincent-Chairman	Meg Lovejoy-Vice Chairman
	Mike O'Quinn-Board Member	J.C. Cormier-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager
Absent:	Greg Robertson-Secretary/Treasurer	Evelyn White-Board Member
	George Vincent-Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mike O'Quinn made a motion to accept the proposed agenda as presented. Meg Lovejoy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to accept the July 27, 2016 minutes as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial reports as presented for July 2016. The month of July begins the new 2016-2017 fiscal year. Income for the month ended below budget this period due to a large meeting series that took place last July at the Events Center as well as a Livestock show at the Arena that did not occur at the same time this year. Mr. Moreno explained that the way the Income is budgeted each year is totals are equally divided throughout each month with some exceptions and will vary month to month and this shortage is nothing to raise concern over at this time. Expenses for the month closed out just over budget mainly due to the maintenance projects that are scheduled at the beginning of each fiscal year as well as some needed repairs to the HVAC system at the Events Center.

Mr. Moreno also presented the Cash Flow statement which projects the Authorities cash flow through the end of the fiscal year. He explained that the totals include the projected expenses for the arena and parking expansion project and that the projected cash flow by the end of the fiscal year will be just over \$5 million.

Meg Lovejoy made a motion to accept the July 2016 financial reports as presented. Mike O'Quinn seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena expansion report (Mr. Moreno)

Mr. Moreno gave a brief update on the Arena expansion project. The notice to proceed was signed on August 8, 2016 and the contractor has begun work on the project. Various subcontractors have been able to begin work due to the inclement weather however the site work contractor has been somewhat limited. With the recent rain and wet conditions the general contractor has already been able to accumulate rain out days which should be calculated in the very near future on the first change order.

Mr. Moreno also wanted to make the board aware of some property line discrepancies on the west property line when the sewer lift station was installed several years ago. This currently does not impede the work but does limit the amount of available parking that was previously anticipated by roughly 20 feet.

NEW BUSINESS:

A. Review and discuss proposal for annual audit with McMullen and Mancuso for audit ending June 30, 2016

McMullen and Mancuso have submitted a proposal and are requesting approval for their firm to once again conduct the annual audit engagement for the West Calcasieu Parish Community Center Authority for the fiscal year ending June 30, 2016.

J.C. Cormier made a motion to accept the audit engagement with McMullen and Mancuso for the fiscal year ending June 30, 2016 as presented. Mike O'Quinn seconded the motion. All voted and approved.

B. Review and discuss Louisiana Compliance Questionnaire for audit ending June 30, 2016

Mr. Moreno presented the completed Louisiana Compliance Questionnaire that is required by all government agencies entering into audit engagements. The Legislative Auditor requires all governmental agencies to have this questionnaire approved by their respective governing bodies prior to the commencement of the audit.

Meg Lovejoy made a motion to accept the Louisiana Compliance Questionnaire as presented. J.C. Cormier seconded the motion. All voted and approved.

DIRECTOR'S REPORT

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

The 4th Quarter Hotel/Motel taxes were received in the amount of \$227,837.30 which is considerably low for this quarter. Mr. Moreno contacted the Department of Treasury to find out that the Authority met its cap for the fiscal year of \$995,000. The actual collections for the 4th quarter exceeded \$450,000, which is an estimated \$250,000 above the cap bringing the total collections for the year just over \$1.3 million. The Authority has two options with regards to the excess funds. The funds could either be rolled over into the new fiscal year by which the Authority would meet the cap much sooner in the current fiscal year, or the Authority could apply for a BA 7 request and have the excess funds reimbursed. The application process for the BA7 would need to include a letter from the Authority detailing the intended use of the funds as well as letters of support from the Authorities local Legislative delegation. Mr. Moreno spoke with

Representative Danahay who stated will support the request and intends to reach out to Senator Johns as well. Mr. Moreno also commented that he plans on meeting with both legislators and seek their support on increasing the Authorities cap in the next legislative session.

PUBLIC COMMENTS:

NONE

ADJOURNMENT:

With no further business to discuss, Coy Vincent entertained a motion to adjourn. Meg Lovejoy 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, September 21, 2016 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.