

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
June 21, 2017  
West-Cal Events Center  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 p.m. by Meg Lovejoy**

**Invocation pronounced by Meg Lovejoy**

**Pledge was led by J.C. Cormier**

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

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

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

**APPROVAL OF MINUTES:**

George Vincent made a motion to accept the May 17, 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 May 2017:

The month of May was very profitable due in large part of the receipts for the series of Westlake Chemical training meetings that began to arrive. The 3<sup>rd</sup> quarter Hotel-Motel taxes have been received by Whitney Bank as well. Once sufficient funds have been secured in escrow for the next debt service payment the excess will be distributed to the Authorities operating accounts. The 3<sup>rd</sup> quarter collections were roughly 8% higher than last year's collections for the same period.

The current fiscal year will conclude at the end of June. Year to date revenues are just under \$600,000 and it is forecasted to finish the year around \$640,000. Budget should finish approximately 3.5% below budget even with the last remaining invoices still out for some major repairs. Mr. Moreno stated in a previous meeting that an amendment would be needed to the Construction line item but that will not be necessary now as no payment application is being considered for the general contractor. Currently the Cash Flow projection for the end of the fiscal year is estimated at \$5.4M.

Coy Vincent made a motion to accept the May 2017 Financial reports as presented. George Vincent seconded the motion. All voted and approved.

#### **OLD BUSINESS:**

##### **A. Arena expansion report (Mr. Ellender)**

Mr. Ellender gave a brief summary on the Arena expansion project. Currently the project is considered substantially complete in accordance with the plans and specifications and is ready for use. Mr. Ellender made a recommendation to the board to accept the project and the final change order that was presented. Change order #3 included the backflow preventer upgrade; fabrication of the temporary wall at the South entry to pavilion; a credit on fencing revisions; and weather delays for a sum of \$2,280.94. Mr. Ellender recommended to hold the final payment invoice for the punch list until the punch list items are complete. Once the Substantial completion has been filed at the court house the 45-day lien period will start and following the completion of the lien period is when the contractor may submit his final invoice for the retainage.

George Vincent made a motion to accept Change Order #3 and acceptance of completion of the project as presented. Coy Vincent seconded the motion. All voted and approved.

#### **NEW BUSINESS:**

##### **A. Committee Reports**

1. **Arena Committee-** The Arena Committee met and discussed several areas relative to the operations of the multi-purpose covered arena. The first item of discussion was to review the rate schedule which was last reviewed in 2009. It is Mr. Moreno's opinion that the rates are still currently set at a fair amount and keeps the organization compatible with other facilities in the market and that no adjustments should be considered at this time. What Mr. Moreno did recommend was a review in the Fairs, Festivals, and Special Set-ups addendum to the rate schedule. Due to the increased man hours and wear and tear on the heavy equipment needed to facilitate some of the special set-up's, Mr. Moreno recommended an increase of \$250 for the removal of the return alley; \$250 for the removal of the stock holding pens; \$500 for removal of the bucking chutes, and an additional \$100 fee for the packing down of the arena floor during midweek, non-equine events.

Mike O'Quinn made a motion to accept the rate increases for the Fairs, Festivals, and Special Set-Up Addendum as presented. J.C. Cormier seconded the motion. All voted and approved.

The Committee also discussed the future projects and improvements planned for the Multi-Purpose Arena. Due to the instability of the state finances at the present time, Mr. Moreno made a recommendation to hold off on any other potential additions to the facility but recommended some needed upgrades that could be included in the upcoming fiscal year budget. Some of the upgrades include upgrading parking lights to LED fixtures; additional fans on the west side of the arena; and finally a complete overhaul of the arena insulation.

2. **Human Resources Committee-** The Human Resources Committee met and discussed the current salaries and wages for the Authorities employees and compared them to the wages of other local public entities. Although difficult to find job descriptions that were identical to the facilities

operations, somewhat similar ones were compiled and presented to the committee. Mr. Moreno presented a proposed rate adjustment for the current staff excluding senior level administrators which include the Executive Director and Operations Manager to make the Authority more competitive and increase retention. Mr. Moreno also requested to add two additional full time positions which include an Event Coordinator and an Assistant Maintenance Supervisor. The changes and additions would increase the salaries and wages budget by \$140,000 for the next fiscal year. The board discussed the proposal and accepted the adjustments as proposed.

Coy Vincent made a motion to go into Executive session to discuss the salary of the Operations Manager. J.C. seconded the motion. All voted and approved.

Dr. George Vincent made a motion to resume the regular meeting and exit the Executive Session. JC Cormier seconded the motion. All voted and approved.

3. Finance Committee- The Finance Committee met and discussed the proposed operating budget for the Fiscal Year 2017-2018 and Mr. Moreno disused some of the items of interest. The previous year Hotel-Motel taxes were reduced by the state to just under \$1 Million. With the recent closing of the legislative session the Authorities cap on Hotel/Motel taxes was increased to \$1,192,593. The committee also discussed moving funds from the Money Market account with Iberia Bank into the LAMP account which has a much better rate of return. Once funds are transferred from the escrow account at Whitney Bank Mr. Moreno will review the available cash flow and move additional funds to the Lamp account as needed.

#### **B. Review proposed operating budget for fiscal year 2017-2018**

Mr. Moreno presented and reviewed the proposed operating budget for fiscal year 2017-2018 and explained any variances from last year's budget. With no major changes other than the approved increases to Salaries and Wages the board accepted the proposed budget.

J.C. Cormier made a motion to accept the Fiscal Year 2017-2018 proposed operating budget as presented. Coy Vincent seconded the motion. All voted and approved.

Mike O'Quinn made a motion to add to the proposed agenda item 9C under New Business to Ratify the acceptance of the amended Mosswood Development Agreement. Coy Vincent seconded the motion. All voted and approved.

#### **C. Ratify Mosswood Development Agreement**

Mosswood Development has requested to amend the current agreement which will increase the parking spaces available from 200 to 300 cars and remove the need for parking on Saturdays. Mr. Moreno conducted a phone poll with all board members for approval prior to the meeting. With no foreseeable issues with the increase in parked vehicles the board saw no reason to decline the request.

J.C. Cormier made a motion to accept the ratification of the amendment to the Mosswood Development Agreement as presented. Coy Vincent seconded the motion. All voted and approved.

#### **DIRECTOR'S REPORT**

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

Mr. Moreno presented a recent request from one of the new industry clients and their request for a contract revision. In the current rental agreement under Section 18, Force Majeure there is a statement that reads:

“any delay in necessary and essential construction or repair of the West Cal facilities”. The client is uneasy with this clause and has asked to have this deleted from the agreement. This has been reviewed by the Authorities legal counsel and he has no objections to the removal of this section of the agreement. Mr. Moreno requested permission to remove this specific statement from the rental agreement for this one client.

George Vincent made a motion to remove the statement from the Force Majeure policy as presented. Coy Vincent seconded the motion. All voted and approved.

Finally, Mr. Moreno noted that the legislative and special session has recently ended and that the funding for the Authority made it through without any cuts. Although House Bill 613 and Senate Bill 226 were not passed this session, Mr. Moreno reminded the board that these Visitor Enterprise funds, the Authorities primary source of funding, have been under scrutiny for several years and that continued efforts will need to be made in the future to safeguard these funds. Mr. Moreno asked that the board thank the local Legislative delegation when they have the opportunity for their continued support and efforts in protecting the Authority interests.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

With no further business to discuss, Meg Lovejoy entertained a motion to adjourn.

**The next regular meeting of the Board of Directors will be held on Wednesday, July 19, 2017 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**