

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
March 20, 2019  
West-Cal Events Center  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 p.m. by J.C. Cormier**

**Invocation pronounced by Mike O'Quinn**

**Pledge was led by Evelyn White**

**ROLL CALL:**

Roll call was made with the following results:

Present:	J.C. Cormier- Chairman	Coy Vincent-Vice Chairman
	Evelyn White - Secretary/Treasurer	Mike O'Quinn-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager
	Karla Doucet-Administrative Assistant	

Absent:	George Vincent-Board Member	Margaret Lovejoy-Board Member
	Darwin Pinder-Board Member	

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

Coy Vincent made a motion to accept the Agenda as presented. Evelyn White seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Mike O'Quinn made a motion to accept the February 2019 regular meeting minutes as presented. Coy Vincent seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the Financial report for February 2019:

Mr. Moreno stated that February was a very good month financially for the Authority. Income line was \$8,800 over the projected budget and Concession Income also closed above the projected budget by \$19,553. A large portion of that overage was due to the Mardi Gras revenue generated during the month of February.

The only item of note on the expense side was for preventive maintenance. CXA Services out of Lafayette recently retested and balanced the HVAC systems at the Events Center due to issues noted during the winter months and the lack of adequate heating. It was determined that several heater strips and fuses were inoperable but also that minor repairs are in order on various air handlers. The cost of those services was approximately \$5,000. In addition, the line item for professional services was approximately \$2,000 over budget as a result of contract laborers needed during the Mardi Gras season.

The month of February closes out the 8<sup>th</sup> month of the current fiscal year. Year-to-date income is up \$84,000 or 22% above budget while expenses are down \$73,000 or 8% below budgeted projections.

Half of the overage on the income line item is directly related to the interest and dividends on the reserves that the Authority has in the LAMP account with a current interest rate at 2.5%. The cash flow summary has the Authority predicted to finish the fiscal year at just over \$5.4 million.

Coy Vincent made a motion to accept the financial report as presented for February 2019. Evelyn White seconded the motion. All voted and approved.

**OLD BUSINESS:**

**A. Multi-Purpose Arena – Renovations Project Update**

Mr. Moreno informed the board that the current Pre-Bid meeting date for the Arena renovation project is set for the 18<sup>th</sup> of April. The Bid date is scheduled for 2:00 pm on the 30<sup>th</sup> of April. He discussed the option of calling a special meeting with the board prior to the regular board meeting in May to avoid delaying the project and awarding the bid for the project.

Mr. Moreno also informed the board that CenterPoint Energy has offered to provide natural gas to the Arena at no charge to the organization.

**B. Review and discuss RS 14.95.5 and City Ordinance #1155 Section 8-3**

Last month Mrs. Lovejoy asked about the status of any legal clarification as it relates to the request for the Cowboy Mounted Shooting group to utilize the facility for private practice and/or events. Mr. Moreno stated that clarification was received by the Authorities legal counsel and the City of Sulphur. Louisiana Revised Statute 14:95.5 states that firearms may not be allowed on the premises at a facility where an alcohol license has been issued with certain specific provisions. One provision is that owners and/or lessees of the facility may be allowed to carry firearms on the premises in question therefore if any renter of either the Arena and/or Events Center has an event under contract then they would fall under this provision. Unfortunately, private practice of the outdoor arena is currently not provided under written contract.

In addition, local City of Sulphur Ordinance #1155, section 8-6 specifically outlaws the intentional discharge of any firearm within the corporate limits. Provisions can be made for an organization for events but must have a special permit provided by the City of Sulphur.

**NEW BUSINESS:**

**A. Review and discuss proposal for annual audit with Steven M. Derouen & Associates for the annual audit ending June 30, 2019**

Mr. Moreno presented a proposal provided by Steven M. Derouen & Associates of Lake Charles to the Board for the annual audit for fiscal year 2018 – 2019. This proposal also included services for the Louisiana State-wide Agreed Upon Procedures.

Evelyn White made a motion to accept both the Financial Audit and State-Wide Agreed Upon Procedures proposal for fiscal year 2018-2019 as presented. Mike O’Quinn seconded the motion. All voted and approved.

**DIRECTOR’S REPORT:**

Mr. Moreno reminded the board that the Financial disclosures are once again due by the 15<sup>th</sup> of May. Also, a reminder was given that every appointed board member must take a required Ethics Training annually. Joyce Anderson is once again certified to administer this training to all employees and board

members. The date for the training will be at the next regular board meeting on Wednesday, April 17<sup>th</sup> at 4:00 pm.

Mr. Moreno informed the board that the appointment for the Louisiana Development Authority which he currently holds will expire next month. Discussion for an appointment will be added to the agenda during the regular board meeting in April.

Mr. Moreno also discussed staff turnover and difficulty in retaining staff due to local businesses increasing wages. He stated that he is putting together the budget proposals for the upcoming fiscal year and will present to the board some adjustments with regards to salaries and wages.

**PUBLIC COMMENTS:**

NONE

**ADJOURNMENT:**

With no further business to discuss Mike O'Quinn made a motion to adjourn. Evelyn White seconded the motion. All voted and approved.

**The next regular meeting of the Board of Directors will be held on Wednesday, April 17, 2019 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**