

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
June 15, 2022
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by The Rev. Margaret Lovejoy

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present:	Coy Vincent-Chairman	Matt Vincent – Vice Chairman
	Evelyn White – Board Member	The Rev. Margaret Lovejoy-Board Member
	J.C. Cormier- Board Member	Darwin Pinder – Board Member
	Adrian Moreno-Executive Director	Joyce Anderson – Operations Manager
	Judge Quirk – Legal Counsel	

Absent: Missy McClelland – Secretary/Treasurer

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Evelyn White made a motion to accept the May 2022 meeting minutes as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORTS:

Mr. Moreno gave a brief summary of the Financial Report for the month of May 2022:

The month of May concludes the 11th month of the fiscal year. The Hotel Motel taxes were finally received in the amount of \$1,292,593. This amount does meet the annual cap set forth by the Legislature for the Authorities Hotel Motel funds for the year. As a reminder the funds were being held until the Cooperative Endeavor between the Authority and the State of Louisiana was completed and approved per the guidelines of Act 119 of the 2021 legislative session. This Co-Op was successfully completed and approved this past spring.

The income during the month of May was very positive due in large part to the Louisiana State High School Rodeo Finals that took place over the course of a two-week period during the month. The Net income for this event was approximately \$26, 000. As part of the agreement with the LHSRA, the facility offered a rebate on a portion of the ancillary revenues collected and were returned to the association to be used for the team traveling to the National competition. The West Cal Arena also participated as a title sponsor for the finals cosponsoring the felt back numbers worn by all contestants throughout the event.

Expenses for the month were a little higher than normal but was a direct reflection of the increased activity, particularly during the Rodeo Finals.

Year-to-date Income is currently 50% above budget or \$230,000, while Expenses are 20% below budget or \$290,000. Cash Flow is projected to conclude the fiscal year 2021-2022 with an estimated balance of around \$3.9 million.

Matt Vincent made a motion to accept the Financial Reports as presented for the month of May 2022. Rev. Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

A. Facility repairs update (Arena & Events Center Roof Projects)

The status on the Arena Roof Replacement project and the warranty work that is needed is still being debated between the General Contractor, Daughdrill Roofing and his building supplier SBS. Mr. Moreno reminded the Board of the status on the project during the previous meeting. The warranty was a two-part warranty which covered leak proofing as well as a color finish warranty. The manufacturer has claimed that the leak proof warranty has been deemed null and void due to the application of a sprayed-on insulation. The color finish issue that is currently affecting the roof is being blamed on the contractor's installer and their incorrect seaming process so they have stated that they will not be responsible for these damages. The General Contractor was advised that he seek legal counsel to try and resolve these issues with his manufacturer.

The Generator System at the Events Center was set to go online two weeks ago and the gentlemen that was present from the manufacturer reported that a pump was faulty during his start up checklist. The issue was the pump manufacturer was no longer in business. Mr. Moreno received an update that a part was located and will be shipped in the coming days.

NEW BUSINESS:

A. Finance Committee Report- Review and discuss Proposed FY 2022-2023 Operating Budget

The Finance Committee met earlier in the week to review the proposed Operating Budget for the Fiscal Year 2022-2023. The proposed budget did include slight increases to the Income line as well as a few Expense line items. The Expense increases are for current market conditions outside of the facilities control. Mr. Moreno informed the board that the budget was prepared to keep the Authority operating in the black without any increases to the current rental rates. Should market conditions continue as they are, considerations may have to be made in the future on rate and ancillary adjustments. The proposed budget also includes a 4% cost of living increase for all qualified staff. It was the recommendation of the Finance Committee to accept the proposed Operating Budget for the Fiscal Year 2022-2023.

Rev. Lovejoy made a motion to accept the proposed Operating Budget for the Fiscal Year 2022-2023 as presented. Matt Vincent seconded the motion. All voted and approved.

The Finance Committee also discussed closing one of the Authorities financial accounts with First Horizon Bank which has been inactive for some time.

Evelyn White made a motion to close the account with First Horizon bank. J.C. Cormier seconded the motion. All voted and approved.

B. Review and discuss Facility Rental Agreement amendments

Mr. Moreno is requesting an amendment to both facilities Rental Agreements to include an endorsement for a Waiver of Subrogation. Upon discussion with the Authorities Insurance Agent, it is his recommendation to add the endorsement as an additional protective measurement.

Rev. Lovejoy made a motion to accept the Facility Rental Agreement amendments as presented. Matt Vincent seconded the motion. All voted and approved.

Mr. Moreno also requested the Authority support a requirement of all Mardi Gras Krewes that participate in the Corkage option to provide a Host Liquor Liability clause with their current insurance requirements. This additional coverage further protects the Authority with the added liability of guests self-monitoring their alcohol consumption.

Matt Vincent made a motion to require the Mardi Gras Krewes that participate in Corkage provide a Host Liquor Liability policy. J.C. Cormier seconded the motion. All voted and approved.

DIRECTORS REPORT:

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

Margaret Harris with Entergy attended the evenings meeting and asked to address the board. The Authority has had a standing Evergreen Agreement with Entergy that includes the usage of the Arena complex for storm related emergency services to include staging or pre-staging. Currently the agreement does not have any language relative to the use of the Events Center and related parking areas. The last storm caused significant damage to the organizations main office that a request was made and granted to allow the use of the Events Center complex in addition to the agreed upon Arena complex. Entergy is requesting an amendment to the current agreement whereby they would have the first right of refusal to use the Events Center facility if needed.

Mr. Moreno reminded the board of the current policy for the Authority was that if the Parish is under a mandatory evacuation, then the facility would cease to operate normal activities and assist in the restoration of the area in whatever capacity possible. Mr. Moreno has no objection to allowing Entergy a first right of refusal on usage of the facility but did ask for a 48-hour time frame by which Entergy would notify the Authority of its intention to use or not use the facility such that the Authority could then move on to other agencies if needed. An amendment to the current agreement has been drafted and will be sent to the Authorities legal counsel for review.

Mr. Moreno mentioned that the Budget for 2022-2023 fiscal year that was accepted does not include any monies for large expansion projects. He suggested that another Economic study be provided before moving forward with expansions to ensure the build and the market can support each other in the upcoming years.

Mr. Moreno also wanted to commend the staff on a job well done over the last couple of months with the very busy schedule. The success of the facilities is all a testament of their efforts and hard work.

Lastly, Mr. Moreno will be attending the annual International Association of Venue Managers (IAVM) conference in Phoenix the third week in July. He asked the board to move the monthly meeting to the second Wednesday in July on the 13th.

6

PUBLIC COMMENTS:

None

ADJOURNMENT:

With nothing further to discuss the meeting adjourned.

The next regular meeting of the Board of Directors will be held on Wednesday, July 13, 2022, at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.