

West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
November 18, 2015  
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 Meg Lovejoy

**ROLL CALL:**

Roll call was made with the following results:

Present:	Coy Vincent-Chairman	Meg Lovejoy-Vice Chairman
	George Vincent-Board Member	Mike O'Quinn-Board Member
	J.C. Cormier-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	

Absent: Evelyn White-Board Member Greg Robertson-Secretary/Treasurer

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

J.C. Cormier made a motion to move item 9A - CVB Board of Directors appointment to Item 6. George Vincent seconded the motion. All voted and approved.

**NEW BUSINESS:**

**A. REVIEW AND DISCUSS NOMINEE FOR CVB BOARD OF DIRECTORS APPOINTMENT:**

Calcasieu Police Juror Mrs. Sandy Tremé addressed the Board and introduced a nomination for the CVB Board of Directors appointment due from the WCPCCA in January 2016. Mrs. Tremé requested the Board consider Mrs. Lauren Cooper, daughter of former Deguincy mayor and current CVB board member Gary Cooper as a possible candidate for that position.

Mr. Moreno explained to the board members that the Authority is responsible for appointing one member to the Convention and Visitors Bureau Board of Directors, a position currently held by Mr. Cooper. Mr. Cooper will term out at the end of this year and a replacement is needed to fill this position. After discussion the board requested to table the nomination until next month to give an opportunity for the board members that are less familiar with this appointment to consider other possible candidates.

Meg Lovejoy made a motion to table the nomination of an appointment for the CVB Board of Directors until the following month. J.C. Cormier seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

J.C. Cormier made a motion to accept the September 16, 2015 minutes as presented. Mike O'Quinn seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report presented for September and October 2015. September closed out the 1<sup>st</sup> quarter of the Fiscal Year with Income finishing around 26% above budget and Expenses at 3-4% under budget.

October was also a very profitable month for the Authority. October is historically a busier month for the Arena due in large part to the Cal Cam Fair as well as other larger events. Income was well above budget however so were the expenses for the month as a direct reflection of the extra man power and expenses needed to host such large events.

Dr. Vincent made a motion to accept the September and October 2015 financial report as presented. Meg Lovejoy seconded the motion. All voted and approved.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**B. Review and discuss final invoice from Ellender and Broussard for Project Management Services — Phase II Events Center Project**

Mr. Moreno presented an invoice from Ellender and Broussard for the remaining balance for the Project Management (PM) Services fees. According to the agreement, PM fees were to be calculated at 3% of the total cost of the project. Mr. Ellender agreed to offset the repairs needed to the Events Center LED lighting fixtures from the total remaining PM fees. The remaining balance of \$103,668.83 is being requested at this time.

Dr. Vincent made a motion to accept and pay the final invoice to Ellender and Broussard for Project Management Services in the amount of \$103,668.83. Mike O'Quinn seconded the motion. All voted and approved.

**C. Executive Committee Report**

Coy Vincent addressed the board regarding the Executive Committee meeting held in October. The Executive Committee met to discuss the current Architectural contract with Ellender and Broussard Architectural firm before moving forward with any future projects. The committee feels that the initial engagement of the firm has been completed with the conclusion of the Event Center project and would like to make a recommendation to the board to terminate the existing agreement with Ellender and Broussard effective immediately.

Mike O'Quinn made a motion to terminate the current Architectural and Engineering Services agreement with the Ellender and Broussard. George Vincent seconded the motion. All voted and approved.

The committee also discussed and recommended the Authority consider entering into an agreement with Mr. E.J Ellender and his firm, Ellender Architects & Associates for the Authorities future expansion projects. The initial terms of the contract offer a fixed 7.5% Architectural rate and do not include any project management fees. The board openly discussed the terms and language that would need to be written in before accepting any new agreement. The board would like to have Mr. Ellender draft up a proposal for the board to review at it earliest convenience.

#### **D. REVIEW AND DISCUSS PROPOSED CHANGES TO THE EMPLOYEE BENEFITS PLAN**

Mr. Moreno presented the updates for premiums on the medical benefits that will take effect at the beginning of 2016. Employee benefits currently offered to all eligible employees are through the Calcasieu Parish Police Jury. In the past the Police Jury has paid 100% of the medical benefits for each employee and the Authority did the same for their employees. In an effort to offset the new "Cadillac" or excise tax scheduled to take effect in 2018 on all employer-sponsored health plans, the CPPJ is now requiring all eligible employees participating in the benefits plan to choose one of two available plans. The first plan offers a significantly higher deductible but still maintains a free premium to the employee while the second plan has a lower deductible but will require each employee to pay a mandatory \$40 insurance premium every month for their coverage.

Mr. Moreno explained that the Authorities current Employee Policy Manual states the Authority will pay 100% of each eligible employee's insurance premium and is requesting the board make the change to the policy manual to reflect these new premium options required by the CPPJ.

Meg Lovejoy made a motion to update the Employee Policy Manual to require all eligible employees wishing to participate in the health insurance option follow the plans offered by the Calcasieu Parish Police Jury. J.C. Cormier seconded the motion. All voted and approved.

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

Mr. Moreno gave a brief update on the Authorities operations. Both facilities continue to stay booked with the Events Center particularly exceeding all expectations and continues to stay extremely busy. Unfortunately the labor force in the local market is extremely limited right know. With the busy schedule and limited staffing options, Mr. Moreno commented that careful consideration will be taken into account when considering booking some of the larger back to back events that will require large overnight turnarounds. Mr. Moreno stated that the staff focus must remain on maintaining the service standards for both facilities that have been set over the previous years.

Mr. Moreno informed the board that the 1<sup>st</sup> qtr Hotel/Motel taxes have been received and deposited in the Authorities account. The total collected was \$271,144, an 11% increase from the same period last year. Mr. Moreno stated that he will stay in contact with the local legislative delegation to continue to request the Authorities cap be increased to its previous budget of \$1.2M or possibly even increase it more to adjust for the current increase in Hotel/Motel revenues.

Mr. Moreno also notified the board of a reimbursement from FEMA that has been received for Hurricane Rita related damages from 2005 in the amount of \$19,000.

#### **PUBLIC COMMENTS:**

None

#### **ADJOURNMENT:**

With no further business to discuss, Coy Vincent entertained a motion to adjourn.

**The next regular meeting of the Board of Directors will be held on Wednesday, December 16, 2015 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**