

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
January 16, 2013
West Cal Arena
Sulphur, Louisiana**

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

Invocation pronounced by Mike O’Quinn

Pledge was led by Dr. George Vincent

ROLL CALL:

Roll call was made with the following results:

Present:	Dr. George Vincent- Vice Chairman	Evelyn White- Secretary/Treasurer
	Bob Hardey - Board Member	Mike O’Quinn – Board Member
	Coy Vincent-Board Member	Meg Lovejoy – Board Member
	Adrian Moreno- Executive Director	Joyce Anderson- Asst. Manager

Absent: Greg Robertson- Chairman

AMENDMENTS, ADDITIONS, DELETIONS TO THE AGENDA:

Bob Hardey made a motion to accept the January 16, 2013 agenda as presented. Mike O’Quinn seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to accept the December 2012 minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial report that was prepared for the Board. Mr. Moreno reported that December ended the 2nd quarter of the current fiscal year. As of close of the 2nd qtr, the Income line item was over budget but Concessions fell just short of projected revenues. The Maintenance of Property and Equipment line item is still over budget year to date due in large part to unforeseen repairs on service vehicles and equipment, however, Mr. Moreno fully anticipates being able to make up that short coming in the upcoming months. Mr. Moreno will be requesting a line item increase to the Insurance budget later in the meeting but is confident that all remaining line items should fall within their budgeted amounts for the remaining of the fiscal year.

Evelyn White made a motion to accept the financial report for December 2012 as presented. Meg Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

A. Phase II Events Center Update (Mr. Broussard)

Mr. Broussard gave an update on the Phase II Events Center construction project from information discussed at the construction meeting held earlier that day. The contractor reported that not much progress has been made due to inclement weather during the month of January. Mr. Broussard presented Change Order #5 which did not include any monetary changes to the project but was a change in the type of roofing system that was to be used and added 7 additional working days to the contract for rain out days.

Meg Lovejoy made a motion to accept Change Order #5 as presented by Mr. Broussard. Evelyn White seconded the motion. All voted and approved.

Mr. Lee Lancon, civil engineer working on behalf of the Calcasieu Parish Police Jury was also in attendance to address some concerns raised with regards to the parish's sewer line project. Some board members were questioning the need and timing of a portion of the sewer line that was to be constructed just to the north of the new Events Center.

Meg Lovejoy made a motion to have the Authority approach the Parish to request to have the portion of the sewer line that runs along the south of the frontage road relocated to the north of the frontage road. Evelyn White seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #6 for the Phase II Events Center Project

Mr. Moreno presented Invoice #6 from Bessette Development in the amount of \$233,099.60 as approved by the Architectural and Project Management team.

Meg Lovejoy made a motion to accept and pay Bessette Development Invoice #6 in the amount of \$233,099.60 as presented. Mike O'Quinn seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #6 for testing services for the Phase II Events Center Project

Mr. Moreno presented Invoice #6 from Southwest Construction Material and Testing in the amount of \$1,247.00 for testing services.

Bob Hardey made a motion to accept and pay Southwest Construction Material and Testing Invoice #6 in the amount of \$1,247.00 as presented. Meg Lovejoy seconded the motion. All voted and approved.

C. Review and discuss Invoice #6 from Ellender and Broussard for Architectural and Engineering Services for the Phase II Events Center.

Mr. Moreno presented Invoice #6 from Ellender and Broussard in the amount of \$3,566.43 for architectural and engineering services.

Meg Lovejoy made a motion to accept Invoice #6 from Ellender and Broussard in the amount of \$3,566.43 as presented. Bob Hardey seconded the motion. All voted and approved.

D. Human Resources Committee-Review and Discuss Authority Employees Retirement options

Meg Lovejoy, chair person for the Human Resources Committee updated the board on the committee meeting that took place prior to the regular board meeting. The Committee discussed and reviewed information collected by Mr. Moreno on the MERS (Municipal Employees' Retirement System) which was recommended as the best option for the employees of the Authority by the Louisiana Senate's legal liaison as well as a private sector investment agency. After going into executive session, Meg Lovejoy made a recommendation for the Committee to allow legislation be introduced in the upcoming session to allow the Authority employees to participate in a public retirement system and more specifically request the Authority participate in the MERS Plan B program. Mrs. Lovejoy also commented that the Committee will further discuss employee's salaries and related benefits at a later date.

Evelyn White made a motion to accept the recommendation to have the employees of the Authority participate in the MERS Plan B program as presented by the Human Resource Committee. Bob Hardey seconded the motion. All voted and approved.

E. Review and discuss Liability Insurance Proposal

Mr. Moreno presented two separate quotes for the General Liability Renewal. The first quote is a renewal from the current policy for \$13,077.75 which is a \$105.00 increase from the previous year. The second quote includes Liquor Liability coverage for \$14,127.75. It has been recommended by the Authorities insurance agent that this added premium be considered so as to limit the liability the Authority would incur when alcohol is served at various events.

Evelyn White made a motion to accept the General Liability Insurance renewal to include the Liquor Liability coverage for a total premium of \$14,127.75. Meg Lovejoy seconded the motion. All voted and approved.

F. Review and discuss FY 2012-2013 proposed budget amendments

Mr. Moreno presented two budget amendments to the board for consideration. The first is an increase to the Insurance line item. A budget increase was anticipated after the large increase to the Commercial Property policy renewed last fall, however; the amount of that increase was undetermined until the General Liability quote was reviewed to ensure that an increase was required. Mr. Moreno is requesting a \$5,700.00 increase to the line item for Insurance which brings the total budget to \$61,400.00. The second amendment is to add an income line for the Capital Outlay reimbursements from the State. It is anticipated that the reimbursements will total \$2,285,398.00 for the remainder of the fiscal year.

Meg Lovejoy made a motion to accept the two budget amendments as presented for an increase to the Insurance line item of \$5,700.00 for a total of \$61,400.00, and to add a line item under income for Capital Outlay reimbursements in the amount of \$2,285,398.00. Bob Hardey seconded the motion. All voted and approved.

G. Review and discuss continued participation in the Louisiana Community Development Authority (LCDA)

Mr. Moreno presented a summary for the board of what the Authority's involvement is with the Louisiana Community Development Authority. A renewal resolution is needed to continue the participation with the organization and to appoint a representative from the Authority.

Evelyn White made a motion to have the Authority renew their membership with the Louisiana Community Development Authority and keep Mr. Moreno as their appointed representative. Mike O'Quinn seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno informed the board that the Authority has currently met its requirement from Chase bank and may now begin the draw process from the bond proceeds for construction of the Events Center project. Under the advisement of the Authorities auditor, a new construction checking account with Chase will be opened and invoices to the general contractor will now be paid from this account.

The first reimbursement request will be submitted to Facility Planning and Control to include the first six invoices from the contractor. Mr. Frey with Facility Planning and Control has suggested the Authority not include Change order requests with the submittals so as to simplify reimbursement procedures during the construction phase.

Mr. Moreno also informed the board that a local marketing firm, Parker Brand advertising has been hired to begin marketing efforts with the new facility as well as branding the entire property.

PUBLIC COMMENTS:

None

ADJOURNMENT:

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

The next regular meeting of the Board of Directors will be held on Wednesday, February 20, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.