

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
April 17, 2013
West Cal Arena
Sulphur, Louisiana**

Meeting was called to order at 5:35 p.m. by Greg Robertson

Invocation pronounced by Mike O’Quinn

Pledge was led by Dr. George Vincent

ROLL CALL:

Roll call was made with the following results:

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

Absent: None

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mr. Moreno requested to table item #9D (Discuss previous land acquisition agreement) and add item #9E (Phase II Committee Report) to the proposed agenda.

Dr. George Vincent made a motion to accept the proposed agenda with changes as presented. Meg Lovejoy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to accept the March 2013 minutes as presented. Dr. George Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial report for the month of March 2013 that was presented to the board which also concludes the 3rd Quarter of the current fiscal year. Mr. Moreno reported that overall the Authorities financial status year to date is in good fiscal shape. Due to the bi-annual financial compilation reports required by Chase Bank, some of the year to date reporting on the financial statements have been modified but are currently being reviewed by the Audit team for correction. Mr. Moreno reported that the 2013 disbursement from the Calcasieu Parish Police Jury in the amount of \$100,000.00 has been submitted and reminded the board that this disbursement finalizes the current cooperative endeavor agreement with the Police Jury. The new co-op will begin with the new fiscal year 2013-2014.

Evelyn White made a motion to accept the financial report for March 2013 as presented. Mike O’Quinn 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. Mr. Broussard reported that with the recent dry weather the progress on the project is moving forward at a good pace.

Mr. Broussard also presented Change Order #6 for the work on the large debris hole, five smaller debris holes, and an additional 36 days added to the contract. The final costs for this change order are \$78,337.00.

Mike O'Quinn made a motion to accept Change Order #6 in the amount of \$78,337.00 as presented. Evelyn White seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #9 for the Phase II Events Center Project

Mr. Moreno presented Invoice #9 from Bessette Development in the amount of \$347,523.30 as approved by the Architectural and Project Management team.

Bob Hardy made a motion to accept and pay Bessette Development Invoice #9 in the amount of \$347,523.30 as presented. Meg Lovejoy seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #9 for testing services for the Phase II Events Center Project

Mr. Moreno presented Invoice #9 from Southwest Construction Material and Testing in the amount of \$3,161.00 for testing services.

Bob Hardey made a motion to accept and pay Southwest Construction Material and Testing Invoice #9 in the amount of \$3,161.00 as presented. Dr. George Vincent seconded the motion. All voted and approved.

C. Review and discuss Invoice #9 from Ellender and Broussard for Architectural and Engineering Services for the Phase II Events Center Project.

Mr. Moreno presented Invoice #9 from Ellender and Broussard in the amount of \$5,317.11 for architectural and engineering services.

Dr. George Vincent made a motion to accept Invoice #9 from Ellender and Broussard in the amount of \$5,317.11 as presented. Bob Hardy seconded the motion. All voted and approved.

E. Phase II Committee Report

Mrs. Evelyn White gave a brief report on the Phase II – Events Center Committee that met earlier that day. The committee discussed a suitable date to which management could feasibly begin to take bookings for the Events Center. With a completion date expected of May 18, 2014 to committee felt comfortable starting a soft opening for July 1, 2014. Rates were also discussed at the committee meeting with an average rate per square foot considered. A complete rate proposal based on median rates from competing facilities will be created and presented to the board in the near future.

The committee also discussed the possibility of having the Authority entering into a cooperative endeavor with the West Cal Chamber of Commerce to provide china and flatware for their current monthly meetings until the new Events Center is available to host their monthly meetings.

Bob Hardy made a motion to enter into a cooperative endeavor with the Chamber of Commerce to provide china, flatware and related items for their current monthly meetings. Evelyn White seconded the motion. Meg Lovejoy requested an abstention. All others voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno informed the board that House Bill #2 was recently reviewed by the Senate committee on Retirement without debate and is currently moving through the senate floor. The Bill Sponsored by Senator Ronnie Johns deals with the Authority having the ability to join the Municipal Employees Retirement System in the upcoming fiscal year. According to the Louisiana Department of Treasury, a section 218 agreement would be required should the Authority choose to join the MERS group and wish to continue to pay into social security. This particular requirement can be addressed at a later date should the Authority choose to join the public retirement system.

Mr. Moreno reported that a Finance Committee meeting will be needed in the coming weeks to discuss the operating budget for the upcoming fiscal year 2013-2014. One of the issues needing to be determined will be how to incorporate the new facility into the current operating budget.

Mr. Moreno also informed the board on some of the major maintenance issues that have recently occurred on some of the Authorities aging equipment. The arena tractor has recently undergone some much needed repairs in excess of \$4,000 and the Directors company vehicle has been in the shop for repairs three times in as many months. The board discussed lease programs for the heavy equipment and options on the vehicle.

Mr. Moreno also commented on the tabled item regarding the previous land acquisition agreement. There is an apparent third culvert needed on the south property line to fulfill a previous agreement to have access to the private drive. The Authority has already provided two culverts that fulfilled a neighboring land agreement and was unaware of any other agreements with other individuals. Mr. Moreno will continue to research any such agreement and present any additional findings to the board.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Greg Robertson entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, May 15, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.