

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
April 19, 2017
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Meg Lovejoy

Invocation pronounced by Mike O'Quinn

Pledge was led by Evelyn White

ROLL CALL:

Roll call was made with the following results:

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

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| Absent: | George Vincent-Board Member | Darwin Pinder-Board Member |
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AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mike O'Quinn made a motion to accept the proposed agenda as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the March 15, 2017 regular meeting minutes as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a summary of the Financial reports as presented for March 2017. For the month of March, the Income line item is \$2,000 over the projected budget; however, the concession income is significantly under budget for the month. This \$8,600 deficit is due to a rather large supply order that was placed at the end of the month for a series of events that began in the first week of April. A companywide training was contracted by Westlake Chemical that included 19 dates with food and beverage with a potential gross of \$40,000. There was also a rather large order placed for the district Student Council event that was scheduled for the second week of April.

On the expenses, a third payroll during the month accounts for the overage to the budget on Salaries and Wages. Also, the Maintenance of Property and Equipment is significantly over budget as the invoices for the ongoing sprinkler repairs have begun to arrive. The month of March concludes the 3rd Quarter of the Fiscal Year and Year-to-Date the total Income is just over \$40,000 or 13% over budget while Expenses are \$26,000 under budget, or roughly 3% under budget.

On the Cash Flow report the balance of \$496,769 in the Whitney Account is the Principal and Interest payment for the bonds for Phase II. Once the funds are collected for the September payment from the State the remaining funds will be forwarded back to the Authority

Coy Vincent made a motion to accept the March 2017 Financial Reports as presented. J.C. Cormier seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena expansion report (Mr. Ellender)

Mr. Ellender updated the board on the progress of the Arena expansion project. The project is going well and the contractor appears to be on schedule and 90% complete. A few items left to complete and underway are the fencing to the west property line and pavilion, installation of lighting and fans, and testing of the sound equipment. The estimated time for a substantial completion is May or possibly early June.

The contractor is experiencing some difficulties tying in the sprinkler system due to the corrosion build up on the 12-year-old back flow preventer and valves. It may be advisable to replace these parts either during this project or in the near future.

One other area of concern is the height of the center eave on the south end of this addition. The southern end of the facility is constantly battling the elements with regards to wind, rain and glare. The center portion of this new addition has a 16-ft. pitch in the center with the remaining sides at 10 ft. Mr. Ellender suggested to fabricate a temporary cap to seal off the end of this pitch that will match the 10-ft. height of the eaves. Making this piece temporary would allow for vehicles or equipment taller than 10 ft. if needed to still be able to access this area with the removal of this section.

After discussion, the board elected to move forward with both items through the contingency allowance that was remaining on the project. Any balance for these items that was not covered through the contingency allowance would be presented as a final change order.

Evelyn White made a motion to accept the backflow preventer repairs and the temporary wall cap to be paid for through the contingency allowance and any balance not covered to be included in a final change order. J.C. Cormier seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Gunter Construction Invoice #8 for Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #8 from Gunter Construction in the amount of \$43,460.13 for construction services during the month of March 2017.

Mike O'Quinn made a motion to accept and pay Gunter Construction in the amount of \$43,460.13 as presented. Coy Vincent seconded the motion. All voted and approved.

B. Review and discuss Invoice #9, Construction Observation Phase from Ellender Architects & Associates for Architectural and Engineering Services-Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #9 from Ellender Architects & Associates in the amount of \$814.88 for architectural and engineering services for the period ending March 2017. The services include the Construction Observation Phase for Architectural and Engineering Services.

Evelyn White made a motion to accept and pay Ellender Architects & Associates Invoice #9 in the amount of \$814.88 as presented. J.C. Cormier seconded the motion. All voted and approved.

C. Review and discuss continued membership with the Louisiana Community Development Authority (LCDA)

Mr. Moreno updated the board on the status of the Authorities membership in the Louisiana Community Development Authority (LCDA) and that every two years the Authority must choose to continue its participation in this organization and if so elect a representative to serve on the organizations Board of Directors.

Coy Vincent made a motion to renew the West Calcasieu Community Center Authorities membership with the Louisiana Community Development Authority and have Adrian Moreno, Executive Director continue to be the representative for the Authority. Mike O'Quinn seconded the motion. All voted and approved.

DIRECTOR'S REPORT

Mr. Moreno gave a brief update on the Authorities operations:

The Park & Ride contract with Mosswood Properties continues without any complications. Payment's continue to be prompt and we have no major concerns at this time. A few more parking bumps have been added and they are still parking only 4 days a week on average. Mr. Moreno stated that he will continue to work closely with Mosswood Properties representative to ensure no issues arise through this agreement.

Westlake Chemical, one of the facilities largest clients at the Events Center is requesting a longer contract period due to the legal actions required for each individual agreement. The proposed long term agreement does not include any rental rates but is merely the actual agreement between the facility and the client. Mr. Moreno suggested that a three-year contract would be sufficient for Westlake Chemical and that any policy and/or procedural changes that would need to be made could be done so through an amendment to the agreement.

J. C. Cormier made a motion to approve having a 3-year rental agreement with Westlake Chemical for rentals at the Events Center. Evelyn White seconded the motion. All voted and approved.

Mr. Moreno also reminded the board members that the financial disclosures are due by May 15, 2017 and the annual Ethics training is due every calendar year. This training can be done online and should take about 45 minutes to an hour.

Lastly Mr. Moreno reminded the board that the State Legislative session has begun recently and that he had been contacted by the Authorities bonding attorney Jay Delafield regarding House Bill 613. This legislation would repeal the dedications of state sales taxes on hotel rooms into a special treasury fund. Correspondence has already been sent to Senator Johns and Representative Danahay requesting their assistance in protecting the Authorities primary source of funding. Mr. Moreno informed the board that he would keep a close eye on the bill as it passed through the process and update the board accordingly.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Meg Lovejoy entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, May 17, 2017 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.