

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
February 19, 2014
West Cal Arena
Sulphur, Louisiana**

Meeting was called to order at 5:25 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	Meg Lovejoy-Board Member
Coy Vincent-Board Member	Mike O'Quinn-Board Member
Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager

Absent: Bob Hardey-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to accept the January 2014 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 presented for January 2014. Hotel/Motel Taxes were received for the 2nd quarter and reflected a 5% increase from last year's reported figures. The two pending reimbursement requests for Capital Outlay were received which concludes any outstanding requests for reimbursement. Facility, Planning, and Control has stated that they will soon attempt to release funds that are due the Authority from the increase in the states' share of the project from last year's 2nd amended cooperative endeavor which increased their reimbursement from 40% to 55% of the construction project.

No significant variances were reported with regards to the facilities Income and Expense line items. Mr. Moreno informed the board that we have some maintenance expenses for sprinkler system repairs that will be reflected on next month's financial report and that an increase in that particular line item will be forthcoming.

Evelyn White made a motion to accept the January 2014 financial reports 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 current schedule reflects a completion date of June 8, 2014. With much finishing work left to do we can expect an increase in activity at the site and longer work days from the contractors. Change Order #10 was also presented by Mr. Broussard. This change order includes several projects to include the deletion of the brick at front canopy; construction of door pockets in meeting rooms; electrical changes which adds electrical outlets in corridors and lobby areas; extending drive off of service yard; and the addition of 11 days to complete the scope of work. After much discussion the board has elected to only accept this change order under the terms that only allow for a 6 day time extension for weather delays.

Dr. George Vincent made a motion to accept Change Order #10 and only allow a 6 day extension for weather delays. Mike O'Quinn seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #19 for Phase II Events Center Project.

Mr. Moreno presented Invoice #19 from Bessette Development in the amount of \$257,484.20 for construction services during the month of January 2014.

Meg Lovejoy made a motion to accept and pay Bessette Development Invoice #19 in the amount of \$257,484.20. Coy Vincent seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #19 for testing services for Phase II Events Center Project

Mr. Moreno presented Invoice #19 from Southwest Construction Material and Testing in the amount of \$241.00 for testing services for the month of January 2014.

Mike O'Quinn made a motion to accept and pay Southwest Construction Material and Testing Services Invoice #19 in the amount of \$241.00 as presented. Dr. George Vincent seconded the motion. All voted and approved.

C. Review and discuss Invoice #19 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project

Mr. Moreno presented Invoice #19 from Ellender and Broussard in the amount of \$3,939.51 for architectural and engineering services.

Evelyn White made a motion to accept and pay Ellender and Broussard Invoice #19 in the amount of \$3,939.51 as presented. Meg Lovejoy seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno gave a brief update on the current operations of the facility:

Mr. Moreno discussed with the board a concern by some of the Mardi Gras Krewe's regarding a request to have a longer contractual terms for their particular events. They are concerned about not having their particular date available each year where other facilities were offering a multi-year contract. Although it has always been the Authorities practice to offer our customers the option to secure their date after the conclusion of their event, it would make them more comfortable to have a signed contract for a longer period of time. After discussion the board has no problem offering a longer contract period so long as the contract does not lock down a rate for more than a year at a time. Mr. Moreno stated that he will research how other facilities are handling these type of request and report back to the board.

Mr. Moreno updated the board on the status of the banquet chairs that are entering into the final stages before going out to bid. Once fabric samples and frame finishes have been approved by our interior designer the bids will be released and coordinated with a delivery date towards the end of our project.

PUBLIC COMMENTS:

Mr. Les Farnum had questions regarding the Cal Cam Fair moving out to the Authorities property and a request from the Cal Cam Fair Association for grant funds from the Calcasieu Parish Police Jury. At the present time, the only funds needed to facilitate the fair would be for an extension of the utilities on the south end of the property to house all of the carnival employees for the duration of the event. This extension is currently being addressed along with the south property parking lot and will have more details for the board at a later date.

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, March 19, 2014 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.