

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
March 20, 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
	Meg Lovejoy – Board Member	Coy Vincent-Board Member
	Adrian Moreno- Executive Director	Joyce Anderson- Asst. Manager

Absent: Greg Robertson - Chairman

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 February 2013 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 for the month of February that was presented to the board. The second quarter hotel/motel state taxes were received last month in the amount of \$195,660.91. Mr. Moreno reported that these funds were somewhat short from the same period last year. He stated that according to the Smith Travel Reports supplied to us by the Convention and Visitors Bureau, the total collections for the parish are reporting an increase from the same period last year. Although the report does not specifically separate east and west Calcasieu there is still some reason for concern. Mr. Moreno assured the board that he will continue to monitor the collections from the state and report any future short comings to the board. Mr. Moreno has made a request to the department of revenue to have the list of hotels coded to the Authority reviewed for accuracy.

Mr. Moreno also reported that the first payment from the capital outlay funds have been received from the state in the amount of \$689,243.24. This first amount was for the previous 6 payment applications from the general contractor and is being refunded to the Authority at a 40%

reimbursement rate. From here on out, the applications will be submitted on a monthly basis as the contractors application for payment are submitted and approved by the board.

Evelyn White made a motion to accept the financial report for February 2013 as presented. Meg Lovejoy seconded the motion. All voted and approved.

OLD BUSINESS:

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

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. Once final calculations are made with regards to the large trash hole the contractor will submit that change order together. Presently there is another change order forthcoming with regards to the minor alterations that were being made to the drainage. Mr. Broussard noted that according to the contractors payment application they are approximately 25% completed with the project.

Mr. Broussard also informed the board of the intersection of the new entry drive and the utilities that are currently underneath the proposed section of property. The architect is recommending that the Authority remove one of the fire hydrants that will no longer be required as well as cap an existing water valve. This work was suggested to be completed by the city of Sulphur and to have some form of cooperative endeavor between the city and the Authority to cover the cost of this work.

Bob Hardy made a motion to enter into a cooperative endeavor with the City of Sulphur to have the city remove the fire hydrant and valve from the entry drive of the new facility. Evelyn White seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice 8 for the Phase II Events Center Project

Mr. Moreno presented Invoice #8 from Bessette Development in the amount of \$215,595.85 as approved by the Architectural and Project Management team.

Bob Hardy made a motion to accept and pay Bessette Development Invoice #8 in the amount of \$215,595.85 as presented. Mike O'Quinn seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #8 for testing services for the Phase II Events Center Project

Mr. Moreno presented Invoice #8 from Southwest Construction Material and Testing in the amount of \$1,882.88 for testing services.

Meg Lovejoy made a motion to accept and pay Southwest Construction Material and Testing Invoice #8 in the amount of \$1,882.88 as presented. Evelyn White seconded the motion. All voted and approved.

C. Review and discuss Invoice #8 from Ellender and Broussard for Architectural and Engineering Services for the Phase II Events Center.

Mr. Moreno presented Invoice #8 from Ellender and Broussard in the amount of \$3,298.62 for architectural and engineering services.

Meg Lovejoy made a motion to accept Invoice #8 from Ellender and Broussard in the amount of \$3,298.62 as presented. Bob Hardy seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno reminded the board that March is the beginning of the busier season for the facility and that the event calendar is completely full. Mr. Moreno would like to have the Phase II committee meet prior to the next regular scheduled board meeting to begin discussing some details with the facility to include rates and availability.

Mrs. Anderson also reminded the board that the annual public disclosure forms are coming up for renewal. Mrs. Anderson offered to assist any of the board members in filling out their packets which are due May 15, 2013.

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, April 17, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.