

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
December 18, 2013
West Cal Arena
Sulphur, Louisiana**

Meeting was called to order at 5:00 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: Greg Robertson-Chairman	Dr. George Vincent-Vice Chairman
Evelyn White-Secretary/Treasurer	Bob Hardy-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:

Evelyn White made a motion to accept the proposed agenda as presented. Meg Lovejoy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Bob Hardey made a motion to accept the November 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 that was presented to the board for the month of November 2013. Mr. Moreno stated that November is typically one of the facilities busier months in large part due to the annual Sulphur High School Rodeo, which again proved to be very successful. Income for the month came in slightly under budget for the month but the concessions line made up for the shortage. No notable discrepancies were mentioned with regards to the expenses. Mr. Moreno did point out that the line item for Maintenance of Property and Equipment would need to be addressed within the next few months due to recent upgrades and repairs that were needed with the sprinkler system. These adjustments will be addressed once all invoices have been received.

Meg Lovejoy made a motion to accept the November 2013 Financial Reports as presented. Coy Vincent seconded the motion. All voted and approved.

OLD BUSINESS:

A. Review and discuss annual audit for period ending June 30, 2013 (Chris Funk-McMullen and Mancuso, CPA)

Mr. Funk presented the Audit Report for the fiscal year 2012-2013. The Authority once again received an unqualified opinion, the highest level of assurance that is provided on the financial statements as of June 30, 2013. The audit presented fairly, in all material respects, the financial position of the West Calcasieu Parish Community Center Authority as of June 30, 2013 and the results of its operations and cash flows for the year ended in conformity with accounting principles generally accepted in the United States of America. The audit findings from the fiscal year 2011-2012 have been resolved. One finding was presented which stated the Authority was not in compliance with the revenue bond covenant requiring funding of the Debt Service Account. Mr. Funk informed the board that once management was made aware of this violation it was resolved immediately.

Coy Vincent made a motion to accept the annual audit report for FY 2012-2013 as presented. Dr. George Vincent seconded the motion. All voted and approved.

Mr. Moreno requested item 9 (e), Review and discuss proposed resolution for new sinking fund account with Chase, be presented after the audit report.

Meg Lovejoy made a motion to suspend the regular meeting to move and address item 9 (e). Mike O'Quinn seconded the motion. All voted and approved.

9E. Review and discuss proposed resolution for new sinking fund account with Chase bank

Mr. Moreno presented a resolution authorizing Adrian Moreno, Executive Director to open a new sinking fund account with Chase bank in accordance with the bond documents relative to the Events Center project. Mr. Moreno also requested the current signature holders of the Chase account sign the new sinking fund account card.

Mike O'Quinn made a motion to accept the resolution as presented. Dr. George Vincent seconded the motion. All voted and approved.

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

Mr. Moreno updated the board on the current change order being considered for final approval. Change Order #9 was discussed during the previous month's meeting and accepted the change awaiting final documentation and execution. Change order #9 includes the scope of work and materials relating to the lighting upgrades; additional electrical in the restrooms for future hand dryer; and 5 additional rain out days to the current contract. The total for this change order is \$114,004.00.

Evelyn White made a motion to accept change order #9 as presented in the amount of \$114,004.00 for lighting and electrical upgrades and an additional 5 days for weather. Meg Lovejoy seconded the motion. All voted and approved.

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 the project continues to move forward and the updated completion date as of the last change order is June 8, 2014. Mr. Broussard discussed and recommended the board consider and additional change order for an enhancement to the insulation barrier of the building to create a full thermal barrier. This change is being requested as a result of the change in insulation panels that will require an additional upgrade to create a fully enclosed thermal envelope. The current design will leave the building open in some areas, exposing it to the humid levels in SW Louisiana and could potentially cause problems in the future. The current proposal from the sub-contractor to complete this work is \$43,567.00 with no additional contract days.

Bob Hardey made a motion to accept the change order for a complete thermal barrier as presented. Meg Lovejoy seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #17 for Phase II Events Center Project.

Mr. Moreno presented Invoice #17 from Bessette Development in the amount of \$266,897.75 for construction services during the month of November 2013.

Dr. George Vincent made a motion to accept and pay Bessette Development Invoice #17 in the amount of \$266,897.75. Bob Hardey seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #17 for testing services for Phase II Events Center Project

Mr. Moreno presented Invoice #17 from Southwest Construction Material and Testing in the amount of \$818.75 for testing services for the month of November 2013.

Meg Lovejoy made a motion to accept and pay Southwest Construction Material and Testing Services Invoice #17 in the amount of \$818.75 as presented. Dr. George Vincent seconded the motion. All voted and approved.

C. Review and discuss Invoice #17 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project

Mr. Moreno presented Invoice #17 from Ellender and Broussard in the amount of \$4,083.54 for architectural and engineering services.

Dr. George Vincent made a motion to accept and pay Ellender and Broussard Invoice #17 in the amount of \$4,083.54 as presented. Mike O'Quinn seconded the motion. All voted and approved.

D. Review and discuss proposed Cooperative Endeavor with the Calcasieu Parish Police Jury

Mr. Moreno presented the Cooperative Endeavor between the Calcasieu Parish Police Jury and the Authority for the supplemental funding assistance from the ad valorem tax known as the

“Burton Coliseum and Agricultural Services Tax” in the amount of \$225,000 for the first year, followed by and 10% disbursement of estimated tax collections every subsequent year. The tax is due for renewal in 10 years.

Bob Hardey made a motion to accept the Cooperative Endeavor from the Calcasieu Parish Police Jury as presented. Evelyn White seconded the motion. All voted and approved.

DIRECTOR’S REPORT:

Mr. Moreno gave a brief update on the current operations of the facility. The 2nd amended Capital Outlay resolution has been fully executed and filed, bringing the total amount available for Capital Outlay funds for the Phase II Events Center project to \$5.5M. Mr. Moreno ensured the board that he would work closely with the Authorities assigned project manager from Facility, Planning and Control to ensure that all reimbursements are received in a timely manner.

Mr. Moreno informed the board that the Cal Cam Fair board has decided to move its annual fair to the Community Centers grounds beginning in October 2014. Management is currently working with the fair board to discuss logistics and begin the contract negotiations. Mr. Moreno informed the board that this event may expedite some of the utility expansions planned on the south lot.

Mr. Moreno also informed the board that he has been contacted by Trunkline L & G regarding a lease option for a parking area on our vacated field south of the arena entrance drive. The agreement would provide parking for contract workers on this side of the river who would then be shuttled to the construction site in Grand Lake in an effort to alleviate congestion. Their project is due to start in 2015 but they wanted to begin the process of securing sites as soon as possible. The board has agreed to listen and review any proposals from Trunkline L&G for utilization of the field adjacent to the entrance road. Mr. Moreno will report back to the board once this proposal has been made.

The arena will be hosting an event titled “Return on the Champions” on the 19th to honor two local champions on their success during the National Finals Rodeo held in Las Vegas earlier this month. Mr. Shane Hanchey won the world title in the tie-down roping event while Mr. Casey Martin placed 4th in the world in the steer wrestling competition. Mr. Moreno congratulated these two men for their achievements and welcomed any of the board members to attend.

Mr. Moreno also thanked and congratulated Greg Robertson, Evelyn White, and Mike O’Quinn for their reappointment and acceptance to continue to serve on the board for the West Calcasieu Parish Community Center Authority.

Lastly, sample banquet chairs have been collected and were placed for the board to offer their opinion on what they felt was the more comfortable and durable chair for the Events Center. Marilyn Dawdy of Treasures of Marilyn’s was also on hand to offer her opinion and insight on

things to consider when deciding on a banquet chair. After discussion the board voted that the banquet chair presented by MTS will be the chair of choice.

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, January 15, 2014 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana