

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
December 19, 2012
West Cal Arena
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Greg Robertson

Invocation pronounced by Greg Robertson

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
	Chuck Kinney-Board Member	Meg Lovejoy – Board Member
	Adrian Moreno- Executive Director	Joyce Anderson- Asst. Manager

Absent: Mike O’Quinn – Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE AGENDA:

Dr. George Vincent made a motion to accept the December 19, 2012 agenda as presented. Meg Lovejoy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Chuck Kinney made a motion to accept the November 2012 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 that was prepared for the Board. Mr. Moreno reported that the 1st Quarter Hotel/Motel taxes were received in the amount of \$168,532.64 which is a decrease from the same period last year. This does not pose much concern at this time because the state often has some delays on the reporting from the Department of Revenue to the Treasury Department. Mr. Moreno stated that periodically he contacts the Department of Revenue and compares their listing with ours of eligible hotels and motels in our district to ensure that the Authority is in fact receiving all of its proper funding. Mr. Moreno also reported that the Income line item came in a little over budget due to some larger revenue generating events during the month of November; although Concession was a little under budget. All other projected budget line items were met.

Chuck Kinney made a motion to accept the financial report for November 2012 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 on December 19, 2012. The contractor reported that not much progress has been made due to inclement weather. All subcontractors are working as diligently as they can when the chance arises on dry days and weekends. Mr. Broussard stated that the project is currently about 5 weeks behind schedule due to weather. Another debris hole has been located on the south of the service yard but cannot be completely addressed with the inclement weather. As of yet, the severity of the trash hole is still unknown.

Mr. Lancon with Lancon Engineers attended the construction meeting on behalf of the Calcasieu Parish Police Jury to request an equipment easement along the north property line of the Events Center for the upcoming sewer line extension project. Some concerns were raised regarding the location of the easement and the limited availability on the construction site for the new Events Center. Additional concerns were raised about the plans presented by Mr. Lancon and the intersection of the drainage lines that were being installed by the contractor for the new Events Center. After discussion, it was recommended that the parties in question meet to discuss in more detail the plans for the new sewer line and to recommend an alternate location for the easement.

Mr. Broussard also discussed the issue on the relocation of the utility lines going to the new facility. As it stands, only three utility poles will need to be relocated to accommodate any interference with traffic ingress and egress. Mr. Moreno has negotiated with Entergy to have the relocation of these utility lines replaced at no cost to the Authority after initial estimates came in near \$15,000.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #5 for Phase II Events Center Project

Mr. Robertson discussed Invoice #5 from Bessette Development that was presented to the board in the amount of \$399,649.23 as approved by the Architectural and Project Management team.

Meg Lovejoy made a motion to accept and pay Bessette Development Invoice #5 in the amount of \$399,649.23 as presented. Dr. George Vincent seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #5 for testing services for Phase II Events Center Project

Mr. Robertson discussed Invoice #5 from Southwest Construction Material and Testing that was presented to the board in the amount of \$3,457.25 for testing services.

Chuck Kinney made a motion to accept and pay Southwest Construction Material and Testing Invoice #5 in the amount of \$3,457.25 as presented. Meg Lovejoy seconded the motion. All voted and approved.

C. Review and discuss Invoice #5 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center.

Mr. Robertson discussed Invoice #5 from Ellender and Broussard that was presented to the board in the amount of \$6,114.64 for architectural and engineering services calculated from the current invoice presented by Bessette Development.

Dr. George Vincent made a motion to accept Invoice #5 from Ellender and Broussard in the amount of \$6,114.64 as presented. Chuck Kinney seconded the motion. All voted and approved.

D. FY 2011-2012 Audit Report

Mr. Moreno presented the audit report for the fiscal year 2011-2012 to the board. Mr. Funk sent his apologies but was unable to attend the meeting and provide the report for Mr. Moreno. The Authority once again received an unqualified opinion, the highest level of assurance that is provided on the financial statements as of June 30, 2012. The audit presented fairly, in all material respects, the financial position of the West Calcasieu Parish Community Center Authority as of June 30, 2012 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 had no new findings; however the following two audit findings were unresolved from last year's audit and can once again be seen as standard findings for small political entities such as the West Calcasieu Parish Community Center:

1. Because of the size of the organization and the limited number of accounting personnel; it is not feasible to maintain a complete segregation of duties to achieve effective internal controls.
2. The organization does not have a staff person who has the qualifications and training to apply generally accepted accounting principles in recording transcripts or preparing its financial statements.

Chuck Kinney made a motion to accept the Audit Report for FY 2011-2012 as presented. Bob Hardey seconded the motion. All voted and approved.

E. Review and discuss enrollment options in the Municipal Employees Retirement System (MERS)

Mr. Moreno has been researching retirement benefits over the last several years in an effort to offer some added benefits for the employees of the Authority. Mainly due to the structure of the organization, the Authority has not been allowed to participate in any of the state's public retirement systems. Mr. Moreno reported to the board that he has engaged in numerous conversations with Senator Johns over the years with regards to other retirement options for the Authority. After extensive research, our local legislators have agreed to request legislation in the upcoming session that will allow the Authority to participate in one of the state's public retirement systems pending the board's approval.

Senator Johns engaged the assistance of Mrs. Laura Gail Sullivan, Legal Counsel for the Senate to research possible options for the Authority. In reviewing the Authorities makeup and organizational structure, her recommendation was that the Authority look at becoming a member of the Municipal Employees Retirement System (MERS). Currently the MERS group offers two plans, A & B. Plan B was recommended by Mrs. Sullivan because it still allows the employees

to continue to participate in Social Security as well as the public retirement system. The current contribution rate is 5% of salary for the employee and 8 % for the employer. The most compelling benefit for joining this particular system is the limited cost associated with this plan as opposed to joining an outside plan through a private entity. There are however other options should the board choose to research these such as a defined contribution plan.

After addressing several questions brought forth from the board, it was recommended that the item be tabled until such time as additional details have been made available. Mr. Moreno suggested that the Human Resources Committee meet to discuss the retirement benefits and discuss available options for the Authority.

F. 2013 Executive Committee Nominations

Mr. Moreno reminded the board that according to the bylaws for the Authority, the Executive Committee members can hold their respective positions for no more than two consecutive years. Currently the Executive Committee has held their positions for that time period ending on December 31, 2012. Requests have been made to research the possibilities of extending these term limits through the duration of the second Phase Events Center Project completion. Mr. Moreno informed the board that should such action be requested, a motion for a temporary amendment be made to the respective language in the bylaws to allow a continuation of the Executive Committee in their current seats. Additional concerns were made with the length of the project and suggested the extension be made for only one year and revisited again at the end of the extended term.

Chuck Kinney made a motion to temporary amend the current bylaws of the Authority to extend the seats of the current Executive Committee for a period of one calendar year ending on December 31, 2013. Meg Lovejoy seconded the motion. All voted and approved.

G. Request by Mr. Kinney for Phase II recognition

Mr. Robertson addressed the board and discussed his thoughts as to how appropriate recognition could be made to all board members who have been involved with the Phase II Events Center Project. He commented that it was important to include every member who has played an integral role in the inception, design and completion of the project for his respective community. Mr. Robertson recommended to the board that the bronze plaque that is to be placed on the exterior of the new facility include any board member who was active from the day the Authority closed on the loan documents to the end of the construction phase. In addition, Mr. Robertson suggested that some type of recognition be designed and included in the interior of the facility that recognizes all former board members since the inception of the Authority. He stated that it was important to properly recognize all individuals who have given their time and service to the community in representing the Authority on this endeavor.

Evelyn White made a motion to accept the proposal for recognizing on the exterior plaque of the new facility, all members of the Authority from the time of the financial closing until completion of the Events Center project. Meg Lovejoy seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno was asked by Mr. Gary Cooper to express his appreciation for the nomination to the Convention and Visitors Bureau's Board of Directors as the liaison for the West Calcasieu Parish Community Center Authority. Mr. Cooper currently holds the position of Vice-Chairman of the Board for the Convention and Visitors Bureau.

Mr. Moreno updated the Board that the amended co-operative endeavor was received by Facility Planning and Control and includes the \$3,500,000 that was approved in this past legislative session's Capital Outlay budget. The Authority's current amount available for Priority 1 Capital Outlay cash is \$4,000,000. There is still an additional \$1,500,000 available in Priority 5 non-cash line of credit that will be reviewed during the next legislative session. In the next 30-60 days reimbursement requests will begin to be submitted to Facility Planning and Control at a reimbursement rate of 39% of the total construction project.

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 16, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.