

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
February 20, 2013
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 Greg Robertson

ROLL CALL:

Roll call was made with the following results:

Present:	Greg Robertson- Chairman	Evelyn White- Secretary/Treasurer
	Bob Hardey - Board Member	Meg Lovejoy – Board Member
	Adrian Moreno- Executive Director	Joyce Anderson- Asst. Manager
Absent:	Dr. George Vincent- Vice Chairman	Mike O’Quinn – Board Member
	Coy Vincent-Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mr. Moreno requested to add item #9D (New Business) to the proposed agenda to review and discuss Committee Assignments for 2013.

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

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to accept the January 2013 minutes as presented. Bob Hardey 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 January is typically one of the facilities lower revenue generating months due to the uncertainty of the weather in Southwest Louisiana. The budget for income was met in large part to the practice availability of the facility during the unoccupied weekends as well as weekdays during the unseasonably wet month the area encountered. Mr. Moreno also informed the board that the Burton Tax and the Hotel/Motel Tax Revenues for the 2nd Quarter are both expected to be received next month. Mr. Moreno presented a report to the board that was requested during the last board of Directors meeting for totals on invoices paid to date for the Events Center Project that will be submitted from this point forward.

Evelyn White made a motion to accept the Financial report for January 2013 as presented. Bob Hardey seconded the motion. All voted and approved.

OLD BUSINESS:

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

Mr. Ellender gave an update on the Phase II Events Center construction project from information discussed at the construction meeting held earlier that day. Mr. Ellender reported that although the majority of the month was slow due to the inclement weather, there was still considerable amount of work done on the project.

B. Review and discuss Parish easement request

Mr. Ellender discussed and answered questions with the board regarding the two Easement requests from the Calcasieu Parish Police Jury made during a previous meeting. He recommended that the Board move forward with the requests in order to not further delay the sewer project and the service that it will provide the new Events Center.

Bob Hardey made a motion to accept Easement requests #1 and #2 as prepared by the Calcasieu Parish Police Jury. Evelyn White seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice 7 for the Phase II Events Center Project

Mr. Moreno presented Invoice #7 from Bessette Development in the amount of \$276,971.26 as approved by the Architectural and Project Management team.

Evelyn White made a motion to accept and pay Bessette Development Invoice #7 in the amount of \$276,971.26 as presented. Meg Lovejoy seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #7 for testing services for the Phase II Events Center Project

Mr. Moreno presented Invoice #7 from Southwest Construction Material and Testing in the amount of \$1,628.00 for testing services.

Meg Lovejoy made a motion to accept and pay Southwest Construction Material and Testing Invoice #7 in the amount of \$1,628.00 as presented. Bob Hardey seconded the motion. All voted and approved.

C. Review and discuss Invoice #7 from Ellender and Broussard for Architectural and Engineering Services for the Phase II Events Center.

Mr. Moreno presented Invoice #7 from Ellender and Broussard in the amount of \$4,237.66 for architectural and engineering services.

Bob Hardey made a motion to accept Invoice #7 from Ellender and Broussard in the amount of \$4,237.66 as presented. Evelyn White seconded the motion. All voted and approved.

D. Committee Assignments for 2013

Mr. Moreno presented the Committee Assignments for 2013 to the board with the newly appointed members filling the previous members for review.

Meg Lovejoy made a motion to accept the Committee Assignments as presented for 2013. Bob Hardey seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno informed the board that the first reimbursement request sent to Facility Planning and Control was received. This request included the first six invoices from the contractor and that from this point forward, all reimbursement requests will be submitted monthly.

Mr. Moreno presented to the board a preliminary plot for the new Convention and Visitor's Bureau Interpretive Building which will be located to the property north of our current entrance drive to the Arena. Mr. Moreno was advised by the CVB's representative that possible curb cuts and/or right-of-ways might be requested once a final design has been approved.

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, March 20, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.