

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
June 18, 2014
West Cal Arena
Sulphur, Louisiana**

Meeting was called to order at 5:40 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	Mike O'Quinn-Board Member
	Bob Hardey-Board Member	Meg Lovejoy-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager

Absent: Coy Vincent-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mr. Moreno requested to add Item #9A under New Business to review and discuss Insurance proposals for Property Insurance.

Mike O'Quinn made a motion to add Item #9A under New Business to review and discuss Insurance proposals for Property Insurance. Dr. George Vincent seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Bob Hardey made a motion to accept the May 2014 minutes as presented. Dr. George Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial report presented for May 2014. The first item for discussion was the Capital Outlay grant under the Income line item. A payment of \$1.2M was received from Facility Planning & Control, which brings the Authorities reimbursement payments for the Events Center project up to date. Previous shortages were made over the course of the construction period due in large part to increases in the reimbursement rates as dictated through the legislative Capital Outlay appropriations.

Mr. Moreno also discussed the Cash Flow report and the balance which holds the bond proceeds in the JP Morgan Chase account which is just over \$1.4M. With just a little over \$2M on the project remaining these funds are anticipated to be exhausted within the next month. The Events

Center fees report reflects the projected balance at the end of construction to include all miscellaneous sub-contractors and FF&E.

Lastly, Mr. Moreno pointed out that income for the new Events Center building has is currently being collected and the format for the Events Receipt report has been modified to reflect these deposits as well.

Evelyn White made a motion to accept the May 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 morning. Mr. Broussard reported that the construction schedule has not changed and is still on target for the end of June. Contractors for the project are continuing to work at a steady pace with extended days and weekend work continuing to ensure the deadline of the end of the month is met. Fire Marshall Inspection is scheduled for June 23rd with architectural inspection for all punch list items to begin on the 25th with the substantial completion to be granted on the 30th of June. At this time the Authority is required to provide the property insurance for the facility with all equipment scheduled to begin arriving that morning.

B. Ratify and accept Change Order #14 for Phase II Events Center Project

Mr. Moreno presented change order #14 which was for labor, materials, and equipment necessary to complete the scope of work associated with the installation of Vapor Control 100 in the areas where terrazzo flooring is to be installed as per a recommendation from the terrazzo sub-contractor due to higher than acceptable moisture reading taken on the slab. The amount of change order #14 is \$19,055.00.

Dr. George Vincent made a motion to ratify change order #14 as presented in the amount of \$19,055.00 as presented. Bob Hardey seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Insurance proposals for Property Insurance

Mr. Steve Lyons of Lyons Insurance and Mr. Lee Kinney of City Savings Financial presented quotes for property insurance for the Events Center. Our current policy for the Arena expires August 15th 2014 but coverage is needed for the Events Center effective June 30th. Due in large part to a misunderstanding, the quote from Lyons Insurance was a new policy proposal that would cover both facilities effective July 1, 2014 while the quote from the Authorities agent with City Savings Financial Services was for an endorsement for the Events Center to be added to the existing policy for the remaining policy period. After discussion the board decided to have a third party consultant with knowledge in the insurance industry review both proposals and make a recommendation to the board. Should the endorsement of the existing policy be chosen, both

agencies will be given the opportunity to submit proposals with an effective date of August 15, 2014 for a true comparison of the policies.

B. Review and discuss Bessette Development Invoice #23 for Phase II Events Center Project.

Mr. Moreno presented Invoice #23 from Bessette Development Corp. in the amount of \$543,486.45 for construction services during the month of May 2014.

Bob Hardey made a motion to accept and pay Bessette Development Invoice #23 in the amount of \$543,486.45. Meg Lovejoy seconded the motion. All voted and approved.

C. Review and discuss Invoice #23 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project

Mr. Moreno presented Invoice #23 from Ellender and Broussard in the amount of \$8,315.35 for architectural and engineering services for the period ending May 2014.

Dr. George Vincent made a motion to accept and pay Ellender and Broussard Invoice #23 in the amount of \$8,315.35 as presented. Meg Lovejoy seconded the motion. All voted and approved.

D. Review and discuss invoice #51403 from Southwest Construction Materials for testing services-Phase II Events Center Project

Mr. Moreno presented Invoice #51403 from Southwest Construction Materials for testing services for the Phase II Events Center Project in the amount of \$241.00.

Dr. George Vincent made a motion to accept and pay Southwest Construction Materials in the amount of \$241.00 as presented. Bob Hardey seconded the motion. All voted and approved.

E. Review and discuss FY 2013-2014 proposed Operating budget amendments

Mr. Moreno reviewed and discussed proposed increases to specific line items to the FY 2013-2014 operating budget. The revisions are as follows: Utilities increased \$3,960 from \$44,040 to \$48,000; Rentals increased an additional \$2,200 from \$2,400 to \$4,600; Maintenance of Property and Equipment increased an additional \$14,000 from \$32,500 to \$46,500; Supplies increased an additional \$3,750 from \$6,500 to \$10,250; and Permits, Licenses, and Fees for an additional \$2,250 from \$600 to \$2,850. These increases are a directly related to the addition of the Events Center project and the related expenses in preparation for its opening later this summer.

Mike O'Quinn made a motion to accept the budget amendments for FY 2013-2014 as presented. Evelyn White seconded the motion. All voted and approved.

F. Review and discuss FY 2014-2015 proposed operating budget

Mr. Moreno presented the proposed operating budget for FY 2014-2015 to the board for review. The format for the new budget will reflect separation of the facilities by assigning classes to each income or expense line item. Mr. Moreno emphasized to the board that with the many unknowns for the project, it is expected that this operating budget will go through

many revisions throughout the fiscal year as operating expenses and revenues will become more defined as the use of the facility increases. The projected income for the Events Center is done so in a very conservative manner whereas expenses were projected as generous as possible to allow for some flexibility.

Dr. George Vincent made a motion to accept the proposed Operating budget for FY 2014-2015 as presented. Mike O'Quinn seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno discussed with the board the future needs and potential expansions to the arena to aid in reaching the arena's maximum capabilities. Several large events are turned away each year due to limitations on stalls, RV, and covered warm up areas needed to accommodate those events. Mr. Moreno is currently working with the architectural team to lay out a master plan for the complex and suggested that the Authority consider updating the property survey to include the Events Center and all new utilities that have been added over the past few years.

The construction of the water feature will begin next week but may not be completed prior to our first event on July 17th. The board recommended proceeding with the project in all aspects in an attempt to complete the construction as quickly as possible and will work around the incomplete areas of the project.

Mr. Moreno has contracted Greathouse Construction to clear and remove the remaining acreage that sits on the Authorities west boundary line. Once permits have been issued and the weather cooperates, this work will begin and should take no longer that 15 days to complete. The contractor has also been asked to clear up the vegetation along the interstate directly in front of the Events Center. In order for tis work to proceed, a cooperative endeavor with the property owner was suggested be in place prior to any work being competed

Mr. Moreno invited the board to our first public event on Thursday, July 17th, a fundraiser hosted by the Friends of Sulphur Police at 6:00 pm in the Events Center. This is the first of many high profile public events and suggested that it would be good to have a few Authority members present if there were available.

Lastly, Mrs. Anderson reminded the board and passed out information to the board on an annual training required by each member by the State of Louisiana Board of Ethics. She informed the board that this training can be completed on-line or at approved seminars hosted later in July.

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, July 16, 2014 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.