

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
June 17, 2015
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Coy 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:	Coy Vincent-Chairman	Meg Lovejoy-Vice Chairman
	George Vincent-Board Member	Evelyn White-Board Member
	Mike O'Quinn-Board Member	J.C. Cormier-Board Member
	Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager

Absent: Greg Robertson-Secretary/Treasurer

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Dr. George Vincent made a motion to accept the agenda as presented. James Cormier seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to accept the May 20, 2015 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 presented for May 2015.

Mr. Moreno explained that the month of May carried the same trend as the previous months with the YTD expenses running just slightly under budget while the income remains significantly over budget. The overall operating expenses for the facilities are expected to end the fiscal year just under budget or close to therefore no year-end adjustments are necessary at this time.

Evelyn White made a motion to accept the May 2015 financial report as presented. Mike O'Quinn seconded the motion. All voted and approved.

OLD BUSINESS:

A. Road Project Update (Mr. Moreno)

The Authority members along with the hired consultant, Mr. Mark McMurry held a phone conference earlier this month to discuss a proposed servitude and easement agreement presented by the legal team representing the neighboring property owners in regards to a certain track of property the West Cal Authority owns. After reviewing the servitude and hearing Mr. McMurrys concerns, the board agreed that the proposed document was too vague and not in the Authorities best interest and that the best course of action would be to donate the entire property to the city as previously agreed upon. At this time a resolution is needed to request the City accept an Act of Donation from the Authority of the entire tract of land beginning at the entrance road on Hwy 1256 and continuing west to the facilities entrance gate.

Dr. George Vincent made a motion to adopt a resolution from the Authority to request the City of Sulphur accept an Act of Donation of the entire property from the beginning of the entrance road on Hwy 1256 and continuing west to the facilities entrance gate to include all servitudes and right-of-ways. Meg Lovejoy seconded the motion. All voted and approved.

B. Review and discuss authorized signature cards for the Authorities financial institutions

Mr. Moreno informed the Authority that all of the signature cards with the Authorities financial institution, Iberia Bank are needed to be updated. A few months prior, the board passed a resolution to add Mr. Coy Vincent and Mrs. Lovejoy to the signature card however it has been brought to the administrations attention that two previous board members are still on the signature card and the resolution to add Mrs. Anderson to the card was never implemented by the bank.

Evelyn White made a motion to draft a resolution to remove previous board members Alton White and Gene Mullin from the signature cards with Iberia Bank. Meg Lovejoy seconded the motion. All voted and approved.

Evelyn White made a motion to draft a new resolution to add Coy Vincent, Meg Lovejoy, and Joyce Anderson to the signature cards with Iberia Bank. Mike O'Quinn seconded the motion. All voted and approved.

C. Phase II Events Center Update (Mr. Broussard/Mr. Ellender)

Mr. Broussard gave an update on the status of the Phase II Events Center project. Bessette Development is requesting to close the project out after almost a full year of operation. They are offering a \$3,300.00 credit to cover the alterations needed for the curtain and a \$550.00 credit for the Holly trees that were incorrect which were the final items on the punch list. If the board accepts the credits the contractor would like this done through a change order for documentation purposes.

D. Review and discuss Change Order #15 from Bessette Development Corporation

Mr. Broussard presented Change Order #15 which includes a \$3,300.00 credit to cover the alterations to the curtain and a \$550.00 credit for the Holly trees that were the incorrect size. Total credit for this proposed Change Order is \$3,850.00.

Dr. George Vincent made a motion to accept Change Order #15 as presented. Mike O'Quinn seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss revised Bessette Development Invoice #27 for Phase II Events Center

Mr. Broussard presented Invoice #27 from Bessette Development in the amount of \$20,950.00 for the final payment for the Events Center project.

Mike O'Quinn made a motion to accept and pay Invoice #27 from Bessette Development in the amount of \$20,950.00 as presented. Dr. George Vincent seconded the motion. All voted and approved.

B. Review and discuss proposed FY 2015-2016 Operating Budget

Mr. Moreno presented the proposed operating budget for the fiscal year 2015-2016 and explained the more notable variances with the board.

Evelyn White made a motion to accept the FY 2015-2016 Operating Budget as presented. James Cormier seconded the motion. All voted and approved.

C. Review and discuss proposal from Hotard Coaches

Mr. Moreno presented a proposal from Hotard Coaches, a motor coach leasing company out of New Orleans which was requesting to lease a portion of the facilities parking lot to park and shuttle employees to a local industry in an attempt to alleviate the traffic on Hwy 27. The board reviewed the proposal and opted to decline the offer for this lease at this time.

D. Review and discuss proposal from Entergy Corporation for additional street lights

Mr. Moreno presented a proposal from Entergy Corporation to add additional street lights down Arena Rd in front of the new Events Center. This proposal was also sent to the City of Sulphur and the Police Jury for possible participation and is currently under review. This proposal was prepared merely for budgetary purposes should the Authority decide to participate in this project. The board discussed their options and informed Mayor Duncan that they would have an interest in this proposal as a joint services agreement with the City and the Police Jury if possible.

DIRECTOR'S REPORT

Mr. Moreno gave a brief update on the Authorities operations:

The utilization of the Events Center has far exceeded any projections made thus far. As the Authority moves forward and the interest continues in this facility Mr. Moreno reminded the board that future expansions might need to be considered.

Also, now that the Events Center project is complete, the plans for the Arena expansion are under consideration and Mr. Moreno requested that the Arena Committee schedule a planning meeting in the near future to review the current expansion plans.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Coy Vincent entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, July 15, 2015 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.