

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
June 19, 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 Dr. George Vincent

ROLL CALL:

Roll call was made with the following results:

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| Present: | Greg Robertson-Chairman | Dr. George Vincent-Vice Chairman |
| | Evelyn White-Secretary/Treasurer | Meg Lovejoy-Board Member |
| Absent: | Bob Hardy-Board Member | Mike O'Quinn-Board Member |
| | Coy Vincent-Board Member | |

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Dr. George Vincent made a motion to accept the May 2013 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 2013. Mr. Moreno clarified to the board as to why the financial report presented a zero balance for the Capital Outlay Grant line item. The Capital Outlay funds were delayed due to additional supporting documentation that was required due to a change in the Authorities Project Manager with Facility Planning and Control, which has since been corrected.

Mr. Moreno reported that overall the Authorities financial status currently is in good fiscal shape. May was a very profitable month finishing above budget for Income. The only issue on the expense side is the previously discussed Maintenance of Property and Equipment line. All invoices relative to the repairs have been received and will be submitted for an adjustment to the budget later in the meeting.

Dr. George Vincent made a motion to accept the May 2013 financial report 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 day. Mr. Broussard reported that with the continued good weather conditions the project is moving forward at a good pace since the last report. The concrete is scheduled to be poured in the next few days for the mezzanine deck and service yard. Also, the parish's contractor for the water and sewer extension project and our contractor have worked out the logistics for the two projects to work simultaneously and not interfere with one another.

Mr. Broussard also presented Change Order #7 which includes the utility work for the AT&T phone line, modifications to the drainage associated with the detention pond, and a 3 day increase to contract time due to weather delays.

Evelyn White made a motion to accept Change Order #7 as presented. Dr. George Vincent seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #11 for Phase II Events Center Project

Mr. Moreno presented Invoice #11 from Bessette Development in the amount of \$537,139.50 as approved by the Architectural and Project Management team.

Dr. George Vincent made a motion to accept and pay Bessette Development for Invoice #11 in the amount of \$537,139.50 as presented. Evelyn White seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #11 for testing services for Phase II Events Center Project

Mr. Moreno presented Invoice #11 from Southwest Construction Material and Testing in the amount of \$1,447.00 for testing services for the month of May.

Meg Lovejoy made a motion to accept and pay Southwest Construction Material and Testing for Invoice #11 in the amount of \$1,447.00 as presented. Dr. George Vincent seconded the motion. All voted and approved.

C. Review and discuss Invoice #11 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project

Mr. Moreno presented Invoice #11 from Ellender and Broussard in the amount of \$8,218.24 for architectural and engineering services.

Meg Lovejoy made a motion to accept and pay Ellender and Broussard for Invoice #11 in the amount of \$8,218.24 as presented. Evelyn White seconded the motion. All voted and approved.

D. Review and discuss proposed revisions to the FY 2012-2013 operating budget

Mr. Moreno reviewed and discussed two revisions to the FY 2012-2013 operating budget. The first revision is for the Rentals line item for an additional \$400 from \$2,200 to \$2,600 that is being requested for the rental of a lift to repair damaged light fixtures in the barn. The second revision is for the Maintenance of Property and Equipment line item for an additional \$4,000.00 from \$30,400 to \$34,400. This increase is a direct result from the repairs to the arena's tractor and sprinkler system repairs this past spring.

Dr. George Vincent made a motion to accept the proposed revisions to the line items for Rentals for an additional \$400.00 and Maintenance of Property and Equipment for an additional \$4,000.00 as presented. Evelyn White seconded the motion. All voted and approved.

E. Review and discuss proposed FY 2013-2014 operating budget

Mr. Moreno presented the proposed operating budget for the FY 2013-2014 calendar year to the board for review. Following a previously held Finance Committee meeting held earlier last month, a request was made to have a few changes made to the format of the report. First, a line item for concession cost of goods and gross income was requested to be added to the report. Also, it was requested that the Hotel/Motel tax budget reflect the Authorities actual projected income as opposed to reflecting the state's annual cap on Hotel/Motel revenues. In addition to the revenue line item changes, a separate Capital Outlay budget was added to reflect purchases specifically for the Events Center. Mr. Moreno reminded the board that with the opening of the new facility in early summer of 2014, he does anticipate that this budget will go through several revisions as needed to incorporate the addition of the Events Centers operation.

Evelyn White made a motion to accept the proposed FY 2013-2014 budget as presented. Meg Lovejoy seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno requested that the Events Center committee meet to begin discussing some of the fixtures, furnishings, and equipment. He will continue to closely monitor the progress of the construction and keep the board informed on progress. He also invited the board members to stop by anytime for a closer look at the building site at their leisure.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Mr. Robertson entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, July 17, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.