

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
March 15, 2017
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Meg Lovejoy

Invocation pronounced by Mike O'Quinn

Pledge was led by J.C. Cormier

ROLL CALL:

Roll call was made with the following results:

Present:	Meg Lovejoy- Chairman	J.C. Cormier-Vice Chairman
	Coy Vincent-Secretary/Treasurer	George Vincent-Board Member
	Evelyn White-Board Member	Mike O'Quinn-Board Member
	Darwin Pinder-Board Member	Adrian Moreno-Executive Director

Absent: Joyce Anderson-Operations Manager

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

J C Cormier made a motion to accept the proposed agenda as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

George Vincent made a motion to accept the February 15, 2017 regular meeting minutes as presented. Mike O'Quinn seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a summary of the Financial reports as presented for February 2017

The month of February concludes the Mardi Gras Season in which nine Krewe's were hosted resulting with revenue's just under \$75,000. The 2nd Quarter Hotel-Motel Taxes have been received and deposited directly with the Authorities bond paying agent Whitney Bank. Once the debt service payment is made on March 1 any excess funds collected will be disbursed to the Authority's operating accounts. Year-to-date Hotel-Motel revenues total just over \$572,000. Mr. Moreno reminded the board that the additional \$230,000 in the account are excess funds collected from the previous fiscal year that were rolled over and will be applied to the current fiscal years cap. Once the cap is met for the fiscal year 16-17 no additional funds will be received. Mr. Moreno spoke again with Senator Johns regarding the BA-7 requests and was informed that unfortunately no additional funds will be allotted due to the financial crises the state is facing.

For the month of February, the Income line item is \$12,000 over budget and \$4,000 over for concessions. On the expenses, invoices for the ongoing repairs to the sprinkler system have not been received thus far but anticipate these within the coming weeks. Year-to-Date the total Income is just over \$55,000 or 17% over budget while Expenses are \$48,000 under budget, or roughly 5% under budget.

Coy Vincent made a motion to accept the February 2017 Financial reports as presented. J.C. Cormier seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena expansion report (Mr. Ellender)

Mr. Ellender gave a brief update on the Arena expansion project. Completion date for the project is currently expected for May 23, 2017 plus rainouts. The pavilion is 80% complete and the overall project is 85% complete. There are a few pieces of steel they are awaiting delivery on to complete that portion of the project. Installation of the systems to include lighting, sound, and sprinkler will follow once the building erection has been completed.

Mr. Moreno explained to the board that a similar footing material to what is in the main performance arena has been requested to be installed in the new addition. Although a final layout of the new addition has yet to be determined, having a similar footing will give the use of the area more options.

NEW BUSINESS:

A. Review and discuss Gunter Construction Invoice #7 for Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #7 from Gunter Construction in the amount of \$21,395.90 for construction services during the month of February 2017.

Evelyn White made a motion to accept and pay Gunter Construction in the amount of \$21,395.90 as presented. Coy Vincent seconded the motion. All voted and approved.

B. Review and discuss Invoice #8, Construction Observation Phase from Ellender Architects & Associates for Architectural and Engineering Services-Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #8 from Ellender Architects & Associates in the amount of \$401.17 for architectural and engineering services for the period ending February 2017. The services include the Construction Observation Phase for Architectural and Engineering Services.

George Vincent made a motion to accept and pay Ellender Architects & Associates Invoice #8 in the amount of \$401.17 as presented. Mike O'Quinn seconded the motion. All voted and approved.

DIRECTOR'S REPORT

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

The Park & Ride contract with Mosswood Properties has begun without any complications. The first month's payment was prompt and outside of a few minor comments regarding the increased traffic there are no major concerns at this time. Mr. Moreno stated that he will continue to work closely with Mosswood Properties representative to ensure no issues arise moving forward.

R.E. Height Construction has been contracted for the expansion project of Highway 1256 and have requested the use of the Authorities property just South of Stines for an equipment lay down yard. The Board discussed their concerns and potential liabilities with this temporary staging site for the equipment and asked Mr. Moreno to come up with a proposal for the contractor that would protect the Authorities

interest. Mr. Moreno suggested if the construction company did not have a document already prepared for this type of usage then perhaps he could revise the current agreement the Authority has with Entergy

Mr. Moreno discussed the outcome for this year's Mardi Gras season. A comparative report was presented to the Board outlining the overall totals as well as the totals presented by each Krewe. The revenue has increased each year since inception. Each year the Mardi Gras season varies on available weekends. In 2017, there were seven weeks while in 2018 there will only be five. Mr. Moreno's concern is the loss revenue having to turn away the larger Krewe's with the limited amount of prime dates. He wanted to make the Board aware of the potential lost revenue and to discuss potential future guideline's for how prime weekend dates are awarded during this peak season.

Mr. Moreno went on to state that an evaluation of the Authorities current employee positions and payroll structure is currently underway. Mr. Moreno will be visiting with various local public bodies to evaluate pay structures, job descriptions and duties for various positions and compare to the Authorities current employees prior to the new fiscal year. Mr. Moreno wants to ensure the Authority is doing everything they can to retain and recruit the employees needed to facilitate the operations of this complex. He hopes to have all of the data available in the coming weeks to present to the Human Resources Committee for review. The Finance Committee will also need to meet soon to review the proposed operating budget for the new fiscal year. In addition to these two committee, Mr. Moreno would like both the Arena and the Events Center committee to meet soon to discuss policy changes and review the current rate structure.

The signature card with Iberia Bank needs to be updated once again. A resolution from the Board is needed listing anyone that the Authority would like to grant signing authority.

Coy Vincent made a motion for a resolution to update the signature card on all the Authority accounts to read as follows:

A RESOLUTION AUTHORIZING MEG LOVEJOY, J.C. CORMIER, COY VINCENT, DR. GEORGE VINCENT, EVELYN WHITE, MIKE O'QUINN, DARWIN PINDER, ADRIAN MORENO, AND JOYCE ANDERSON AS AUTHORIZED SIGNERS ON ALL OF THE AUTHORITIES FINANCIAL ACCOUNTS WITH IBERIABANK.

Coy Vincent made the motion for the resolution as presented. Evelyn White seconded the motion. All voted and approved.

PUBLIC COMMENTS:

Taylor Beard with the Lake Charles Convention & Visitor's Bureau shared that there is a city wide sell out on all Hotel rooms for the last weekend in April due to the LHSAA Girls State Softball tournament. Due to a realignment in the LHSAA brackets, the tournament no longer will host the 56 teams as in years past but will instead host 95 softball teams throughout the state.

ADJOURNMENT:

With no further business to discuss, Meg Lovejoy entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, April 19, 2017 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.