

**West Calcasieu Parish Community Center Authority  
Board of Directors – Regular Meeting  
March 21, 2012  
West Cal Arena  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 p.m. by Greg Robertson.**

**Invocation pronounced by Mike O’Quinn.**

**Pledge was lead by Greg Robertson.**

**ROLL CALL:**

Roll call was made with the following results:

Present:	Greg Robertson- Chairman	Evelyn White- Secretary/Treasurer
	Chuck Kinney-Board Member	Meg Lovejoy – Board Member
	Mike O’Quinn – Board Member	Adrian Moreno- Executive Director
	Joyce Anderson- Asst. Manager	

Absent: Dr. George Vincent- Vice Chairman Bob Hardey- Board Member

**AMENDMENTS, ADDITIONS, DELETIONS TO THE AGENDA:**

Mr. Moreno made a request to table Item 9-2b under New Business, The invoice for Project Management Fees- Construction Document Phase for \$108,650.00 to Ellender and Broussard until the April meeting until such time as management has had an opportunity to review the amount in further detail.

Mike O’Quinn made a motion to accept tabling item 9-2b until next month as requested. Evelyn White seconded the motion. All voted and approved.

Evelyn White made a motion to accept the Agenda for March 2012 as presented with corrections. Meg Lovejoy seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Chuck Kinney made a motion to accept the February 2012 minutes as presented. Mike O’Quinn seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report for the month of February 2012. The Hotel/Motel taxes for the 2<sup>nd</sup> quarter were received in the amount of \$202,046.78. A comparison to the occupancy report received by the CVB confirms approximately a 5% increase from the same quarter last year. This puts the Authority in a good position of meeting the projected income budget for this fiscal year. Also, the first interest payment was made to Chase bank in the amount of \$124,870.49 for Phase II bonds. All other expenses and projected incomes for the month have been met.

Evelyn White made a motion to accept the financial report for February 2012 as presented. Meg Lovejoy seconded the motion. All voted and approved.

**OLD BUSINESS:**

**A. Phase II Events Center Update (Mr. Broussard)**

Mr. Broussard gave a brief update on the status of the plans for the second phase Events Center. Completed plans have been submitted to Facility Planning and Control, State Fire Marshall, and Department of Health for approval. Facility Planning and Control has approved the plans and has requested a couple of additional items prior to approving the plans for the project. First, a financial statement is required showing that the Authority has available the remaining funds needed to satisfy the remaining portion of the local match. Secondly, the state has requested submitting an estimate for FF&E (Furniture, Fixtures and Equipment) in an effort to maximize the full match potential that the current Capital Outlay budget has earmarked for this particular project. Mr. Moreno requested a motion to allow the architects to begin the advertising of bids for the second phase Events Center pending final approval from the state's office of Facility Planning and Control.

Meg Lovejoy made a motion to begin the advertisement of bids for the Events Center upon final approval from Facility Planning and Control. Evelyn White seconded the motion. All voted and approved.

**NEW BUSINESS:**

**A. Review and discuss proposed changes to the FY 2011-2012 operating budget**

Mr. Moreno presented four amendments to the FY 2011-2012 operating budget and the addition of one line item to the board. The amendments are:

1. \$1,300.00 increase to Advertising, Marketing, and Promotions for upcoming ground breaking ceremony for Phase II project
2. \$600.00 increase to Communications for upgrades to current service
3. \$900.00 increase to Rentals for upcoming ground breaking ceremony
4. \$2,500.00 increase to Maintenance of Property and Equipment for repairs to utility tractor and unscheduled maintenance to sprinkler system.

Also, a line item for Construction in Progress for the Events Center needs to be added with a balance of \$650,000.00 to cover Architectural fees and various consultants the Authority has paid thus far. This line item will be budgeted for accordingly based on fee schedule presented by architect until construction is complete.

Chuck Kinney made a motion to accept the amendments to the FY 2011-2012 operating budget and the additional line item as presented. Mike O'Quinn seconded the motion. All voted and approved.

**B. Review and discuss the following invoice: Invoice #2-Construction Document Phase from Ellender and Broussard for \$371,531.94.**

Randy Broussard submitted an invoice for partial payment of Architect fees for Phase II Construction Document Phase. The requested amount is 70% of the 6.12% (state fee curve) of \$9,750,000.00 (projected project cost) less \$46,158.06 (paid in August 2005) bringing the requested amount to \$371,531.94.

Chuck Kinney made a motion to accept and pay Invoice #2 for the Construction Document Phase from Ellender and Broussard for \$371,531.94 as presented. Meg Lovejoy seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

Mr. Moreno mentioned to the board that a ground breaking ceremony is currently being planned for the new Events Center. A date will be set once bids are accepted and the legislative session ends so our local legislative delegation may be in attendance.

**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, April 18, 2012 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.**