

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
May 15, 2013
West Cal Arena
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Dr. George 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:	Dr. George Vincent – Vice Chairman	Mike O’Quinn – Board Member
	Meg Lovejoy – Board Member	Coy Vincent-Board Member
	Adrian Moreno- Executive Director	Joyce Anderson- Asst. Manager
Absent:	Greg Robertson - Chairman	Evelyn White- Secretary/Treasurer
	Bob Hardey - Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mike O’Quinn made a motion to accept the proposed agenda as presented. Meg Lovejoy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the April 2013 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 presented for the month of April 2013 which also begins the 4th and final quarter of the current fiscal year. Mr. Moreno reported that overall the Authorities financial status year to date is in good fiscal shape. April was a very profitable month with a healthy increase to the line item for concessions. Mr. Moreno stated that the facility is expecting a busy May and June to finish up the current fiscal year. The only issue on the expense side is the previously discussed Maintenance of Property and Equipment line item which will need to be adjusted once the invoice for the tractor repairs are received.

Mr. Moreno also reported that the 3rd Quarter Hotel/Motel Tax revenues were received in the amount of \$231,931.55, a slight increase from the same period last year. Year-to-date the total amount received for the Department of the Treasury is \$596,124.86 with one quarter of collections remaining. Mr. Moreno reminded the board that our budget is \$950,000 and caps at \$1.2 Million and fully anticipates reaching the budgeted amount by the end of the fiscal year.

Mr. Moreno reported on the Finance Committee that met last week and discussed the upcoming fiscal years proposed budget. Topics of discussion were additional figures that the committee would like to see on the current financial report and also asked questions to get more familiar

with the current operations of the organization. One of the requests to have changed was how the Hotel/Motel taxes are budgeted. Currently the state has a cap on the amount of Hotel/Motel funds the Authority is eligible to receive in any given year. The current cap is set at \$1.2 million yet the projected income from that line item is \$950,000. The committee requested that management list the projected revenue and not the state's limit on funds from the Hotel/Motel tax. The budget for Fiscal Year 2013-2014 will be presented during the June meeting.

Meg Lovejoy made a motion to accept the financial report for April 2013 as presented. Mike O'Quinn 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 recent dry weather the progress on the project is moving forward at a good pace. Some minor logistics are currently being discussed with various sub-contractors and utility services but the project is moving ahead on schedule.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #10 for the Phase II Events Center Project

Mr. Moreno presented Invoice #10 from Bessette Development in the amount of \$329,599.65 as approved by the Architectural and Project Management team.

Meg Lovejoy made a motion to accept and pay Bessette Development Invoice #10 in the amount of \$329,599.65 as presented. Mike O'Quinn seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #10 for testing services for the Phase II Events Center Project

Mr. Moreno presented Invoice #10 from Southwest Construction Material and Testing in the amount of \$1,719.25 for testing services.

Meg Lovejoy made a motion to accept and pay Southwest Construction Material and Testing Invoice #10 in the amount of \$1,719.25 as presented. Coy Vincent seconded the motion. All voted and approved.

C. Review and discuss Invoice #10 from Ellender and Broussard for Architectural and Engineering Services for the Phase II Events Center Project.

Mr. Moreno presented Invoice #10 from Ellender and Broussard in the amount of \$5,042.88 for architectural and engineering services.

Mike O'Quinn made a motion to accept Invoice #10 from Ellender and Broussard in the amount of \$5,042.88 as presented. Coy Vincent seconded the motion. All voted and approved.

E. Review and discuss Staging and Consent proposal from Entergy Corp.

Mr. Moreno presented the consent agreement with Entergy for the upcoming year as they prepare for Hurricane season. The Authority has allowed Entergy to use the property as a

staging site for storm restoration as needed. This agreement has been renewed annually and is up for renewal each April.

Meg Lovejoy made a motion to renew the Cooperative Endeavor agreement with Entergy Lake Charles for use of the Authorities property for storm restoration for the upcoming year as presented. Mike O’Quinn seconded the motion. All voted and approved.

DIRECTOR’S REPORT:

Mr. Moreno informed the board that the Calcasieu Parish Police Jury has recently released their sewer and water extension project for West Calcasieu out for bid earlier that month and anticipates starting construction by midsummer. Preliminary projections have the project lasting 6 months and have been informed by the Police Jury that whoever is awarded the bid will work closely with the Authorities Events Center contractor in coordinating their construction efforts.

Mr. Moreno also discussed a utility project that is in need of approval regarding the telecommunication needs for the Events Center. The current AT& T line enters under the new service drive and will need to be relocated. AT&T will be moving the line to the north of the service road and then bore under the road and enter the new pull box located just west of the service drive for the Events Center. Presently there were no plans to have conduit added from the bored line to the new Events Center in the current construction contract. The Authority is responsible for adding the conduit to the pull box of the new facility which will allow for both facilities to be connected. The expected cost of this change order is \$3,000.00.

Mike O’Quinn made a motion to accept the change order verbally for the utilities change order as presented. Meg Lovejoy seconded the motion. All voted and approved.

Mr. Moreno informed the board that a few other items are currently being reviewed that would require a future change order to the project. The first item is regarding the lighting fixtures that will be installed in the main ballroom and their inability to be dimmed for certain events. Currently the electrical engineer is researching an alternate fixture that will produce adequate illumination while having dimming capabilities. The other item currently being discussed is with regards to the door locks for the facility and the ability to have a few select locations fitted with remote and/or keyless entries. This option would give management the ability to either remotely unlock certain doors to the facility or be able to assign entry codes for various vendors and/or promoters access to the building during non operating hours. These items will be reviewed once additional options and cost are provided.

Mr. Moreno also discussed with the board of the need to expand the amenities at the arena to accommodate our rapidly growing events. The facility is continually having to turn away potential new customers due to its limited amenities and is close to not being able to accommodate its current customers. An advisory panel is being sought out within the equestrian community to discuss the facilities current amenities and to begin generating ideas on how to expand and utilize our property to suit the needs of our facility and future customers.

PUBLIC COMMENTS:

None

ADJOURNMENT:

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

The next regular meeting of the Board of Directors will be held on Wednesday, June 19, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.