

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
May 16, 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
	Mike O’Quinn – Board Member	Chuck Kinney-Board Member
	Meg Lovejoy – 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:

Meg Lovejoy requested that the board consider adding line item 9c under New Business to the proposed agenda to discuss safety concerns inside the arena’s entrance alley. Evelyn White made a motion to accept the addition to the agenda. Mike O’Quinn seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to accept the April 2012 minutes as presented. Chuck Kinney seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno reviewed the previous month’s financials and answered some questions from the board concerning the financial report for the month of April 2012. Chuck Kinney had a question regarding the gift cards while Meg Lovejoy had some questions regarding Hotel/Motel tax recordings and the events receipt report

Mike O’Quinn made a motion to accept the financial report for April 2012 as presented. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

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

Mr. Broussard discussed with the board the successful bid process for the Events Center which took place on May 3, 2012. Seven bids were opened with Bessette Development presenting the lowest bid for the project. The next step is for a contract to be created between the contractor and the Authority. Once the contract is signed; bonds and insurance are verified then a

preconstruction meeting will be arranged between all parties involved. Once these steps are completed a notice to proceed will be issued to the contractor to begin work on the new facility. Mr. Moreno then gave a brief summary of the bidding process to include the add alternates that were included with the base bid. Bessette Development's proposal was \$9,398,000.00 for the base bid with add alternate #1 for additional parking at a bid of \$422,000.00. Add alternate #2 for a wall around the service yard was submitted at \$174,000.00 while add alternate #3 for a water feature at the front entrance of the facility was submitted at \$94,000.00. Facility Planning and Control has approved the bid documents and the Authority is prepared to enter into a contract with Bessette Development to proceed with the construction of the Events Center. Mr. Moreno made a recommendation that the Authority accept add alternate #1 for the additional parking and #2 for the construction of the wall around the service yard. Mr. Moreno recommended that the Authority not accept add alternate #3 at the present time. This project can be revisited at a later date to ensure the Authority has adequate time to review all options for this feature.

Mike O'Quinn made a motion to accept the base bid from Bessette Development for \$9,398,000.00 with add alternates #1 for \$422,000.00, and add alternate #2 for \$174,000.00 as presented. Chuck Kinney seconded the motion. All voted and approved.

B. Ratify proposed sewer alignment as proposed by Calcasieu Parish Police Jury

Mr. Lancon has submitted a new proposal with the board's suggestion from last month to have the neighboring property owner increase their property donation for the required easement for the new sewer line. An agreement has been made and the Authority will now donate a 15' easement along the Authorities west property line while the neighboring land owners will donate a 10' easement in order to accommodate the necessary property required for this project. A phone poll was conducted to accept the proposal so ratification is needed at this time.

Evelyn White made a motion to ratify the acceptance of the sewer proposal made by phone poll as presented. Chuck Kinney seconded the motion. All voted and approved.

NEW BUSINESS:

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

Entergy has submitted the annual staging agreement for the Authority to approve for the upcoming fiscal year. Entergy has stated that if the board chooses, they would entertain a longer contract with the Authority for the utilization of the property. After discussion, the board elected to renew this agreement with Entergy Corp. on an annual basis.

Meg Lovejoy made a motion to accept the annual contract renewal with Entergy as presented. Mike O'Quinn seconded the motion. All voted and approved.

B. Review and Discuss City of Sulphur annexation petition (Mr. Moreno)

Mr. Moreno, speaking on behalf of Mayor Chris Duncan, addressed the board and discussed the option of having the property that was purchased for the new Events Center to be annexed into the city limits of Sulphur. He explained that a few benefits of the annexation are to prevent the Events Center and Arena from having separate physical addresses and the tying in of utilities for the new facility. According to Mr. Moreno, there are no significant downfalls or financial

concerns with the annexation. A petition needs to be made to the City of Sulphur for the annexation and a designee should be assigned to conduct the paperwork process.

Evelyn White made a motion to appoint a representative from the West Calcasieu Community Center Authority to petition the City of Sulphur for annexation of the property. Meg Lovejoy seconded the motion. All voted and approved.

Meg Lovejoy made a motion to amend the previous motion and appoint Adrian Moreno as the representative for the West Calcasieu Community Center Authority for the petition to the City of Sulphur for the annexation and all documents concerning the process. Mike O'Quinn seconded the motion. All voted and approved.

C. Review and discuss safety in the performance arena's entrance alley (Mrs. Lovejoy)

Mrs. Lovejoy stated that she has been informed by Mr. Lee Cannon concerning some safety issues in the alleyway to the main performance arena. Mrs. Lovejoy then gave a brief summary of these issues and reviewed some recommendations provided by Mr. Cannon. After some discussion on the concerns, Mr. Robertson suggested that the Arena Committee meet in the near future to discuss these issues in detail and report their findings to the full board.

Meg Lovejoy made a motion to schedule an arena committee meeting to discuss these safety issues in further detail. Chuck Kinney seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

The ground breaking ceremony has been tentatively scheduled for June 7, 2012 at 10:00 a.m. Currently management is checking the schedules of other community events to make sure there are no conflicts with the date selected. A Phase II committee meeting will be held on Tuesday, May 22, 2012 at 10:00 a.m. to finalize plans for the ceremony. Mr. Moreno also stated that the facility has an extremely busy upcoming calendar with a week scheduled in July to shut down for routine maintenance.

PUBLIC COMMENTS:

Mayor Duncan thanked the board for the utilization of the arena for the Policeman's memorial and offered a brief update of the National Night Out event scheduled the second Tuesday in August here at the West Cal Arena.

Lee Cannon also expressed his concerns on the contract for Phase II and on the safety issues for the arena contestants and his suggestions. The committee will meet next week and invite the public to discuss.

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, June 20, 2012 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.