

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
January 15, 2014
West Cal Arena
Sulphur, Louisiana**

Meeting was called to order at 5:35 p.m. by Evelyn White

Invocation pronounced by Evelyn White

Pledge was led by Bob Hardey

ROLL CALL:

Roll call was made with the following results:

Present: Evelyn White-Secretary/Treasurer	Bob Hardey-Board Member
Meg Lovejoy-Board Member	Coy Vincent-Board Member
Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager
Absent: Greg Robertson-Chairman	Dr. George Vincent-Vice Chairman
Mike O'Quinn-Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

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

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the December 2013 minutes as presented. Bob Hardey seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial report presented for December 2013. December ends the 2nd quarter of the fiscal year. Mr. Moreno pointed out that as of the end of this quarter, the Authority is still performing financially well on all aspects. The expenses for the month and fiscal year to date are all on budget. The income line item may appear below budget due to a revised adjustment on sales tax expenses that are now being recorded monthly. The auditor has requested these changes be made in order to report a true net on income lines that have an associated cost of goods or sales taxes. In the past these adjustments were made during the audit period and will now be made monthly. Mr. Moreno stated that the upcoming month of January is typically a slower income month due to inclement weather.

Meg Lovejoy made a motion to accept the December 2013 financial reports as presented. Coy Vincent 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 the project continues to move forward and the updated completion date is June 8, 2014. Mr. Broussard and Mr. Ellender will be pushing for longer days to ensure the completion of the project will continue to stay on target. Mr. Moreno reminded the board that the June 8th date is exactly one month prior to the first scheduled event so time is of the essence. The change order regarding the building envelope has not been presented because the actual cost of the project is not defined, however the contractor is working under a "not to exceed" stipulation and a change order will be presented once complete. Mr. Moreno expressed to the board that as construction progresses there are a few changes that may be addressed as long as contract time does not become an issue. The items of consideration as of now are adding electrical outlets in the corridor, adding closets in the meeting rooms to conceal the partition panels, and concerns regarding the transition of the aggregate road of the new grounds service yard with the current facility.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #18 for Phase II Events Center Project.

Mr. Moreno presented Invoice #18 from Bessette Development in the amount of \$361,181.45 for construction services during the month of December 2013.

Bob Hardey made a motion to accept and pay Bessette Development Invoice #18 in the amount of \$361,181.45. Coy Vincent seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #18 for testing services for Phase II Events Center Project

Mr. Moreno presented Invoice #18 from Southwest Construction Material and Testing in the amount of \$241.00 for testing services for the month of December 2013.

Meg Lovejoy made a motion to accept and pay Southwest Construction Material and Testing Services Invoice #18 in the amount of \$241.00 as presented. Bob Hardey seconded the motion. All voted and approved.

C. Review and discuss Invoice #18 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project

Mr. Moreno presented Invoice #18 from Ellender and Broussard in the amount of \$5,526.08 for architectural and engineering services.

Meg Lovejoy made a motion to accept and pay Ellender and Broussard Invoice #18 in the amount of \$5,526.08 as presented. Coy Vincent seconded the motion. All voted and approved.

D. Review and discuss Liability insurance renewal

Mr. Moreno presented the General Liability insurance quote provided by our insurance agent Lee Kinney with City Savings Financial Services. Historically the GL policy has always ranged between \$12,000-\$14,000 for our coverage. Mr. Kinney received a quote for a GL policy that was nearly half of the rates the Authority has been paying over the past few years. Mr. Kinney researched this significant decrease further and discovered that Authority has been previously classified as other than not for profit. As a political subdivision of the state, this Authority is considered a "not for profit" entity and thus was offered this significantly lower rate. As an added security measure, Mr. Kinney also recommended that the Authority add an assault and battery clause to the policy due to the fact that alcohol is served at the facility. Mr. Moreno recommended we accept the General Liability quote of \$7,941.15 to include the assault and battery policy from N-Surance outlets as presented by Mr. Kenny.

Bob Hardey made a motion to accept the Liability insurance renewal quote as presented for \$7,941.15. Meg Lovejoy seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno gave a brief update on the current operations of the facility:

Mr. Moreno met with the City of Sulphur to discuss moving forward with the dedication of the current entrance road. Once dedicated the property will be recognized as one complex consisting of three buildings. The complex will have a new physical address of 401 Arena Rd. The Authority currently owns a 40 foot strip of property on the north side of the entrance road and the city will need to verify if this property will be included in the entrance road dedication. Mr. Moreno will check with the legalities of donating property that is being used as collateral on our bonds with Chase before a decision needs to be made.

Mr. Moreno also presented to the board an initial proposal from Truckline L & G regarding leasing property for overflow parking for a construction project in Cameron parish. Upon a lengthy discussion the board requests that a property appraisal be conducted prior to entering into any lease agreement to ensure we are receiving a fair market value. Mr. Moreno shared that he thinks it would be in the Authority's best interest to research development plans for expanding stall and rv accommodations before entering into an agreement also to insure that if a parking lot was developed it is constructed in accordance with local drainage regulations and in compliance with our future expansions.

Meg Lovejoy made a motion that a property appraisal be done on the south property prior to committing to any long term lease or use of that property. Bob Hardey seconded the motion. All voted and approved.

Mr. Moreno also informed the board that all but a few weekends are confirmed for the Arena event calendar for 2014 and that marketing efforts are about to increase for the Events Center

as construction efforts are nearing completion. Mr. Moreno stated that this was a very big year for the Authority with the increased Arena events and opening of the long awaited Events Center and as such will need to meet with the Human Resource committee to discuss the overall staffing needs. A finance committee meeting may also be pending to discuss changing the record keeping system to incorporate and reflect the financial activity of the new facility as well.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Evelyn White entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, February 19, 2014 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.