

West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
November 16, 2016
West-Cal Events Center
Sulphur, Louisiana

Meeting was called to order at 5:30 p.m. by Coy Vincent

Invocation pronounced by Mike O'Quinn

Pledge was led by Coy Vincent

ROLL CALL:

Roll call was made with the following results:

Present:	Coy Vincent-Chairman	Margaret Lovejoy-Vice Chairman
	Dr. George Vincent-Board Member	Mike O'Quinn-Board Member
	J.C. Cormier-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	

Absent: Evelyn White-Board Member Greg Robertson-Secretary/Treasurer

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Meg Lovejoy made a motion to approve the agenda as presented. J. C. Cormier seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

J.C. Cormier made a motion to accept the October 2016 minutes as presented. George Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a summary of the financial report presented for October 2016. Mr. Moreno reported that revenue for the month was \$12,600 over budget in addition to Miscellaneous Income at \$5,083 over and Concession Income finishing at \$4,600 over. Year to date Income is \$47,583 over budget or 27% while Expenses are \$12,000 under budget or 4%. The only item of note under Expense's is the line item for Insurance. Mr. Moreno explained that there was a delay in the receipt of the invoice for the Workman's Comp policy due to a change of address. This delay resulted in the policy being dropped but the matter has since been resolved and all premiums were paid. Lastly the Hotel-Motel taxes for the 1st quarter have been received in the amount of \$475,622.31. This total includes the \$243,000 which was the amount that exceeded the Authorities cap for the last fiscal year of \$1,067,000. Mr. Moreno stated that he was still working with the local legislators to request a BA-7 from the Treasury which would have paid out the funds collected in excess of the cap immediately rather than rolling them into the new Fiscal Year. This however is a lengthy process and has yet to be approved.

Meg Lovejoy made a motion to accept the October 2016 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. There has been significant progress on the project with the dry weather conditions. The limestone for the west parking addition is complete. The culverts and catch basins along the west ditch north of the lift station have been placed. The concrete drilled shafts have been poured which will support the structure for the arena expansion. In the following weeks, the pile caps will be poured and the sound equipment will be installed. The project is 50% complete with an expected completion date of May 2017.

NEW BUSINESS:

A. Review and discuss Gunter Construction Invoice #3 for Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #3 from Gunter Construction in the amount of \$135,314.20 for construction services during the month of October 2016.

Meg Lovejoy made a motion to accept and pay Gunter Construction Invoice #3 in the amount of \$135,314.20 as presented. Mike O'Quinn seconded the motion. All voted and approved.

B. Review and discuss Invoice #4, Construction Observation Phase from Ellender Architects & Associates for Architectural and Engineering Services-Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #4 from Ellender Architects & Associates in the amount of \$2,537.14 for architectural and engineering services for the period ending October 2016. 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 #4 in the amount of \$2,537.14 as presented. 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:

The Board members were reminded that anyone who hasn't completed the annual Board of Ethic's training is due by the end of the year.

Mr. Moreno updated the board on the status of the property donation. The final legal description has been received with corrections. The legal counsel has competed a draft for the act of donation which was approved during last month's meeting. Once complete it will be presented for final signature.

Mr. Moreno informed the board as to the need to upgrade the existing lighting at the Multi-Purpose arena both in and outside of the building. The current parking lot lights at the Arena are a constant maintenance expense while the interior arena lighting is diminishing with the age of the fixtures and bulbs. Associated Design Group out of Lafayette is currently researching what options would be needed to upgrade these fixtures to LED which would require less maintenance and are also more energy efficient.

Mr. Moreno also informed the board that the rates for the Arena have not been reviewed since 2009. Mr. Moreno requested the Arena Committee get together after the new year to review the rates of the facility as well as rates for all other miscellaneous fees and see if any adjustments need to be made

Lastly Mr. Moreno reminded the board that the annual safety meeting for the West Cal staff will be held immediately following the board meeting and invited all of the board members who wished to stay afterwards to attend and meet the staff.

PUBLIC COMMENTS:

None

ADJOURNMENT:

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

The next regular meeting of the Board of Directors will be held on Wednesday, December 21, 2016 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.