

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
September 14, 2011
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 Dr. George Vincent.

ROLL CALL:

Roll call was made with the following results:

Present: Greg Robertson- Chairman	Dr. George Vincent- Vice Chairman
Bob Hardey- Board Member	Mike O’Quinn- Board Member
Chuck Kinney-Board Member	Adrian Moreno- Executive Director
Joyce Anderson- Asst. Manager	

Absent: Gene Mullin – Board Member	Evelyn White- Secretary/Treasurer
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AMENDMENTS, ADDITIONS, DELETIONS TO THE AGENDA:

None

APPROVAL OF MINUTES:

Dr. George Vincent made a motion to accept the July 2011 minutes as presented. Bob Hardy seconded the motion. All voted and approved.

APPROVAL OF SPECIAL MEETING MINUTES:

Dr. George Vincent made a motion to accept the August 2, 2011 special meeting minutes as presented. Chuck Kinney seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial report for the months of July and August 2011. He commented that revenue projections we met for both reporting periods and were anticipating a very good 1st qtr. Mr. Moreno also explained that during the month of August 2011, Hotel/Motel taxes were received in the amount of \$262,814.38, a significant decrease from the same period last year. Mr. Moreno recommended to the board that the Authority wait until the 1st quarter revenues are collected and disbursed in November to determine if any further research should be made as to the shortage in collections and if a trip to Baton Rouge should be made to research and ensure that all monies collected for this Authority are being coded and paid out correctly. Mr. Moreno reminded the board that in 2005, several hundred thousand dollars were found in the Authorities’ favor as a result of improper coding at the Department of Revenue. These collections were refunded to the Authority after an internal audit was requested by our then State Representative Ronnie Johns.

Bob Hardy made a motion to accept the financial reports for July and August 2011 as presented. Mike O'Quinn seconded the motion. All voted and approved.

Greg Robertson made a suggestion regarding the Certificates of Deposit with Iberia bank that will be expiring in October and November. Mr. Robertson suggested that the Authority send out Requests for Proposals (RFP) to all local banking institutions to explore the Authorities investment options.

OLD BUSINESS:

A. Public Hearing on Notice of Intent (Mr. Joseph Delafield)

Mr. Delafield explained to the board that the purpose of the public hearing on the Notice of Intent was to allow by law, the public an opportunity to petition of no less that 5% of the voting population of the Authorities district should any objection arise from the purchase of the bonds for the proposed Events Center. The Notice of Intent was published in the official publication of the Authority for four consecutive weeks and given a closing date of today, September 14th, 2011. Mr. Delafield noted that the time period for publication of the Notice of Intent has expired with no such petitions being brought forth to the Board of Directors of the West Calcasieu Parish Community Center Authority. Having allowed the public to address any issues with the purchase of the bonds and no such petitions being present, Mr. Robertson closed the public hearing.

B. Phase II Events Center Update

a. Finance (Mr. Joseph Delafield)

Mr. Delafield gave a brief status update on the bonds being purchased by Chase Bank. At this time the title attorney for Chase is still gathering information to complete the transaction. There were a few issues on the deed regarding the multiple properties owned by the Authority that are being cleared up. Also, as a result of the recent change in flood zones, the entire property of the Authority is now listed in a flood zone and thus must now carry adequate flood insurance. All actions are being addressed and the bonds should be closed on by the end of September.

b. Architectural (Mr. Randy Broussard)

Mr. Broussard gave a brief update on the Phase II design phase. Mr. Broussard stated that everything is on schedule thus far for a November completion. He also informed the board that a couple of invoices will be coming in for payment approval at the next regular meeting of the Authority.

C. Ratify acceptance of new property insurance policy

The Commercial Property Insurance for the facility was due for renewal in August. Mr. Lee Kinney with City Savings Financial Services issued two quotes for the Authority to consider. The first quote was a renewal of the Authorities current policy with N-Surance Outlets at a premium rate of \$32,031.30 with a \$25,000 deductible. The quote was similar to the previous year's quote except that the deductible for wind and hail increased from 3% to 5%,

a potential increase of \$150,000.00. The second quote was from United Specialty Insurance with a premium of \$27,935.25 with a \$1,000 deductible and a wind and hail deductible of only 2%. This company is also an "A Best" rated company and was suggested by our agent Mr. Kinney that the Authority switch insurance carriers to United Specialty Insurance. A phone poll was conducted by the board of directors and the Authority unanimously chose the second quote from United Specialty Insurance.

Chuck Kinney made a motion to ratify the acceptance of the new property insurance policy with United Specialty Insurance as proposed. Dr. George Vincent seconded the motion. All voted and approved.

D. Ratify acceptance of Audit engagement with McMullen and Mancuso CPA for audit ending June 30, 2011

McMullen and Mancuso CPA sent a request for the audit engagement for FY ending June 30, 2011. A phone poll was taken and approved to initiate the audit.

Dr. George Vincent made a motion to ratify the acceptance of the Audit engagement with McMullen and Mancuso CPA for FY ending June 30, 2011 as presented. Mike O'Quinn seconded the motion. All voted and approved.

E. Review and discuss Louisiana Compliance Questionnaire for audit ending June 30, 2011

Mr. Moreno presented the Louisiana Compliance Questionnaire for the audit ending June 30, 2011 for review and acceptance by the board.

Chuck Kinney made a motion to accept the Louisiana Compliance Questionnaire as presented. Bob Hardey seconded the motion. All voted and approved.

NEW BUSINESS:

A. Presentation by Carlyss Waterworks (Mrs. Mary Ellender)

Mrs. Mary Ellender with the Carlyss Waterworks district #9 presented a proposal and site maps requesting an easement along the Authorities property line to extend water lines for the Carlyss Waterworks district. The board informed Mrs. Ellender that her proposal will be taken under advisement and discussed at a later date.

B. Review and discuss resolution with regards to Act 22 of 2011-La. State Capital Outlay Appropriations

Mr. Moreno updated the board on the status of the Capital Outlay request for 2011. The Authority currently has \$500,000.00 in a priority 2 status with another \$5,000,000 in priority 5. The funds are part of the general obligation bonds from the state and must have approval from the bond commission prior to these funds being awarded. The Bond Commission meets every month to determine what appropriations will be included in the budget. Mr. Moreno presented a resolution requesting authorization to conduct on behalf of the Authority, all business as it relates to Act 22 of 2011-La. State Capital Outlay appropriations as needed.

Bob Hardy made a motion to accept the resolution as presented and authorize the Authorities Executive Director, Mr. Adrian Moreno to conduct the business of the Authority as it pertains to Act 22 of 2011-La. State Capital Outlay appropriations. Mike O'Quinn seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

None

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, October 12, 2011 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.