

**West Calcasieu Parish Community Center Authority  
Board of Directors – Regular Meeting  
September 19, 2012  
West Cal Arena  
Sulphur, Louisiana**

**Meeting was called to order at 5:31 p.m. by Dr. George Vincent**

**Invocation pronounced by Mike O’Quinn.**

**Pledge was lead by Dr. George Vincent.**

**ROLL CALL:**

Roll call was made with the following results:

Present:	Dr. George Vincent- Vice Chairman	Chuck Kinney-Board Member
	Mike O’Quinn – Board Member	Meg Lovejoy – 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 AGENDA:**

Mike O’Quinn made a motion to accept the September 19, 2012 agenda as presented. Meg Lovejoy seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

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

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report that was prepared for the Board. Mr. Moreno reported that the 4<sup>th</sup> Quarter Hotel/Motel taxes were received in the amount of \$347,486.70 bringing the total for the FY 2011-2012 to \$962,977.00, a 2.5% increase from the previous fiscal year. Mr. Moreno also mentioned a few items of interest on the Cash Flow report. The first principal and interest payment to Chase was made on September 1, 2012 in the amount of \$418,852.00. The report also reflects Capital Outlay receivable funds for the current fiscal year of which have yet to be received. Mr. Moreno reminded the board that bond proceeds have yet to be used because the Authority must first spend \$2 Million of its own funds prior to bond proceeds being made available. To date the Authority has spent just over \$850,000 of its own funds towards the Events Center project.

Chuck Kinney made a motion to accept the financial report for August 2012 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. The building pad is complete and drill shafts are scheduled to be poured on Thursday, September 20, 2012 and should take 3-5 days.

At the previous meeting an issue with the South property line of the Events Center overlapping the existing arena property was discussed and resolved by shifting the South property line of the Events Center North to allow for a 12 ft. separation between facilities. Upon review the survey used at that time was incorrect. The corrected survey only allows for a 3-4 ft. line of separation between the new service road for the Events Center and the aggregate boundary line of the Arena. The only available option would be to shift the road once again to the north causing the loss of approximately 13 additional parking spaces which the board discussed and decided would not be a good idea.

Also discussed was the location of the utility poles along the new service road for the Events Center. Quotes were submitted to have the utility lines removed and provide underground service to the new facility. These combined quotes from Entergy as well as the contractor to provide the work was approximately \$40,000. Also submitted was a quote to have the utility poles relocated to the southern edge of the service road at a cost of \$5,000 but that is no longer a viable option with the limited amount of space between the road and aggregate parking lot of the arena. At the present time, Mr. Moreno recommended that the board not have the utility lines ran underground but rather coordinated to fall along the new parking islands parallel to the service road.

## **NEW BUSINESS:**

### **A. Review and discuss Bessette Development Invoice #2 for Phase II Events Center Project**

Mr. Broussard presented Invoice #2 from Bessette Development in the amount of \$275,741.55 as approved by the Architectural and Project Management team.

Meg Lovejoy made a motion to accept and pay Bessette Development Invoice #2 in the amount of \$275,741.55 as presented. Chuck Kinney seconded the motion. All voted and approved.

### **B. Review and discuss Southwest Construction Material and Testing Invoice #2 for testing services for Phase II Events Center Project**

Mr. Broussard presented Invoice #2 from Southwest Construction Material and Testing in the amount of \$5,813.75 for the soils testing.

Mike O'Quinn made a motion to accept and pay Southwest Construction Material and Testing Invoice#2 in the amount of \$5,813.75 as presented. Meg Lovejoy seconded the motion. All voted and approved.

### **C. Review and discuss Change Order#2 from Bessette Development**

Mr. Broussard presented Change Order #2 which includes the labor and material to remove unsuitable soil and provide and install structural fill material as stipulated by Structural and Civil code. The total cost increases the contract sum by \$72,501.00 and will increase the project by 10 additional days.

Chuck Kinney made a motion to accept Change Order #2 from Bessette Development in the amount of \$72,501.00 as presented. Meg Lovejoy seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

Mr. Moreno updated the board on projects underway at the arena. The hurricane that threatened the area resulted in one of our larger events having to cancel their event. With no other date to offer the event was not rescheduled. Mr. Moreno also mentioned a couple of larger maintenance projects that are underway at the facility. The fuel line on one of the facilities tractors had to be repaired as well as repairing a busted water main just south of the east parking lot. Both projects are costly but crucial to the operation of the facility.

Mr. Moreno reminded the board that their appointment to the Convention and Visitors Bureau is coming up for renewal later this year. Mr. Gary Cooper of Dequincy currently holds this position for the Authority and has expressed his interest to remain on the board for an addition term. The Authority has requested that Mr. Cooper have a chance to meet the newer board members at its next meeting prior to that item being on the November agenda.

**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, October 18, 2012 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.**