

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
April 15, 2015  
West Cal Arena & 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 Meg Lovejoy**

**ROLL CALL:**

Roll call was made with the following results:

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

Absent: Greg Robertson-Secretary/Treasurer

**AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:**

Evelyn White made a motion to accept the proposed agenda as presented. Mike O'Quinn seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Meg Lovejoy made a motion to accept the February 2015 minutes as presented. J.C. Cormier seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial reports presented for February 2015 and March 2015 respectively. The Income for February was very successful due in large part to the successful Mardi Gras season and the food and beverage purchased during this period. All of the Krewe's were extremely pleased with the facility and will be returning next year. The Income for March however was just under budget partly due to a fairly large event that took place at the Arena during March last year and has moved to this coming April.

Mr. Moreno explained to the board that March does closes out the 3<sup>rd</sup> quarter of the fiscal year. As preparations begin for the closing of this fiscal year and budgeting for the upcoming year, a few adjustments to the current budget will need to be made. During the last compilation report the auditors felt that some of the items that were budgeted to Capital Outlay were better suited in the overall operational budget, more specifically in the Supplies and Maintenance line items causing significant increases in these areas.

Mr. Moreno discussed with the board new expenses that are being considered in the upcoming budget to help facilitate the increased utilization of both facilities.

Mike O'Quinn made a motion to accept the February 2015 and March 2015 financial reports as presented. J.C. Cormier 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 Project with regards to the outstanding items on the punch list.

A representative from the manufacturer for the lights has been out to inspect the issues reported. A few adjustments on specific fixtures were made which corrected some of the problems temporarily. The representative stated that it appeared to be an issue with the fixture itself and not the panel or wiring. A couple of fixtures will be sent back to the factory for testing. This will result in either repairing the fixtures or replacing them altogether.

With regards to the curtain, Mr. Broussard has been in contact with the subcontractor who is accepting responsibility and will try and rectify the issue. The subcontractor will deal with the manufacturer directly based on photos submitted as to the current condition of the curtain and how it can be corrected.

Mr. Moreno questioned Mr. Broussard about the one year warranty with latent or additional defects especially on the items that have recently been corrected and how such warranties are handled if the Architect and General contractor both go out of business. Mr. Broussard stated that as the Architect, he is required to hold an insurance policy for up to five years from the date of completion for such issues but is unaware if the General contractor is under similar requirements but stated that he will look into this issue and get back with the board.

#### **NEW BUSINESS:**

##### **A. Review and discuss Bessette Development Invoice #27 for Phase II Events Center Project**

Mr. Moreno presented Invoice #27 from Bessette Development Corp. in the amount of \$21,500.00 as a final payment for construction services. The board discussed the request and due to still unresolved issues, Mr. Broussard recommended to table this invoice until all work is complete.

Mike O'Quinn made a motion to table paying Contractors Invoice #27 from Bessette Development. Evelyn White seconded the motion. All voted and approved.

##### **B. Address by Stewart Moss & Drew Ellender**

Mr. Moss had requested to be put on the agenda to address the board at the March meeting. He was notified of the cancellation due to lack of a quorum. Neither Mr. Moss nor Ms. Ellender were in attendance this evening.

### **C. Arena Committee report**

The Arena committee recently met to discuss the expansion project of the outdoor multi-purpose arena. Dr. Vincent gave a brief summary on the discussions during that meeting. The committee was presented a preliminary proposal from Ellender & Broussard for the design of a large barn which would accommodate additional stalls, RV's, and an operational arena with concessions and restrooms. This design would be a long term goal. The committee discussed what the immediate needs that the Authority was trying to accomplish with this expansion which are additional stalls and RV parking and suggests building this project in stages due to the large cost of such an elaborate facility. To accomplish the first phase of the project, the current maintenance facility would need to be relocated or rebuilt to the southwestern most part of the complex. The committee will continue to meet and discuss the plans and make decisions once they have a revised master plan.

### **DIRECTOR'S REPORT**

Mr. Moreno gave a brief update on the Authorities operations:

The suggestion box that was recently requested has been installed in March and being fully utilized. Mr. Moreno commented on the benefits of having this form of communication line with the numerous clients that frequent the facility.

Mr. Moreno reminded the board that the Financial Disclosure forms are due to the Louisiana Board of Ethics by May 15. He also updated the board on the status of Mr. Kinney's appeal and reiterated that these disclosures are the responsibility of the individual board members but that the administration office will do everything they can to assist in these reports.

Mr. Moreno shared with the board the current staffing concerns and the plans to increase the labor force based on the upcoming event calendar. When the current budget was put together there were some minor projections for the staffing requirements, but despite all things considered the success and booking of the Events Center has surpassed all hopes during this first year. While no immediate changes have been made until such time as the administration has demonstrated an ongoing need for this additional staff, Mr. Moreno is confident that this is a steady upward trend and will consider all options and conservatively add staff and equipment as needed. Ms. Lovejoy asked if management has considered having a permanent staff member stay at the Arena. While this option has been discussed, the current needs for the arena have been managed from the other facility and Mr. Moreno assured the board that all scenarios are currently being discussed and considered.

### **PUBLIC COMMENTS:**

Mayor Duncan informed the board that Entergy will begin a project to increase lighting down Arena Rd. by installing four new light fixtures as the first phase. Mayor Duncan also stated that

the City will be addressing the Police Jury for assistance with getting side walks down Arena road for pedestrian traffic.

**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, May 20, 2015 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.**