

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
August 15, 2012
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 Greg Robertson.

ROLL CALL:

Roll call was made with the following results:

Present:	Greg Robertson- Chairman	Dr. George Vincent- Vice Chairman
	Evelyn White- Secretary/Treasurer	Chuck Kinney-Board Member
	Mike O’Quinn – Board Member	Meg Lovejoy – Board Member
	Bob Hardey - Board Member	Adrian Moreno - Executive Director
	Joyce Anderson- Asst. Manager	

AMENDMENTS, ADDITIONS, DELETIONS TO THE AGENDA:

Mr. Moreno requested to add item #9D (New Business) to the proposed agenda to review and discuss Architect Invoices #3 & #4.

Dr. George Vincent made a motion to accept the August 15, 2012 agenda as presented with additions. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Mike O’Quinn made a motion to accept the July 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 for the month ending July 31, 2012. The month of July begins the new fiscal year for 2012-2013. July is typically a slower utilization month for the facility and is also when the arena management typically schedules its annual maintenance in preparation for the upcoming fall season. Mr. Moreno explained that the Cash Flow statement now includes projected expenses for construction of the Events Center as well as expected reimbursements from Capital Outlay funds throughout the fiscal year. Mr. Moreno also wanted to remind the board that only \$500,000 has actually been approved for Capital Outlay thus far. The \$3.5 million will go before the bond commission for final approval at its October meeting later this fall.

Dr. George Vincent made a motion to accept the financial report for July 2012 as presented. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

A. Phase II Events Center Update (Mr. Broussard)

Mr. Broussard as well as Mr. Jo Ellender were present to give the board an update on the Phase II Events Center construction project. Mr. Ellender stated that in the last two weeks the weather has cooperated and substantial progress has been made on the dirt work. Within the next couple of weeks, additional testing will be conducted in preparation for the drill shafts for the project. Mr. Broussard gave a brief summary of the complications with the foundation work. Additional fill dirt will be needed to repack several large areas of "soft spots" in addition to a large trash hole that was uncovered. A change order will be forthcoming with the expenses of the additional fill dirt which is locked in at a rate of \$18.00 per yard. Mr. Moreno has requested copies of the reports on how much additional fill dirt will be expected to get an idea of the cost related to this change order.

Mr. Broussard submitted change order No. 1 for review. The change order includes the substitution of two chillers to a comparable but less expensive product decreasing the contract amount by \$8,000.00. The change order also extends the contract date an additional 14 days due to the rain out days in the month of July.

Mr. Broussard submitted 2 invoices for payment. The first for Southwestern Construction Material Testing, Inc. in the amount of \$260.00 for the Proof Roll Inspection and the second is Payment No. 1 to Bessette Development in the amount of \$168,651.60 as approved by the Architectural and Project Management team.

Chuck Kinney made a motion to accept and pay the invoice to Southwestern Construction and Material Testing, Inc. in the amount of \$260.00. Dr. George Vincent seconded the motion. All voted and approved.

Chuck Kinney made a motion to accept and pay the invoice to Bessette Development for Payment No. 1 in the amount of \$168,651.60. Dr. George Vincent seconded the motion. All voted and approved.

Meg Lovejoy made a motion to accept Change order No. 1 as presented. Evelyn White seconded the motion. All voted and approved.

NEW BUSINESS:

A. Ratify Property Insurance Proposal

A phone poll was conducted to accept the Commercial Property Insurance proposal with Scottsdale Insurance Company for \$36,805.65. This policy period is from August 15, 2012 thru August 15, 2013. The proposal was presented during the July meeting however Mr. Lee Kinney,

the Authorities insurance agent, was still seeking alternatives before making a final recommendation. The acceptance of the new insurance policy needs to be ratified at this time.

Evelyn White made a motion to ratify the acceptance of the Commercial Property Insurance proposal as presented and accepted through a phone poll by the board with an annual premium of \$36,805.65. Dr. George Vincent seconded the motion. All voted and approved.

B. Review and discuss proposal for annual audit with McMullen and Mancuso for audit ending June 30, 2012.

Mr. Moreno reminded the board that every public entity must provide an audit to the Legislative Auditor of the financial records on an annual basis at the end of their prospective fiscal year. An engagement letter was presented to the board by McMullen and Mancuso CPA's to initiate the audit process for the Authority.

Chuck Kinney made a motion to approve the audit engagement with McMullen and Mancuso CPA's for the annual audit as required by the Legislative Auditor. Bob Hardy seconded the motion. All voted and approved.

C. Review and discuss Louisiana Compliance Questionnaire for audit ending June 30, 2012

The Louisiana Compliance Questionnaire is included with the annual audit as required by the Legislative Auditor. The questionnaire includes specific details regarding the entities makeup and the governing board of said organization. The Compliance Questionnaire is prepared by the organizations management team and must be approved by the board of directors.

Dr. George Vincent made a motion to accept the Louisiana Compliance Questionnaire as presented. Meg Lovejoy seconded the motion. All voted and approved.

D. Review and discuss Invoices #3 and #4 presented by Ellender and Broussard Architects.

Randy Broussard presented Architect invoice #3 in the amount of \$33,137.53, which includes Bidding Phase and Observation Phase services for the Events Center project.

Chuck Kinney made a motion to approve and pay invoice #3 in the amount of \$33,137.53 as presented. Meg Lovejoy seconded the motion. All voted and approved.

Mr. Broussard also presented invoice #4 from Ellender and Broussard Architects in the amount of \$8,122.78 for reimbursable expenses paid by the architect for renderings, printing, and filling fees.

Chuck Kinney made a motion to approve and pay invoice #4 in the amount of \$8,122.78 as presented. Bob Hardy seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno updated the board on projects underway at the arena. A row of the light fixtures in the stall barn were replaced on a trial basis with some significantly lighter and more durable

fixtures. These fixtures were installed as a result over safety concerns with the existing fixtures and how durable they were during severe weather. Mr. Moreno stated that he has been working closely with the architects and contractors to support the needs of the Event Center project as they arise. Currently the fence on the north property line is being relocated to help support the drives for the Event Center, construction office, and lay down yard for the project.

Mr. Moreno also addressed another issue with the board in that of the disposal of used shavings. In the past, these shavings were being spread out in the Authorities surplus property located south of the entrance road. At the present time, it is becoming increasingly more difficult to continue this practice so alternatives are being researched. The current alternative is to haul the shavings off of the property by a third party service. The fees for this service are currently being reviewed as is a possibility of increasing the consumers cost for the shavings in an effort to defray the overall cost of disposal. The facility has already introduced a new policy in not allowing any outside shavings on the property in an effort to combat the cost of maintaining and cleaning the stalls. Thus far, the facility has received no severe criticism in response to this new policy.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Mr. Robertson entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, September 19, 2012 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.