

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
September 17, 2014
West-Cal Events Center
Sulphur, Louisiana**

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

Invocation pronounced by Mike O'Quinn

Pledge was led by Dr. George Vincent

ROLL CALL:

Roll call was made with the following results:

Present: George Vincent - Vice Chairman	Evelyn White - Secretary/Treasurer
Bob Hardey - Board Member	Mike O'Quinn - Board Member
Meg Lovejoy - Board Member	Coy Vincent - Board Member
Adrian Moreno - Executive Director	Joyce Anderson - Operations Manager

Absent: Greg Robertson - Chairman

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mr. Moreno requested Item 9c under New Business be tabled until the following month.

Mike O'Quinn made a motion to table Item 9c under New Business. Evelyn White seconded the motion. All voted and approved.

Evelyn White made a motion to accept the Agenda as presented. Meg Lovejoy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the August 2014 minutes as presented. Bob Hardey seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial report presented for August 2014 and discussed a few items of note. With regards to the Income line item, as discussed the previous month, partial collections for the Hotel/Motel Tax were collected in July with the remaining collections in August for a total of \$383,600.84 for the 4th quarter from the previous fiscal year. This accounts for an 8% increase from this period last year. Management is currently updating the hotels and motel's located in West Calcasieu for comparison with the state Department of Revenue to ensure all are correctly coded and funds are being reimbursed to the Authority. Also on the Income line item during the month of August two reimbursements were received from the state Capital Outlay leaving a balance of \$290,000 of the \$5.5M in available funding.

With regards to the Expenses, a rather large utility bill was received for the month of August and management is currently working with the systems controls contractor and Entergy to evaluate the buildings consumption and set proper building parameters and schedules. Lastly, the budgeted line item for Insurance came in well under budget due to significantly lower premiums than were originally budgeted. Mr. Moreno also explained the new financial report which displays each facility separately for income and expenses through classes.

Bob Hardey made a motion to accept the August 2014 financial reports as presented. Evelyn White seconded the motion. All voted and approved.

OLD BUSINESS:

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

Mr. Broussard updated the board on the current status of the Events Center project. Mr. Broussard explained that he is currently waiting for an updated punch list with current monetary values from the general contractor and discussed the more significant punch list items. Two of these items are related to the exhibit hall lighting and partition walls which are both scheduled for evaluation. A few other punch list items of note are issues with the water heaters; polished concrete floors in the exhibit hall and some remaining items in the landscaping project. Mr. Moreno noted that he is working with the contractor and their subs to get these items rectified without any disruption to our current operational schedule.

NEW BUSINESS:

A. Review and discuss Bessette Development invoice #25 for Phase II Events Center Project

Mr. Moreno presented Invoice #25 from Bessette Development in the amount of \$551,493.36 for Phase II Events Center Project. This is the payment for the 5% retainage on the entire project which is due following the 45 day lien period.

Bob Hardey made a motion to accept and pay Bessette Development Invoice #25 in the amount of \$551,493.36 as presented. Coy Vincent seconded the motion. All voted and approved.

B. Review and discuss Invoice #25 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project

Mr. Moreno presented Invoice #25 from Ellender and Broussard in the amount of \$8,437.85 for Architectural and Engineering Services for Phase II Events Center Project.

Meg Lovejoy made a motion to accept and pay Ellender and Broussard Invoice #25 in the amount of \$8,437.85 as presented. Bob Hardey seconded the motion. All voted and approved.

C. Review and discuss proposed right-of-way for the Convention and Visitors Bureau interpretive Center

The Convention and Visitors Bureau has formally requested an easement for access to their new facility. The easement is located on the Northside of our entrance road just off Hwy 27. The board discussed at their previous meeting some potential issues that occurred during the

construction of the CVB's facility but their project manager has assured the Authority that they will be resolved. The easement was drafted and approved by the Authorities legal counsel

Coy Vincent made a motion to accept the proposed right-of-way for the Convention and Visitors Bureau's interpretive center 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 facilities:

Mr. Moreno discussed the remaining financials to complete the Events Center Project. Once final inspections are complete with the Project Management team, final payments will be paid and completion of the punch list will finalize all monies owed to contractors, architects and consultants.

Mr. Moreno discussed the calendar for the Arena and Events Center and how busy the next few months will be for the complex. Because of this schedule, the official Grand Opening and Ribbon Cutting for the Events Center will be delayed, allowing final touches to the project to be completed. Mr. Moreno also shared with the board that the management team has several hours of vacation time that needs to be used by the end of the year but have had a difficult time with the busy schedule to utilize this time off. He commented that the Human Resources Committee may need to schedule a meeting soon to discuss alternatives to prevent the loss of the vacation time.

Mr. Moreno reported that the clearing of the West property line has been complete and is in the process of seeking a bid to have the vegetation along the interstate cleared as well. Finally Mr. Moreno invited the board out to the Cal Cam Fair in October as the West-Cal Arena and Events Center will for the first time play host to this event.

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 15, 2014 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.