

**West Calcasieu Parish Community Center Authority  
Board of Directors – Regular Meeting  
April 18, 2012  
West Cal Arena  
Sulphur, Louisiana**

**Meeting was called to order at 5:30 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	Evelyn White- Secretary/Treasurer
	Mike O’Quinn – Board Member	Bob Hardey- Board Member
	Meg Lovejoy – Board Member	Adrian Moreno- Executive Director
	Joyce Anderson- Asst. Manager	
Absent:	Greg Robertson- Chairman	Chuck Kinney-Board Member

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

None

**APPROVAL OF MINUTES:**

Meg Lovejoy made a motion to accept the March 2012 minutes as presented. Evelyn White seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report for the month of March 2012 which concludes the 3<sup>rd</sup> Quarter of the current fiscal year. At the conclusion of the 3<sup>rd</sup> qtr. the Income line item was 11% over budget, a 14% increase from the same period last year. Concession Income is also currently 10% above budget as well. Part of these increases can be attributed to cost saving measures implemented by the arena staff and increased limited access by outside parties. The 4<sup>th</sup> Quarter should finish up this fiscal year on a positive note due to some larger groups scheduled throughout the month of May.

Evelyn White made a motion to accept the financial report for March 2012 as presented. Mike O’Quinn seconded the motion. All voted and approved.

**OLD BUSINESS:**

**A. Phase II Events Center Update (Mr. Moreno)**

Mr. Broussard could not attend this meeting so Mr. Moreno gave a brief update on the Phase II Events Center. Facility Planning and Control has received the requested information and has

approved all documents in order to bid for the new facility. Advertisement of bids began on April 2, 2012 and sealed bids will be accepted and opened on May 3, 2012 at 10:00 am.

**NEW BUSINESS:**

**A. Presentation from Lee Loncon with Loncon Engineers-Sewer Proposal**

Mr. Loncon presented the projected plans on the Parish Sewer Project to support future development west of the Authority's property. The board reviewed the maps and information presented. The board has requested that the adjacent property owners donate an equal amount of property required by the Parish for the proposed sewer line. Mr. Loncon will meet with property owners on the Authority's proposal and report any new developments back to Mr. Moreno.

**B. Presentation from Mr. EJ Ellender-Project Management Fees**

Mr. Moreno met with EJ Ellender and Randy Broussard regarding invoices for Project Management fees that were submitted for payment. Mr. Moreno discussed with the Authorities architects how over the course of the last 14 years, several payments that were made to Ellender and Broussard for Project Management fees should have been applied towards the research for the second phase. Mr. Ellender explained to the board that these fees would be deducted from project management fees for Phase II. A corrected invoice was presented to the board for payment in the amount of \$204,750.00 less previously paid invoices in the amount of \$96,100.00, less previously paid invoices during the research and development period prior to last years contract document phase in the amount of \$50,500.08, and the two outstanding invoices presented for payment tonight in the amount of \$6,120.00 to Futch design and \$2,095.00 to HFP for acoustical consultation. The new invoice total for Ellender and Broussard for 70% of project management fees on the Phase II project is \$49,934.92. The Authority also will continue to pay the remaining balances to the consultants directly. Mr. Ellender also presented an updated project management fee schedule for the remainder of the Phase II project.

Bob Hardy made a motion to accept the two invoices presented by EJ Ellender for Futch Design in the amount of \$6,120.00 and HFP Acoustical consultants for \$2,095.00. Evelyn White seconded the motion. All voted and approved.

Mike O'Quinn made a motion to accept the corrected invoice submitted by Ellender and Broussard for 70% of the project management fees in the amount of \$49,934.92. Bob Hardy seconded the motion. All voted and approved.

**C. Review and discuss resolution regarding funds with Iberiabank**

Mr. Moreno presented a resolution that is required by Iberia bank, the Authorities new financial institution following their recent acquisition of Cameron State Bank. The resolution reads as follows:

A resolution authorizing Adrian Moreno; Executive Director for the West Calcasieu Parish Community Center Authority to enter into all agreements relative to the authorities approved financial institution. Furthermore be it resolved that the authority hereby authorizes Mr. Moreno to acquire a business credit card for the Authority and to manage, approve, and authorize all aspects of the account in accordance with laws and regulations regarding public bodies and within the guidelines set forth under the Authorities standard operation procedures.

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

**DIRECTOR'S REPORT:**

Mr. Moreno updated the board on the upcoming events of the Authority. A pre-bid conference is scheduled for April 24, 2012 at 10:00 am for interested contractors on the new Events Center. Sealed bids will be opened on May 3, 2012 at 10:00 am at the Arena's administrative office. The bids will then be reviewed by the Authority, Facility Planning and Control, and a recommendation will be made by architect at the next regularly scheduled board meeting. After the awarding of a bid, the Authority will host a groundbreaking ceremony for the second phase. The local legislators should conclude the session at the beginning of June at which time a ceremony will be planned shortly after that.

**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, May 16, 2012 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.**