

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
August 16, 2017
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:35 p.m. by Meg Lovejoy

Invocation pronounced by Mike O'Quinn

Pledge was led by J.C. Cormier

ROLL CALL:

Roll call was made with the following results:

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

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Adrian Moreno brought to the boards attention a couple of typographical errors for items 9C & 9D on the proposed agenda. The fiscal year should state 2017.

George Vincent made a motion to accept the proposed agenda as corrected. Mike O'Quinn seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

J C Cormier made a motion to accept the June 21, 2017 regular meeting minutes as presented. George Vincent seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a summary of the Financial reports as presented for June and July 2017:

The month of June concluded the 2016-2017 fiscal year. The total revenue generated for the fiscal year was more than \$645,000, the highest income to date for the Authority. Coupled with the Income for Hotel-Motel taxes the fiscal year ended with Income in the amount of \$2.19 Million. Based on preliminary figures prior to the annual audit the budget YTD ended 26% above budget on Income and 3.5% under for Expenses.

As of the beginning of July for the start of the fiscal year 2017-2018 the Governor has signed House Bill 1 which includes the state budget for the new year. This bill includes the budget for the Authorities Hotel/Motel tax collections which has been increased to \$1,192,593, an increase of over \$125,000 from the previous year.

The month of July ended with Income 15% below budget and Expenses 30% below budget. The Cash flow projection for July 31, 2017 which includes some of the anticipated projects for Construction such as the insulation repairs is projected at \$4.6 million.

Evelyn White made a motion to accept the June and July 2017 financial reports as presented. J C Cormier seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena expansion report

Mr. Moreno gave a brief update on the Arena expansion project. He reminded the board that the substantial completion was signed and filed with the court house in June which began the lean period. Funds were being withheld from the project over and above the retainage to cover the punch list items which have been completed and payment applications will be presented.

NEW BUSINESS:

A. Review and discuss Gunter Construction invoice #10 & #11 for Roping Area Addition to covered Arena project

Mr. Moreno presented invoice #10 from Gunter Construction in the amount of \$39,908.06 for punch list items completed.

Mike O'Quinn made a motion to accept and pay Gunter Construction Invoice #10 in the amount of \$39,908.06 as presented. Evelyn White seconded the motion. All voted and approved.

Mr. Moreno also presented invoice #11 from Gunter Construction in the amount of \$2,166.89 for the remaining balance on the final change order less the contingency allowance. This represents the final payment application outside the retainage.

George Vincent made a motion to accept and pay Gunter Construction Invoice #11 in the amount of \$2,166.89 as presented. Evelyn White seconded the motion. All voted and approved.

Mr. Moreno explained to the board that the lean period of 45 days for Gunter Construction has expired but the clear lien certificate was not able to be issued to the contractor prior to the meeting. Once the courthouse issues the certificate the retainage fees may then be disbursed. The board agreed to pay the retainage once the certificate has been received by this office.

George Vincent made a motion to approve the payment to Gunter Construction in the amount of \$56,468.05 for retainage fees once the clear lean certificate is received. J.C. Cormier seconded the motion. All voted and approved.

B. Review and discuss Invoice #11, Construction Observation Phase from Ellender Architects & Associates for Architectural and Engineering Services-Roping Area

Mr. Moreno presented Invoice #11 from Ellender Architects & Associates in the amount of \$788.91 for architectural and engineering services for the period ending July 2017. The services include the Construction Observation Phase for Architectural and Engineering Services.

Evelyn White made a motion to accept and pay Ellender Architects & Associates Invoice #11 in the amount of \$788.91 as presented. J. C. Cormier seconded the motion. All voted and approved.

C. Review and discuss proposal for annual audit with McMullen and Mancuso for the audit ending June 30, 2017.

McMullen and Mancuso have submitted an engagement letter requesting approval for their firm to once again conduct the annual audit for the West Calcasieu Parish Community Center Authority for the fiscal year ending June 30, 2017.

Mike O'Quinn made a motion to accept the audit engagement with McMullen and Mancuso for the fiscal year ending June 30, 2017. Evelyn White seconded the motion. All voted and approved.

D. Review and discuss Louisiana Compliance Questionnaire for audit ending June 30, 2017.

Mr. Moreno presented the completed Louisiana Compliance Questionnaire that is required by all governmental agencies entering into audit engagements. The Legislative Auditor requires all governmental agencies to have this questionnaire approved by their respective governing bodies prior to the commencement of the audit.

Evelyn White made a motion to accept the Louisiana Compliance Questionnaire as presented. J. C. Cormier seconded the motion. All voted and approved.

DIRECTOR'S REPORT

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

Earlier this summer Mosswood Properties made a request to increase the vehicle count from 200 to 300 but have yet to be given the approval from DOTD for that increase. The parking lot is starting to show significant signs of damage from the continuous traffic. The maintenance staff has patched, grated, and added rock but this work has made very minimal improvements. The agreement has been underway for six months now and the parking lot will need to be repaired before it gets worse. Mr. Moreno discussed with the board options on how to get the repairs made. He will first make another official request from the City for their assistance with their heavy equipment and if no response is made will then make a request to Mosswood Properties to facilitate the repairs themselves.

Bids for installing ornamental fencing around the oak trees on the far west side of the Arena parking lot have been received. 670 feet of fencing will be needed to complete the area. The lowest bid received was from Sanford fencing at the cost of \$21,555. Mr. Moreno reminded the board that this project was included in the budget figures for the current fiscal year.

Mr. Moreno discussed with the board an agreement that was entered with the south neighboring property owners when the plans for development of the Arena grounds were being designed. In short a twenty-five foot right of way was needed from them to complete a public access road that was to surround

the piece of property in question. In exchange for the right of way three sets of culverts would be placed at locations designated by the property owners for access to their property. One of the sets of culverts was installed in 2011 with the Stines group no longer expressing interest in fulfilling this arrangement. The Authority has recently been approached by a developer who is building an RV park directly south of the Authorities property and has requested that the board fulfill its agreement with this property owner to install a culvert to access this tract of land. After working with the Parish and the local Gravity Drainage District, the Authority has been informed that 2 separate 60" culverts will be needed to allow access to this property across this major drainage lateral. Postponing this installment to a later date may require the Authority to have to install much larger culverts or possibly reverting to building a bridge with the increased development options surrounding the Authorities complex. Mr. Moreno stated that this was the best option with the least expense to the Authority.

Evelyn White made a motion to purchase the culverts as required by the Drainage boards specifications and install them at the location given by the property owners unless permission is granted for the lessee to designate alternative placement to fulfill this obligation. J. C. Cormier seconded the motion. All voted and approved.

The facility has recently been approached by potential clients regarding room rentals during major holidays. Currently the organization does not have established rates and procedures set for holidays under the existing rate structure. Mr. Moreno suggested to the board to add a rate of \$30 per hour for each staff member needed in addition to the established rate with an 8-hour minimum. Administration would determine the amount of staff needed based on the event details.

J. C. Cormier made a motion to establish a holiday rate of \$30 per hour per employee needed in addition to the established rental rate with an 8-hour minimum. Mike O'Quinn seconded the motion. All voted and approved.

Lastly Mr. Moreno discussed a situation that has come up recently with the local Chamber of Commerce and their utilization of the facility. The organization utilizes the facility regularly for a monthly luncheon at an established rate set forth by the Authority for Civic organizations. The rate is set at \$100 for a 2-hour lunch or breakfast to be held in an available space that does not interfere with the full utilization of the facility. This fee is waived if the organization utilizes the Events Center food and beverages services. This client has recently expressed their unwillingness to host their luncheon in any other space other than a specific room and have recently cancelled last minute events because these rooms could not be guaranteed. After discussion, the board agreed that should this or any other civic group wish to be specific on the rooms utilized that they will be required to pay full rate for the specific meeting space requested.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Meg Lovejoy entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, September 20, 2017 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.