

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
August 21, 2013  
West Cal Arena  
Sulphur, Louisiana**

**Meeting was called to order at 5:32 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:	Dr. George Vincent-Vice Chairman	Evelyn White-Secretary/Treasurer
	Mike O'Quinn-Board Member	Bob Hardy-Board Member
	Meg Lovejoy-Board Member	Coy Vincent-Board Member

Absent: Greg Robertson-Chairman

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

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

**APPROVAL OF MINUTES:**

Evelyn White made a motion to accept the June 2013 minutes as presented. Bob Hardy seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial reports presented for the months of June and July 2013. June closed out the 2012-2013 fiscal year with the Authority exceeding projected income revenues while only minor expenditures exceeding budgets. The month of July begins the new 2013-2014 fiscal reporting year. In the past, July was typically a slower month for rental activity allowing time for arena maintenance before the busy fall season begins, but a trend of increased activity has been noted and July turned out to be a very profitable month. Mr. Moreno reported that the Authorities financial status continues to be in good fiscal shape.

Coy Vincent made a motion to accept the June and July 2013 financial reports as presented. Mike O'Quinn 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 construction project from information discussed at the construction meeting held earlier that day. Mr. Broussard reported that with the continued good weather conditions the project is moving forward at a good pace since the last report with no adjustments to the finishing date. Currently the completion date is June 3, 2014.

Mr. Broussard presented Change Order #8 in the amount of \$12,518.00 which covers six different work orders as follows: 1) Framing changes-No monetary change; 2) Installation of can wash and additional bollards in service yard-\$9,101.00; 3) Field Directive for modifications of office area-\$1,277.00; 4) Installation of mounted waste receptacles-\$2,140.00; 5) Weather extension-7 days; 6) Change 50 amp 250v receptacles in Staging area-No monetary change.

Meg Lovejoy made a motion to accept change order #8 as presented. Bob Hardy seconded the motion. All voted and approved.

**B. Ratify approval of the following payment applications for Phase II Events Center Project for the month ending June 30, 2013:**

- a) **Bessette Development Corp. Invoice #12**
- b) **Southwest Construction Material and Testing Invoice #12**
- c) **Ellender and Broussard Invoice #12**

Mr. Moreno presented the following payment applications which were approved by phone poll during July 2013. Bessette Development payment application #12 in the amount of \$388,643.10, Southwest Construction Material and Testing Invoice #12 in the amount of \$1,796.25, and Ellender and Broussard Invoice #12 in the amount of \$5,946.24.

Evelyn White made a motion to ratify the approval of the following: Bessette Development's payment application #12 in the amount of \$388,643.10; Southwest Construction Material and Testing Invoice #12 in the amount of \$1,796.25; and Ellender and Broussard Invoice #12 in the amount of \$5,946.24 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**C. Ratify approval of Property Coverage renewal premium**

Mr. Moreno presented the Property Coverage renewal premium which expires on August 15, 2013 for ratification of the approval. The renewal was approved via phone pole in the amount of \$37, 534.35. This amount is a 2% increase from the previous year.

Meg Lovejoy made a motion to ratify the approval for the Property Coverage premium in the amount of \$37, 534.35 as presented. Evelyn White seconded the motion. All voted and approved.

**NEW BUSINESS:**

**A. Review and discuss Bessette Development Invoice #13 for Phase II Events Center Project.**

Mr. Moreno presented Invoice #13 from Bessette Development in the amount of \$525, 209.40 for contractor services during the month of July 2013.

Bob Hardy made a motion to accept and pay Bessette Development Invoice #13 in the amount of \$525,209.40 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**B. Review and discuss Southwest Construction Material and Testing Invoice #13 for testing services for Phase II Events Center Project**

Mr. Moreno presented Invoice #13 from Southwest Construction Material and Testing in the amount of \$700.50 for testing services for the month of July 2013.

Evelyn White made a motion to accept and pay Southwest Construction Material and Testing Services Invoice #13 in the amount of \$700.50 as presented. Bob Hardy seconded the motion. All voted and approved.

**C. Review and discuss Invoice #13 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project**

Mr. Moreno presented Invoice #13 from Ellender and Broussard in the amount of \$8,035.71 for architectural and engineering services.

Meg Lovejoy made a motion to accept and pay Ellender and Broussard Invoice #13 in the amount of \$8,035.71 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**D. Review and discuss Invoice #9812 from HFP Acoustical consultants**

Mr. Moreno presented invoice #9812 from HFP Acoustical consultants for audio and visual consulting services in the amount of \$540.00.

Bob Hardy made a motion to accept and pay HFP Acoustical Consultants' invoice #9812 in the amount of \$540.00. Evelyn White seconded the motion. All voted and approved.

**E. Review and discuss proposal for annual audit with McMullen and Mancuso for audit ending June 30, 2013**

McMullen and Mancuso have submitted and are requesting approval for their firm to once again conduct the annual audit engagement for the West Calcasieu Parish Community Center Authority for the fiscal year ending June 30, 2013.

Evelyn White made a motion to accept the audit engagement with McMullen and Mancuso for the fiscal year ending June 30, 2013 as presented. Meg Lovejoy seconded the motion. All voted and approved.

**F. Review and discuss Louisiana Compliance Questionnaire for audit ending June 30, 2013**

Mr. Moreno presented a completed Louisiana Compliance Questionnaire that is required by all Government Agencies entering into audit engagements. The Legislative Auditor requires all governmental agencies to have this questionnaire approved by their respective board of directors.

Evelyn White made a motion to accept the Louisiana Compliance Questionnaire as presented. Bob Hardy seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

Mr. Moreno gave a brief update on a few items of interest. The Bond Commission has approved the final \$1.5M of Capital Outlay funds as outlined in the last legislative session. Currently the Authority is just waiting to receive the revised Cooperative Endeavor which will finalize the process. Mr. Moreno also gave a brief explanation of the funds matching process and entertained any questions of the board.

Blake Hines was awarded the contract for the Police Jury sewer/water project and has recently begun their work. A small portion of the South property is being used as a lay down yard for their equipment and supplies. The contractor has expressed concerns about burying his line in close proximity to the neighboring pond and has informed the Authority that they will now relocate the sewer line 5' closer to the east but still on the agreed upon easement. Mr. Hines does not anticipate requiring moving any further but will not be able to determine that until such time as additional test holes have been conducted.

**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, September 18, 2013 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.**