

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
January 18, 2017
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Meg Lovejoy

Invocation pronounced by Meg Lovejoy

Pledge was led by Evelyn White

ROLL CALL:

Roll call was made with the following results:

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

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Evelyn White made a motion to accept the proposed agenda as presented. J.C. Cormier seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Coy Vincent made a motion to accept the December 16, 2016 minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a summary of the financial reports as presented for December 2016. The month of December closes out the second quarter of the fiscal year and is typically one of the slower months. Income reported for the month was \$9,000 below budget and respectively Expenses finished \$20,000 below budget as well. Year to date Income is reported at \$294,000 which is \$38,000 over budget or 14% while Expenses have reached \$560,000 which is \$27,000 below budget or 5% under projections. With the inclusion of Capital Outlay and Construction in progress the year end totals are being projected well under budget for the year. Cash Flow is projected for the end of the fiscal year at \$5.3 million.

Evelyn White made a motion to accept the December 2016 financial reports as presented. J.C. Cormier seconded the motion. All voted and approved.

OLD BUSINESS:

A. Arena expansion report (Mr. Ellender)

Mr. Ellender gave a brief update on the Arena expansion project. The foundation work is substantially complete and the framework has arrived and steel should begin to be erected next week if weather allows. The site work on the additional parking area is approximately 80% complete, leaving a little work left on

the North and South ends to the catch basins and piping. The projected completion date for the extension project is still anticipated for early May.

NEW BUSINESS:

A. Review and discuss Gunter Construction Invoice #5 for Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #5 from Gunter Construction in the amount of \$95,858.80 for construction services during the month of December 2016.

Coy Vincent made a motion to accept and pay Gunter Construction in the amount of \$95,858.80 as presented. J.C. Cormier seconded the motion. All voted and approved.

B. Review and discuss Invoice #6, Construction Observation Phase from Ellender Architects & Associates for Architectural and Engineering Services-Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #6 from Ellender Architects & Associates in the amount of \$1,797.35 for architectural and engineering services for the period ending December 2016. 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 #6 in the amount of \$1,797.35 as presented. J.C. Cormier seconded the motion. All voted and approved.

C. Review and discuss 2017 committee assignments

Meg Lovejoy presented the committee assignments for 2017 as follows:

Executive Committee:

Margaret Lovejoy-Chairman (member at large for all committees)
J.C. Cormier-Vice Chairman
Coy Vincent-Secretary/Treasurer

Finance Committee:

Coy Vincent-Chairman
Evelyn White
J.C. Cormier

Human Resources Committee:

Coy Vincent-Chairman
J.C. Cormier
Mike O'Quinn

Multi Purpose Arena Committee:

Dr. George Vincent -Chairman
Mike O'Quinn
Darwin Pinder

Events Center Committee:

Coy Vincent-Chairman
Evelyn White
J.C. Cormier

Evelyn White made a motion to accept the 2017 committee assignments 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 and reminded the board of some needed upgrades to both facilities. One major upgrade needed for the Arena is regarding the lighting. Mr. Moreno explained all of the areas that need to be addressed and that he is currently working with engineers and architects on options and estimates. Since opening the doors to the Events Center the facility has been dealing with complications to the mechanical and plumbing systems due to the hardness of the city water. Mr. Moreno informed the board that a new water study is being conducted to see what exactly would be a good solution to the problem and that more than likely a complete water softener will be installed to main water inlet.

The City has issued a notice to proceed for the sidewalk project that they are funding. This project consists of a sidewalk being constructed directly in front of the Events Center and running eastward down Arena road in front of the Hotels on the north side of the street.

Mr. Moreno informed the board of a recent meeting with Senators Johns and Smith as well as a representative from CB&I who are requesting to utilize a portion of the West Cal Arena parking lot for a short-term park and ride lease. According to a preliminary site assessment the contractor from CB&I is requesting parking up to 200 cars and busses necessary to facilitate their transportation to a job site in Cameron parish. Mr. Moreno explained the obvious reservations to the board and the need for a portion of the parking lot for the weekend clients but reminded the board that most of the weekend events are not very heavy in spectator draw and that if this option was to be considered the contractor would have to agree to some exclusion dates for the larger events that require much more of the main parking lot. After discussion and debate, the board has agreed to entertain a proposal from CB&I and would call a special meeting to discuss if need be.

PUBLIC COMMENTS:

Mr. Ellender made a comment that although the capital outlay funds are not available as of now he has revised the preliminary site renditions for the boards review.

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, February 15, 2017 at 5:30 p.m. at the West Cal Events Center, Sulphur, Louisiana.