

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
March 19, 2014
West Cal Arena
Sulphur, Louisiana**

Meeting was called to order at 5:31 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	Bob Hardey-Board Member
Meg Lovejoy-Board Member	Mike O'Quinn-Board Member
Adrian Moreno-Executive Director	Joyce Anderson-Operations Manager
Absent: Greg Robertson-Chairman	Evelyn White-Secretary/Treasurer
Coy Vincent-Board Member	

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Mike O'Quinn made a motion to accept the proposed agenda as presented. Meg Lovejoy seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to accept the February 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 February 2014. The Hotel/Motel Tax disbursement for the 2nd quarter has been received and is 26% higher than the same quarter from the previous year. Year-to-date represents a 21% increase from last fiscal year for the same period. The first installment for the new 10 year cooperative endeavor grant with the Calcasieu Parish Police Jury was received in the amount of \$225,000. Moving forward this annual disbursement will be based on a percentage of the anticipated tax assessment. Also, Capital Outlay reimbursements for January and February 2014 have been received leaving no current outstanding requests. Mr. Moreno is actively pursuing catch up funds for when reimbursement rates were increased at the end of the 2013 legislative session. No significant variances were reported with regards to the facilities Income and Expense line items. Mr. Moreno made note of a new section on the Event Center fees paid to date report that summarizes available funds on the bonds and will be discussed further during the Director's report.

Mike O'Quinn made a motion to accept the February 2014 financial reports as presented. Meg Lovejoy 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 went through and highlighted some areas on the construction schedule and noted that all work is progressing rapidly.

B. Phase II Committee Report (Mr. Moreno)

Mr. Moreno presented the Phase II Committee meeting report in the absence of Mrs. White. The committee met and discussed Change Order #10 which the board previously accepted without the time extension. After meeting with the contractor and discussing options the contractor has agreed to have all work completed by June 28th, and is requesting the extra days to complete the work correctly. There was also a price change on Change Order #10 because the service drive project was deleted until final costs are calculated. The original price was \$87,248.53 and the new price is \$59,513.53. So as to not delay the current project, the service drive will be a separate future change order once final calculations are made. Mr. Moreno made a recommendation that Change Order #10 be ratified and accepted as presented.

Bob Hardey made a motion to ratify the acceptance of Change Order #10 as presented. Mike O'Quinn seconded the motion. All voted and approved.

Mr. Moreno presented Change Order #11 which includes the water feature but no additional landscaping and also includes adding additional receptacles in the meeting rooms on a separate circuit. This increase plus the additional weather days requested for an amount of \$143,933.00 brings the completion date to June 30, 2014.

Bob Hardey made a motion to accept Change Order #11 as presented. Mike O'Quinn seconded the motion. All voted and approved.

The committee also discussed amending the current rate structure to allow for mid-week Civic and Non-Profit luncheons and/or breakfasts as needed. The rate would allow usage of the meeting rooms for up to 3 hours at a rate of \$100.00 for mid week usage. After much discussion by the board, it was recommended that this item be tabled until such time as a definitive answer can be given on the definition of Civic and non-profit groups.

Lastly, the committee recommended that the current policy with regards to alcohol corkage be revised to allow this concession only during the Mardi Gras season.

Mike O'Quinn made a motion to accept the amendment to the current rate structure to allow for alcohol corkage fees only during the Mardi Gras season for Krewe parties. Meg Lovejoy seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Bessette Development Invoice #20 for Phase II Events Center Project.

Mr. Moreno presented Invoice #20 from Bessette Development Corp. in the amount of \$312,243.15 for construction services during the month of February 2014.

Meg Lovejoy made a motion to accept and pay Bessette Development Invoice #20 in the amount of \$312,243.15. Bob Hardey seconded the motion. All voted and approved.

B. Review and discuss Invoice #20 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project

Mr. Moreno presented Invoice #20 from Ellender and Broussard in the amount of \$4,777.32 for architectural and engineering services.

Bob Hardey made a motion to accept and pay Ellender and Broussard Invoice #20 in the amount of \$4,777.32 as presented. Mike O'Quinn seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno gave a brief update on the current operations of the facility:

Former board member Chuck Kinney requested that the board consider utilizing the ticket office at the Arena, once administration has vacated the building, for a Louisiana Cowboy Hall of Fame. After discussion, the board recommended that this request be taken into consideration once more details on the criteria for the hall of fame are resolved as well as logistics on the hours the office would be available to the general public.

Mr. Moreno informed the board that at the previous month's meeting a request was made to research how other local facilities were extending "long term" contracts to their tenants. Mr. Moreno found that no public facility in the area is currently offering these terms, but merely allowing the group to retain their event year after year, a practice that this organization already offers its customers.

Also discussed was an update on the progress of the Convention and Visitors Bureau's interpretative center scheduled to break ground later this fall. The CVB will be requesting curb cuts across the Authorities property for ingress and egress and may also possibly look at leasing space on the Authorities marquee.

Mr. Moreno informed the board that the West Cal Arena was fortunate to have been asked to host the opening ceremonies for the City of Sulphur's Centennial Celebration. The event was very well received and it was a tremendous exposure opportunity for the Authority.

The appraisal on the vacant 15 acres that is currently being sought after as a parking lot by Trunkline L&G was received by the administrative office. The property was appraised at \$20,000.00 per acre with a lease appraisal of \$1,200.00 per acre. Trunkline L&G is proposing to develop a parking lot for construction workers to be transported to the construction site in Grand Lake. Mr. Moreno has requested that Trunkline now make a proposal on the engineering specifications they are proposing and will report any new developments to the board.

Lastly Mr. Moreno discussed with the board options for the excess funds on the bonds for the Event Center project. On the "Event Center Fees" report, an additional section has been added to reflect the amount of unused funds following the usage of Capital Outlay as well as bond funding. This amount is currently in excess of \$750,000. Mr. Moreno is seeking options on the usage of these funds and to research what other options the board may have. The question has been posed to see if these funds can be applied to the land purchase made several years prior.

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, April 16, 2014 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.