

**West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
May 21, 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	Evelyn White-Secretary/Treasurer
	Mike O'Quinn-Board Member	Bob Hardey-Board Member
	Coy Vincent-Board Member	Adrian Moreno-Executive Director
Absent:	Greg Robertson-Chairman	Meg Lovejoy-Board Member
	Joyce Anderson-Operations Manager	

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

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

**APPROVAL OF MINUTES:**

Coy Vincent made a motion to accept the April 2014 minutes as presented. Mike O'Quinn seconded the motion. All voted and approved.

**APPROVAL OF FINANCIAL REPORT:**

Mr. Moreno gave a brief summary of the financial report presented for April 2014. He reported that the 3<sup>rd</sup> quarter Hotel/Motel tax funds have been received in the amount of \$248,404.84 which brings the Authorities total collections for the year roughly 13% over vs the collections for the same period from the previous year to date. Revenue totals continue to increase due in large part to sustaining current arena events but also due to deposits collected for events hosted at the new Events Center. Once the new fiscal year begins in July, revenues and expenses will be separated by classifications allowing separation for each facility. Currently, revenues are totaled on the Events receipts report in a separate column to account for Events Center only totals.

Currently the expenses are under budget for the year but again Mr. Moreno reminded the board that a budget amendment prior to the end of the fiscal year in June is likely.

Evelyn White made a motion to accept the April 2014 financial reports as presented. Bob Hardey 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 morning. Mr. Broussard reported that the construction schedule has not changed and is still on target for the end of June. Sewer lift station was addressed at it has yet to be completed but are anticipating having this done within the next few days according to Mr. Moreno. Contractors for the project are continuing to work at a steady pace with extended days and weekend work continuing to ensure the deadline of the 30<sup>th</sup> of this month is met.

Mr. Moreno informed the board of some last minute change orders that were required within the last month for the Events Center project. These include changes to an expandable fly panel system in the exhibit hall as suggested by the manufacturer and additional 1" conduit to the front fountain area as requested by the owner. Also in this change order were the addition of 2 power locations in the lobby area to expand on the existing digital signage monitors as well as revisions to the millwork in the ticket office to accommodate an "L" return as opposed to a ticket booth. Total for the changes presented is \$8,181.55.

Evelyn White made a motion to accept change order #13 as presented in the amount of \$8,181.55 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**NEW BUSINESS:**

**A. Review and discuss Bessette Development Invoice #22 for Phase II Events Center Project.**

Mr. Moreno presented Invoice #22 from Bessette Development Corp. in the amount of \$727,859.60 for construction services during the month of April 2014.

Bob Hardey made a motion to accept and pay Bessette Development Invoice #22 in the amount of \$727,859.60. Mike O'Quinn seconded the motion. All voted and approved.

**B. Review and discuss Invoice #22 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center Project**

Mr. Moreno presented Invoice #22 from Ellender and Broussard in the amount of \$11,136.26 for architectural and engineering services for the period ending April 30, 2014.

Bob Hardey made a motion to accept and pay Ellender and Broussard Invoice #22 in the amount of \$11,136.26 as presented. Mike O'Quinn seconded the motion. All voted and approved.

**C. Review and discuss invoice #26183 from SLR International (formerly HFP Acoustical Consultants) for acoustical services – Phase II Events Center Project.**

Mr. Moreno presented Invoice #26183 from SLR International, the projects acoustical consultants in the amount of \$178.02 for site visits.

Evelyn White made a motion to accept and pay SLR International Invoice #26183 in the amount of \$178.02 as presented. Bob Hardey seconded the motion. All voted and approved.

**DIRECTOR'S REPORT:**

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

**A.** Mr. Moreno commented on the extremely busy schedule not only with the current operations of the arena but preparing for the opening of the new Events Center. Mr. Moreno informed the board of a delay in the chair order from MTS. At the time the order was being researched, the chair manufacturer gave us a deliver time of 8 weeks. In an effort to time this delivery, management placed the order with a very short window of which these chairs could actually be delivered and placed inside the facility. Unfortunately there was a delay in the particular fabric that the Authority ordered and would put this order being delivered after the end of the first month of operation. The Authority has the ability to expedite these chairs without the fabric protection and look at getting this treated on site after delivery or have the order on the chairs continue and perhaps enter into a cooperative endeavor with a neighboring facility to borrow chairs for a short period until such time as the Authorities chairs are complete.

After discussion, Evelyn White made a motion to continue with the fabric as selected by the interior designer and have the fabric protection incased prior to placement as originally proposed. Mike O'Quinn seconded the motion. All voted and approved.

**B.** Mr. Moreno informed the board that Facility Planning and Control has finally reimbursed the Authority on all monies due from short payments as well as the increase from last fiscal year's capital outlay increase. The Authority has recently received a check from FP&C for just over \$1.2M that brings the project up to date on capital outlay funds due for this project.

**C.** Mr. Moreno discussed that now with the Events Center project nearing completion, the Authority should start to consider the next phase of expansion and that is for the current multi-purpose arena. Part of the expansion plans include the possibility of expanding parking and the maintenance operations on the western property line owned by the Authority. Mr. Moreno suggested moving forward clearing this remaining property for the Authority and has spoken with several contractors to complete this work. Initial estimates for this property clearing which include a controlled burn are approximately \$4,000/acre with 4-5 acres remaining. The board agreed that having this remaining property cleared was in the best interest of the Authority and agreed to move forward with this work once a final bid was received.

**D.** Mr. Moreno disused the possibility of clearing the interstate tree line to increase the visibility for the Authorities property. This property is currently owned by the Sulphur Group, LLC and

they have given verbal approval to have this property cleared at the Authorities cost should they choose to do so. In order to conduct this work, a cooperative endeavor is needed to be in place between the Authority and the Sulphur Group before any work may be completed.

**E.** Bob Hardey made a motion to enter into a cooperative endeavor with the Sulphur Group, LLC. to have the fence line on interstate 10 cleared at the cost of the Authority. Coy Vincent seconded the motion. All voted and approved.

Lastly, the Authority has finally received word that the Trunkline LNG project has passed on the initial offer to lease a portion of the Authorities property and construct a parking lot for their construction workers. Mr. Moreno also informed the board that after discussion with one of the neighboring property owners, it was discovered that as part of the donation of a 25' dedication, the Authority would have a culverted entrance installed at a location of the owner's request. Mr. Moreno has commented that he will move forward with this agreement but has yet to find any written agreement that the Authority would build a road leading to or around this entrance.

**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, June 18, 2014 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.**