

**West Calcasieu Parish Community Center Authority
Board of Directors – Regular Meeting
November 14, 2012
West Cal Arena
Sulphur, Louisiana**

Meeting was called to order at 5:25 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
	Chuck Kinney-Board Member	Mike O’Quinn – Board Member
	Meg Lovejoy – Board Member	Adrian Moreno- Executive Director
	Joyce Anderson- Asst. Manager	

Absent:	Greg Robertson- Chairman	Bob Hardey - Board Member
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AMENDMENTS, ADDITIONS, DELETIONS TO THE AGENDA:

Meg Lovejoy made a motion to accept the November 14, 2012 agenda as presented. Chuck Kinney seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Evelyn White made a motion to accept the October 2012 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 that was prepared for the Board. Mr. Moreno reported that October begins the 2nd quarter of the current fiscal year. Income was up for the month overall with the Concession line being just under budget. On the Expense side, the invoices mentioned during the October meeting were received for the significant repairs required on the utility tractor for the facility as well as repairs on the facilities water mains.

Meg Lovejoy made a motion to accept the financial report for October 2012 as presented. Evelyn White 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 on November 7, 2012. Significant progress on the facility has been made with the weather cooperating. In the upcoming weeks the pouring of the grade beams will be completed then the erection of the steel frame will follow. At the same time the excavation of the parking lot is underway and nearing completion then the final section of ground work for the road will begin. A proof roll of a large section of the east parking is scheduled for Friday, November 16 at 8:00 a.m.

NEW BUSINESS:

A. Review and discuss Besette Development Invoice #4 for Phase II Events Center Project

Mr. Moreno presented Invoice #4 from Besette Development in the amount of \$480,284.85 as approved by the Architectural and Project Management team.

Chuck Kinney made a motion to accept and pay Besette Development Invoice #4 in the amount of \$480,284.85 as presented. Evelyn White seconded the motion. All voted and approved.

B. Review and discuss Southwest Construction Material and Testing Invoice #4 for testing services for Phase II Events Center Project

Mr. Moreno presented Invoice #4 from Southwest Construction Material and Testing in the amount of \$6,097.63 for testing services.

Chuck Kinney made a motion to accept and pay Southwest Construction Material and Testing Invoice #4 in the amount of \$6,097.63 as presented. Mike O'Quinn seconded the motion. All voted and approved.

C. Review and discuss Change Order #4 from Besette Development

Mr. Moreno presented Change Order #4 which furnished labor and material to remove unsuitable soil and provide and install structural fill material. The total cost increases the contract sum by \$12,984.80.

Meg Lovejoy made a motion to accept Change Order #4 from Besette Development in the amount of \$12,984.80 as presented. Chuck Kinney seconded the motion. All voted and approved.

D. Review and discuss Invoice #4 from Ellender and Broussard for Architectural and Engineering Services for Phase II Events Center.

Mr. Moreno presented Invoice #4 from Ellender and Broussard in the amount of \$15,001.05 for architectural and engineering services.

Chuck Kinney made a motion to accept Invoice #4 from Ellender and Broussard in the amount of \$15,001.05 as presented. Mike O'Quinn seconded the motion. All voted and approved.

E. Review and discuss proposed changes to FY 2012-2013 Operating Budget

Mr. Moreno requested two line item budget amendments to the current FY 2012-2013 Operating Budget as a result of significant repairs that were conducted on the utility tractor as well as repairs made to the water mains at the arena. The first increase is for \$1,000.00 to the Rentals line item for equipment necessary to maintain the repairs while the second is for \$4,000.00 to the Maintenance of Property and Equipment line item.

Evelyn White made a motion to accept the two budget line item amendments to the current FY 2012-2013 as presented. Mike O'Quinn seconded the motion. All voted and approved.

F. Review and discuss appointment to the Convention and Visitor's Bureau Board of Directors.

The Authority is responsible for an appointment to the Convention and Visitor's Bureau Board of Director's whose appointment last for a period of 3 years. Currently Mr. Gary Cooper of

Dequincy, LA is serving in this capacity for the Authority and is eligible to be nominated to hold this position for an additional term should the Authority choose to do so.

Evelyn White made a motion to reappoint Mr. Gary Cooper as the Authority's appointment to the Board of Director's for the Convention and Visitor's Bureau. Chuck Kinney seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

Mr. Moreno updated the board that the Capital Outlay funds final approval occurred during the State's July meeting rather than the October meeting. A revised Co-Op has been submitted to Facility Planning and Control and once all parties have signed the document, invoices will begin to be submitted for reimbursement. Currently we are on a percentage based reimbursement for the \$4 million available funds which equates to about 39.6% of our project. The remaining \$1.5 million will go up for approval in the next legislative session that begins in March 2013.

Mr. Moreno opened discussion for permission to enter into a cooperative endeavor with the City of Sulphur to allow the city to utilize the facility for community based events and public service organizations to hold training on property. After discussion the board allowed Mr. Moreno to enter into an agreement with the City of Sulphur and to also extend the same availability to all municipalities in West Calcasieu Parish. The board requested to read over the co-op before the document is presented to municipalities.

Chuck Kinney made a motion to allow Mr. Moreno to enter into a Cooperative Endeavor with all municipalities allowing them to utilize the West Cal Arena based upon availability for community based, non revenue generating events. Evelyn White seconded the motion. All voted and approved.

Mr. Moreno reminded the board that the Authority currently offers no retirement benefits to eligible full time employees. He has been researching retirement benefits and discussing possibilities with local legislators on how the Authorities employees would be allowed to participate in one of the public employee's retirement system. Once all options are reviewed, a recommendation will be made at the December meeting as to what options will be available for the Authority to pursue. Should one of the state's public retirement systems be an option, legislation would need to be introduced during the next legislative session of which would have to be submitted in January.

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, December 19, 2012 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.