

West Calcasieu Parish Community Center Authority  
Board of Directors-Regular Meeting  
October 19, 2016  
West-Cal Events Center  
Sulphur, Louisiana

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

Invocation pronounced by Mike O'Quinn

Pledge was led by J.C. Cormier

**ROLL CALL:**

Roll call was made with the following results:

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

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

Mr. Moreno recommended moving Item 9E under New Business for the Capital Outlay Signature Authority below Item 8A under Old Business for the Arena expansion report given by Mr. Ellender.

Evelyn White made a motion to approve the agenda with the recommended change. J. C. Cormier seconded the motion. All voted and approved.

**APPROVAL OF MINUTES:**

Evelyn White made a motion to accept the September 2016 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 September 2016. Mr. Moreno reported that Income for the month closed out at \$16,000 over budget. The month of September also closes out the 1<sup>st</sup> fiscal quarter for the budgeted year. Year to date Income is \$11,800 over budget or 10% over while Expenses are \$32,000 under budget or 9% under. Mr. Moreno also reminded the board that the state Legislative auditor's office allows a 5% variance on all approved budgets. Any adjustments will be considered closer to the end of the fiscal year but currently none are expected to be made.

Mr. Moreno also discussed the Profit & Loss by Classes report which displays the Year to Date income for each facility. The Arena's income thus far is \$33,179.88 while the Events Center closed

out at \$102,783.21. Year to date both facilities display a significant increase compared to the previous years.

The cash flow statement reflects the 1<sup>st</sup> principal and interest payment to the new bonding agent Whitney Bank during the month of September. The completion of this transaction should now allow for the two pending accounts with Chase bank, the Authorities previous bonding agent to be closed out. YTD the Authorities budgeted cash flow total is just over \$5 million dollars.

J.C. Cormier made a motion to accept the September 2016 financial reports as presented. Evelyn White 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. There has been significant progress on the parking expansion with the dry weather conditions. The majority of the limestone for the west parking addition is near completion. The next focus will be on installing the culverts and catch basins along the west ditch. The metal building is currently being fabricated and the foundation work for the expansion will begin in the coming weeks.

One item of concern that has been discussed is the 4" water main that is located just south of the existing building. Mr. Moreno expressed concerns with leaving this main water line in its current location in the event that any damage or repairs would be needed would impede the new expansion of the facility. The water main in question has needed repairs in the recent past and any future repairs would significantly affect the arena operations. The suggestion is to relocate the water line around the new expansion area prior to the foundation work. The estimate for the work was presented as Change Order #2 in the amount of \$8,360.00. This amount includes 240 ft. of pipe and various fittings.

Evelyn White made a motion to accept change order #2 in the amount of \$8,360.00 as presented. Mike O'Quinn seconded the motion. All voted and approved.

##### **9E. Review and discuss Resolution for Capital Outlay Signature Authority**

Mr. Moreno presented the board with a foot print for the Capital Outlay request that was approved during the previous month's meeting. These two Capital Outlay request are for the arena stall and RV expansion as well as meeting room and administrative expansion for the Events Center.

Mr. Ellender presented a sketch and cost proposal that would address the current needs of both facilities. For the Arena, this includes additional space for temporary horse stalls and/or riding space that would include a covered connector to the Arena; converting current maintenance area for support space and additional guest and RV parking. One concern brought up by Mrs. Lovejoy was the description for horse trailer parking being referred to as RV parking. She suggested alleviating any misconception by the public or local RV park owners by renaming this area. The

Events Center expansion would include much needed additional meeting space as well as include an expansion in the administrative areas.

The Meyer group has once again agreed to assist with the completion of the Capital Outlay request to the state. If the board approves the expansion plans and would like to proceed with the Capital Outlay process a resolution would be needed authorizing Mr. Moreno, Executive Director to sign on behalf of the Authority all documents relative to the completion of the Capital Outlay submissions for the 2017-2018 fiscal year.

Mike O'Quinn made a motion to approve a resolution giving signing authority to Adrian Moreno, Executive Director to sign on behalf of the Authority for the Capital Outlay submission. J.C. Cormier seconded the motion. All voted and approved.

**B. Review and discuss Cooperative Endeavor Agreement with the Calcasieu Parish Police Jury**

Mr. Moreno reminded the board that the Calcasieu Parish Police Jury is requiring all districts that are participating in their medical benefits plan to sign a Cooperative Endeavor Agreement which stipulates some requirements that all entities must follow. This Co-Op has been previously reviewed by the board as well as the Authorities legal counsel back in February. There were some concerns that were brought up by the Authorities legal counsel but these concerns have since been addressed. To avoid any interruption to the benefits plan the Co-Op will need to be approved and signed before the end of the calendar year.

Evelyn White made a motion to accept the Cooperative Endeavor Agreement with the Calcasieu Parish Police Jury as presented. J.C. Cormier seconded the motion. All voted and approved.

**NEW BUSINESS:**

**A. Review and discuss Gunter Construction Invoice #2 for Roping Area Addition to Covered Arena Project**

Mr. Moreno presented Invoice #2 from Gunter Construction in the amount of \$370,389.00 for construction services during the month of September 2016.

Mike O'Quinn made a motion to accept and pay Gunter Construction Invoice #2 in the amount of \$370,389.00 as presented. J.C. Cormier seconded the motion. All voted and approved.

**B. Review and discuss Invoice #3, Construction Observation Phase from Ellender Architects & Associates for Architectural and Engineering Services-Roping Area Addition to Covered Arena Project**

Mr. Moreno presented Invoice #3 from Ellender Architects & Associates in the amount of \$6,944.79 for architectural and engineering services for the period ending September 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 #3 in the amount of \$6,944.79 as presented. J.C. Cormier seconded the motion. All voted and approved.

**C. Human Resource Committee Report**

Mrs. Lovejoy discussed the details of the Human Resource committee meeting that was held earlier that day regarding the current employee sick leave policy and revisions to the Executive Director's employment contract. In regards to the employee sick leave policy, the committee recommended that the maximum allowable number of Sick Leave Hours that may be accrued by any full-time employee should not exceed 520 hours. For employees hired prior to October 19, 2016 the cap will be the current number of accrued hours each employee currently has, or the new max of 520 hours. The committee also recommended that all full-time employees be eligible for 2-Hrs per month to attend Dr. appointments. Proper documentation will need to be provided and time documented on each eligible employee's time card. If not used this time will not be accruable. Lastly, the committee recommend a clause be placed in the sick policy to allow for exceptions for grave illnesses to either the employee or employees immediate family with approval from the Executive Director and current Human Resources Committee Chair.

J.C. Cormier made a motion to accept the changes to the Employee Sick Leave Policy as presented by the HR Committee. Evelyn White seconded the motion. All voted and approved.

Mrs. Lovejoy also discussed the revisions to the Executive Directors contract and the new compensation package that will take place after the Directors anniversary date in November.

**D. Review and discuss Resolution for adjacent property donation**

The survey from Acculine survey has been received for the adjacent property and the legal description has been reviewed and approved by the donating party. At this time a resolution is needed to authorize the Board Chairman to negotiate and execute the Act of Donation agreement with the donating party, the Sulphur Group LCC.

J.C. Cormier made a motion to accept the donation of the property by the Sulphur Group, LLC and Authorize the Board Chairman to execute the Act of Donation on the Authorities behalf. 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:

The Cal Cam Fair recently concluded its third year at the West Cal Arena & Events Center. Mr. Moreno stated that although not as profitable as other events the buildings host, there was quite a bit of positive exposure and activity from the general public so he considers it a success.

The fair also closed out an extremely busy period for both facilities and Mr. Moreno once again wanted to express his gratitude to the entire staff that worked countless hours to maintain the

complex. With that Mr. Moreno reminded the board that the annual safety meeting for the staff will once again be in December and extended the invitation to all board members.

**PUBLIC COMMENTS:**

None

**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, November 16, 2016 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.**