

**West Calcasieu Parish Community Center Authority
Board of Directors-Regular Meeting
September 21, 2016
West-Cal Events Center
Sulphur, Louisiana**

Meeting was called to order at 5:30 p.m. by Coy Vincent

Invocation pronounced by Mike O'Quinn

Pledge was led by Evelyn White

ROLL CALL:

Roll call was made with the following results:

Present:	Coy Vincent-Chairman	Meg Lovejoy-Vice Chairman
	Dr. George Vincent-Board Member	Evelyn White-Board Member
	Mike O'Quinn-Board Member	Adrian Moreno-Executive Director
	Joyce Anderson-Operations Manager	

Absent: Greg Robertson-Secretary/Treasurer J.C. Cormier-Board Member

AMENDMENTS, ADDITIONS, DELETIONS TO THE PROPOSED AGENDA:

Meg Lovejoy made a motion to accept the proposed agenda as presented. Dr. George Vincent seconded the motion. All voted and approved.

APPROVAL OF MINUTES:

Meg Lovejoy made a motion to accept the August 2016 minutes as presented. Evelyn White seconded the motion. All voted and approved.

APPROVAL OF FINANCIAL REPORT:

Mr. Moreno gave a brief summary of the financial report presented for August 2016. He reported that the 4th quarter Hotel/Motel tax funds have been received in the amount of \$227,837.30. This amount is less than what is normally received during this quarter due to the reductions at the state level. For the fiscal year, 2015-2016, the state collected in excess of \$1.3M in hotel /motel taxes from hotel rooms in wards 4-7, yet the total disbursed to the Authority for the fiscal year is \$995,464, the new cap after reductions were made in the previous legislative session. Mr. Moreno explained that the excess of \$244,000 could either be requested for reimbursement through a BA7 or rolled over into new fiscal year. The draw back to rolling these funds in the following fiscal year is the cap for the Authority would be met much sooner. Mr. Moreno will continue to work closely with our legislators on the best course of action to secure any excess funding that is due the Authority.

There were no significant details regarding the Income and Expenses for the month of August. Year to date Income is 4% above budget and Expenses are 8% below.

The cash flow statement reports just over \$5 million in available funding that is projected to the end of the fiscal year. This does include the construction project that is currently underway that has a projected completion date of April 2017.

Lastly, the events receipt statement has a few notable changes from previous year totals. The concessions line item totals were significantly less due to a large series of trainings with one of the Events Centers corporate clients. On the other hand, the facility has increased in other areas due in large part to the weddings that are becoming more popular at the facility.

Evelyn White made a motion to accept the August 2016 financial reports as presented. Mike O'Quinn 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. Mr. Ellender is pleased with the progress thus far considering the weather delays. The ground work for the parking area is progressing, contractors are reviewing shop drawings for the roping area extension, and building permits have been obtained. Mr. Ellender went over the Change Order #1 that needs ratification for unstable soil that was approved to proceed by a phone poll the previous week. He also discussed and gave his opinion about the rock base that was discussed last meeting and provided samples for the board to review. On the plans the rock stops 15 feet from fence line and a proposal was discussed to continue the rock to the fence line. The board decided to leave the buffer between the rock and fence line for now and will address at a later time.

B. Ratify and accept Change Order #1 from Gunter Construction for unstable soil for Roping Area Addition to Covered Arena Project

Mr. Ellender presented Change Order #1 for ratification for the work approved by phone poll that allowed excavation and embankment of 1' for an area of 380' X 50' to the NE 1/3 of parking lot for soil that did not pass the compaction test performed.

George Vincent made a motion to ratify and accept Change Order #1 in the amount of \$18,920.00. Meg Lovejoy seconded the motion. All voted and approved.

NEW BUSINESS:

A. Review and discuss Gunter Construction Invoice #1 for Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #1 from Gunter Construction in the amount of \$59,866.00 for construction services during the month of August 2016.

Meg Lovejoy made a motion to accept and pay Gunter Construction Invoice #1 in the amount of \$59,866.00 as presented. Evelyn White seconded the motion. All voted and approved.

B. Review and discuss Invoice #1, Design Development, Construction Document & Bid Phase from Ellender Architects & Associates for Architectural and Engineering Services

Mr. Moreno presented Invoice #1 from Ellender Architects & Associates in the amount of \$61,986.04 for architectural and engineering services for the period ending August 2016. The services include the Design Development, Construction Documents, & Bid Phase.

Dr. George Vincent made a motion to accept and pay Ellender Architects & Associates Invoice #1 in the amount of \$61,986.04 as presented. Mike O'Quinn seconded the motion. All voted and approved.

C. Review and discuss invoice #2, Construction Observation Phase from Ellender Architects & Associates for Architectural and Engineering Services-Roping Area Addition to Covered Arena Project

Mr. Moreno presented Invoice #2 in the amount of \$1,122.49 for architectural and engineering services during the Observation phase for the period ending August 2016.

George Vincent made a motion to accept and pay Ellender Architects & Associates Invoice #2 in the amount of \$1,122.49 as presented. Meg Lovejoy seconded the motion. All voted and approved.

DIRECTOR'S REPORT:

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

Mr. Moreno recapped his meeting with Senator John's regarding the future plan's of both facilities and the desire for receiving all of our funding despite the current condition of the State. The preparation of documents to request Capital Outlay for future expansions was also discussed. Mr. Ellender has provided a cost estimate for the ideas discussed for an additional Arena to provide a monetary projection. The two phase project has a cost estimate at just over \$16 million. Capital Outlay applications are due by November 1st. Mr. Moreno reiterated to the board of the needs and expansion potential for the Events Center and to keep in mind the possible revenue that could be driven in by the Events Center. One suggestion would be to consider a combined Capital Outlay request to cover both facilities or at least incorporate phases of each facility under one request. After lengthy discussion Mr. Moreno suggested presenting Phase I for the Arena for Capital Outlay this year while collecting the documentation needed for both the Event Center plans and the remainder of the Arena project and amend the initial request once complete.

Meg Lovejoy made a motion to prepare a Capital Outlay request for Phase I of the Arena project by November 1st. Mike O'Quinn seconded the motion. All voted and approved.

Mr. Moreno also discussed the status of the property donation by the Sulphur Group. Preliminary sketches have been received and approved from the surveyors on the piece of property. Once the legal description has been completed then the Authorities attorney will draft up the Act of Donation.

Mr. Moreno also updated the board on the discrepancy with the West property line. As it stands now the entire sewer line rests on the neighboring property owners land and not split between the Authorities and the neighboring property as originally suggested. In the event the Parish ends up purchasing the property from the neighboring property owner, the Authority may seek a donation or lease of the strip in question in an effort to maintain the property and/or possibly expand on the parking area.

Despite our newly installed surveillance and security system the maintenance yard was broken into recently and one of the vehicles was stolen. All reports have been filled and insurance notified. Before any action is taken the insurance company has a mandatory 20 day waiting period to see if the vehicle is recovered before considering it a total loss. Moving forward, management will increase safety on all of the Authorities property and will also seek additional lighting around the perimeter of the buildings in hopes to deter future incidents like this.

Mr. Moreno asked Mayor Duncan to give an update on the sidewalk project the City is currently conducting. The project is currently out for bid for the sidewalk while engineering is still being worked on for the lighting. The current scope of work is to add lighting on the South side of Arena road and a 6-8 ft sidewalk on the North side with a cross walk to access the Events Center.

Lastly Mr. Moreno reminded Greg Robertson, Evelyn White, and Mike O'Quinn that their appointments are due for renewal at the end of the year and letters will be sent out in the very near future to their respective districts.

PUBLIC COMMENTS:

None

ADJOURNMENT:

With no further business to discuss, Coy Vincent entertained a motion to adjourn.

The next regular meeting of the Board of Directors will be held on Wednesday, October 19, 2016 at 5:30 p.m. at the West Cal Arena, Sulphur, Louisiana.