

MINUTES OF THE MEETING OF  
THE BOARD OF DIRECTORS OF  
LCTCS FACILITIES CORPORATION

December 9, 2009  
1:30 p.m.

At a duly called meeting of the Board of Directors of LCTCS Facilities Corporation (the "Corporation") was held in the 2nd floor conference room of the Louisiana Community and Technical College System office on December 9, 2009. Those directors of the Corporation present include: Stevie Smith, Chair; Jimmy Dimos, Secretary (by telephone); Lambert Boissiere, Treasurer; Gene Thibodeaux (by telephone); Billy Montgomery; and, Joe May, Ex-Officio Member. Other participants include Jan Jackson, Robert Atkinson, Bob Bowsher, Curt Soderberg, Brian LaFleur, Lane Sisung, John Mayeaux, Liza Sherman, and Michele Nardini.

**1. Approval of minutes from October 14, 2009 meeting**

On the motion of Director Montgomery, seconded by Director Thibodeaux, the minutes from the LCTCS Facilities Corporation meetings held on October 14, 2009 were unanimously approved.

**2. Land Acquisitions and Real Estate Matters**

Mr. Lane Sisung reported that Mr. Robert Atkinson had negotiated a purchase contract on the Florida Parishes property, which would be brought for action later in the meeting.

Mr. Atkinson said he had finalized the purchase and option agreements for the property to be acquired for the L. E. Fletcher campus and the closing was set for December 17, 2009. Dr. Joe May asked about the funds that might be made available to purchase the optioned piece of property. Ms. Jan Jackson mentioned that these are Louisiana Recovery Authority funds. Chair Smith explained that the LRA funds could be used to purchase the approximately 38 acres under option and those funds would not flow through the Facilities Corporation, with the transaction expected to close some time in 2010. Mr. Atkinson said the four year option agreement was written to allow the Facilities Corporation to assign the option, and to apply the \$33,000 option fee to the purchase price.

Mr. Sisung reported on the Iberville Parish School Board's initial offer to donate 5 acres of land for the Westside Campus in Plaquemine. He said after CSRS and Mr. Bill Obier inspected the property, they felt the 5 acres might be a tight fit for the campus. He said the Iberville School Board had instead entered into negotiations to purchase a large piece of property adjacent to Plaquemine High School on Tenant Road, identified as the "Gay Property", and wished to acquire that property and donate the frontage to the LCTCS for the Westside Campus. Chair Smith expressed his concern about the timing of the acquisition, since the Facilities Corporation would be relying on the actions of the School Board to proceed.

Mr. Sisung said he had received prices ranging from \$1,500 to \$3,000 for the various surveys required on sites where only a portion of the campus will be used for construction. He said he hoped to have those surveys completed within the next thirty 30 days.

### 3. Phase I Campus Project Updates

Mr. Brian LaFleur reported there had been no changes or adjustments to the Phase I master budget and schedule. Mr. LaFleur said he would begin submitting the control report in January, which would consist of the overall budget, encumbrances and balances on the projects. Chair Smith asked that the master schedule be sent to all Board members.

Mr. LaFleur reported that project workshops had already been conducted at the following campuses and gave estimated completion dates for the program document at each one:

<u>Location of Workshop</u>	<u>Estimated Completion Date for Program Document</u>
Northwest Campus	Late January 2010
Huey P. Long Campus	December 2009
L.E. Fletcher Technical Community College	January 2010
Florida Parishes Campus	Early February 2010
Gulf Area Campus	Complete
Shelby Jackson Campus	Complete
Young Memorial Campus	Complete

He said all of the workshops had been well attended and they had been able to acquire valuable information for the development of the program document for each campus.

Mr. LaFleur said there was no workshop scheduled for Nunez Community College because of issues remaining between FEMA and Facility Planning and Control. He said a meeting was scheduled for December 15 to discuss resolution of those issues.

Regarding the Westside Campus, Mr. LaFleur said that a meeting would be scheduled after the site was identified, allowing the team to determine total funds available for construction.

Mr. LaFleur described the RFQ process that was utilized for selection of designers for the Gulf Area, Young Memorial and Shelby Jackson campuses. He said there had been a great response from the local communities in the area where each property was located, and the information received from respondents had been forwarded to the advisory committees for review. Mr. LaFleur reported that he, Mr. Bill Obier and the advisory committee members met on November 30 at LCTCS to discuss the proposals and rank them, resulting in the list of recommended designers that would be presented for approval later in the meeting. He said once the designers were approved, contract negotiations would proceed with each designer and design would begin. Chair Smith asked for a list of all of the respondents to the RFQ. Mr. LaFleur said the RFQ for an architect on these three projects had been sent to architects in the area of the



project that were on a list from the State Licensing Board, but in the future, RFQ's will be advertised in *The Advocate* and *The Advertiser* newspapers.

Mr. LaFleur said he hoped to present the program for the Huey Long Campus for approval at the January meeting, then to proceed to solicitations for selection of the design build team by the end of March 2010.

#### **4. Florida Parishes Purchase Contract**

On the motion of Treasurer Boissiere, seconded by Director Montgomery, the Board unanimously authorized the Chair to execute a purchase agreement and act of sale, after a period of due diligence, for the 58.13 acre Hazlip-Kirkland site in Greensburg, LA, the future site of the Florida Parishes Campus, for the purchase price of \$233,244.

#### **5. Designer Selection for Young Memorial, Gulf Area and Shelby M. Jackson Projects**

On the motion of Director Thibodeaux, seconded by Director Montgomery, the Board unanimously approved the recommendations of the advisory committees for the selection of architects on the following projects:

- Carl P. Blum AIA Architect for the Young Memorial project
- The Come-Lemaire Group for the Gulf Area project
- Architecture + for the Shelby M. Jackson project

A discussion ensued on how total project costs are broken down into hard costs, soft costs and contingencies and the calculation of architect fees. Mr. Curt Soderberg stated the control reports that would be provided starting in January would outline the breakdown of those costs.

#### **6. Architect Contract Approval**

On the motion of Secretary Dimos, seconded by Director Montgomery, the Board unanimously approved the material format of the standard AIA contract, which was modified to include additional provisions that pertain to educational facilities in the interest of the Corporation, to be used for architects contracted to work on Act 391 design-bid-build projects, subject to formal receipt of advisory committee approval. Additionally, the motion provides for authorization of the Chair to approve immaterial changes that may arise with individual architects; material changes will be returned to the Board for approval.

#### **7. Sisung Group Contract Amendment**

On the motion of Treasurer Boissiere, seconded by Director Montgomery, the Board unanimously approved the following amendments to the contract with The Sisung Group, including:

- Contract term changes from three years to five years
- Compensation changes from 33 basis points per year to 28 basis points per year

- An additional \$683,000 for the extended 2 year term of the contract

## 8. Amendment to LCTCS Facilities Corporation Policies and Procedures

On the motion of Secretary Dimos, seconded by Director Montgomery, the Board unanimously approved the following amendments to the LCTCS Facilities Corporation Policies and Procedures:

### Invoice/Payments, Section 1. Design & Construction Projects Costs:

- Section 1.b.iv., shall read, "SG shall have 5 days to prepare payment requisition requests and submit those requests to an authorized Facilities Corporation signatory for approval and signature.
- Section 1.b.iv. 2., shall be deleted.
- Section 1.b.v., shall read, "Upon receipt of Facilities Corporation authorization, within 2 business days SG shall deliver either the original signed requisition or a copy of the signed requisition with the original signed requisition to follow, to the Trustee for reimbursement to be dispersed.

### Invoice/Payments, Section 2. Real Estate Costs:

- Section 2.a.iii., shall read, "Identification from SG as to which Project the invoice/closing statement is associated with.
- Section 2.a.iv, shall read, "Identification from SG as to which contractual agreement the invoice/closing statement is associated with, if any, and if not tied to an existing contract, then SG is to provide the authority and/or basis on which the Invoice is owed.
- Section 2.b., shall read, "Upon completion of a package, at the earlier of a real estate closing or within 5 business days SG shall prepare a payment requisition request and submit the request to an authorized Facilities Corporation Signatory for approval and signature.
- Section 2.b.ii., shall be deleted.
- Section 2.c., shall read, "Upon receipt of Facilities Corporation authorization, at the earlier of a real estate closing or within 2 business days SG shall deliver either the original signed requisition or a copy of the signed requisition with the original signed requisition to follow, to the Trustee for reimbursement to be dispersed.

### Invoice/Payments, Section 3. Administrative/Legal Costs:

- Section 3.c., shall read, "Upon completion of SG's review and informational package, SG shall have 5 days to prepare payment requisition requests and submit those requests to an authorized Facilities Corporation signatory for approval and signature.
- Section 3.c.ii., shall be deleted.



- Section 3.d., shall read, "Upon receipt of Facilities Corporation authorization, within 2 business days SG shall deliver either the original signed requisition or a copy of the signed requisition with the original signed requisition to follow, to the Trustee for reimbursements to be dispersed.

#### **9. Accounting and Investment Matters**

Mr. Sisung reviewed the three pre-authorized expense items that had occurred since the last meeting, including the meeting expenses from the October 14, 2009 meeting and two payments to Jones Walker for legal document filing. He stated that all of money had been invested and said he would provide an investment report and report of interest income at the next meeting.

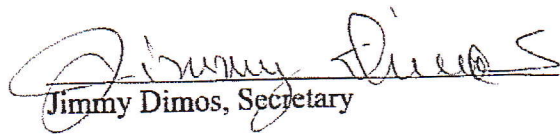
Mr. John Mayeaux discussed the status of the 2nd Phase of bond sales and said he hoped the next phase might take place by the 3<sup>rd</sup> quarter of 2010, dependent upon interest rates. He said further approval from the Bond Commission would only be necessary if they determine that bond insurance is necessary for the next phase.

#### **10. Scheduling for next meeting**

Chair Smith asked that January 13, 2009 at 1:30 p.m. be kept available as the date and time for the next meeting.

The group briefly discussed the timeline for the RFQ's on the remaining Phase I projects. Chair Smith asked that the next board meeting include a discussion on the difference between a design build vs. design bid build projects.

On the motion of Treasurer Boissiere, seconded by Director Montgomery, the meeting adjourned at 2:45 p.m.

  
Jimmy Dimos, Secretary