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LCTCS FACILITIES CORPORATION

LCTCS Facilities Corporation

**Board Conference Call
Thursday, October 20, 2016
4:00 p.m.**

A duly called meeting of the Board of Directors of LCTCS Facilities Corporation was conducted on Thursday, October 20, 2016, commencing at 4:03 p.m. Directors of the Corporation participating in the call included: Chair Stevie Smith, Secretary/Treasurer Lambert Boissiere, Director Billy Montgomery, and Director Gene Thibodeaux, representing a quorum of the Board. Other attendees included: Sara Kleinpeter, Gretchen Lindquist, Lane Sisung, Tim Barfield, Jamie Richard, Rory Lato, Joseph Marin, Michele Nardini, and Anthony Brown.

I. Welcome and Approval of September 23, 2016 Minutes

Director Smith welcomed the group and called the meeting to order at 4:03 p.m.

BOARD ACTION: On motion by Director Thibodeaux, and seconded by Director Boissiere, the Board voted to accept and approve the minutes of September 23, 2016. The motion carried.

II. Board Review of the LCTCS Facilities Corporation 2015 Audit

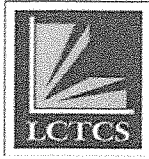
Lane Sisung, with UPC, reviewed in detail the LCTCS Facilities Corporation financial statements as of December 31, 2015 audit conducted by Laporte, APAC. The audit contained no findings or management recommendations. He noted the key changes from 2014 audit:

- Total assets have increased from \$350,155,722 to \$353,027,465. This increase primarily reflects the facilities under construction in 2015 and the Act 360 bond proceeds
- Total liabilities have increased from \$314,640,982 to \$353,027,465
- The ongoing \$20,000,000 Sowela CDBG project for the construction of the Sowela Technical Community College Campus Training Building. (The CDBG project uses federal funds and the FC had to be audited in compliance with the requirements of OMB Circular A-133. This audit is required when an entity spends \$500,000 or more of federal funds.)

BOARD ACTION: On motion by Director Boissiere, and seconded by Director Thibodeaux, the Board voted to accept the findings of the 2015 Audit of the LCTCS Facilities Corporation . The motion carried.

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III. Board Review and Approval of the LCTCS Facilities Corporation 2015 Taxes

Lane Sisung, UPC, noted that the LCTCS Facilities Corporation tax preparation team prepares the Form 990 document required by the IRS. This document details the spend-down of Act 391 bond dollars for construction on the LCTCS Project funded under Act 391 and the spend-down of Act 360 bond sale proceeds for the first round of Act 360 projects. He highlighted the following parts of the Form 990:

- Contributions and grants increased from \$23,341,039 to \$28,807,070 to reflect the Act 360 facilities under construction and the SOWELA CDBG grant funds that pass-through the LCTCS FC.
- Total LCTCS Facilities Corp assets increased from \$350,155,722 to \$353,027,465 due to the Act 360 projects completed and under construction.

The form contains other questions posed by the IRS that have been answered in full by the Administrative Team, and reviewed by both LaPorte tax preparers and UPC.

BOARD ACTION: On motion by Director Thibodeaux, and seconded by Director Boissiere, the Board voted to approve the Form 990 document for the 2015 LCTCS Facilities Corporation Taxes. The motion carried.

IV. ACT 391 South Louisiana Community College Evangeline Campus, St. Martinsville Change Order #8

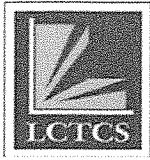
Rory Lato and the CSRS team have thoroughly analyzed the following Change Order Request from Lincoln Builders of Baton Rouge, Inc. and recommend approval.

1. Owner Requested Additional Chilled Water Pump for mechanical redundancy
TIME EXTENSION: Zero (0) days
COSTS OF WORK: \$41,608.00
2. Owner Requested additional power and data outlets
TIME EXTENSION: Zero (0) days
COSTS OF WORK: \$19,826.00

BOARD ACTION: On motion by Director Boissiere, and seconded by Director Thibodeaux, the Board voted to approve Change Order #8 for the Act 391 South Louisiana Community College Evangeline Campus, revising the contract with Lincoln Builders of Baton Rouge, Inc. by \$61,434.00 and zero (0) days added to the Contractor's time to complete this work. The motion carried.

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**V. Act 391 South Louisiana Community College Evangeline Campus,
St. Martinsville Request for Reimbursement**

Rory Lato, CSRS, reviewed the request by South Louisiana Community College for following items to be approved by the LCTCS Facilities Corporation. He noted there are sufficient funds remaining in the Project Contingency funds after this deduction, revising the Project Contingency to \$12,781.10. If approved, the Campus will submit to LCTCS Facilities Corporation for reimbursements.

1. Desktop Computers for students, faculty and testing center
VENDOR: Dell LA State Contract #4400002525
COSTS: \$15,486.00
2. Zero Clients for students, faculty and testing center
VENDOR: HP Inc. LA State Contract #4400007559
COSTS: \$34,800.00
3. Additional Chairs
VENDOR: VIRCO LA State Contract #4400001731
COSTS: \$17,266.92

BOARD ACTION: On motion by Director Thibodeaux, and seconded by Director Montgomery, the Board voted to approve the reimbursement request from South Louisiana Community College for Act 391 South Louisiana Community College Evangeline Campus in the amount of \$67,552.92. The motion carried.

**VI. ACT 360 Northshore Technical Community College
STEM Building, Lacombe
Request for Furniture, Fixtures & Equipment Purchases**

Rory Lato and the CSRS Team have reviewed the following purchase requests by Northshore Technical Community College and recommend approval. LCTCS followed State and Facilities Corporation guidelines for items on State Contract.

1. Desks, tables, chairs, book shelves and miscellaneous office furniture for Classrooms, Offices, File Room, Reception, and other ancillary areas
VENDOR: HON Company (c/o: AOS) LA State Contract #409946
COSTS: \$117,103.22

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2. Cable Troughs and Under Cabinet Work Surface Lights
VENDOR: HON Company (c/o: AOS) HON Commercial Pricing
COSTS: \$2,667.74

3. Modular Systems Furniture for administrative work spaces and Filing
VENDOR: AIS Inc. (c/o: AOS) LA State Contract No. 409096
COSTS: \$45,595.38

4. Custom Help Desk for Lobby Area
VENDOR: Fluid Concepts (c/o: AOS) Commercial Pricing
COSTS: \$3,439.91

5. Storage Cabinet
VENDOR: National Office Furniture (c/o: AOS) National Educational Program
COSTS: \$3,424.32

6. Classroom Chairs, Classroom Desks, and Lab Stools
VENDOR: VIRCO LA State Contract No. 408773 T-92358
COSTS: \$21,750.06

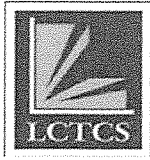
7. Instructor Multimedia Podiums
VENDOR: IES (Interstate Electronic Systems, LLC) LA State Contract No. 4400008130
COSTS: \$6,790.00

8. Student Computer Work Stations
VENDOR: NOVA LA State Contract No. 4400003985
COSTS: \$4,847.56

BOARD ACTION: On motion by Director Boissiere, and seconded by Director Thibodeaux, the Board voted to approve the request for Furniture, Fixtures & Equipment Purchases for the Act 360 Northshore Technical Community College STEM Building in the amount of \$205,618.19.

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VII. ACT 360 River Parishes Community College Technical Training Center, Gonzales Request for Furniture, Fixtures & Equipment Purchases

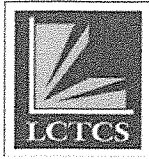
Rory Lato reported that the CSRS team reviewed the following purchase requests by River Parishes Community College and recommends approval. LCTCS followed State and Facilities Corporation guidelines for items on State Contract.

1. Desks, tables, chairs, book shelves and miscellaneous office furniture for lobby, reception, student lounge, training & conference rooms, computer labs, testing room and offices.
VENDOR: HON Company (c/o: AOS) LA State Contract #409946
COSTS: \$63,203.02
2. Modular Systems Furniture for administrative work spaces in the open office area of Administrative Staff 102.
VENDOR: AIS Inc. (c/o AOS) LA State Contract #409946/T-91375
COSTS: \$13,196.69
3. Computer Tables and Accessories
VENDOR: AOS (Miscellaneous Vendors)
COSTS: \$19,138.67
4. Computer Tables and Accessories
VENDOR: AOS (BERCO) NCPA Contract No. 07-20
COSTS: \$14,317.41
5. Spacesaver RaptorRAC Widespan Shelving System
VENDOR: Spacesaver Corporation (c/o: AOS) NJPA Contract No. 031715-KII
COSTS: \$29,507.00

BOARD ACTION: On motion by Director Boissiere, and seconded by Director Montgomery, the Board voted to approve the request for Furniture, Fixtures & Equipment Purchases for the Act 360 River Parishes Community College Technical Training Center in the amount of \$139,362.79. The motion carried.

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VIII. ACT 360 South Louisiana Community College Allied Health and Science Building, Lafayette Change Order #8

Mr. Lato stated that they have analyzed the following Change Order Request from The Lemoine Company, LLC and recommend approval.

1. Owner Requested Sound Dampening Devices for Ceiling Grilles
TIME EXTENSION: Zero (0) days
COSTS OF WORK: \$23,134.68
2. Electrical Revisions and Mechanical Screen Wall Revision
TIME EXTENSION: Zero (0) days
COSTS OF WORK: \$54,620.82
3. Owner Requested Relocation of Floor Outlets based on Revised Furniture Layout
TIME EXTENSION: Zero (0) days
COSTS OF WORK: \$0.00
4. CREDIT Delete Sound Insulation Above Acoustical Ceiling Tile in Select Rooms
TIME EXTENSION: Zero (0) days
COSTS OF WORK: (\$16,998.00)
5. Revised Directory Signage at Administrative Suite, Faculty Office Spaces, and Data Office Suites
TIME EXTENSION: Zero (0) days
COSTS OF WORK: \$3,093.46
6. Vinyl Graphic for Translucent Panels on South Stair Tower
TIME EXTENSION: Zero (0) days
COSTS OF WORK: \$108,515.98

BOARD ACTION: On motion by Director Montgomery, and seconded by Director Thibodeaux, the Board voted to approve Change Order #8 for the Act 360 South Louisiana Community College Allied Health and Science Building, revising the contract with The Lemoine Company, LLC by \$172,366.94 and zero (0) days added to the Contract. Substantial Completion will remain December 3, 2016. The motion carried.

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**IX. J. Bennet Johnston Drainage Improvement, SOWELA CDBG
Regional Training Center, Lake Charles Change Order #3**

Mr. Lato and the CSRS Team have thoroughly analyzed the following Change Order Request by BG Construction Services and recommends approval of item 5, related to the catch basin tips and sand infill.

1. Down Time for unforeseen underground utility lines that prevented contractor for ten (10) days
TIME EXTENSION: Ten (10) days
COSTS OF WORK: \$26,070.00

2. Adverse weather days claimed in the months of July & August were beyond the anticipated adverse weather delays outlined in the contract
TIME EXTENSION: Fifteen (15) days
COSTS OF WORK: \$0.00

3. Site conflicts and repairs needed for unforeseen site underground utilities
TIME EXTENSION: Zero (0) days
COSTS OF WORK: \$21,024.80

4. CREDIT Removal of 24" RCP that was part of the original scope of work that did not occur
TIME EXTENSION: Zero (0) days
COSTS OF WORK: (\$23,230.21)

5. Owner requested poured in place catch basin tops and sand infill
TIME EXTENSION: Sixteen (16) days
COSTS OF WORK: \$8,631.27

BOARD ACTION: On motion by Director Thibodeaux, and seconded by Director Boissiere, the Board voted to approve Change Order #3, item #5 only, for the J. Bennet Johnston Drainage Improvement Project revising the contract with BG Construction Services by \$8,631.27 and Sixteen (16) days added to the Contract. Substantial Completion will extend from August 23, 2016 to September 23, 2016. The motion carried.

ADJOURNMENT: On motion by Director Thibodeaux, and seconded by Director Boissiere, the Board voted to adjourn. The meeting adjourned at 4:38 p.m.

**Lambert Boissiere, Secretary/Treasurer
LCTCS Facilities Corporation**

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