



Tim Gray
 Jim MacPhaille
 John Vollman
 Margarete Wabnig
 Michael Williams
 Daniel Winkert
Ex-Officio: Keith Bartlett

**Lycée Français de la Nouvelle Orleans
 Facilities Committee Meeting
 January 24, 2018
 6:00 PM
 St. Paul's Campus – second floor conference room**

Agenda Items	Who
1. Opening Items	
a. Call the meeting to order	T. Gray
b. Approve August 2, 2017 Minutes (attached)	T. Gray
c. Approve September 12, 2017 Minutes (attached)	T. Gray
2. Presentation of space/classroom needs through 2021/2022	K. Bartlett
3. Johnson Matters	
a. Status of Lease Option	K. Bartlett
b. Motion to recommend exercise of lease option	T. Gray
4. Priestley Matters	
a. Type II Funding Lawsuit	T. Gray
b. Status of Construction Drawings	T. Lea
c. Impact of tax reform on tax credits	J. Keeney
d. Financing Committee Activities	M. Williams
e. Motion to recommend construction time frame	T. Gray
5. Public Comment	T. Gray
5. Closing Items	T. Gray
6. Adjourn	All



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**Lycée Français de la Nouvelle Orleans
Facilities Committee Meeting
Tuesday, September 12, 2017
5:30 PM—6:30 PM (hard stop)
Patton Street Campus – second floor conference room**

MINUTES

1. Tim Gray called the meeting to order at 5:30 pm. All committee members were present except Margarete Wabnig.
2. Tracy Lea presented an update on the status of the project. EDR remains on track to deliver a set of construction drawings in October. He also reported on the analysis of the windows by Rick Fifield. It appears that the windows may not be salvageable which presents challenges to obtaining historic tax credits as keeping windows intact is preferred. Certain members of the committee, John Vollman and Daniel Winkert will meet with EDR as the final set of construction drawings are prepared in order to assist with questions that arise regarding costs and the desire to keep the construction drawing estimate within estimates previously discussed.
3. Tim Gray presented an update on the Type II lawsuit. Oral argument was recently held before the Louisiana Supreme Court. A ruling is expected in the next 2-6 months.
4. Tim Gray presented an update on discussions regarding financing. A task force which will include Board member David Amoss, Keith Bartlett, Joe Keeney and Tim Gray will begin exploring options regarding the New Market Tax Credit/loan side of the Priestley funding. Other facilities committee members are invited to participate.
5. Keith Bartlett/Jethro Celestin reported on the temporary roof repairs at Priestley (to keep rain water from flowing in which are underway at minimal costs. Keith and Jethro also advised that they have approached OPSB about potentially exercising the option on the Johnson building.
6. No votes were taken at this meeting.
7. The next meeting will be set after we have a set of construction drawings in October.
8. The meeting adjourned at 5:30 pm.

Lycée Français de la Nouvelle Orleans
MINUTES
Facilities Committee Meeting
Wednesday, August 2, 2017
5:30 PM
St. Paul's Campus (Patton Street)

1. **Call to Order.** The meeting was called to order at 6:40. A quorum was present. (Gray, Wabnig, Winkert, and Vollman). Also present were representatives of EDR Tracy Lea, Hussein Alayyan and Cassidy Rosen) representatives of LFNO (Keith Bartlett and Jethro Celestin) and Joe Keeney (by phone)
2. **Report on Priestley.** Joe Keeney provided an update on several matters related to Priestley. An outline of his discussion is attached hereto.
3. **Recommendation to Full Board Regarding Expenditures.** By unanimous vote the agenda was amended to consider approval of the following expenditures which were outside of the architect's contract:

- a. Work related to programming (class room and other needs). This work was within the scope of the original contract with Blich.
- b. Work related to Phase II design, not part of contract with EDR, but necessary for work related to obtaining approvals for Historic Tax Credits.
- c. Retention of a kitchen consultant (\$7,900). The plans currently do not call for full service meal prep in the kitchen, but it is contemplated in a subsequent expansion. The consultant would retained to advise on ways to ensure that the current design would be compatible with such expansion. The initial architect contract did not include such work.

Items a. and b. are estimated to be no greater than \$20,000. By a unanimous vote (M Williams abstaining as he arrived during discussion of the expenditures) the 3 items above were approved by the committee and such expenditures will be submitted to the full board for approval.

The need to do some patch work repair on the Priestley roof was discussed. Joe Keeney will write up a short scope of work and submit that t Tracy Lea – who has agreed to obtain a bid and to Keith Bartlett, who will work with Jethro Celestine to obtain a bid from one of the contractors working the Johnson project.

4. **EDR Update.** Tracy Lea presented the current plans for the Priestley phases 1A and 1B. At this stage, the plans are now under review for an updated construction cost estimate which will be available in the 3d week of August. EDR noted that at this point, design changes to Phase 1A would cause additional expenditures not provided for in the contract. EDR is moving forward with

construction documents, which it hopes to have ready by the end of October. At that time, the project will be ready to go to bid.

5. Discussion of Funding Mechanisms The Project will potentially be funded by a mixture of Capital campaign funds, Historic Tax Credits (up to 32% of hard costs) and debt. The debt portion may be in the form of a new Market Tax Credit Loan. The Committee discussed approaching lenders with access to New Market Tax Credit Funds. Keith Bartlett will begin those efforts this month (with assistance from the Finance Committee – see below). The Committee further discussed whether LFNO desires to consider working through a Charter School Development Entity (CSDE) that specializes in assisting charter schools with obtaining financing and managing construction of their projects. It was agreed that the Committee should, between now and the end of October, consider whether this is a viable route. Tim Gray will review prior communications with CSDE's and will report back at the next meeting.

6. Discussion of Coordination with Finance Committee. The Committee discussed the need to coordinate with the Finance Committee on such issues as:

- a. Confirming that the Finance Committee concurs that LFNO will be able to pay debt service on the anticipated financed component of the project;
- b. Modelling whether the target date for completion of Priestley Phase I should be July 2019 or July 2020;
- c. Determining which committee (finance or facilities) is better suited for the analysis of whether to involve a CSDE to assist with the project;
- d. Participate in discussions with potential providers of New Markets Tax Credits; and
- e. Participate in a proposed process whereby change orders maybe signed off on without full board approval (if the Board agrees to adopt such a process).

Mike Williams will participate in a finance committee meeting on Friday August 4, 2017 and will report back to the Facilities Committee after such meeting.

7. Johnson Update Keith Bartlett reported on satisfactory progress preparing Johnson for occupancy.

8. Next Meeting The next meeting will be held on September 12 at 6 pm at the St. Paul campus, second floor conference room.

9. Adjournment. The meeting was adjourned at 7:25 pm.

MEMORANDUM

To: LFNO Facilities Committee

From: Joe Keeney

Date: August 2, 2017

Re: Project Update

It has been a while since we met so I thought I would provide a written update on the overall project. I would like to cover the following topics:

- Environmental.
- Architectural/engineering.
- Tax credits.
- Budget and financing.

Environmental

- Leaff Environmental was hired to survey the hazardous material, design the bid spec, monitor the abatement, and issue a clearance report.
- Gulf Coast Contracting was selected by public bid to perform the abatement.
- Phase 1 of the abatement, which included the main building (excluding the window caulking) and the gym floor, is completed. Two Phase 1 change orders for additional mastic and piping removal were approved.
- Phase 2 includes the main building windows and the gym roof, which is on hold. If we plan to be on hold indefinitely we should ask contractor to disconnect water and electricity.
- Need to hire roofing contractor to cover major holes in roof.

Architectural/Engineering

- In December 2015 LFNO issued an RFP for master planning services.
- In May 2016 LFNO issued a Notice to Proceed to Blich Knevel. Eskew+Dumez+Ripple (EDR) was designated as the alternate.
- In December 2016 Blich withdrew from the project. EDR was selected as the new architect.
- A contract with EDR was executed in February 2017. The contract split the project into three phases:
 - Phase 1A: Renovation of the gymnasium.
 - Phase 1B: Renovation of the Priestley Building and construction of a three-story addition for stairs and elevator.
 - Phase 2: New classroom addition.
- The committee decided not to renovate the gym on a separate track at this time, so Phases 1A and 1B are now being treated as a combined Phase 1.

- As of today, EDR had completed Schematic Design (SD) and is 85% complete toward Design Development (DD). SD represents 15% of the contract sum and DD represents 20%. The next phase is Construction Documents (CDs), which represents 40% of the total fee.
- EDR has a cost estimator updating the estimate based on the DD set this month.
- Potential adjustments to EDR's invoices are forthcoming based on:
 - Adjustment of construction budget based on the new DD estimate (which also includes an increase in the SF of the addition).
 - Potential increase related to Phase 2 concept.
 - Potential increase related to additional programming.
- Institutional Master Plan work has commenced – civil, landscape, MEP, traffic analysis and stormwater.
- EDR is about to start the CD phase, with a duration of 3 months.
- Proposal for Futch kitchen consultants received pending approval.
- EDR will work with LFNO to establish standard classroom design.

Tax Credits

- The committee agreed to pursue both state and federal credits.
- In order to qualify for local credits, the site must be included in a Cultural Product District. Fortunately, an application for the Hollygrove/Carrollton district was approved effective July 1, 2017 and it includes Priestley.
- The committee agreed to engage with a tax credit attorney Richard Roth, who presented to the committee in March 2017.
- The Part 1 application was submitted to SHPO in July and the application is in the Dropbox.
- Next steps include:
 - Rick Fifield to complete window survey.
 - EDR to review new “knuckle” concept with SHPO.

Budget and Financing

- This project cost estimate will be updated based on the DD set in August 2017.
- The Type 2 lawsuit will be heard by the state Supreme Court on September 5. A final decision could still be months away.
- The likely sources of funding for the project include (i) New Markets Tax Credits from the round to be released in the Fall of 2017 (or from an existing allocation that has a project that falls through) or (ii) third-party financing arranged by LFNO, or (iii) third-party financing or sale-leaseback through a charter school development entity.