

# **October 9, 2018**

## **DATE, TIME, PLACE OF MEETING**

The Calcasieu Parish School Board meeting was held in the Board Room of the Calcasieu Parish School Board, located at 3310 Broad Street, Lake Charles, Louisiana, 70615, on Tuesday, October 9, 2018, at 5:00 p.m.

The meeting was called to order by Mack Dellafosse, President. The prayer was led by Chad Guidry. The Pledge of Allegiance was led by Carsyn Berry, a student at Bell City High School.

## **ROLL CALL**

The roll was called by Superintendent Bruchhaus and the following members were present: Eric Tarver, Aaron Natali, Dean Roberts, Glenda Gay, Fred Hardy, Annette Ballard, Ron Hayes, Mack Dellafosse, Damon Hardesty, Alvin Smith, Chad Guidry, Russell Castille, Wayne Williams, and John Duhon.

Mr. Breaux was absent.

## **APPROVAL OF MINUTES**

Mr. Guidry, with a second by Mr. Hayes, offered a motion to approve the Minutes of September 11, 2018. The motion carried on a unanimous vote.

## **PRESENTATIONS**

- A. DeWanna Tarver – DeWanna’s Closet Recognitions
- B. Phillips 66 Robotics Presentation/Tony McCardle, Director, CPSB Career and Technical Education
- C. Owen Clanton, President, Calcasieu Association of Principals

## **SUPERINTENDENT’S REPORT**

Mr. Bruchhaus gave the following report:

1. All Board Members have received the September Head Start Report.
- Bus Evaluation and Emergency Drills were conducted at each site.
  - Head Start staff participated in the Southwest Louisiana Resource Information Workshop on September 27, 2018. Recruitment brochures were provided to agencies and families.

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- The first Policy Council Meeting was held on September 17th. Policy Council Officers were elected. The following items were approved:

July 16th Policy Council minutes  
Financial Reports for July 2018 and August 2018  
Director Reports for July 2018 and August 2018  
Attendance Report for August 2018

2. All Board Members have received the September 30, 2018 Population Report.

3. I would like to report our current sales tax numbers for our general fund which show September, 2018, collections at \$678,125 or 5.2 % above budget for the 3rd month of the 2018-2019 school year.

Collections are \$1,524,674 or 10.1 % below collections for the same month last year.

Collections for the 2018-2019 year after 3 months are \$2,099,892 or 5.1 % over budget and \$4,920,748 or 10.2 % under the same time period last year.

4. We were informed that T.S. Cooley Elementary has been named a National Blue-Ribbon School, based on the following media release from the United States Department of Education.

## **U.S. Department of Education Announces 2018 National Blue-Ribbon Schools**

U.S. Secretary of Education Betsy DeVos today recognized 349 schools as [National Blue-Ribbon Schools](#) for 2018. The recognition is based on a school's overall academic performance or progress in closing achievement gaps among student subgroups.

"I'm pleased to celebrate with you as your school is named a National Blue-Ribbon School," said U.S. Secretary of Education Betsy DeVos in a video message to the honorees. "We recognize and honor your important work in preparing students for successful careers and meaningful lives. Congratulations on your students' accomplishments and for your extraordinary commitment to meeting their unique needs."

The coveted National Blue-Ribbon Schools award affirms the hard work of educators, families and communities in creating safe and welcoming schools where students master challenging and engaging content.

- ***Exemplary High Performing Schools*** are among their state's highest performing schools as measured by state assessments or nationally normed tests.

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Up to 420 schools may be nominated each year.

5. Dr. Michelle Joubert is here and will introduce her 2018-2019 Policy Council.

## **EXECUTIVE SESSION**

On a unanimous vote, the Board adjourned into Executive Session at 5:38 p.m., on motions by Mr. Hardy and Mr. Hayes. The Board resumed Regular Session on motions by Mr. Hayes and Mr. Hardesty at 5:46 p.m.; the vote was unanimous.

On a motion by Mr. Hayes and a second by Mr. Hardesty, the vote was unanimous to approve settlement of General Liability Claim #6531789.

## **COMMITTEE REPORT**

A. Budget Committee, September 25, 2018/Damon Hardesty, *Chair*

### **Mr. Hardesty gave the following report:**

The Calcasieu Parish School Board Budget/Fiscal Management Committee met at 5:00 p.m., Tuesday, September 25, 2018 in the Board Room, 3310 Broad Street, Lake Charles, Louisiana. Mr. Tarver led the prayer and Mrs. Ballard led the pledge of allegiance. A quorum was present.

Present: Committee members present were Damon Hardesty, John Duhon, Glenda Gay, Fred Hardy, Annette Ballard, Eric Tarver and Chad Guidry.

Absent: Aaron Natali, Dean Roberts

Other Board Members present: Russell Castille, Ron Hayes, Mack Dellafosse and Wayne Williams.

Mr. Hardesty called the meeting to order.

Mr. Duhon made a motion to amend the agenda by adding item #11 (Moss Bluff Elementary property) and the motion was seconded by Mr. Hardy. The motion passed unanimously.

Mr. Bourne then presented the 2018-2019 General Fund Budget Revision #1 which included revenues and other sources of funds of \$338,982,257, an increase of \$1,800, and

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expenditures and other uses of funds of \$340,549,441, an increase of \$1,653,847 over the original budget. General Fund Budget Revision #1 projects a current deficit of \$1,567,184 resulting in a projected unassigned fund balance of \$44,218,647 or 12.98% of projected expenditures.

On a motion by Mr. Dellafosse, seconded by Mr. Tarver, it was recommended to approve the 2018-2019 General Fund Budget Revision #1 as presented. The motion passed.

**On behalf of the committee, Mr. Hardesty offered a motion to accept the committee recommendation. A second was not needed and the motion carried on a vote.**

Mr. Bourne presented the Fiscal Risk Assessment for CPSB compiled by the L.D.O.E. which evaluates the fiscal health of each school system in the state and notifies each system of its status related to the elements of the definition of financially at risk. The Calcasieu Parish School Board was reported as not at-risk in any category, to any degree. This was presented as information only and did not require any action.

Next, Wayne Foster Director of Internal Auditing, briefly discussed several school audits and Extended Day Program reviews. For this submission, there were no failing audits or significant deficiencies noted. Only passing audits where relative assurance was ascertained for the school's compliance with policies and the reliability of the school's financial information.

A motion was made by Mr. Hardy and seconded by Mr. Tarver to accept the report. The motion passed.

**On behalf of the committee, Mr. Hardesty offered a motion to accept the committee recommendation. A second was not needed and the motion carried on a vote.**

Next, Mr. Bourne presented a current update on the status of Pod Project 10. Eight Pods are completed, and five are in some state of progress with completion expected by December. This was presented as information only and did not require any action.

The next item presented was the proposal for Pod Project 11. The original survey was done in 2016 prioritizing the pod requests and 5 requested projects (Gillis Elementary, Moss Bluff Elementary, Fairview Elementary, Kaufman Elementary and Prien Lake Elementary) were placed in priority 2 because of pending bond issues. Those bond issues were unsuccessful, so staff has developed a plan for Pod Project 11. The total estimated cost of the project is \$6,820,800 for 5 pods (3 eight classroom pods & 2 sixteen classroom pods resulting in 56 additional classrooms across the parish. Approximately \$500,000 is available annually in the Riverboat fund to repay the borrowing of \$4,085,000 over 10 years and the remaining \$2,735,800 would be paid with funds

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currently available from the \$50 million capital projects allocation. Additionally, Moss Bluff Middle has requested a 6-classroom pod to be funded 100% with the Bonding District 27 \$50 million capital projects allocation since it was not on the initial pod priority list.

A motion was made by Mr. Duhon and seconded by Mr. Tarver to authorize permission to advertise for construction of Pod Project #11 in phases based on the proposed plan and initiate associated debt issuance proceedings. The motion passed.

**On behalf of the committee, Mr. Hardesty offered a motion to accept the committee recommendation. A second was not needed and the motion carried on a vote.**

The next item presented was information concerning the public auction of surplus items. The auction will be held at the Burton Coliseum on Friday and Saturday, October 5-6, 2018. Pedersen & Pederson Auctions, Inc. will conduct the auction. A preliminary list was provided, and staff is still compiling the final list at this time and will email board members when completed and will have it available at the October Board meeting.

On a motion by Mr. Hayes and seconded by Mr. Dellafosse and approved, it was recommended to declare listed items as surplus and authorize the items to be sold at auction on October 5-6, 2018. The motion passed.

**On behalf of the committee, Mr. Hardesty offered a motion to accept the committee recommendation. A second was not needed and the motion carried on a vote.**

At this point Mr. Hardesty requested Agenda item #9, Hamilton Christian Academy property, be discussed as the next item.

Mr. Bourne then presented the possibility of purchasing the entire Hamilton Christian Academy property not for use as the location for a school campus but to house the Special Education department and possibly more.

Mr. Dellafosse made a motion to pursue the purchase with the intent of moving T. S. Cooley to that site and was seconded by Mrs. Gay. The motion passed.

**On behalf of the committee, Mr. Hardesty offered a motion to accept the committee recommendation. A second was not needed and the motion carried on a vote.**

Mr. Bourne then presented a request to purchase property adjacent to T.S. Cooley Elementary, which would be cleared of buildings and be converted to a parking area to accommodate the school's needs. After much discussion and based on the motion to pursue the Hamilton Christian property, a motion was made by Mr. Dellafosse and

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seconded by Mr. Hayes to table the item. The motion passed.

**On behalf of the committee, Mr. Hardesty offered a motion to accept the committee recommendation. A second was not needed and the motion carried on a vote.**

Next, Mr. Bourne presented a request to pursue the purchase of 4 lots adjacent to S.P. Arnett to accommodate the school's needs.

A motion was made by Mr. Dellafosse and seconded by Mr. Hayes to pursue the purchase of lots adjacent to S.P. Arnett. The motion passed.

**On behalf of the committee, Mr. Hardesty offered a motion to accept the committee recommendation. A second was not needed and the motion carried on a vote.**

Mr. Bourne next presented a request to purchase a corner lot on 309 Cherry St across from Sulphur High School and a 2-acre tract adjacent to Combre/Fondel Elementary. The 2-acre tract will need to be surveyed so the owner will still have a right of way to the back of the property. Appraisals have already been obtained.

A motion was made by Mr. Hardy and seconded by Mr. Dellafosse to pursue purchase of these properties.

**On behalf of the committee, Mr. Hardesty offered a motion to accept the committee recommendation. A second was not needed and the motion carried on a vote.**

The last item was the request to pursue the purchase of a property adjacent to Moss Bluff Elementary. There is an existing storage building that could be utilized but the remaining buildings would be cleared for parking or some other future use to accommodate the school's needs.

A motion was made by Mr. Duhon and seconded by Mr. Dellafosse to pursue the purchase of property adjacent to Moss Bluff Elementary. The motion passed.

**On behalf of the committee, Mr. Hardesty offered a motion to accept the committee recommendation. A second was not needed and the motion carried on a vote.**

There being no further business to discuss, on motion by Mr. Dellafosse and seconded by Russell Castille, the committee adjourned the meeting at 6:10 p.m.

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**TAKE APPROPRIATE ACTION**

**A. Approval of Resolution Authorizing Development of a Project Involving Issuance of \$4,250,000 Excess Revenue Certificates of Indebtedness, Classroom Construction Project, Series 2019**

Lake Charles, Louisiana  
October 9, 2018

The Parish School Board of Calcasieu Parish, Louisiana, met in regular public session at 5:00 o'clock p.m. on Tuesday, October 9, 2018, at the regular meeting place of said Board in the Calcasieu Parish School Board Office, 3310 Broad Street, Lake Charles, Louisiana, pursuant to the provisions of written notice given to each and every member thereof and duly posted in the manner required by law.

President, Mack Dellafosse, called the meeting to order and on roll call, the following members were present:

Ms. Annette Ballard, Mr. Russell Castille, Mr. Mack Dellafosse, Mr. John Duhon, Ms. Glenda Gay, Mr. Chad Guidry, Mr. Damon Hardesty, Mr. Fredman Hardy, Mr. Ron Hayes, Mr. Aaron Natali, Mr. Dean Roberts, Mr. Alvin Smith, Mr. Eric Tarver, Mr. Wayne Williams

ABSENT: Mr. Billy Breaux

Karl Bruchhaus, Board Secretary, also attended. The meeting was called to order and the roll called with the above results.

Thereupon, on motion made by Mr. Hardy and seconded by Mr. Hardesty, the following resolution was adopted by the following vote:

YEAS: Ms. Ballard, Mr. Castille, Mr. Dellafosse, Mr. Duhon, Ms. Gay, Mr. Guidry, Mr. Hardesty, Mr. Hardy, Mr. Hayes, Mr. Natali, Mr. Roberts, Mr. Smith, Mr. Tarver, Mr. Williams

NAYS: None

ABSENT: Mr. Breaux

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**RESOLUTION**

**A RESOLUTION AUTHORIZING THE CALCASIEU PARISH SCHOOL BOARD TO PROCEED WITH DEVELOPMENT OF A PROJECT INVOLVING ISSUANCE OF NOT EXCEEDING \$4,250,000 EXCESS REVENUE CERTIFICATES OF INDEBTEDNESS (CLASSROOM CONSTRUCTION PROJECT), SERIES 2019, AUTHORIZING APPLICATION TO THE LOUISIANA STATE BOND COMMISSION, AND PROVIDING FOR OTHER MATTERS WITH RESPECT THERETO.**

**WHEREAS**, the Calcasieu Parish School Board (the “Issuer”) is a political subdivision of the State of Louisiana within the meaning of Subsection 2 of Section 44 of Article VI of the Louisiana Constitution of 1974, and Sections 2922 and 2923 of Title 33 of the Louisiana Revised Statutes of 1950, as amended, (collectively the “Act”);

**WHEREAS**, it is projected the general fund budget of the Issuer for the fiscal year ending June 30, 2019, will show an estimated excess of revenues over statutory, necessary and usual charges and all other expenses for such fiscal year in the total amount of \$44,218,647, in unrestricted fund balance as will more fully appear by reference to said budget;

**WHEREAS**, after carefully investigating and studying the actual revenues and expenditures and all matters in connection therewith for that portion of the fiscal year ending June 30, 2019, the Issuer has found and does hereby find and determine the actual surplus for said fiscal year will, in all probability, be in excess of the projected excess set forth above in the aforesaid budget;

**WHEREAS**, the estimates contained in the aforesaid budget are also deemed reasonable and conservative in view of the operating experience over the past several years, as reflected by the official audits, over the general fund revenues and expenditures;

**WHEREAS**, the Act authorizes the Issuer to make and enter into contracts dedicating the excess of annual revenues of subsequent years above statutory, necessary and usual



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charges to payment of that portion of the cost of public improvements which is to be borne by the Issuer under such contacts, provided all such dedications do not exceed the estimated excess of revenues over said statutory, necessary and usual charges of the year in which the contract is made;

**WHEREAS**, the Issuer desires to incur debt and issue not exceeding FOUR MILLION TWO HUNDRED FIFTY THOUSAND AND NO/100 (\$4,250,000.00) DOLLARS in Excess Revenue Certificates of Indebtedness in multiple series, as taxable or tax-exempt securities, for a period of not to exceed ten (10) years from date of issuance of any series, at rates of interest not to exceed five (5%) per annum (the “Certificates”), in the manner authorized and provided by the Act and as hereinafter specified, to obtain ready funds to pay a portion of the costs of construction of additional classrooms, and to pay the costs of issuance of the Certificates (the “Project”);

**WHEREAS**, it has been determined by the Issuer that after meeting statutory, necessary and usual charges, there will remain ample undedicated funds to pay debt service on the Certificates herein authorized;

**WHEREAS**, the Issuer will seek approval of the Louisiana State Bond Commission on December 20, 2018, for approval of issuance, sale and delivery of the Certificates, said funds to be used for the purpose of financing the Project in the various Calcasieu Parish Schools, and which Certificates are to be secured by and payable from the excess of annual revenues accruing to the budget of the Issuer for the ten (10) year period during which any series of the Certificates are outstanding, above statutory, necessary and usual charges;

**WHEREAS**, said Certificates may be sold in a single or multiple series, either as taxable or tax-exempt securities, and shall be sold by negotiation a purchaser deemed to be most favorable to the Issuer, at the price of not less than 98% of par and accrued interest to date of delivery;

**NOW THEREFORE, BE IT RESOLVED** by the Calcasieu Parish School Board, governing authority of the Calcasieu Parish School System, Lake Charles, Louisiana, as follows:

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**SECTION 1.** The statements of fact expressly contained within the preamble to this Resolution have been specifically reviewed by the Issuer's School Board Members and are found to be factually true and correct.

**SECTION 2.** The Issuer does hereby authorize undertaking and development of the Project involving the proposed issuance by the Issuer of not exceeding \$4,250,000 Calcasieu Parish School Board Excess Revenue Certificates of Indebtedness (Classroom Construction Project), Series 2019 (the "Certificates"), at an interest rate not to exceed five (5%) percent per annum, to be repaid over a ten (10) year period from the date of issuance of each series, which Certificates are to be secured by and payable from the excess of annual revenues accruing to the budget of the Issuer for the ten (10) year period during which each series of the Certificates are outstanding, above statutory, necessary and usual charges. The Certificates shall be sold to a purchaser deemed to be most favorable to the Issuer, at the price of not less than 98% of par and accrued interest to date of delivery.

**SECTION 3.** There being a real public necessity for the retention and employment of legal counsel to provide specialized legal services as described in Section 3 hereof, in connection with the issuance of the Certificates by the Issuer, for the purpose of financing construction of additional classrooms for the Calcasieu Parish School System for various multiple school buildings of the Calcasieu Parish School System within the Parish of Calcasieu, State of Louisiana, in accordance with the provisions of Sections 2922 and 2923 of Title 33 of the Louisiana Revised Statutes of 1950, as amended, and it appearing that the public interest requires obtaining of such specialized legal services, Joseph A. Delafield, A Professional Corporation, of Lake Charles, Louisiana ("Bond Counsel"), is hereby employed in accordance with the provisions of this resolution. The fees and expenses of Bond Counsel shall be in compliance with the fee schedule of the Louisiana Attorney General in effect upon issuance of each series of the Certificates.

**SECTION 4.** The fee for the work to be performed hereunder is contingent upon issuance, sale and delivery of the Certificates, and shall be in accordance with the maximum fee schedule of the Attorney General of the State of Louisiana for comprehensive legal and coordinate professional work by bond attorneys and bond counsel in issuance of revenue certificates. Bond

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Counsel shall pay out of its fee the following expenses: (a) Travel and communication expenses incurred by it in handling the Certificates; and (b) Printing and reproduction costs of all financial analysis, reports, and legal proceedings prepared by the Bond Counsel. Bond Counsel shall be reimbursed all other reasonable and necessary costs and expenses incurred in connection with preparation and distribution of any preliminary and final Official Statements containing detailed and comprehensive financial and statistical data with respect to the Issuer (for example, costs and expenses to include the cost of collecting data, cost of preparing and assembling material, costs of printing or duplicating, postal supplies, and cost of binding copies of the transcript of proceedings).

**SECTION 5.** It is intended that acceptance and approval of this resolution by entering upon performance by Joseph A. Delafield, A Professional Corporation, of the legal services provided for herein, shall constitute this resolution a contract in accordance with the provisions hereof.

**SECTION 6.** When the Issuer has received payment in full for the Certificates upon delivery thereof, payment of the fee and expenses is authorized to be made as herein provided.

**SECTION 7.** The Issuer does hereby authorize and direct Bond Counsel to proceed with the preparation of all necessary and appropriate documents and to file preliminary drafts of said documents and make application with the State Bond Commission in accordance with the rules and regulations of the Commission.

**SECTION 8.** The employment of Crews & Associates, Inc., Little Rock, Arkansas, as Underwriter or Placement Agent in connection with the Certificates is hereby approved. The compensation of the Underwriter or Placement Agent shall be payable from proceeds of the Certificates and shall be subject to approval of the Issuer and the Louisiana State Bond Commission. The Issuer reserves the right and option to proceed with a public sale of the Certificates should Crews & Associates, Inc., Little Rock, Arkansas, be unable or unwilling to comply with the Issuer's financial requirements.

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**SECTION 9.** The employment of Government Consultants, Inc., Baton Rouge, Louisiana, as Municipal Advisor in connection with the Certificates is hereby approved. The compensation of the Municipal Advisor shall be payable from proceeds of the Certificates and shall be subject to the approval of the Issue and the Louisiana State Bond Commission.

**SECTION 10.** The officers of the Issuer are hereby authorized and empowered to take any and all further action and to sign any and all documents, instruments in writing as may be necessary to carry out the purposes of this resolution and to file, on behalf of the Issuer, with any governmental board or entity having jurisdiction over the Issuer's Project, such applications or requests for approval thereof as may be required by law, including application to the State Bond Commission for approval and authorization to proceed with development of the Project and issuance, sale and delivery of the Certificates.

**SECTION 11.** Application is hereby formally made to the Louisiana State Bond Commission, pursuant to the provisions of the Act, for consent and authority to issue, sell and deliver the Certificates in multiple series, as taxable or tax-exempt securities, to be secured by and payable from the excess of annual revenues accruing to the budget of the Issuer for the ten (10) year period during which each series of the Certificates are outstanding, above statutory, necessary and usual charges.

By virtue of the Issuer's application, for acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval(s) resolved and set forth herein, it resolves that it understands and agrees that such approval(s) are expressly conditioned upon, and it further resolves that it understands, agrees and binds itself, its successors and assigns to, fully and continuing compliance with the "State Bond Commission Policy on Approval of Proposes Use of Swaps, or other forms of Derivative Products Hedges, Etc.," adopted by the Commission on July 20, 2006, as to the borrowing(s) and other matter(s) subject to the approval(s), including subsequent application and approval under said Policy of the implementation or use of any swap(s) or other product(s) or enhancement(s) covered thereby.

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**SECTION 12.** The Issuer hereby authorizes the use and distribution of a Preliminary Official Statement in connection with marketing and sale of the Certificates by Crews & Associates, Inc. (the “Underwriter” or “Placement Agent”), in such form as may be approved by Bond Counsel to the Issuer. The Issuer further authorizes and approves execution of a final Official Statement by the officers of the Issuer and the delivery of such Official Statement to the Underwriter for use in connection with the public offering of the Certificates.

**SECTION 13.** Upon sale of the Certificates, the officers of the Issuer are each authorized, empowered and directed to execute on behalf of the Issuer, the Certificate Purchase Agreement between the Issuer and the Underwriter in such form as may be approved by Bond Counsel to the Issuer.

**SECTION 14.** This resolution shall be published one time in the official journal of the Issuer. For thirty days after the date of publication, any person in interest may contest the legality of this resolution, any provision of the certificates to be issued pursuant to it, the provisions herein made for the security and payment of the certificates and the validity of all other provisions and proceedings relating to the authorization and issuance of such certificates. After the said thirty days, no person may contest the regularity, formality, legality or effectiveness of the resolution, any provisions of the certificates to be issued pursuant to it, the provisions for the security and payment of the certificates and the validity of all other provisions and proceedings relating to their authorization and issuance, for any cause whatever. Thereafter, it shall be conclusively presumed that the certificates are legal and that every legal requirement for the issuance of the certificates has been complied with. No court shall have authority to inquire into any of these matters after the said thirty days.

This Resolution was declared adopted on this 9<sup>th</sup> day of October, 2018.

/s/ Mack Dellafosse  
MACK DELLAFOSSE, President  
Calcasieu Parish School Board

ATTEST:  
/s/ Karl Bruchhaus  
KARL BRUCHHAUS, Secretary

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On a motion to approve by Mr. Hardy and a second by Mr. Hardesty, the motion carried.

### **B. Adoption of ITEP Committee revised rules**

#### **Calcasieu Parish Local Taxing Authorities Industrial Tax Exemption Program (ITEP)**

##### **Purpose**

On June 24, 2016, Governor John Bel Edwards signed an Executive Order that gave local taxing authorities a voice in the process for granting industrial tax exemption incentives for new or expanding manufacturing industries locating in their parish. Calcasieu Parish has billions of dollars in announced industrial projects that will likely apply for an industrial tax exemption. This document defines the participants and processes for Calcasieu Parish Taxing Authorities in recommending industrial tax exemption incentives for qualified applicants filing an Advanced Notification with Louisiana Department of Economic Development after June 24, 2016.

##### **Participants**

The Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program group is composed of one designated representative from each agency: the Calcasieu Parish Police Jury, the Calcasieu Parish School Board and the Calcasieu Parish Sheriff. Representatives from municipalities in Calcasieu Parish will join the group when a project is proposed inside their taxing district(s). Each taxing authority has one designee that serves on the group and identifies their designee by an approved signed resolution. The group reviews the Louisiana Board of Commerce and Industry's approval of applications for industrial tax exemption incentives, meets with company representatives for presentations and to ask pertinent questions, works collaboratively to determine a unified recommendation to their respective authority for affirmation and approval. Either the President and CEO or the Vice President of Business and Workforce Development for the Southwest Louisiana Economic Development Alliance (the Alliance) shall serve as convener and facilitator for the group.

##### **Approval Process**

This approval process is established to efficiently, effectively, equitably and objectively review and make final recommendations to taxing authorities on applications for industrial tax exemptions for projects proposed in Calcasieu Parish.

##### **Steps:**

1. The manufacturing company files an Advanced Notification with Louisiana Department of Economic Development (LED) on the Louisiana Fastlane website.
2. The Louisiana Board of Commerce and Industry (the Board) will review the applications to determine eligibility and appropriate level of exemption under the new ITEP rules published August 20, 2018.

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3. Within three days of approval, LED will send a letter on behalf of the Board to the appropriate taxing authorities for their action.
4. A meeting of the designees from the Taxing Authorities is scheduled to review the project application and the Board's approval.
5. The meetings will be private with only members of the designee group and the facilitator present. When invited in, the company representative(s) will be permitted to attend.
6. A quorum for the meeting requires all designees to be in attendance in person.
7. LED will provide guidance to the group as needed.
8. The group will not entertain requests for incentives from any projects that do not qualify under the Rules established by LED and approved by the Board.
9. Discussions and deliberations among the group will be strictly confidential.
10. The only record published from the group is a letter to the respective taxing authorities with a unified recommendation. The recommendation will identify the number of jobs and payroll to be created at the project site, the term of the exemption contract, the percentage of property eligible for the exemption as an incentive to its manufacturing, and the penalty for noncompliance to the agreed deliverables.
11. Attached to each letter will be a draft resolution for each taxing authority to consider at their next available public meeting.
12. If approved by the taxing authorities at their public meeting, the resolution must be signed and sent to LED to serve as Exhibit "B" with the project application for incentives to the Board of Commerce and Industry.
13. Copies of applicable documents will be available for public inspection.

On a motion to approve by Mr. Hardy and a second by Mr. Natali, the motion carried.

### C. Appointment of Wilfred Bourne as CPSB representative on ITEP Committee

A Resolution of the Calcasieu Parish School Board to  
Approve and Adopt the Calcasieu Parish Taxing Authority  
Industrial Tax Exemption Program (ITEP) Process and  
Name an Official Designee

Whereas: On June 24, 2016, Governor John Bel Edwards signed an Executive Order that gave local taxing authorities a voice in the process to grant industrial tax exemption incentives for new or expanding manufacturing industries locating in their parish; and

Whereas, the Calcasieu Parish School Board is one of the Taxing Authorities impacted by this Executive Order; and

Whereas, Calcasieu Parish has billions of dollars in announced industrial projects that will likely apply for an industrial tax exemption; and

Whereas, the attached document, "Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program (ITEP)," defines the participants and processes for Calcasieu Parish Taxing Authorities in recommending industrial tax exemption incentives for qualified applicants filing an Advanced

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Notification with Louisiana Department of Economic Development after June 24, 2016; now Therefore be it resolved that the Calcasieu Parish School Board approves and adopts the “Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program (ITEP)” as presented in the attached document, and

Therefore be it further resolved that the Calcasieu Parish School Board designates Wilfred Bourne, Chief Financial Officer, as their designee for the “Calcasieu Parish Taxing Authorities Industrial Tax Exemption Program (ITEP).”

On a motion to approve by Mr. Hardy and a second by Mr. Hardesty, the motion carried.

### **PERMISSION TO ADVERTISE**

Mr. Dellafosse read the following items:

#### **A. Door Lock Hardware/\$50 Million Allocation**

On a motion to approve by Mr. Hayes and a second by Mr. Hardesty, the motion carried.

#### **B. Renovations to tracks at Bell City High School, Vinton High School, DeQuincy High School/General Funds**

On a motion to approve by Mr. Hardesty and a second by Mr. Natali, the motion carried.

### **CORRESPONDENCE**

Mr. Dellafosse read the following items:

**A.** Change Order Number One (1) for the Project, “Gillis Elementary Improvements, Phase I,” Bid # 2018-07PC; Moss Architects, Inc., Designer; Keiland Construction, LLC., Contractor; *Increase* of \$39,819.39 and *Increase* of sixty-two (62) days.

On a motion to approve by Mr. Hardy and a second by Mr. Duhon, the motion carried.

**B.** Change Order Number One (1) for the Project, “Brenda Hunter Head Start Improvements, Phase I,” Bid #2018-13PC; Moss Architects, Inc., Designer; John D. Myers & Associates, Contractor; *Increase* of \$9,439.00.

On a motion to approve by Mr. Hardesty and a second by Mr. Hardy, the motion carried.

**C.** Change Order Number One (1) for the Project, “Combre-Fondel Elementary Improvements,” Bid #20178-14PC; Moss Architects, Inc., Designer; Gunter



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Construction, Contractor; *Decrease* of \$4,898.75.

On a motion to approve by Mr. Hardy and a second by Mr. Hardesty, the motion carried.

**D. Recommendation of Acceptance for the Project #2018-13PC, “Brenda Hunter Head Start Improvements – Phase II”.**

On a motion to approve by Mr. Hardy and a second by Mr. Hardesty, the motion carried

**E. Recommendation of Acceptance for the Project #2018-14PC-PC, “Combre Fondel Elementary - Phase 1”.**

On a motion to approve by Mr. Hardy and a second by Mr. Hardesty, the motion carried.

## **CONDOLENCE/RECOGNITION**

Mrs. Ballard congratulated T.S. Cooley for their recent honor, being named a Blue-Ribbon school.

Mr. Hardy and Mrs. Gay asked for a letter of condolence to the family of Mrs. Verlia McDonald.

## **SCHEDULE COMMITTEES**

November 27, 2018.....	C&I Committee, 5:00 p.m.
November 27, 2018.....	A&P Committee (to follow)
January 29, 2019.....	Budget Committee, 5:00 p.m.
January 29, 2018.....	C&I Committee (to follow)

## **ADJOURN MEETING**

On a motion to adjourn by Mr. Hardesty and a second by Mr. Hayes, the meeting was adjourned at 6:14 p.m.

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Mack Dellafosse, President

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Karl Bruchhaus, Secretary