

**CAPITAL CONSTRUCTION GOALS AND ACCOUNTABILITY COMMITTEE**  
**January 20, 2016**  
**SCHOOL BOARD ADMINISTRATION BUILDING**

**Committee Members in Attendance:**

|                   |                        |
|-------------------|------------------------|
| Mr. Steve Elswick | Mr. Allan Carmody      |
| Ms. Leslie Haley  | Mr. John Hilliard      |
| Ms. Carrie Coyner | Ms. Barbara Mait       |
| Mr. Rob Thompson  | Ms. Nita Mensia-Joseph |
| Dr. Edgar Wallin  | Mr. Andy Scherzer      |
|                   | Mr. Chris Sorensen     |

**Others in Attendance:**

Dr. Marcus Newsome

Ms. Coyner called the meeting to order at 1:01 p.m.

**A. OPENING REMARKS**

Committee members introduced themselves for the benefit of newly appointed committee members.

Ms. Coyner noted that Randy Holmes was out of town and could not attend today's meeting.

**B. APPROVAL OF AGENDA AND CALENDAR**

Ms. Coyner stated there has been a request to move the time of the committee meetings back a half hour to 12:30 p.m. to accommodate some meetings of attendees at the Liaison Committee.

It was the general consensus that future meetings would begin at 12:30 p.m. and if it was determined that additional time was needed for the work of the committee, it could later be backed up to noon.

On motion of Mr. Hilliard, seconded by Ms. Mait, the agenda was approved.

**C. APPROVAL OF COMMITTEE MEETING MINUTES/ACTION ITEMS**

On motion of Mr. Carmody, seconded by Dr. Wallin, the minutes were approved.

Ms. Coyner stated one addition needs to be added to the action items. She further stated the School Board will be discussing on Tuesday the ability to move the relief Midlothian elementary school up in the CIP schedule without it impacting finances and the impact the change would have on operations. She stated the School Board may be making a recommendation relative to moving that project up in the CIP in line with Enon and Beulah, and that recommendation would be provided to the committee at its February meeting.

Mr. Scherzer inquired about having a discussion at least quarterly of additional county revitalization enhancements to see how those efforts dovetail with the school projects, such as parks enhancements, sidewalks, utilities, or whatever is on the horizon or being talked about.

Mr. Carmody stated he would coordinate the provision of this information with Mr. Dupler.

Ms. Coyner stated this would also be added to the action items.

Mr. Elswick requested that this information be provided at the February meeting and then it would be determined how often it needed to be provided.

## **D. BUSINESS ITEMS**

### **1. REPORT ON COMMUNITY MEETING NOTIFICATION PROCESS**

Mr. Carl Schlautd stated a community meeting is scheduled for Wednesday, February 3 at 6 p.m. at Providence Middle School. He provided an update on the communications plan for school revitalization meetings, which identifies 30 communications tasks to encourage citizen participation. He stated the plan has been expanded based on discussions at the committee's November meeting, and it addresses nine different suggestions of the committee, including distribution of flyers, emails, newspaper advertisements, direct mail, presentation to community groups, radio spots, social media updates and web content, both from the Schools' and County's perspective. He further stated the number of community meetings will be consolidated from three to two. He stated the Revitalization Office will be the coordination point for the communications and community meetings and for reporting back to the committee after the meetings. He further stated staff is exploring the possibility of including some type of survey instrument with the process.

Mr. Hilliard stated the plan looks very good and if all of the tasks are carried out, the word should get out to the community. He further stated he thinks the survey would be a good tool, if it is feasible.

### **2. PROJECT UPDATES, INCLUDING WEB SITE**

Ms. Joseph expressed appreciation to all who were involved in the effort to update the county's website and share information.

Dr. Sheryl Bailey stated many of the updates to the county's website are still in production mode. She further stated there will be rotating image banners for each of the projects, showing different views, and upcoming community meetings will be highlighted. She stated the area maps will be accessible to click through, and project-specific data will be continuously updated.

Ms. Joseph provided an update on the Providence Middle School project schedule, including details of major milestone completion dates. She stated staff is looking at a move-in date of January 2019, noting that the project would be completed in several phases. She further stated the students will actually move in in September 2018 and the teachers will move in in July 2018, which was the original schedule. She stated the kitchen will be phased in after the summer and

the fall to accommodate the education program, with no interference with the SOL testing. She further stated a temporary catering kitchen will be set up and the food will be prepped at another school, delivered and served at Providence.

Dr. Newsome clarified that the move-in date means students moving into renovated spaces as those spaces become available.

Ms. Joseph stated no recommendations are requested from the committee for the Providence project at this time. She further stated a stakeholder meeting is scheduled for February 3 at 6 p.m. at the school. She stated the project will go out to bid on February 4, close on March 3, and the contract awarded on March 22.

Mr. Scherzer stated, as projects begin, it would be nice to know when each phase is to start and stop so the committee would know whether we are meeting our goals or falling behind.

Ms. Joseph stated staff has a full schedule for each of the projects and will provide that to the committee at the next meeting.

In response to Mr. Elswick's question, Ms. Joseph stated the purpose of the February 3<sup>rd</sup> stakeholders meeting is to provide the community feedback regarding decisions that were made regarding the project's design. She further stated, in the future, the stakeholder engagement will occur much earlier in the process.

Mr. Carmody stated staff will ensure that information is provided to the committee in a timely manner so that the committee has sufficient time to provide feedback during the early design phases.

Ms. Coyner stated it might be more effective to provide dates when specific items need recommendations from the committee, rather than completion dates.

Ms. Joseph stated that will occur as we look at the next project schedules. She then provided an update on the Manchester Middle School Renovation project and noted the move-in date is scheduled for January 2019, about a month later than the original date of December 2018. She stated no recommendations are requested from the committee at this time. She further stated staff will review engineering results to reduce the cost of the project with the School Board in closed session on January 26, and will update the committee in February. She stated the project will go out to bid May 15<sup>th</sup> through June 15<sup>th</sup>, with the contract awarded July 1<sup>st</sup>.

Ms. Coyner stated it would be helpful to have anticipated milestone dates for committee recommendations under the recommendations requested section.

In response to Mr. Thompson's question related to communications regarding the Manchester project, Mr. Dupler stated two community meetings have already been held and a third meeting will be held just prior to bidding the project.

Ms. Joseph confirmed that the proposed two-meeting schedule will begin with the Enon Elementary School project.

Discussion ensued relative to addressing questions and incorporating recommendations from residents at the community meetings.

Dr. Wallin stated it is important that the community be informed of any decisions that are made regarding requests from residents at community meetings.

Ms. Mait stated it would be very helpful to place this information on the website.

Mr. Thompson suggested that an explanation of why certain requested items were not incorporated would also be helpful.

Ms. Joseph provided an update on the Enon Elementary School Replacement project, which is currently in the pre-design phase. She stated at this time, it does not appear reasonable to build on the existing site. She further stated the School Board will review options in closed session on January 26, and discussion is planned for the committee's February 17<sup>th</sup> meeting. She then provided an update on the Beulah Elementary School replacement project. She stated the move-in date is scheduled for July 2019, one year after the original date of July 2018.

Mr. Elswick inquired whether there were any plans to make up six months or some part of that delay.

Ms. Joseph stated, if staff is able to look at prototypes, we may be able to make up some time, but that would have to be evaluated based on decisions that are made, which will be presented to the committee in the next couple of months.

Mr. Elswick inquired about the reason for the one-year delay, noting that if it was on the county's side, then he wants to fix the issue.

Ms. Coyner stated part of the delay was evaluating the first and second choice site selections. She further stated the landowners were not interested in selling their property, so staff attempted to look at other sites to avoid requesting that the Board of Supervisors exercise eminent domain. She stated staff has learned that they cannot spend so much time waiting on property owners to make decisions on their own regarding selling their property, rather than just moving forward.

Mr. Elswick stated it is important that the Right of Way office understands that the goal is to purchase the land within a deadline, indicating that there must be a cost associated with the one-year delay.

Mr. Dupler stated Schools must make the decisions to direct the Right of Way office to acquire specific sites.

Ms. Coyner stated there is an update regarding this issue that will be discussed in closed session at the end of this meeting.

Mr. Elswick stated we do not want to repeat this mistake with other projects.

Ms. Joseph provided an update on the Mataoca Elementary School replacement project, which is still in the pre-design phase. She stated the move-in date is now July 2019, which has been accelerated by a year from the original date of July 2020, based on the proposed CIP that was

presented to the committee in December. She further stated the School Board will be discussing programming and the strategy moving forward on the Matoaca project at its February 9 meeting, and the committee will be updated at its March meeting.

Mr. John Brooks updated the committee on the renovations and additions at Monacan High School. He provided details of the gymnasium addition, which is scheduled to be completed in July 2016, along with the administration and guidance areas. He stated the third phase, which includes the media center, gym corridor and performance arts classrooms, should be completed between June and August 2016, and students will move in as scheduled in September 2016. He then provided a financial update on the project.

## **E. PERIPHERAL ACTIVITY UPDATES/DISCUSSION**

### **1. BRIEF UPDATE ON MERGING PROCUREMENT ACTIVITIES**

Ms. Joseph stated Schools staff has been working to update School construction contracts and supplementary conditions to mirror what the county is using, and these updated contracts will be used for both the Manchester and Providence projects. She further stated staff has also been updating architectural and engineering contracts, and is working to implement the county's change order system process.

Dr. Bailey stated staff is on track with regard to implementation of the transition plan that was presented to the Liaison Committee, the Board of Supervisors and the public, including integration of purchasing policies with the activities. She further stated although the transition is not effective until July 1, staff has already made these changes so that the process will be seamless. She stated all other aspects of the transition are also underway and on track.

## **F. NEXT MEETING AGENDA TOPICS**

Ms. Coyner stated the February agenda was distributed along with the January meeting agenda. She further stated if committee members have any items they would like to be added to the February agenda, please let her or Mr. Elswick know. She noted that she and Mr. Elswick will be meeting tomorrow regarding the next two months' agendas so that staff will have sufficient time to gather the necessary information for those meetings, and they plan to distribute two months' agendas in advance in an effort to gain input from committee members on the agendas 60 days out.

Mr. Scherzer inquired whether it is too late for the committee to have a discussion regarding what was discussed at the Manchester Middle School community meetings.

Ms. Coyner stated she thinks that is already on the February agenda.

Ms. Joseph stated this will be discussed during the project updates.

Mr. Elswick requested that the next agenda packet sent to the committee also include the comments received from citizens at both Manchester and Providence.

## **G. CLOSED SESSION**

Ms. Coyner stated there will be a closed session period on every agenda of the committee moving forward, although that does not mean it will always be utilized. She further stated the committee will be going into closed session today for an update on the Beulah and Enon site selections.

On motion of Mr. Scherzer, seconded by Mr. Carmody, the committee unanimously voted to go into closed session in accordance with Section 2.2-3711(A) of the Code of Virginia, the Virginia Freedom of Information Act, and specifically under subsection 3, for discussion or consideration of acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

On motion of Mr. Hilliard, seconded by Ms. Mait, the committee reconvened to open session.

On motion of Mr. Scherzer, seconded by Ms. Mait, the following resolution was adopted by the committee:

Now, therefore, be it resolved that the Capital Construction Goals and Accountability Committee hereby certifies that, to the best of each member's knowledge (i) only public business matters lawfully exempted from opening meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the committee.

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| Mr. Elswick:  | Yes. |
| Ms. Haley:    | Yes. |
| Ms. Coyner:   | Yes. |
| Mr. Thompson: | Yes. |
| Dr. Wallin:   | Yes. |
| Mr. Carmody:  | Yes. |
| Mr. Hilliard: | Yes. |
| Ms. Mait:     | Yes. |
| Mr. Scherzer: | Yes. |
| Mr. Sorensen: | Yes. |
| Ms. Joseph:   | Yes. |

## **H. ADJOURNMENT**

On motion of Mr. Scherzer, seconded by Mr. Carmody, the committee adjourned at 2:16 p.m. until February 17, 2016, at 12:30 p.m.