

School Board Facilities Advisory Work Group  
Meeting Minutes  
**Revised 6/15/11**

Date: June 2 @ 7:30 PM

Location: Thomas Jefferson Elementary School Library

School Board: Kieran Sharpe, Greg Rasnake, Alternate: Joan Wodiska

City Council: Robin Gardner, Lawrence Webb, Alternate: Ira Kaylin

Planning Commission: John Lawrence, Rob Meeks, Alternate: Melissa Teates

Members in Attendance	Kieran Sharpe, John Lawrence, Robin Gardner; Cindy Mester, Maria Harbison, Jenny Ehrenzeller, Bob Palermo, Lois Berlin, Gloria Guba, and Marty Gadell were also in attendance.
Agenda	1. Next steps for TJ project
Key Points Covered	<ul style="list-style-type: none"> <li>• Mr. Sharpe reported on the community forum. Approximately 40 people attended. As the facilitator, Craig Cheney presented a Power Point that distilled the comments and responses from the facilities survey.</li> <li>• Dr. Berlin reported that Warren Walker recommends the PPEA approach to the TJ Project and that he will draft an RFP for the School Board to review at the June 14 meeting. ASAC should also receive the RFP for review.</li> <li>• The TJ Project is two distinct projects with a comprehensive design.</li> <li>• The ultimate goal is for the 5<sup>th</sup> grade to start at TJ in the fall of 2013.</li> <li>• 25% of the QSCB needs to be spent in the first six months following bonding. (Since this meeting, we have had this information clarified and now only need to encumber 10% or \$300,000 of the QSCB funds in the first six months.)</li> <li>• They anticipate a request for bond issuance by mid-July with a two week turnaround. (Correction from Virginia Dept. of Treasury: issuance will be early fall after August 30, 2011.)</li> <li>• Discussion ensued about the two distinct projects, swing space, the timing of the renovation, zoning, parking, sprinklers, heating and air conditioning.</li> <li>• It was noted that Warren Walker wants input from the Planning Department on parking for the RFP.</li> <li>• It was noted that zoning might not allow the schools to build higher than three stories, costs would be prohibitive for the added structure, and it would be a safety concern.</li> <li>• In the event of an evacuation during construction, Mr. Sharpe asked that Warren Walker provide alternatives or</li> </ul>

	<p>implications, the time period and cost factors.</p> <ul style="list-style-type: none"> <li>• It was noted that staff is concerned about black top expansion during phase 1.</li> <li>• It was noted that the budget only includes construction. Materials and desks will be moved/shifted to the new location. With 12 new classrooms, some new furnishings will be covered by operating costs.</li> <li>• On the RFP design, Warren Walker will prioritize various things in bidding using a matrix, minimum requirements, or expectations.</li> <li>• LEED status has become very expensive. They are looking at other options such as greening elements and high performance building.</li> <li>• Mr. Sharpe reported that City Council Member Johanna Barry has contacted the City Manager for engineering and other information incident to watershed studies. This information may include flood protections for TJ and drainage from the TJ site (fields, parking lots, etc.) Issue was also raised whether change in field grading could improve drainage and avoid swampy conditions for the fields in the future.</li> <li>• Timeline: 1) <del>25% of QSCB money (\$750,000)</del> - to be spent within 6 months following bond issuance. (Since this meeting, we have had this information clarified and now only need to encumber 10% or \$300,000 of the QSCB funds in the first six months.) <ul style="list-style-type: none"> <li>2) request bonding after August 30, 2011.</li> <li>3) ASAC review proposals in late August 2011 and make recommendations to the School Board.</li> <li>4) bidding decisions made in the fall of 2011 and design work to begin.</li> </ul> </li> <li>• Mr. Sharpe encouraged all to visit the School Board Website on the TJ Project.</li> </ul>
Action Items	None
<p>Recommendations and/or Future Business:</p> <p>Person(s) responsible:</p>	<ul style="list-style-type: none"> <li>• Dr. Berlin will talk with City Attorney John Foster regarding the guidelines for the PPEA.</li> <li>• Set meeting dates for ASAC.</li> <li>• Need dates for release of RFP to bidders.</li> <li>• Set a meeting with Dr. Berlin, Hunter Kimble, Cindy Mester and City's Chief Financial Officer to discuss RFP.</li> <li>• Set a meeting with Dr. Berlin, Hunter Kimble, Warren Walker, Cindy Mester and City Staff in Departments of Procurement and Zoning.</li> <li>• Cindy Mester will send a RFP template to Dr. Berlin. The template includes requirements for the scope of services.</li> <li>• Ongoing communication with neighbors through ad hoc committee – sub group of ASAC. Use of common place,</li> </ul>

	morning announcements, and flyers to communicate renovation information to neighbors. <ul style="list-style-type: none"><li>• Meeting adjourned at 8:45 p.m.</li></ul>
Next meeting date:	After ASAC meets and receives recommendations from ASAC