

## JOINT BOARD OF SUPERVISORS MEETING MINUTES OF SEPTEMBER 17, 2012

At a joint meeting of the Pulaski County Board of Supervisors and the Pulaski County School Board held on Monday, September 17, 2012 at 6:00 p.m. in the community meeting room of the Pulaski Elementary School, the following Board of Supervisors members were present: Joseph L. Sheffey, Chairman; Charles Bopp, Vice-Chairman; Andy McCready; Ranny O'Dell; and Dean Pratt.

County staff present included; Peter Huber, County Administrator; Robert Hiss, Assistant County Administrator; Diane Newby, County Finance Director; Jared Linkous, County Engineer; Shawn Utt, Community Development Director; and Gena Hanks, Clerk to the Board of Supervisors.

School Board members present included Mike Barbour, Chairman; Jeff Bain; Joseph Guthrie; Linda Hill; and Frances Viars.

School Board staff present included: Thomas Brewster, Superintendent of Schools; Heather Freeman, School Board Clerk; Tim Barnes, Director, Information Technology; Greg Brown, Deputy Superintendent; Chris Stafford, School Finance Director; and Ron Nichols, Director of Operations, Transportation and Maintenance.

Also present was Tom McCarthy, County and School Board Attorney.

### 1. Welcome

Mr. Huber advised that Chairman Sheffey would be arriving late to the meeting due to a previous commitment and that Vice Chairman Bopp would conduct the meeting on behalf of the Board of Supervisors for the joint meeting.

Vice Chairman Bopp and School Board Chairman Barbour welcomed those in attendance. Mr. Bopp and Mr. Barbour expressed appreciation for the opportunity for the two boards to meet jointly.

### 2. Action Items

#### a. Implementation of DecideSmart Study Recommendations

As reported in the Board packet, the DecideSmart study of Joint Service efficiencies was concluded in March 2012. County and school staffs recommend consideration over the next six months by both boards, with leadership from the Joint Services Oversight Board (two members each from the Board of Supervisors and School Board), as to how joint services would best be structured and how to best plan needed capital improvements.

Mr. Huber and Dr. Brewster discussed the study in detail, with a recommendation that the joint services board consisting of staff from the County and School Board, review the study and provide suggestions to the joint boards, including the structuring of the joint services.

Both boards discussed the Memorandum of Agreement (MOA), cost savings, costs, existing software, staff shortages, tracking of hard data, problems with current accounting and human resource software, potential hiring of consultant to assist with software transition, improved efficiency and the timeframe for implementation of the study.

On a motion by Mr. Sheffey, seconded by Mr. O'Dell and carried, the Board of Supervisors accepted the DecideSmart Study as presented.

Voting yes: Mr. McCreedy, Mr. O'Dell, Mr. Sheffey, Mr. Bopp,  
Mr. Pratt.

Voting no: None.

b. School Renovation and/or Construction

As reported in the Board packet, the School Board is charged with the development and implementation of construction projects while the Board of Supervisors is responsible for determining appropriate funding for these improvements. Considering the likelihood of extended delays as projects get proposed for subsequent funding consideration, it would seem that all would benefit from informal consideration of the middle school issue as an overall group of ten, with each board taking subsequent action based on the consensus of the larger group.

Currently, proposals for the development of cost estimates for a variety of possible solutions have been solicited from two firms (OWPR and CRA). A decision as to which firm to use would be helpful in working toward development of a school construction/renovation plan with a focus on middle school options.

Mr. Huber and Dr. Brewster described the efforts related to an architectural study for options related to existing school improvements, as well as new schools.

Jared Linkous described proposals received from the two engineering firms and offered to set up a meeting for presentations.

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Mr. Bain expressed concern over the manner in which soliciting of engineering firms was handled, noting it had previously been the responsibility of the School Board to initiate the development of requests for proposals for architectural/engineering proposals for new schools.

Mr. Huber and Mr. Linkous described the County's contracts with five engineering/architectural firms in order to provide a prequalified listing of firms to perform work for the county, as an alternative to issuing a request for proposal for each project approved.

Mr. Dean suggested the School Board provide information to the Board of Supervisors on improvements needed to schools.

Mr. Bain described the process used by the School Board during the building of the Snowville Elementary School, noting the School Board held multiple meetings with staff, architectural firms, teachers, administrators, etc. regarding the development process and all aspects related to the building of a new school. Mr. Bain also described the challenges met by the School Board when building a new school.

Mr. McCready described County staff's efforts in taking advantage of the State Code which allows for the soliciting of a Request for Proposals for architect/engineering firms and the contracting with these firms to perform work for the County for particular jobs that arise during the contract period.

Board members and staff discussed the process used in the past for improvements to, and the building of new schools, interest rates for funding of said improvements, statutory and regulatory authority for financing of new schools, etc.

Mr. Barbour advised the School Board had a meeting scheduled for Thursday, September 20, 2012, at which time the Board could review the scheduling of a presentation by the engineering firms.

Mr. Huber advised if the School Board could pick one of the firms from which proposals were received, contracts could be negotiated between the School Board and the engineering firm, thereby removing the County from the negotiations.

3. Informational Updates on Current Initiatives

a. Joint Garage

As reported in the Board packet, staff anticipates the construction of an expansion to the County garage will cost \$500,000 and that the County would recover this expense through a minimum estimated annual savings of \$30,000 in personnel costs. Thus, there would be a 17-to 25-year return of funds initially invested not counting operational savings, through more efficient use of employee time, provision of a centrally located facility and the advantage of removing the School Board garage from the middle school. Jared Linkous is working with Thompson and Litton on the development of a master plan and we would like to request consideration of the matter by both boards. Staff recommends utilization of the internal services fund to pay for fuel, stocked parts, utilities and labor with each entity billed for actual use. Garage overhead is proposed to be paid through an up-charge on labor and parts with a minimal markup of fuel sales to account for maintenance of the fuel dispensing system. This approach would eliminate the need for major fuel purchases and allow for utilization of garage services by other public agencies. Formal agreement by both boards to joining garage operations is recommended.

Board members discussed the timeframe for completion, potential for a cap on the project, monitoring of underground and above ground tanks, employee transition for both garages, etc.

Mr. Hiss advised the county and schools Information Technology (IT) departments would be moving in their new facility in January 2013. Mr. Hiss advised a decision would need to be made regarding which of the two boards would govern the IT employees.

Dr. Brown advised an analysis would be developed by the County and School staffs and would be provided to the Board of Supervisors and School Board.

Mr. Pratt suggested consideration to reviewing the governing board for both the Garage and Information Technology departments, possibly allowing the Garage to be under the County authority and the IT department under the School authority.

Mr. Huber advised the joining of the IT and Garage departments would provide a system allowing for the potential offering of regional services for both the IT and Garages.

Dr. Brewster expressed concern over any regional offerings, noting that staffs for both the County and School Board are currently short staffed.

b. Regional Fiber Grant

Mr. Barnes provided details related to the Broadband overall project, projected projects and community anchor institutions in Pulaski County. Mr. Barnes also described locations for the current contracting crews, community and business interests, as well as issues with the current service providers. A copy of said details is filed with the records of this meeting.

4. Other items for Future Discussion

Mr. Huber advised of the following items for future discussion by the Boards with comments noted as appropriate:

- a. Personnel Policy Revisions
- b. Joint Services in Human Resources
- c. Transfer of Leave Accruals
- d. Joint Building Maintenance

Mr. Bain expressed concern that, with the two boards meeting only twice each year, information is often not communicated in a timely manner. Mr. Huber offered for County staff to include the School Board members in the distribution of the County's "weekly update".

Mr. Pratt expressed appreciation to both boards for working together on not only the larger projects, but also the smaller issues that face both boards.

Mr. Sheffey echoed Mr. Pratt's comments, noting he had received positive comments from other localities at recent meetings of Virginia Association of Counties sponsored events as to Pulaski County's positive joint efforts between the County and School Board.

Mr. Bain described a recent opportunity during a presentation in Mississippi to the National School Boards Association regarding joint services between school board and counties.

5. Next meeting

By consensus, the Board of Supervisors and School Board scheduled its next regular joint meeting for Monday, March 18, 2013 at 6:00 p.m., at Pulaski Elementary School.

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6. Adjournment

On a motion by Mr. Sheffey, seconded by Mr. McCready and carried, the Board of Supervisors adjourned its special meeting. The next regular meeting of the Pulaski County Board of Supervisors is scheduled for Monday, September 24, 2012 beginning with a Closed Session at 6:00 p.m. and regular session at 7:00 p.m. in the Board Room of the County Administration Building, 143 Third Street, N. W., in the Town of Pulaski.

Voting yes: Mr. McCready, Mr. O'Dell, Mr. Sheffey, Mr. Bopp, Mr. Pratt.

Voting no: None.

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Joseph L. Sheffey, Chairman

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Peter M. Huber, County Administrator