

Rochester Joint Schools Construction Board
Monthly Meeting Minutes
April 10, 2023
4:00 PM

Present – Called to Order by the Board Chair at 4:00 PM

The meeting was attended by Board Chair Thomas Richards, Vice Chair Michael Schmidt (virtual), Treasurer Kim Jones (virtual), Richard Perrin (virtual, 4:02), Shawn Farr, Ron Gaither (virtual 4:08), Jesse Dudley, General Counsel Ed Hourihan (virtual), General Counsel Melissa Mahler, RCSD Deputy Superintendent Ruth Turner (virtual).

Approval of Minutes

Monthly Meeting held on March 13, 2023

Motion by Board Member: Kim Jones

Second by Board Member: Jesse Dudley

Approved: 5-0

Action Item

Resolution 2022-23:23

Pay Requisition Summary Acceptance (March 2023)

Moved by Board Member: Kim Jones

Second by Board Member: Jesse Dudley

Adopted: 6-0

FUND BALANCE REPORT:

Chairman Richards asked consultant Kimberly Mitchell to review the details of the Fund Balance report with the Board. There were no changes to the CPL E&O Settlement funds. An agreement has been reached with Cannon Design so their open contract balance is now \$159,297. The payments from the previous month were deducted from the cash capital account. This left a balance of approximately \$5,755,998 in the Cash Capital account, which does not reflect any interest accrued in the account. There are three open contracts totaling \$167,461.91. The current pay requisition for \$64,585.63 is comprised of four vendor payments from the Phase II Bond Funds totaling \$7,578.13 and seven vendor payments from the RCSD Loan Fund totaling \$57,007.50. The remaining balances are \$330,648 in the RJSCB Fund, \$5,748,420 in the Phase II Bond Fund, \$405,421 in the Settlement Funds, including \$200,000 from the Cannon settlement, and \$1,134,675 in the RCSD Loan Fund after the approval of \$925,000 in additional funding.

Meeting Notes

- Chairman Richards addressed the Watts update that was included in the Board packet. The team will be meeting on Wednesday to try to wrap up Step 1 of the Comprehensive Plan. They are working on exactly what will need to be done for Step 2, that has been funded by the recent appropriation from the District. The team will be doing work with respect to some of the environmental issues and more detailed construction finance with respect to the projects that seem clear.
- Chairman Richards stated that the Program Manager RFP is moving forward. There have been questions received from two firms and April 19, 2023 is the due date for the proposal responses. There is a meeting on April 25, 2023 to review the proposal responses and get ready to make a recommendation with respect to the process. It's not anticipated that there will be a lot of screening involved. The RFP Committee received the draft of the scoring matrix

for review and the Board is also invited to review it and give feedback as well. The process for selection is that the RFP Committee is required to review the proposals, conduct interviews and make a recommendation to the RJSCB, who will then be required to vote on the recommendation. The approved recommendation will then be forwarded to the District and to the City for approval. The Superintendent is satisfied that the District representatives on the RJSCB are appropriate, with respect to the preliminary review. Based on the information provided by his representatives, the Superintendent will then make a recommendation to the Board of Education. The same process will be carried out for the City of Rochester. The Mayor has also indicated that his representatives are appropriate to conduct the preliminary review, the recommendation will go to him and he will present it to City Council, who will vote on it. The RJSCB will follow the established schedule to have interviews on May 3-4, 2023. If a recommendation from the RFP Committee to the RJSCB cannot be prepared in time for the regularly scheduled RJSCB Monthly Meeting on May 8, 2023, a special meeting will be called.

- Vice Chair Schmidt indicated that he would put a placeholder on the calendar with the Board of Education for their meeting in May and asked if there was a packet of materials that would be available to present with the recommendation to the Board. He also stated he would coordinate with Member Perrin and Treasurer Jones to get the approved Board of Education resolution on City Council's schedule in June. Member Perrin stated that there were changes enacted this year that have resulted in longer lead times for the City Council agenda so the recommendation cannot be presented for the June agenda but can be included on the July agenda for City Council. Chairman Richards stated that another reason the recommendation to City Council will need to wait until July is that it will be accompanied by a request for a significant amount of funding for RSMP. Vice Chair Schmidt stated that, given the requirement for additional time, the recommendation to the Board of Education will occur at the June 27, 2023 meeting as opposed to the May meeting.
- Chairman Richards encouraged those RJSCB members who are not currently members of the RFP Committee to take part in the process in whatever way their time permits.
- Member Dudley reviewed the questions that were received from two potential respondents to the RFP with the responses that were reviewed by Board counsel and publicly posted. Chairman Richards explained that there may be more respondents as it was not a requirement to submit questions and that both potential respondents are credible and qualified. Chairman Richards stated that any Board member can request to take part in the review of the proposals.
- Chairman Richards offered the Members the opportunity to go into Executive Session to discuss any details surrounding the RFP selection process that should not be discussed publicly and there were no requests made by the Board.
- Treasurer Jones stated that the Board should begin to think about the work session with City Council that was discussed to occur in May and what will be presented. They are looking for an update on where things stand with Phase 3. Chairman Richards stated that the idea of the meeting was to bring City Council up to speed, in general, regarding what will be expected of them because, unlike the Board of Education, they have not been involved up to this point. Treasurer Jones will schedule the meeting.

ADJOURNMENT:

4:38 pm.