

Rochester Joint Schools Construction Board
Monthly Meeting Minutes
January 13, 2025
4:00 PM

Present - Called to Order by the Board Chair at 4:00pm

The Meeting was attended by Board Chair Thomas Richards, Vice Chair Jacob Scott, Treasurer Kim Jones (virtual), Ronald Gaither, Kabutey Ocansey (virtual, 4:12pm), Jesse Dudley, Shawn Farr (virtual), RCSD Superintendent Demario Strickland, State Monitor Jaime Alicea, General Counsel Ed Hourihan, State Finance Monitor Mark Potter (virtual), RCSD Chief Financial Officer Derrek Blair (virtual) and Board of Education President Camille Simmons (virtual, 4:21pm).

Approval of Minutes

Monthly Meeting held on December 9, 2024

Motion by Board Member: Ronald Gaither

Second by Board Member: Kim Jones

Approved 7-0

Action Item

Resolution 2024-25:31

2023-24 Audit Report Acceptance

Moved by: Ronald Gaither

Second By: Jesse Dudley

Adopted 7-0

Resolution 2024-25:32

Pay Requisition Summary Acceptance (January 2025)

Moved by: Jesse Dudley

Second By: Ronald Gaither

Adopted 7-0

Resolution 2024-25:33

Amendment to Closeout Watts Architecture & Engineering Step 2 Contract

Moved by: Jesse Dudley

Second By: Jacob Scott

Adopted 7-0

Resolution 2024-25:34

Insurance Requirements Waiver for SWBR Design Services (Wilson)

Moved by: Ronald Gaither

Second By: Kabutey Ocansey

Adopted 7-0

FUND BALANCE REPORT:

Chairman Richards asked consultant Kimberly Mitchell to review the details of the fund balance report for January. The budget report reflected a starting balance of \$1,299,918.73, resulting from a prior disbursement of \$1.2 million. After deducting the current pay requisition, the available balance is \$143,956.06. The total expenses

to date are \$5,339,042. To address ongoing project needs, the Board of Education has approved an \$8.4 million funding advance. Ms. Mitchell also mentioned that a request for the next advance from the District is forthcoming. At the February RJSCB meeting, an updated budget that includes recent procurements will be presented for approval, offering a more realistic representation of projected spending. This will be followed by a supplemental report that compares actual expenditures to the updated budget.

MEETING NOTES:

- Matt Montalbo from Drescher & Malecki, the auditor for the Rochester Joint Schools Construction Board, presented the annual audit results. The audit found no significant accounting policy changes, no difficulties in obtaining documentation and no disagreements with management confirming an unmodified (clean) opinion on RJSCB's financial statements for the fiscal year ending June 30, 2024.
- Chairman Richards requested that Program Director P  pin Accilien discuss the amendment to closeout Watts Architecture & Engineering Step 2 Contract. Mr. Accilien stated that the Board hired Watts to give technical assistance in the preparation of a plan for Phase 3 that was separated into two sections. Step 1 was concluded and Step 2, which was recently completed, entailed developing a mini master plan for the playfield at Edison. This stage included Board feedback as well as revisions made by their estimator. The final scope of work did not require the full contract value and Mr. Accilien presented a deductive revision to reduce Watts' final cost.
- Program Director P  pin Accilien discussed the Insurance Requirements Waiver request for SWBR Design Services. Their consultant, IDC Engineering, is requesting a partial waiver of two insurance items. First, they seek approval to utilize the industry-standard lower medical expense limit within their general liability policy. Second, they request permission to use a generic aggregate policy rather than a project-specific policy. The Board's insurance consultant, Lawley Insurance Services, evaluated this request and approved the policy limits proposed by SWBR and IDC Engineering.
- Independent Compliance Officer Brian Sanvidge discussed how Anchin's strict policies guarantee transparency and compliance with MWBE (Minority and Women-Owned Business Enterprises) and DBE (Disadvantaged Business Enterprise) goals on a construction project. Mr. Sanvidge added that Anchin uses an effective data collection and tracking system that involves maintaining a comprehensive database of certified firms, monitoring contractor plans, tracking subcontractor utilization and producing detailed monthly reporting with documentation. Anchin ensures compliance with MWBE and DBE goals through rigorous contract and payroll reviews, ensuring certified firms receive proper credit and accurate payments. Additionally, Anchin actively monitors change orders to ensure continued compliance with MWBE and DBE goals, working with contractors to develop corrective action plans as needed. This comprehensive approach ensures the project meets its goals while maintaining high standards of accountability and transparency.
- Program Director P  pin Accilien provided an overview of the key updates and next steps for the various construction projects. The revised Financial Plan submitted to the Office of the State Comptroller is awaiting feedback. Additionally, Mr. Accilien stated that the State Education Department (SED) has received the Program Verification reports for Wilson and MLK Junior School Number 9 and that Padilla at Franklin's report will be filed after the presentation to the RJSCB. Mr. Accilien stated that SED appears to require that each project submit a thorough preliminary submission to the State using their standard application, including facility needs assessments, building drawings and statistics from the District. The first project to be submitted with this process will be School 9 which will be submitted within the week.
- Mr. Accilien continued the Program Management report by presenting an update on the scheduled submissions for each project. Mr. Accilien shared that a kickoff meeting with SGH and the other engineers is planned for Edison Tech. Interviews for the Commissioning Agent, Construction Manager and Architect for that school are planned for January 23rd. Mr. Accilien added that the Project Labor Agreement (PLA) is still being discussed with Seeler and Lawley and a final decision from the RJSCB will be needed by April 30th.

- A brief review of the Program Verification report for Padilla School at Franklin was presented by Troy Williams of LaBella Associates. Mr. Williams outlined the key findings from site evaluations, infrastructure assessments and stakeholder meetings. The presentation covered space utilization, building conditions and necessary renovations to align with modern educational standards. Mr. Williams indicated that the total size of the campus does not meet minimum standards set by the State and will require a variance. The presentation highlighted the need for mechanical, electrical and plumbing system upgrades, as well as improvements in accessibility, classroom design and common areas. It was emphasized that this focus on essential systems aims to ensure the long-term sustainability and energy efficiency of the building, laying a strong foundation for future upgrades and renovations. Mr. Williams also addressed budget constraints and explained strategies for prioritizing renovations while staying within financial limits. The reconciliation of the Program Verification with the initial strategic plan, based on Building Aid Units (BAUs), resulted in a minor budget shortfall of approximately \$4 million which is not unusual at the concept stage for a project of this scope and size and is expected to be reconciled during the Schematic Design phase. The Schematic Design will be submitted to the Construction Manager on March 7th, followed by a reconciled estimate by March 27th. A design update will be presented on March 14th, and the Schematic Design will be submitted to the State Education Department (SED) for review on March 28th. SED is expected to complete its review by April 10th. These deadlines are crucial for maintaining the project's momentum.

ADJOURNMENT:

5:27 PM