

Joint Administrative Services Board
June 24, 2013 Regular Meeting 1:00 pm

At a regular meeting of the Joint Administrative Services Board held on Monday, June 24, 2013 at 1:00 pm in Berryville Clarke County Government Center Meeting Room AB, Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor; Berryville, Virginia.

Members Present

David Ash; J. Michael Hobert; Sharon Keeler; Michael Murphy; Chip Schutte

Members Absent

None

Staff Present

Bobby Levi; Randy Trenary; Tom Judge; Lora Walburn

Others Present

None

1. Call to Order - Determination of Quorum

At 1:03 pm, Chairman Schutte called the meeting to order.

Michael Murphy requested that the order of the meeting be revised to moving forward Item 5 to Item 3 and Item 4 to Item 3.

2. Approval of Minutes

David Ash, seconded by Sharon Keeler, moved to approve the May 20, 2013 meeting minutes as presented. The motion carried as follows:

David Ash	-	Aye
J. Michael Hobert	-	Absent
Sharon Keeler	-	Aye

Michael Murphy - Abstain
Charles "Chip" Schutte - Aye

J. Michael Hobert joined the meeting at 1:05 pm.

3. VaCORP/VSBA Insurance Merger

Mike Murphy provided an update on the VaCORP / VSBA Insurance merger.

- VSBA insurance has folded.
- VACORP picked up all VSBA's accounts; however, the School divisions may select an insurance carrier of their choice.
- Last week, Mike Murphy and Randy Trenary met with Chris Carey of VaCORP.
- The School Board's Finance Committee met today to review the VaCORP proposal that was found to be satisfactory and sufficient and offered better value than the VSBA pool.
- Premium is approximately \$20,000 less and includes student accident insurance, cyber risk, as well as other types of risk management.
- The Finance Committee is recommending that the School Board approve the insurance package effective July 1 for the FY2014 school year.

4. Other Technology Governance Issues: Training, Fiber Backbone Update, Building Automation Procurement.

Building Automation / Energy Management

Bobby Levi, Maintenance Director, and Randy Trenary, Director of Operations, joined the Board to discuss building automation and energy management. Highlights of the discussion include:

- Currently, operating TAC system; Siemens system in the high school, Honeywell system designed by Blauch Brothers in the BCCGC.
- Long-term goal is to reduce the number of operating systems preferably to one.
- BACNet:
 - o The Schools will be soon be presenting to the Board of Supervisors a request for a BACNet protocol including server, software and programming, an industry standard designed in 1998.

- The Schools believe it is prudent to purchase BACNet, which is a non-propriety system that will run the new D.G. Cooley Elementary School.
- Other pieces of equipment can be migrated to the BACNet server. The server will coordinate up to 40 different functions such as: entry door points, HVAC, lights, etc.
- System can be programmed to work with other programs including Siemens, TAC and Honeywell.
- System is recommended by LPA, the mechanical, electrical, plumbing contractor for RRMM.
- Initial installation is recommended to control the energy at the remodeled D.G. Cooley Elementary School.
- Estimated initial cost is \$50,000: \$20,000 for the server and all related accessories and peripherals; \$15,000 for programming; \$15,000 for the software.
- Energy Management system cost was not a budgeted expenditure in the original construction project. The Schools believe this is the best plan to begin the eventual migration to a single platform.
- The Schools must design the scope of work.
- Integration of other systems and facilities into energy control system:
 - Goal is to have real-time access on varied devices to control all systems.
 - Staff recommends moving to a non-propriety system, such as BACNet.
 - Clarke County is now large enough to manage its own systems.
 - Communications between the different vendors further complicate the issues.
 - Integrating with TAC is not recommended by Bobby Levi.
 - New high school: Siemens has a better set of controls than TAC but is not as user friendly as the BACNet system. The HVAC has controls; but there are no controls on the boilers. The card system reader is on a separate system by Simplex Grinnell.
 - Anticipate integrating Johnson Williams Middle School and Boyce Elementary into the new protocol as components are replaced. The annual service contract for the Simplex Grinnell alarm system at Johnson Williams Middle School is \$10,000; system inspection is an additional \$4,500.
 - The cost to perform recent repairs at new Clarke County High School was \$9,000 for 3 people for 3 days. With control of our own energy management system, such costs could be avoided.

- Telephone support from TAC for system control issues costs approximately \$125 per call.
- The Board of Supervisors requires a clear understanding of what is being requested and why it makes sense; and when the Schools submit its request, it should include:
 - The estimated cost to include at D.G. Cooley.
 - The estimated payback for D.G. Cooley.
 - Providing explanation that D.G. Cooley is a test case for a system that has the potential to have portability to another building.
- Mike Murphy suggested a needs study of every building and facility in the County to determine potential savings through the implementation of building controls.
- Tom Judge put forth the Circuit Courthouse that currently has no system but has the capability to add some controllers.
- Tom Judge commented that the County had implemented integrated security systems and energy control systems but standards changed over time and the County was burned.
- Bobby Levi advised that there are controlled thermostats in most of the courtrooms and the bigger rooms surrounding them that are working fairly well; however, maintenance staff, needed to monitor and maintain, is limited.
- Mike Hobert concluded that this matter would be discussed next at the July 8, 2013 Board of Supervisors Finance Committee meeting. He asked Bobby Levi and Mike Murphy to attend the meeting.

Bobby Levi and Randy Trenary left the meeting at 1:50 pm.

Following discussion of training, fiber backbone and the ERP project, the Board returned to finalize the energy control discussion, **David Ash, seconded by Sharon Keeler, moved to endorse the concept of energy control. The motion was approved by the following vote:**

David Ash	-	Aye
J. Michael Hobert	-	Aye
Sharon Keeler	-	Aye
Michael Murphy	-	Aye
Charles "Chip" Schutte	-	Aye

Training

- Tom Judge met with Dave Baggett and Gordon Russell to discuss training needs. Both agreed that the training needed is one-on-one, department specific. This training could be accomplished by proficient staffers going into individual department and show them how they could improve through technology.
- Additional training focus areas: email, calendaring, productivity software, website updates, etc.

Fiber Backbone

- ComCast is the County's cable provider and the process has been prolonged. ComCast representative has come to many meetings but has no authority to come to decisions or solutions.
- ComCast is not interested in renewing the dark fiber lease at anywhere near what the County is currently paying.
- Cost of installing our own cable is extremely expensive and is not an option.
- Shentel has been identified as an alternative cable provider.
- Shentel has fiber already installed in several places that meet the County's needs including the Town of Boyce.
- Shentel knows that it would be competing with ComCast and seems eager.
- Shentel may be willing to lease dark fiber.
- Shentel may be looking to partner with the County for equipment siting.
- Microwave is an alternative to certain pieces requiring sight from tower to tower. It would solve the Sheriff's radio dispatch issues. It does not have the ability to address data issues.
- The County has a year left on the ComCast lease; and if renewed, the cost for data service will be 10 times more for 1/10th capacity.
- Tom Judge will follow up with Gordon Russell on the ComCast lease to determine if notice is required and about potentially burying on school property.
- Mike Hobert stated that the County needs to look at all its options.

5. ERP Project Update

Review project timeline. Meeting with CIT, Karen Jackson, Joe May. Concurrent projects.

- Tom Judge demonstrated the Wrike project management software including:

- Email set up
- ERP Teams
- Supporting documentation
- Timeline/Milestones
- Mike Murphy issued a challenge to his fellow users to maximize system effectiveness by becoming more familiar with the program. He further advised that David Baggett tendered his resignation effective June 30.

Mike Murphy was called from the meeting at 2:55 pm.

Mike Murphy rejoined the meeting at 2:57 pm.

Next Meeting

While there are no meetings scheduled for July or August; the Board agreed to add a meeting in August if necessary.

Adjournment

At 2:58 pm, Chairman Schutte adjourned the meeting.

Minutes Recorded and Transcribed by Lora B. Walburn