



AGENDA

**JOINT WORK SESSION & SPECIAL CALLED MEETING
BOARD OF SUPERVISORS & SCHOOL BOARD
BEDFORD AREA WELCOME CENTER**

NOVEMBER 9, 2017

5:00 P.M. JOINT WORK SESSION WITH THE SCHOOL BOARD

- a.** Discussion regarding the FY2019 to FY2023 Capital Improvement Plan
- *Staff Presentation by Deputy County Administrator Reid Wodicka*

Adjournment of Joint Work Session

Break for dinner

SPECIAL CALLED MEETING

- (1) Call to Order**
- (2) Moment of Silence**
- (3) Pledge of Allegiance**
- (4) Approval of Agenda**
- (5) Action & Discussion Items**
 - a.** Discussion and Possible Action regarding Enterprise Resource Planning (ERP) system procurement. (*Resolution #R110917-02*)
 - *Staff Presentation by Fiscal Management Director Susan Crawford*
 - b.** Consideration of a request from the Department of Public Works to award the construction contract for Phase II of the Administration Building renovations. (*Resolution #R110917-01*)
 - *Staff Presentation by Public Works Director Sheldon Cash*
- (6) Board Member Comments**
- (7) County Attorney Report**

(8) County Administrator Report

- a. Closed Session pursuant to Section 2.2-3711 (A) (3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

(9) Board Calendar and Reminders

- November 27 – Regular Meeting at 7:00 pm
- December 11 – Regular Meeting at 7:00 pm (Work Session from 5:00 – 6:30 pm)

Adjournment of Board of Supervisors Meeting

5:00 P.M. – JOINT WORK SESSION

Board of Supervisors: Curry Martin, Chairman, District 2; Bill Thomasson, Vice-Chairman, District 1; Steve Wilkerson, District 3; John Sharp, District 4; Tommy Scott, District 5; Andy Dooley, District 6; and Kevin Willis, District 7

County Staff: County Administrator Carl Boggess, County Attorney Patrick Skelley, Deputy County Administrator Reid Wodicka, Fiscal Management Director Susan Crawford, Public Works Director Sheldon Cash, and Executive Assistant Brigitte Luckett

School Board: Gary Hostetler, Chairman, District 4; Julie Bennington, Vice-Chairman, District 5; Richard Downey, District 1; John Hicks, District 3; Jason Johnson, District 2; Susan Falls Kirby, District 6; and Martin Leamy, District 7

School Staff: Superintendent Doug Schuch, Cherie Whitehurst, Mark Blankenship, Ryan Edwards, Caroline Wray, Timothy Overstreet, Susan Mele, Tony Francis, Randy Hagler, Sara Staton, Fred Conner, Mac Duis, Edward Hoisington, David Turner, and Sherry Ratliff

Mr. Curry Martin, Chairman of the Board of Supervisors, welcomed everyone to the work session and turned the meeting over Deputy County Administrator Reid Wodicka for an overview of the recommended FY2019 to FY2023 Capital Improvement Plan (CIP).

Dr. Wodicka noted that it is important to understand our financial capacity and prioritize our more pressing projects. He stated that the CIP being reviewed this evening consists of \$76.8 million in expenditures, \$75.1 million of which is in the General Fund. He also noted that he would present two funding strategies later in the meeting for the group’s consideration, as well as a review of the “Guiding Principles” which have been developed to screen projects that are proposed for inclusion in the CIP.

Dr. Wodicka then gave an overview of the County’s present financial position, which is currently strong due to years of solid conservative management and some growth in revenue. He also spoke to the

unassigned fund balance (\$18.8 million) and the existing debt service obligation, which he noted will not deviate from the current schedule unless the County chooses to assume more debt. Dr. Wodicka then reviewed the planning projects, equipment purchases, establishment of revenue funds, and construction and maintenance upgrades, as well as the “priority areas” and “functional areas” used to help determine what should be included in the CIP. He reiterated during his presentation that the intent behind the CIP is to, as best we can, maintain current tax levels and debt. Dr. Wodicka then reviewed two proposed funding options for the CIP projects, with members from both Boards noting they would like to see a third funding strategy that possibly combined some aspects of the first two options. Throughout the overview, he answered clarifying questions from both Boards; the presentation was followed by a brief discussion of the projects. The Board of Supervisors requested more time to absorb the information provided this evening before making any funding decisions.

The work session was adjourned by Chairman Martin at 6:40, and the Board of Supervisors took a short break. The School Board left to reconvene at the School Board office for their regular meeting.

SPECIAL CALLED MEETING

Board of Supervisors: Curry Martin, Chairman, District 2; Bill Thomasson, Vice-Chairman, District 1; Steve Wilkerson, District 3; John Sharp, District 4; Tommy Scott, District 5; Andy Dooley, District 6; and Kevin Willis, District 7

County Staff: County Administrator Carl Boggess, County Attorney Patrick Skelley, Deputy County Administrator Reid Wodicka, Fiscal Management Director Susan Crawford, Public Works Director Sheldon Cash, and Executive Assistant Brigitte Luckett

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- (1) Chairman Martin called the meeting to order and welcomed those in attendance.
 - (2) Chairman Martin asked the room to observe a moment of silence.
 - (3) Chairman Martin led the room in the pledge of allegiance.

(4) Approval of Agenda

Vice-Chairman Thomasson made a motion to approve the agenda as presented.

Voting yes: Mr. Martin, Mr. Thomasson, Mr. Sharp, Mr. Scott, Mr. Dooley and Mr. Willis

Voting no: None

(5a) Fiscal Management Director Susan Crawford addressed the Board regarding the Enterprise Resource Planning (ERP) system procurement, noting that this request was discussed at the last meeting of the Board.

Supervisor Dooley made a motion to approve Resolution #R110917-02.

WHEREAS, the County's Tax and Financial software is over 20 years old, with the end of life for the financial software December 31, 2017, after which time it will no longer be supported; and Community Development's Permits Plus software is approximately 15 years old and is no longer supported, and

WHEREAS, over the past year, County staff has worked with Soft Resources, a software consultant, to assist in determining our software needs, develop a Request for Proposal (RFP), and evaluate the RFP responses, vendors and software, and

WHEREAS, the County staff and the software consultant evaluated six proposals and chose to have software demonstrations by two vendors, Tyler Technologies and Edmunds & Associates, and

WHEREAS, County software users from all departments participated in demonstrations and evaluated each vendor's software, and

WHEREAS, Staff concurs that Tyler Technologies offers a robust, state-of-the-art system that will greatly improve the County's business processes. As the County continues to grow, this software will grow with us. Furthermore, Tyler Technologies is well-versed in Virginia government and, as such, many of the County's complexities have already been addressed in the Munis/Energov system, and,

WHEREAS, The estimated project cost of the project is \$1,800,000, with \$617,264 of that being the License cost and the remaining implementation costs. Implementation costs will vary based on the years of data conversion, County staff assistance and Tyler Technologies implementation services. Both Tyler Technologies and County staff believe that we will not incur all of the implementation costs quoted, now

BE IT THEREFORE RESOLVED, that the Bedford County Board of Supervisors does hereby award the contract for an ERP system to Tyler Technologies, in an amount not to exceed \$1,800,000.

Voting yes: Mr. Thomasson, Mr. Wilkerson, Mr. Dooley and Mr. Willis

Voting no: Mr. Martin, Mr. Sharp, and Mr. Scott

Motion passed.

(5b) Public Works Director Sheldon Cash addressed the Board with a request to award the construction contract for Phase II of the Administration Building renovations. Before discussing this request, Mr. Cash introduced Mr. Stephen Shrader, the new General Properties Manager in the County's Maintenance Department. Mr. Cash then gave a brief review of the Phase I and Phase II renovations, noting the low bid was received by Owen's Building and Remodeling; this is the same contractor who completed Phase I. Negotiations brought the low bid down from \$198,000 to \$180,000; with additional construction expenses for project contingency, vinyl flooring, and painting, the estimated total project cost is \$215,000. The Public Works Committee has reviewed this request and is recommending approval. Mr. Boggess noted this project will add badly needed conference rooms, a storage room, and four more offices for Fiscal Management. It will also repair the floor that was previously too dangerous to walk on.

Supervisor Sharp made a motion to approve Resolution #R110917-01.

WHEREAS, the former Human Resources area located on the 2nd Floor of the County Administration building is in need of structural repairs and renovations; and

WHEREAS, the Board established CIP funding for this project for the FY 2017-2018 budget; and

WHEREAS, Owen Building & Remodeling Inc. of Bedford, VA submitted a low bid of \$180,000; and

WHEREAS, project contingency, vinyl flooring, and painting, will be an additional construction expense, bringing the total estimated project cost to \$215,000; and

WHEREAS, funds are available within the County Buildings CIP and Flooring Reserves CIP; and

NOW, THEREFORE, BE IT RESOLVED, by the Bedford County Board of Supervisors that the Board authorizes the execution of a contract with Owen Building & Remodeling, Inc. to facilitate the renovations of the former Human Resources office area located on the 2nd Floor.

Voting yes: Mr. Thomasson, Mr. Martin, Mr. Wilkerson, Mr. Sharp, Mr. Scott,
Mr. Dooley and Mr. Willis

Voting no: none

Motion passed.

(6) Board Member Comments

Supervisor Dooley asked if the construction on the new Liberty Middle School was proceeding budget and on schedule. Supervisor Sharp and Mr. Boggess stated there has not been a meeting by the School Construction Committee meeting recently, but Mr. Boggess said he would arrange a meeting for an update.

In response to a question from Supervisor Scott, Supervisor Dooley said the school is slated to open August 2018. Mr. Boggess said he is not aware of a penalty clause in the contract if the school is not finished on time.

(7) County Attorney Report – none

(8) County Administrator Report

(8a) Supervisor Scott made a motion to go into Closed Session pursuant to Section 2.2-3711 (A) (3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Voting yes: Mr. Thomasson, Mr. Wilkerson, Mr. Martin, Mr. Sharp, Mr. Scott,
Mr. Dooley, and Mr. Willis

Voting no: None

Motion Passed.

Supervisor Scott made a motion to come out of closed session.

**Voting yes: Mr. Thomasson, Mr. Wilkerson, Mr. Martin, Mr. Sharp, Mr. Scott,
Mr. Dooley, and Mr. Willis**

Voting no: None

Motion Passed.

WHEREAS, the Bedford County Board of Supervisors has convened a Closed Meeting, pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, §2.2-3712 of the Code of Virginia requires a certification by the Bedford County Board of Supervisors that such closed meeting was conducted in conformity with Virginia Law.

NOW, THEREFORE BE IT RESOLVED, that the Bedford County Board of Supervisors does hereby certify that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting was heard, discussed or considered by the Bedford County Board of Supervisors.

MEMBERS:

VOTE:

Curry Martin, Chairman	Yes
Bill Thomasson, Vice Chairman	Yes
Steve Wilkerson	Yes
John Sharp	Yes
Tommy Scott	Yes
Andy Dooley	Yes
Kevin Willis	Yes

(9) Board Calendar & Reminders

County Administrator Carl Boggess noted the following upcoming meetings: November 27 – Regular Meeting at 7:00 pm; December 11 – Regular Meeting at 7:00 pm (Work Session from 5:00 – 6:30 pm)

Chairman Martin adjourned the Special Meeting at 7:30 pm.