

**Olentangy Development Committee Meeting**  
**December 5, 2012 @ 7:00 p.m.**  
**Olentangy Administrative Offices**

**In attendance for the Development Committee were:**

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|--|--|
| <input type="checkbox"/> Antronica, Anthony          | <input type="checkbox"/> Lewis, Tony               |
| <input checked="" type="checkbox"/> Au, Ralph        | <input type="checkbox"/> Muharrem, Gurgun          |
| <input type="checkbox"/> Fenske, Chuck               | <input type="checkbox"/> Oliver, Gene              |
| <input type="checkbox"/> Frash, David                | <input type="checkbox"/> Reiner, Charles           |
| <input checked="" type="checkbox"/> Fuller, Robert   | <input type="checkbox"/> Schroeder, Mark           |
| <input checked="" type="checkbox"/> Hart, Bob        | <input checked="" type="checkbox"/> Schuette, John |
| <input type="checkbox"/> Jacobs, Marty               | <input type="checkbox"/> Sebach, Gary              |
| <input checked="" type="checkbox"/> Jurawitz, Sharon | <input checked="" type="checkbox"/> Seils, Rich    |
| <input type="checkbox"/> Kroskie, Kelly              | <input checked="" type="checkbox"/> Thomas, Ron    |
|  | <input type="checkbox"/> Vasbinder, Mike           |

Also in attendance were Stacy Dunbar (BOE Representative), Jeff Gordon, Keith Pomeroy, and Michelle Murphy (Administrative Minutes).

Ralph Au called the meeting to order and asked for a motion to approve the agenda and minutes.

**John Schuette moved and Robert Fuller seconded the motion to approve the agenda. Motion carried.**

**Rich Seils moved and Ron Thomas seconded the motion to approve the minutes of the November 7, 2012 meeting. Motion carried.**

***Enrollment Projections***

Ralph Au advised the Committee that a presentation pertaining to enrollment projections was provided to the Board of Education (BOE) at the November meeting. The presentation revealed that the ten year enrollment projections currently did not exhibit the need for new schools at this time. However, it was determined that when middle school and high school enrollment numbers peak, accommodating the influx of students within our current school buildings (during the peak years) will be challenging.

Enrollment “capacity” was also further assessed at the November 2012 BOE meeting. Previously, “capacity” numbers had been generated or assigned by “type” of school (ex: elementary school, middle school, or high school). The newest discussion addressed that enrollment capacities in the future may need to be generated and assigned to each individual site based on its physical amenities and academic uses. As a result, enrollment “capacity” in the future may vary from elementary school to elementary school or from middle school to middle school.

Findings from the Project 2020 report (which also reviews enrollment projections and research) are still pending. The findings from the Project 2020 report should be available in January of 2013. More discussion will result pertaining to school capacities once the Project 2020 findings are revealed.

Jeff Gordon advised that once the Project 2020 research is obtained, that a variety of options would be able to be considered. The options varied from shifting grade levels into the existing elementary and middle school buildings during the peak years, to relocating the administrative offices (so that Shanahan Middle school could increase its class space), to leasing existing office or building spaces within the District during the peak years.

In doing so, it would be important to keep in mind that the needs of the District may be extremely different on the east side of the District when compared to the needs of the District on the west side. It was also important to know that changes may impact some schools, yet other schools may experience little to no change.

Currently, the OLSD Administration was reviewing multiple existing properties for various potential uses. Properties in consideration would need to satisfy the District's needs for both space and academics. Jeff advised the Committee that he would be walking some of the potential properties in the near future and that Development Committee members were welcome to attend. Possible site visit dates for December were discussed and are pending confirmation.

### ***Energy Conservation***

Jeff Gordon presented to the Committee a draft of a job description for a proposed "in-house" Energy Conservation Specialist for the District. The Committee had previously requested the job description after a previous energy conservation presentation provided by Energy Education. At the conclusion of the presentation by Energy Education, the Committee had determined that the District may benefit from increased energy conservation and tracking practices, but that it would most likely be more cost efficient to bring these services "in-house" than to contract them out externally.

Jeff advised that several Committee members had been included in the drafting process of the job description and that the initial feedback was that the document was comprehensive and addressed the criteria previously discussed for the position by the Committee. Jeff requested that the remaining Committee members review the job description and provide any additional criteria prior to the next Committee meeting. Ralph Au requested that approval of the job description be placed on the agenda for the January Committee meeting to be considered for final approval. The Committee also requested the energy savings results from the summer HVAC improvement projects. Jeff Gordon advised that punch-out items relevant to the HVAC equipment was still being completed with Greg Topp from Roger Fields and Associates. He advised that until this process was completed and better tracking software implemented that it was premature to present any findings from these improvements. The Committee discussed that it might be beneficial to defer the collection of this information until some energy conservation tracking software was procured and implemented.

Jeff explained to the Committee that research on energy conservation software had been completed in the month of November. A representative from Jeff's office (Michelle Murphy) advised the Committee that nineteen different software products had been reviewed for potential

use by the District. Most of the products available lacked the power or versatility to perform the tasks that the Committee was requesting. Only eight of the software products were found to have some advanced ability to normalize for weather or cost changes. Only 3-4 of the products appeared to be a step-up from basic spreadsheets or to have advanced reporting capabilities. Of all nineteen products, only two software products appeared to have the criteria that Committee was seeking. The products are Energy Cap and Utility Manager Pro.

**Energy Cap** has three energy conservation and tracking products. The products are Energy Cap Pro, Energy Cap Enterprise, and Energy Cap Express. Regrettably, at this time all three Energy Cap software products are unavailable to school districts nationally due to an agreement between Energy Cap and Energy Education (dba Cenergistics). Energy Cap believes that the "Express" product might be available to school districts in 2013 (without a consulting agreement), but is uncertain at this time.

Regardless, the cost for the Energy Cap Express product is based upon the number of "meters" or utility bills/accounts tracked. The more meters/bills tracked, the more costly the monthly fee to use the software is. Standard pricing for Energy Cap Express tops out at 250 meters and is currently \$368.00 per month. We estimated that if OLSD tracks electric, gas, water, sewer, trash, and recyclables that we are already at approximately 220-230 meters/utility accounts. Therefore, it is felt that regardless of the product's availability that we may already be "out-growing" the capabilities of this product for our needs. Additionally, the product/technical support from this company (without contracting Energy Education) seemed to be minimal.

**Utility Manger Pro** is a server based energy conservation and tracking product. The product is sold and supported by California based Utility Management Services (which has been in business for 30 years). The software tracks up to 2500 meters/accounts, normalizes for cost and weather, has a large variety of reporting capabilities, and can import or export a wide variety of data in and out of the program. The software is purchased for a "one-time fee" up-front, has no annual licensing fees, and offers reasonable fees to renew tech-support annually if needed. Currently, the Granville Board of Education, Columbus City Schools, and the Kroger Corporation are utilizing Utility Manager Software in our area.

Jeff Gordon's team attended a web demonstration of the Utility Manager Pro product the first week in November. The software was found to be versatile, user-friendly, and to have a large variety of budgeting and reporting capabilities. OLSD would have the ability to track electric, gas, water, sewer, trash, recycling, and additional services with Utility Manager Pro. Furthermore, it was felt that the company selling the software was very knowledgeable and had strong technical product support services. One of the partners for the company answers the telephone regularly and presented the web demonstration himself. It was believed that their company, as well as their software, would be a valuable resource for OLSD.

Several Committee members electronically viewed information specific to the Utility Manager Pro software, company, and pricing on the product's website. The product information and pricing on the site was found to be comprehensive and straight forward. The Committee advised that the Utility Manager Pro product appeared to be powerful, yet reasonably priced.

Pricing for several other products was discussed with the Committee. In reviewing all options presented, the Committee felt that there was no need to further delay a decision pertaining to the energy conservation software.

**Ralph Au asked for a motion to proceed forward with the final quote and purchase for the Utility Manager Pro Software.**

**Sharon Jurawitz moved and Ron Thomas seconded the motion. All members in attendance were in support of the motion, no members were opposed. Motion Carried.**

### ***Capital Improvements 2013***

Jeff Gordon provided an update to the Committee pertaining to 2013 Capital Improvement planning. He advised that the HVAC/ventilation improvements originally planned for Liberty High School had been removed from the list. It was determined that the cost savings from this improvement would be minimal. As a result, the funds allocated for this project were redistributed to other HVAC projects and also the funding for asphalt/concrete improvements. An updated 2013 Capital Improvements budget will be sent to the Development Committee members and it is also being reviewed on the agenda for the December Board of Education meeting.

Previously, Ron Thomas, Bob Hart, and Rich Seils advised that they would like to participate in random OLSD building walks/inspections with Jeff Gordon. Ralph Au, Sharon Jurawitz, and Stacy Dunbar would also like to be added to the invitation list to participate on these walks. The first walk is anticipated to be scheduled for the third week in January. The location and time will be announced closer to the date of the walk.

### **Capital Improvement Planning**

Jeff Gordon addressed the Development Committee regarding the services of Acquisitions Logistics Engineering (ALE). He advised that OLSD was in receipt of a list of information needed by ALE regarding the District's mechanical equipment. He explained that the information needed by ALE was very comprehensive and would take some time to collect. Some of the information is being extracted from the District's maintenance program (Micromain). Other data will need to be gathered manually. The process is anticipated to be time consuming and could take several months. Data will be provided as it is available.

Jeff also advised the Committee that he and his staff were in the process of reviewing Capital Improvement planning software. They attended a web demonstration for Micromain Capital Improvement Planning software. The software was found to be old, cumbersome, and not very versatile. Additionally, the over-all support from this company has been found to be lacking recently on many levels. This was not a product that would be recommended for use at this time. Jeff advised that the Capital Improvement planning software supported by School Dude had not yet been researched, but would be reviewed. He advised the Committee that there were many large projects being reviewed simultaneously. He stressed the importance of maintaining focus, working efficiently/smart, and using consultants selectively.

Jeff additionally revealed to the Committee that his team was currently compiling information pertaining to capital improvement planning (for 20-25 year projections) into spreadsheets. He explained that roofs, asphalt, and video surveillance were the first areas of concentration for this data. He advised that the roof component of this data was almost complete and that we would continue to use the spreadsheets for tracking until suitable software could be located.

## **Non-Traditional Projects**

All projects are currently status quo with no additional information available at this time. It is anticipated that it will be later in 2013 before any new information is generated by any of these projects.

## **Development Committee Organization for 2013**

Ralph Au agreed to act as Chairman of the Development Committee for 2013.

Rich Seils agreed to act as Chairman of the Long Range Planning Subcommittee for 2013.

Marty Jacobs was confirmed as Chairman of the Technology Acquisition Subcommittee for 2013.

Robert Hart agreed to act as Chairman of the Facilities Acquisition and Maintenance Subcommittee for 2013.

Ralph Au advised that Kelly Kroskie would not be able to participate on the Development Committee in 2013. Ralph asked Michelle Murphy to reach out to Development Committee members not in attendance to confirm their participation for 2013. Michelle will submit the revised participant rosters for BOE agenda for review at the January 2013 BOE meeting.

Ralph advised current members that we are always looking for new members. He also asked the current members to advise the Committee of their areas of professional expertise so that the Committee may pull from its areas of strength on applicable projects in the future.

The 2013 Development Committee meeting schedule was reviewed and approved by members in attendance.

## **Influencers Update**

Multi-Family Housing Developers and proposed developments remain the primary external influence on OLSD at this time. The Retreat condos previously proposed for the Old State/Powell Road area are now being proposed as apartments in lieu of condos. Jeff's office will continue to track multiple apartment and condo projects as they progress through the planning and zoning processes in Powell, Westerville, Liberty Township, and Orange Township.

## ***Future Agenda Items***

Ralph Au would like to address approval of an Energy Conservation Specialist for the District.

Ralph Au asked for a motion to adjourn the meeting.

**Robert Fuller moved and Rich Seils seconded the motion to adjourn the meeting at 8:37 p.m. Motion Carried.**

The next meeting is scheduled for Wednesday, January 2, 2013.

Respectfully submitted,  
Jeff Gordon