

Agenda & Meeting Minutes

Meeting Date:	January 7, 2008	Meeting No:	3
Project Name:	Ellis County Bond Oversight Committee		
Project No:		Current Bldg/FI:	
		New Bldg/FI:	

Attendees:	Name	Appointed by:	Present		Name	Appointed by:	Present
	Cathy Altman	Judge	Y		Cheree' Barrett	Comm. 1	Y
	Jimmy Boon	Comm. 2	N		Larry Burns	Comm. 2	Y
	Ken Chambers	Comm. 3	Y		Scott Jackson	Comm. 3	Y
	John Knight	Comm. 4	N		Bill Lewis	Comm. 2	Y
	James Moon	Comm. 4	N		Charlie Morton	Comm. 4	Y
	Roy Orr	Judge	Y		Tommy Rossa	Comm. 3	N
	John Tabor	Judge	N		John Wyckoff	Comm. 1	Y
	Doug Young	Comm. 1	Y				

CC:	Name	County Employee	Y		Name	County Employee	N
	Diana Buckley	County Employee	Y		Ann Montgomery	County Employee	N
	Joe White	County Employee	Y		Jon Vidaurri	Staubach	Y
	W. Lee Auvenshine	County Employee	N				

Next Meeting:	April 7, 2008	Prepared By:	Cheree' Barrett
Date/time/place:	6:30 2 nd FI Courthouse	Date Distributed:	1/18/08

Agenda Items

- Introductions, Roles and Responsibilities
- Budget
- Accomplished to date
- Next Steps

Key Meeting Notes & Decisions

Conducted Roll Call. Those present are noted above. We also had the following visitors: Johnny Brown, County Investigator and candidate for Sheriff, Steve McKinney, candidate for Sheriff, Commissioner Bill Dodson and Wayne Turner, candidate for Republican Party Chairman.

Jon Vidaurri explained that the agenda items were left from last meeting so we could see again what was projected to be done and compare with the time line, again distributed, for items completed and progress on projections from October meeting.

Any misrepresentations or incorrect statements or action items must be brought to the immediate attention of the individual preparing these notes listed above.)

Chairman Roy Orr called the meeting to order at 6:30 pm. We had the roll call for attendance and recognition of visitors. Jon Vidaurri was recognized and took us through the agenda covering the roles and responsibilities.

We covered the accomplishments since our last meeting October 1, 2007. Beginning with #17 where the RFQ responses were received from 7 firms for construction management. Staubach prepared a short list and selected 3 for interviews. Balfour Beatty was #1. Yates & Thomas and S. Byrne were the other 2. After the oral interviews Balfour Beatty was selected. This was based mainly on the number of jails that have been completed. Construction Management team was presented with individuals participating with strengths in courts, parking garage and jails as the main interest. The question was asked as to when this would be presented to commissioners? Anticipated timeframe is 4 weeks. The actual names of the people who will be involved are to be attached to the contract. Another question of whether the oral interviews were recorded? No. Scoring sheets were kept from selection process and they allowed for comments to be added at the end. Additional question of whether there are any ties with the company to anyone in Ellis County Government? The candidates were not asked that question specifically but from the interview process nothing was noted. Joe commented that even company in third place was an excellent company so the additional experience with company that was in first place made everyone feel comfortable. The questions were written in such a way as to bring those experienced with courts and jails to the top of the selection process. Roy asked that Jon check with jail standards to see if any reports have been filed on the Balfour Beatty. Larry asked if there would be an additional review of the documents. That hasn't been planned. The county is using the district attorney staff to review the documents. Cathy asked which forms were used. 1997 forms were used and made modifications. Everyone felt more comfortable with that document. City of Waxahachie didn't have any corrections but Staubach & the County made modifications and they have been approved.

#18 Same process as #17 Acuity and Stravis were on the short list. Stravis was in the #1 position. Jon said they planned to have this to commissioner's court at the next meeting. Joe said it is a master plan and will help merge the other county buildings regarding IT needs.

#19 was already covered. A&E contract has been reviewed and they are in the final process of contract review and approval with HDR Architects.

#20 Surveying has already been conducted on the county owned site and existing jail parking lot. Topographic survey sent to consultants to review the flood plain and standing water. Cost will be shared equally between the City of Waxahachie and Ellis County.

#21 The Sheriff's department representatives went to the Collin County jail on a tour. They are about to expand and liked working with HDR. Roy asked if 911 center could tie into Collin County. Collin County is in the process of expanding the scope to upgrade and enlarge the 911 center at present. The group plans to also visit the jail in Galveston. Roy asked if we could keep the candidates for Sheriff informed so they could have input as needed. Roy also asked Ann to ask the Commissioners at the next meeting if this could be allowed.

#22 All interviews and verifications of the master plan programming by HDR Architects are complete and are in the process of finalizing space needs and requirements. A call is being made to the Texas Jail Commission to be sure everything is ok prior to putting this to paper. The Commission has the final say on the schematic design. Roy asked how many cities in Ellis County have their own jail. Ennis, Red Oak & Midlothian. Is it possible that the county might contract with the cities to handle all jail services for the county as well as every city within the county? It could possibly be a way to save money.

Meeting adjourned at 7:35 pm.

Action Items

Item #	Item & Status	Resp Team	Resp Person	Date Needed	Priority
1.	Get geotechnical firm to do boring for what is beneath ground level. Only a small amount to get new one done based on previous problems. Old report is not being thrown out since there wasn't a problem with the report. Some of the land could possibly be held for future needs.	Staubach	Jon		1
2.	Material testing on sight. This is a common and standard test to determine soil fill, concrete, brick mortar, etc. Every sample will be tested by a 3 rd party. Reports should be sent to construction co., owner, Staubach, architect. Checks and balances have been established. There will be a website that will have the report log and testing log. The chosen lab will answer to the county not the contractor.	Staubach	Jon		1
3.	Present final site plan & bldg placement to Commissioners Court	Staubach	Jon	By 2/1/08	1
4.	Begin schematic design & site plan	Staubach	Jon	By 2/1/08	1
5.	Add Construction Manager to the design team for cost analysis/feedback throughout the design process. Checking for eco-friendly will be reviewed by architect and those measures will be included as can without add'l cost. Specific are concerned with the jail and using chilled water, cutting back on electric bill, etc. Possibly motion sensor lights. Same procedure for the Technical Consultants for the Technology Master Plan	Staubach	Jon		1
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15.					

Completed Items

Item #	Item & Status	Resp Team	Resp Person	Date Needed	Priority
1.	Met with City of Waxahachie to establish roles, responsibilities, etc. Reviewed schedule, budget, task list, met project coordinator, set regular meeting schedule				
2.	Finalize real estate acquisition				
3.	Meet with county financial advisor & provided cash flow analysis				
4.	Established Architect/Engineer selection committee (includes City of Waxahachie and Sheriff's dept.)				
5.	Architect and Engineer selection of HDR Architects				
6.	Commissioner's Court approved the county to enter into contract negotiations with HDR as required by the State of Texas				
7.	Established Bond Oversight Committee				
8.	Meet with Sheriff and Staff				
9.					
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11.					
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14.					

Question from Johnny Brown – Will this be a direct supervision jail or indirect? How many more people can be housed with indirect? Both have been presented – direct supervision showed more benefits but both will go to the commissioners. HDR has been involved to see how many cells can be counted for the future. Modular cells are being looked at.

Bill Dodson said he sat in on the briefing and debriefing interviews. He feels good about the process.

Jon explained the difference between direct and indirect as requested by Larry. Indirect is where the county employee sits in a room outside one where the prisoners are. This required additional halls, walls, doors, electronics, etc. Direct Supervision is where the sheriffs are in the room with the prisoners. They interact and conversations can be heard. 75% of new jails are direct. Also indirect has a headcount of 250 drafting floor plan and direct are 270+ drafting floor plan. Also fewer employees are needed.

Steve McKinney asked if we were just looking at what the county needs are or have we included beds for possible cities to bring prisoners. Issue is still open.