
MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County Policy Board

Meeting Date: August 8, 2008

Board Members Present: Henry Herwig, City of Coralville
Pat Harney, Johnson County Supervisor
Regenia Bailey, City of Iowa City
Lonny Pulkrabek, Johnson County Sheriff
Dave Wilson, Johnson County Emergency Management
Mike Wright, City of Iowa City

Board Members Absent: Tom Salm, City of North Liberty

Others Present: Jeff Davidson, City of Iowa City
Kevin Monson, Neumann Monson Architects

Minutes by: Kevin Monson and Bill Hoefler

1. Call to Order by Henry Herwig

- a. No alternate from City of North Liberty present.
- b. It was moved and seconded to approve the revised agenda. Motion carried unanimously.

2. Consider approval of July 7, 2008 meeting minutes

- a. It was moved and seconded to approve the minutes. Motion carried unanimously.

3. Public discussion

- a. None

4. Consider conducting a Peer Review

- a. It was moved and seconded to conduct a peer review of the construction plans and specifications as long as it does not delay the project schedule and the cost is reasonable. Motion carried unanimously.
- b. Jeff Davidson will proceed with engaging a consultant to do the peer review.

5. Consider setting a public hearing for August 22, 2008 on approval of plans and specifications for bidding, including publishing notice of hearing and placing plans on file for public inspection

- a. Neumann Monson will have updated cost estimate for the public hearing meeting.
- b. Plans and specs will be filed with the Iowa City Clerk on Monday 8/18/08; the notice should be published by the City in the paper on Monday 8/18/08.
- c. It was moved and seconded to set a public hearing on approval of plans and specifications for bidding, including publishing notice of hearing and placing plans on file for public inspection for 9:00am August 22, 2008 in Harvat Hall. Motion carried unanimously.

6. Consider Johnson County residency requirement for Executive Director

- a. Director must live in Johnson County within one year of hire date.
- b. Position will be advertised with National Associations.
- c. It was moved and seconded to approve the residency requirement. Motion carried.

7. Consider format for Executive Director interview process

- a. All applications shall be received by Board.
- b. Elect to review and select top 6-10 applicants; Board can add to that list.
- c. A questionnaire will be prepared by Elect with input of user group and Board.
- d. Initial interviews will be conducted by entire Board and Elert.
- e. The user group and two technical advisors will also part of interview team.
- f. Possibly conduct interviews in late September.
- g. Scripted questions shall be prepared for the interview.
- h. Interview team members must attend all interviews to participate.
- i. Investigation of final candidates will be required.
- j. Legal staff to advise Board on interview process.
- k. Finalists' resumes to be available to user group as well as the Board.
- l. It was moved and seconded to approve the format of the interview process. Motion carried unanimously.

8. Consider qualified bidder agreement for construction project

- a. It was moved and seconded to require a Qualified Bidder Agreement from the lowest responsive, responsible bidder. Motion carried unanimously.
- b. Legal counsel will advise and coordinate with Neumann Monson to have this requirement included in the information for bidders.

9. Consider energy savings strategies to be incorporated into plans and specifications

- a. The outcome of The Weidt Group's energy modeling for MidAmerican's Commercial New Construction Program was discussed. Neumann Monson, on behalf of the Work Group, recommended selecting Bundle with an anticipated incentive of \$37,000.00.
- b. It was moved and seconded to select Bundle 2. Motion carried unanimously.

10. Update on design contract status

- a. Fees will be paid out of each entity until the original budget has been expended, and then it will transfer to the levy fund.

11. Update on status of FY09 Special Levy Funds

- a. Levy funds will be in hand in September for Executive Director's salary and Construction bills.
- b. Bonds will be sold.
- c. Dave Wilson is the budget authority for FY09 until Executive Director is hired.
- d. Accounting will be determined by FY10.

12. Discuss hiring of legal counsel

- a. Jeff recommended hiring Simmons Perrine PLC, of Cedar Rapids, as legal counsel. They will provide a 15% discount on legal fees.
- b. It was moved and seconded to hire Simmons Perrine. Motion carried unanimously.

13. Other Business

- a. A draft lease agreement will be discussed, and possibly considered, at the August 22nd meeting.
- b. Radio Pre-Bid was held
 - i. 33 people at meeting
 - ii. 23 people on tour
 - iii. 5 radio vendors
 - iv. John Thompson of Elert, single point of contact for all questions
- c. Space for new Executive Director will be asked from all entities.
- d. Dave will submit a grant for \$2.5 million next week.
- e. Approved adding a pneumatic tube to driveway for warrants, at an estimated cost of \$15,000.00.
- f. Approved including an Alternate bid for Liquidated Damages.

14. Adjournment

- a. It was moved and seconded to adjourn. Motion carried unanimously. Meeting adjourned.

The preceding constitutes our understanding of the items discussed and decisions reached. If you have any comments or revisions, please contact the undersigned ASAP.

Bill Hoefler, AIA
Neumann Monson Architects