
MEETING MINUTES

Joint Emergency Communications Services Association of Johnson County Policy Board

Meeting Date: August 22, 2008

Board Members Present: Pat Harney, Johnson County Supervisor
Regenia Bailey, Iowa City Mayor
Lonny Pulkrabek, Johnson County Sheriff
Mike Wright, Iowa City City Council
Tom Salm, North Liberty Mayor

Board Members Absent: Henry Herwig, Coralville City Council
Dave Wilson, Johnson County Emergency Management Coordinator

Others Present: Jeff Davidson, City of Iowa City
Sam Hargadine, Iowa City Police Chief
Rick Wyss, Iowa City Police Dept.
Nancy Sereduck, Iowa City Police Dept.
Jim Thayer, Johnson County Sheriff's Dept.
Jeffrey Stone, Simmons Perrine PLC (JECC Legal Counsel)
David Kutcher, Simmons Perrine PLC (JECC Legal Counsel)
Bill Hoefler, Neumann Monson Architects

Minutes by: Bill Hoefler

1. Call to Order by Vice Chairperson Pat Harney

- a. No alternates present.

2. Consider approval of August 8, 2008 meeting minutes

- a. Regenia Bailey clarified that item 7.e. should be revised to read: "Two members of the user group will be part of the interview team."
- b. It was moved and seconded to approve the minutes as clarified above. Motion carried unanimously.

3. Public discussion

- a. None

4. Plans and specifications for construction of Joint Emergency Communication Center (JECC) building

- a. Update on plans, specifications, and cost estimate:
 - i. Neumann Monson reported that the updated cost estimate completed this week indicates that probable construction costs for the project remain within 0.25 percent of the estimated cost previously presented to the board and filed with the City Clerk on 8-18-08.
 - A. The current estimate of probable construction costs is \$4,964,000.00.
 - B. The current probable architectural building project budget is \$5,952,000.00.
 - ii. The prebid meeting will be 10:00am 9/10 in Harvat Hall.
 - iii. Bids will be due 2:00pm 9/23 at IC City Clerk's office; to be read immediately in Harvat Hall.
 - iv. Policy Board will meet 9:00am 9/26 to consider award of the construction contract and consider action on construction site observation.
- b. Pat Harney opened the Public Hearing.
 - i. There was no discussion.
 - ii. Pat Harney closed the Public Hearing.
- c. Regenia Bailey moved, and Tom Salm seconded, to adopt a RESOLUTION APPROVING PLANS, SPECIFICATIONS, FORM OF CONTRACT, AND ESTIMATE OF COST FOR THE JOHNSON COUNTY JOINT EMERGENCY COMMUNICATIONS CENTER, ESTABLISHING AMOUNT OF BID SECURITY, DIRECTING CITY CLERK TO PUBLISH ADVERTISEMENT FOR BIDS, AND FIXING TIME AND PLACE FOR RECEIPT OF BIDS. Motion passed unanimously by roll-call.
- d. Update on Qualified Bidder Agreement:
 - i. The apparent lowest responsive, responsible bidder is required to submit a Qualification Statement within 48 hours after submission of bid.
 - ii. Simmons Perrine has reviewed the AIA A305 form to be used and is comfortable with it and the proposed process.
 - iii. At the previous meeting there was concern about the appropriateness and legality of pre-qualifying bidders. However, bidders will not be pre-qualified; only the successful bidder will need to submit qualifications.
- e. Update on Bond Sale:
 - i. David Kutcher is working on a proposal to recommend for approval at the 9/26 Policy Board meeting.
 - A. The board will close on financing as soon as possible after approval.
 - B. David will consult with the City and County regarding lending sources they have used in the past. Public and private lenders are being considered.

- ii. The current total project cost estimate, as prepared by Elert & Associates (with building estimate from Neumann Monson), is \$22,565,615.00.

5. Consider approval of process for selecting radio system vendor

- a. The board discussed that the following members of the User Advisory Group and Sherriff Pulkrabek shall participate in the selection process: Rick Wyss, Nancy Sereduck, Jim Thayer, and Andy Rocca as fire service representative.
- b. Tom Salm moved, and Mike Wright seconded, to approve the selection process as proposed by Elert as amended to include the Policy Board and User Advisory Group members mentioned above. Motion passed unanimously.

6. Consider approval of property lease agreement with Johnson County

- a. The County Board of Supervisors has reviewed the draft of the lease.
- b. County Attorney Andy Chappel will finish drafting the lease for JECC Legal Counsel to review.
- c. Consideration of approval of the lease will be put on the agenda for the 9/26 Board meeting.

7. Discuss telephone system procurement

- a. Elert has reviewed the existing County and Iowa City systems and recommends the JECC have an independent system.
- b. Mike Wright moved, and Regenia seconded, approving Elert to proceed with designing the telephone system. Motion passed unanimously.

8. Update on peer review process

- a. Stanley Consultants is performing a peer review of the documents issued by Neumann Monson on 8/18/08.
 - i. Their review is due back on 8/26.
 - ii. Neumann Monson will then issue revised documents, incorporating the review comments, to bidders as soon as possible after the 26th.

9. Update on Executive Director recruitment

- a. Jeff Davidson has received a few calls from interested persons.
- b. The application deadline is 9/22
- c. Iowa City Personnel Department will conduct initial screening and Elert will provide recommendations.

10. Update on temporary office space for Executive Director

- a. Both the County and City of Iowa City have been contacted.
- b. Mike Sullivan and Dave Kempf thought there might be space at the new SEATs and Secondary Roads office.
- c. Leasing space would be reimbursable by the tax levy.

11. Other Business

- a. Discuss Process for paying bills
 - i. The board discussed that Jeff Davidson shall review all bills, and submit them to Dave Wilson to process with the County. The Policy Board shall receive a list of all bills paid at each Board meeting.
 - ii. Regenia Bailey moved, and Lonny Pulkrabek seconded, to approve the above-described process for paying bills. Motion passed unanimously.
- b. Update on grant applications
 - i. Jeff Davidson reported, based on correspondence from Dave Wilson, that the following grants have been applied for:
 - A. Assistance to Fire Fighters - \$1,000,000.00
 - B. DHS EOC - \$1,000,000.00 (Dave noted that Johnson County currently ranks 3rd of 18 applicants, and last time they awarded to the top 6)
 - C. PSIC State Interoperability - \$2,500,000.00 (this application has been resubmitted)

12. Adjournment

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