

NORTHWESTERN REGIONAL JAIL AUTHORITY
Minutes
Meeting of Members
September 24, 2015

The Regional Jail Authority meeting was called to order at the Community Corrections Center, 147 Fort Collier Road, Winchester, Virginia 22603 at 10:00 a.m.

PRESENT:

Frederick County

Robert Wells
Brenda Garton

City of Winchester

Sheriff Les Taylor
Chief Kevin Sanzenbacher
Eden Freeman
Mayor Elizabeth Minor

Clarke County

Sheriff Anthony Roper
Barbara Byrd

Fauquier County

Katherine Heritage
Sheriff Charlie Ray Fox, Jr

ABSENT:

Chester Stribling
Charles DeHaven
David Ash
Jimmy Wyatt
Sheriff Robert Williamson

STAFF PRESENT:

James Whitley, Superintendent
Capt A. Barr
Gene Boyce
Kim Wilson

VISITORS:

Brendan Hefty, Attorney

I. CALL TO ORDER

Sheriff Taylor called the meeting to order at 10:00 a.m.

II. APPROVAL OF AGENDA

Sheriff Taylor solicited a motion to approve the Addendum to the Agenda, which was to add Fund Balance Draw Request after Agenda Item #V. A motion was made Ms. Heritage to approve the agenda. Mayor Minor seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM THE JULY MEETING

Sheriff Taylor solicited a motion to approve the minutes from the July 16, 2015 meeting. A motion was made by Mayor Minor to approve the minutes. The motion was seconded by Mr. Wells. The Authority unanimously approved.

IV. FINANCIAL UPDATE- SECURITY SYSTEM IMPLEMENTATION

Mr. Whitley reported that the Finance Committee met on August 26, 2015 to discuss the financial options for the new Security System. During the meeting three facility issues were addressed as well as the new Security System, we are currently accepting bids:

1. Outside Recreational Yard Covering for the Community Corrections Building – Mr. Whitley explained that the outside recreation was designed as lower security area.
2. Laundry Room (Commercial Washer and Dryer) for the Annex Building
3. New countertops for the Community Corrections Building

Using remaining bond money from the 2013 refinance for all three projects:
\$238,381.52 – 78,375 (replacement of 3 hot water boilers) = \$160,006.

Mr. Whitley reported that it will leave approximately \$36,000 that will need to be spent by March 2016.

- IFB'S were done for all three facility issues:

Rec Yard Covering	Countertops	Washer/Dryer
Shockey - \$169,863	No bids received	Valley Washers - \$12,093.25
Swaby - \$123,700		LES - \$10,394.58

Mr. Whitley reported that the cost of the new security system is \$2,511,297.

Mr. Whitley reported the following finance options:

- Wells Fargo – not interested at this time
- Capital One – very interested – provided an indicative rate of 2.65% for the 10 year amortization
- Hancock Bank – interested but questions the 10 year amortization given the useful life of the asset being financed
- Annual Debt Service estimated at \$291k average per year for 10 years

Mr. Whitley provided an overview of the locality shares using the chart below:

Locality	Average of \$291k per year, based on FY16 percentages, yearly increase to shares
Clarke County	\$13,066
Fauquier County	\$45,658
Frederick County	\$128,040
Winchester	\$104,236

Mr. Whitley requested the Jail Authority approve moving forward with these projects after we receive approval from the bank.

Ms. Garton asked if the debt service obligation would represent an increase in localities contribution which will not be something that can be absorbed by reductions in other costs somewhere else.

Mr. Whitley replied “yes” but that it will be factored into future budgets.

The Superintendent explained that the debt service would begin when we begin spending the money, which won’t be for several months.

Ms. Garton asked how can you go borrow money and obligate the funds and obligate a payment in this fiscal year before you get the appropriation from the governing bodies.

Ms. Freeman thought that Mr. Rotty was going to work into the terms of the loan to postpone debt payments until the next fiscal year. This would resolve the issue.

Ms. Garton explained that otherwise the Jail Authority is obligating money that hasn’t been appropriated by each locality.

Mr. Whitley agreed to postpone.

Ms. Freeman suggested that we go back to Mr. Rotty and the banks that indicated interest, to determine the actual terms and conditions of what the loan would be and then a resolution could be presented to each of the governing bodies to get them to adopt or state their intention to appropriate sufficient funds for the next fiscal year contingent upon revenues. Ms. Freeman suggested one resolution be drafted to be presented to each jurisdiction.

Ms. Garton said that we can still go forward with the RFP for the bank loan.

Ms. Garton made a motion to authorize the Jail’s Administration to develop and issue an RFP for the security system and bank financing and prepare a resolution for consideration by the governing bodies committing to the debt service for the bond issue. The motion was seconded by Ms. Heritage. The Jail Authority unanimously approved.

Ms. Garton made a motion to approve the expenditure from remaining bond proceeds for the low bidder for the rec yard covering and washer/dryer. Addendum was made to Ms. Garton's motion by Ms. Freeman that the countertops not exceed the bond's remaining proceeds. The motion and addendum was seconded by Mayor Minor. The Jail Authority unanimously approved.

V. FUND BALANCE DRAW REQUEST - OVERTIME

Mr. Whitley reported 12 Correctional Officer vacancies due to terminations, resignations and retirements, leaving each of the Teams three (3) officers short per shift. We budgeted \$200,000 for FY16, and our current balance in that line item is \$41,287. Mr. Whitley is requesting \$400,000 from Fund Balance for the remaining of FY16. The current Fund Balance is \$2,175,902.

Ms. Garton asked why the extra overtime expense couldn't be covered by vacancy savings. She explained that transfers from the salary line item to overtime line item and then later in the year, if you still need additional funds, then ask for an appropriation from fund balance.

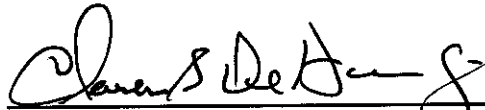
Mr. Whitley agreed and withdrew his request for the appropriation from Fund Balance for overtime at this time.

The next Jail Authority Meeting was scheduled for November 19, 2015 at 10:00 a.m.

X. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10:29 a.m.

Respectfully Submitted,



Charles S. DeHaven, Jr., Chairman
Regional Jail Authority