

NORTHWESTERN REGIONAL JAIL AUTHORITY
Minutes
Meeting of Members
March 31, 2016

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

Brenda Garton
Sheriff Lenny Millholland
Judith McCann-Slaughter
Bob Wells

City of Winchester

Sheriff Les Taylor
Mayor Elizabeth Minor
Chief Kevin Sanzenbacher
Eden Freeman

Clarke County

Sheriff Anthony Roper
Barbara Byrd
David Ash
Jimmy Wyatt

Fauquier County

Catherine Heritage
Sheriff Robert Mosier

ABSENT:

Christopher Butler

STAFF PRESENT:

James Whitley, Superintendent
Captain A. Barr
Gene Boyce
Lynn Dougherty
Captain P. Barr
COII Thomas Largent
Kim Wilson

VISITORS:

Brendan Hefty, Attorney
Jeremy Falls, Fauquier County Sheriff's Office
Chris Kulp, Hutton & Williams LLP
Heidi Largent

I. CALL TO ORDER

Ms. Garton called the meeting to order at 10:00 a.m.

II. APPROVAL OF AGENDA

Ms. Garton solicited a motion to approve the agenda. A motion was made by Sheriff Millholland to approve the agenda. Mr. Wyatt seconded the motion. The Authority unanimously approved.

III. APPROVAL OF THE MINUTES FROM THE JANUARY 2016 MEETING

Ms. Garton solicited a motion to approve the minutes from the January 21, 2016 meeting. A motion was made by Mr. Wyatt to approve the minutes. The motion was seconded by Ms. McCann-Slaughter. The Authority unanimously approved.

IV. EMPLOYEE OF THE QUARTER RECOGNITION

The Authority recognized Ofc. Thomas Largent, as the Jail's Fall 2015 Employee of the Quarter.

V. SECURITY SYSTEM UPDATE

Mr. Whitley reported that we received four (4) qualified bids for the Security System Upgrade. The bids have been shortlisted with Southern Folger Security Electronics Division and Esitech remaining. Interviews on the remaining two (2) have been scheduled for Monday, April 4, 2016.

VI. FINANCIAL UPDATE-SECURITY SYTEM

The Superintendent reported that the Authority's financial advisor decided that a bond would be most beneficial for the Authority for the Security System Upgrade project instead of a bank loan. One advantage is a rebate of \$77,000 from the previous bond. The \$77,000 will be applied toward the \$90,000 interest only payment for FY17, which is due November 1, 2016. No locality payments will be needed toward the project until FY18 budget. An application was sent in February to VRA to be considered for the spring 2016 issuance. The Authority was approved, contingent upon each locality adopting a resolution agreeing to the issuance of the bond, and debt to be paid. The resolution needs to be adopted by the Jail Authority today and adopted by each locality and sent to VRA by April 22, 2016.

Mr. Whitley informed the Authority that the Department of Corrections has a program that will reimburse Jails up to 25% of construction after the project is complete. The security system upgrade qualifies for the reimbursement. This reimbursement will be applied toward the localities' share of the project in 2017 reducing each localities contribution. The Jail is entitled to the program by statute. The bond cannot be paid off early with the reimbursement or there will be a penalty. The reimbursement will be set

Mr. Ash made a motion to approve the resolution authorizing the issuance, sale and award and providing for the form, details and payment of Northwestern Regional Jail Authority Jail Facilities revenue bonds, series 2016, in the maximum principal amount of \$2,795,000. The motion was seconded by Sheriff Roper. The Authority unanimously approved.

VII. PROPERTY EASEMENT/WASHINGTON GAS

Mr. Whitley reported that Washington Gas has requested an easement across the facilities' property in regards to upgrades that they will be performing to their gas lines. The proposed easement would run along the berm between southeastern section of the property and housing subdivision adjacent to this berm. Washington Gas will pay the Jail \$5600 for the easement.

Mr. Wells made a motion to approve the easement. The motion was seconded by Mr. Wyatt. The Authority unanimously approved.

VIII. OVERTIME REQUEST

Mr. Whitley requested \$45,000 transferred from the Retirement/VRS line item to Overtime. He explained that we have utilized vacancy savings to counter balance overtime expenses to date (\$360k). The following is what has been paid in overtime to date:

- \$508k OT pay
- \$125k holiday pay
- \$11k shift differential pay

Mr. Whitley reported seven (7) new officers are currently enrolled at Basic Jail School and will graduate April 12, 2016 and we have been approved to hire three (3) new officers July 1, 2016. The Superintendent explained that due to the Annex opening, inmate population and hospital duty, we will not be able to go without using overtime.

Mr. Ash made a motion to approve the appropriation. The motion was seconded by Mr. Wells. The Authority unanimously approved.

Ms. Garton informed the Authority that the Frederick County Board of Supervisors proposed a 3% salary increase for County Employees.

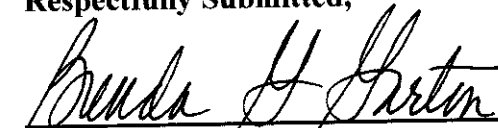
Mr. Whitley informed the Authority that the 3% salary increase is included in the FY17 Budget. Each localities share is as follows:

Locality	FY17 Percentage	Budget Share
Clarke County	3.98%	\$ 489,071
Frederick County	43.13%	\$ 5,299,912
Winchester	36.05%	\$ 4,429,906
Fauquier County	16.84%	\$ 2,069,337
TOTAL		\$12,288,227

IX. ADJOURN

As there was no further business brought before the Authority, the meeting adjourned at 10: 47 a.m.

Respectfully Submitted,



Brenda H. Garton

**Brenda Garton, Chair
Regional Jail Authority**