

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
November 17, 2023
Held at the New River Valley Regional Jail

A. CALL TO ORDER:

The meeting of the New River Valley Regional Jail Authority was called to order at 10:00 a.m. by Chairman Richard Chidester.

MEMBERS PRESENT:	Bland County:	Mrs. Burton
	Carroll County:	Sheriff Kemp; Mr. Martin
	Giles County:	Mr. Chidester
	Grayson County:	Sheriff Vaughan; Mr. Smith
	Pulaski County:	Sheriff Worrell; Mr. Sweet
	Radford City:	Mr. Fleisher
	Wythe County:	Sheriff Foster; Mr. Vaught

ALTERNATES PRESENT:	Bland County:	Ch. Dep. Mustard
	Wythe County:	Ch Dep. Cline

STAFF & GUESTS PRESENT:	Superintendent Kimberly D. Haug
	Dep. Superintendent Chris Loan
	Major Daniel O'Dell
	Captain Eric Thwaites-Giles Co Sheriff's Office
	Mr. Steve Durbin-Sands, Anderson, Marks & Miller
	Tonya Akers, Tim Clark—NRVRJ

Chairman Chidester welcomed everyone and asked the secretary to call the roll.

B. ROLL CALL:

Mrs. Akers called roll and reported a quorum with ten (10) members and two (2) alternates present. *Sheriff Vaughan came in soon after roll call increasing the members to eleven (11).*

C. APPROVAL OF SEPTEMBER 2023 MINUTES:

Copies of the September minutes were mailed to each member. Chairman Chidester asked if there were any additions or corrections to the minutes as presented.

Motion: Mr. Vaught made the motion to approve the September minutes as presented. Sheriff Worrell seconded the motion.

Action: The motion passed unanimously.

D. OLD BUSINESS:

E. FINANCIAL REPORTS:

Copies of the monthly financials were passed out and reviewed in detail by Mr. Sweet. Mr. Chidester asked if there were any questions or comments regarding the report. Hearing none, he entertained a motion to approve.

Motion: Mr. Vaught made the motion to approved the Financial Report as presented. Mrs. Burton seconded the motion.

Action: Following a roll call vote, the motion passed unanimously.

Mr. Sweet reported that we've received a \$1 million vendor payment for our telephone contract with \$450,000 being deposited into our reserve account. There will be conversation later in the meeting about emergency procurement for facility repairs that will come from the remaining amount.

Also, the Finance Committee has a recommendation regarding an investment strategy. The Authority has been working with PFM Asset Management since 2018 and has the opportunity to lock in a very favorable investment rate. The investment would be taking our debt payment fund approximately \$3.67 million (one year's payment in advance) to do some arbitrage and strategic investing. PFM has performed some calculations for us and thinks the market can yield a better rate than what we're currently receiving. We're looking to deposit 70% into a shorter-term investment and 30% into a longer maturity investment to provide the Authority with an attractive return (currently 5.12%). Total estimated earnings are approximately \$345,000 net in additional earnings and those earnings will stay in our debt payment fund and make equity payments on our debt service which ultimately would save the Authority money.

Mr. Vaught asked where the money was currently invested. Mr. Clark said we're currently at a variable rate that averages 4.8% per year and this would be a fixed rate of 5.14% so it's roughly a little more than a \$1 million in earnings. We'll see that earning as it comes off of our debt service payment next year.

Mr. Sweet said this investment strategy/return is based on 1.86 years and we're working on approximations because it's all subject to change until we lock. He added that it is the Finance Committee's recommendation that the Authority engage in this investment strategy and gain some extra interest earnings for our debt service reserve fund.

Mr. Chidester asked if there were any further questions. Hearing none, he entertained a motion.

Motion: Mr. Vaught made the motion to authorize this recommended change in the investment. Sheriff Foster seconded the motion.

Action: The motion passed unanimously.

F. SUPERINTENDENT'S REPORT:

Door Project-CML Extension:

The door project is going really well but CML has requested an extension. The delay is due to some timing issues where we've had two projects going on at the same time. Since this is no fault of their own, we're happy to grant the extension.

Guard1:

The Guard1 project is progressing and we're about to begin a testing phase. Hopefully by the next board meeting we'll be able to show you how that works.

CML Extension-Continued:

Mr. Durbin said that he concurs with the extension request from CML but he recommends that we have a motion to grant the extension.

Mr. Chidester said he would entertain a motion to grant CML the requested 12-week extension.

Motion: Mr. Sweet made the motion to allow for the extension as presented by legal counsel. Mr. Fleisher seconded the motion.

Action: The motion passed unanimously.

Audit:

We recently had our annual surprise inspection and it went very well. The auditor was very pleased with our progress and are scheduled for our 3-year audit in 2024.

Personnel:

Our hiring trend remains the same. We had three employees come back that had left the jail.

Chaplain Group/Goodwill Citizens:

We held the orientation for the Chaplains that will be coming in January 2024. Our Goodwill Citizens group recently brought in pies and gift cards for employees. This group has been so good about bringing things in almost every month and it is always appreciated by staff.

G. NEW BUSINESS:

Mr. Durbin presented to the Authority a request to approve a notice of emergency procurement for roof repairs. The extreme dry weather we've experienced has benefited the jail because we have developed some severe roof leaks that have rapidly deteriorated to the point that you can see light in some areas. It's a hurried situation especially if we get the kind of winter that some are predicting. It's a big problem now and could become a bigger problem as we move into wet weather. Staff has looked into two different options. The lower option and most responsive option we received was from Roanoke Roofing. They are able to respond quickly, get onsite and conduct the repair at a rate of \$243,790.

Mr. Durbin read the following proposed Determination and Notice for emergency procurement under the Procurement Act for the Authority's consideration.

“Pursuant to the Virginia Public Procurement Act, the New River Valley Regional Jail Authority (the “Authority”) hereby determines that an emergency exists with regard to the procurement of roofing repair and replacement services in order to address progressively worsening leakage due to the ongoing and suddenly worsening condition of the existing roofing system over portions of the regional jail.

Due to the anticipated inclement weather with the approach of the winter season combined with the progressive and rapidly worsening condition of the existing roofing system and the limited availability of temporary mitigation measures, the Authority intends to issue a purchase contract to Roanoke Roofing and Sheet Metal Co., Inc, for the repair and replacement of portions of the jail facility roof without competitive sealed bidding or competitive negotiation, for the amount of \$243,790. This contractor was selected due to its ongoing prior relationship with the Authority and its familiarity with the premises, its proximity to the jail’s facility as well as its ability to mobilize promptly to remediate the emergency. “

He asked if there were any questions. Hearing none, he added that if approved, his recommendation was to post this notice for 10 days before executing the contract. Once the 10 days pass, it will not be subject to challenge.

Mr. Smith asked where the \$243,790 would come from. Mr. Sweet said there was enough in the Repair and Replacement fund to cover it. Also, we recently received the \$1 million telephone vendor payment. \$450,000 went into the reserve fund and the remaining \$550,000 went into the Repair and Replacement fund.

Mr. Martin asked if we knew the roof was leaking ahead of time and if we didn’t have time to send it out for bid. Major O’Dell explained the roofing issues we have been experiencing and how we had begun repairs 3-4 years ago and then Covid hit. Since then, our maintenance staff has been addressing holes as they are found but due to the deterioration of the roof it’s becoming more and more prevalent.

Mr. Sweet asked if Mr. Martin’s question was if a competitive procurement would yield a better repair cost? Mr. Martin said now a days, who knows but this seemed more like a repair and maybe we should have gone out for bid 3-4 months ago. He added that if Mr. Durbin feels we can do it under the Procurement Act, then that is what it is.

Mr. Durbin said if we follow the process, have a good faith basis for it and we post for 10 days, then we comply with the Procurement Act.

Mr. Vaught asked if Roanoke Roofing would be able to get it done in a timely manner? Mr. Clark said we certainly hope so. They can get here and get the materials and people in place. We’ve conveyed to this organization that if this is positive out of this meeting today, please let us know something by November 20th. They are close by being in Roanoke and the 2nd organization that gave a quote is out of High Point and they were at least a couple of months out.

Mr. Vaught asked if there was a timeline in the contract. Mr. Durbin said early December and Mr. Clark said that’s what he hopes to do. He will have more details and a definitive time after their conversation on November 20th. Mr. Vaught said his concern was if we act on this Procurement Act and they don’t treat it as an emergency. After more discussion on the timeframe, Mr. Durbin said the draft contract that we’ve sent off to them does contain a proposed deadline for completion to be filled in.

Mr. Chidester asked if there were any further questions. Hearing none, he entertained a motion to authorize the emergency procurement.

Motion: Mr. Smith made the motion to authorize the emergency procurement for roof repairs. Mr. Vaught seconded the motion.

Action: Following a roll call vote, the motion passed unanimously.

Superintendent Haug reviewed one other small project that's happening now. Through grant funding, we're in the process of completing the fencing all around the facility. This was definitely needed and should aid in reducing contraband being brought into the facility.

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS

J. ADJOURNMENT:

With no further business to discuss, Chairman Chidester asked for a motion to adjourn.

Motion: Mrs. Burton made the motion to adjourn the meeting. Sheriff Kemp seconded the motion.

Action: The motion passed unanimously

The meeting was adjourned at 10:37 a.m.

Chairman Richard Chidester