**October 12, 2023 10:00 A.M.**

**Cass County Courthouse, 211 9 St S, Fargo, ND Commission Room 105W**

1. Call to order – **1001hrs by Chair Peterson**
2. Approval of agenda
   1. **Motion by Ebinger, second by Dardis. All in favor, motion passes.**
3. Approval of August 10, 2023 Authority Board meeting minutes
   1. **Motion by Ebinger, second by Campbell. All in favor, motion passes.**
4. Approval of August 31, 2023 Authority Board Special meeting minutes
   1. **Motion by Dardis, second by Ebinger. All in favor, motion passed.**
5. Approval of September 15, 2023 Authority Board Special meeting minutes
   1. **Motion by Ebinger, second by Dardis. All in favor, motion passed.**
6. Facility Site Design Update – Brian Bergstrom SEH
   1. Coming to completion of schematic design phase. Package delivered to Phillippi this morning.
   2. Highlights:
      1. Site plan discussed including square footage and parking. Specifically mentioned a vehicle security barrier - NFPA requirement.
      2. Floor Plan, looked at the preliminary furniture plan layout. Not much has changed since last update. Became more efficient in lobby -reduced by 100sq ft. Reduced fixtures in public restrooms. “Public” but not intended to be open to the public. More for meeting/training functions. Trying to keep mechanical/electrical functions in one area for efficiency. Dispatch floor has been a big focus. Although options aren’t official the half moon shape is preferred. Planned for 22 at full build out. 2 supervisors on raised console in the middle. 3 options for layouts but all are very similar just some layout changes. Video screens on one wall. Shared kitchen w/ access from floor and admin access. Training consoles will be linear. More space efficient. These consoles can also go live therefore 28 live dispatch consoles if needed.
      3. Discussed ceiling height and materials. Dispatch floor is acoustic. Mechanical room left open for cost savings. Sheet rock for restrooms and other rooms. Dispatch will be cloud type structure. Leave perimeter open so allow sound to bounce up and in to bounce there – visual but also acoustic benefits. Pictures of building cut. Campbell asked about glare from windows – Brian, no, but could put solar shades on if it does become an issue.
      4. Exterior elevations. Cement panels fabricated off site – allows for quicker building time once panels are on site. Provides security and finish – won’t have to bring in a mason or brick placement. Also very durable. Campbell -lead time for the panels? Bergstrom – previous issue but has somewhat resolved. Lead times may be 12-16 weeks but can vary. Good option for durability, security and quick construction. Lead time will be minimized because we have all winter to plan. Will keep outside simple but durable.
      5. Mechanical systems – sized and laid out. 2 boilers and 2 air handling units. Built in redundancy – if one goes down the other kicks in so nothing will bring the facility down.
      6. Electrical – main and an emergency electrical room – for backup power/generator systems. Will run Center for up to 72 hours. Large above ground fuel tank to support that. If you anticipate a long power outage you can shut down use in certain areas (ie admin offices). Battery systems allows to eliminate the blip between power outage and generator kick in. another source of backup power in case generator doesn’t kick on – much shorter run time than generator (hour vs days). Carlson – what’s the cost difference in larger battery backups to ensure more run time? SEH – will look into options but couldn’t give quotes right now. Battery gets much bigger for longer run time as well as increase the cost. Ebinger mentioned this happening before and calls were transferred to another center? Glasoe – ideally would keep our calls, no PSAP in our area can handle call volume we have. Bergstrom – could build in a portable generator port so you could bring in a backup, if needed, until main generator could get up and running. Ebinger thinks that this Center will still need a backup site not in same proximity – removed enough where these issues wouldn’t affect both sites. Should make it immediate goal and not long term. More desirable in MN so we have sites in 2 states so a state issue wouldn’t affect both. Peterson – said it should and is a dialogue that needs to be had. Campbell – generator 72 hours – why that number? Bergstrom – NFPA code which regulates for that (this is minimum). Could get a larger fuel tank to go longer. Campbell – could be refilled and avoid that issue? Bergstrom – YES. Should be able to find a distributor that would eliminate that issue. Carlson – 30 minutes on battery isn’t long at all. But you still have to pull equipment out in West Fargo and that takes time. If could get 2 hours that seems better. Would like to see numbers. Glasoe – ideally would try to do everything possible to stay on site and a backup would be absolute last resort due to space and capabilities. Campbell – would like to look at cost to have the option to bring in portable generator. Bergstrom said it’s a very minimal change and would encourage the add. **Campbell made motion to add portable generator port to schematic design. Ebinger second. All in favor, motion passed.**
      7. Updated cost estimate – not much significant cost change and still being conservative. Technology systems and construction – hard cost $8.6 mil. Construction came down due to smaller site, hard cost at $9.413M. Soft Cost - $3.4M. 8% inflation factor. Owner provided tech another $2.77M. TOTAL budget $15.59M. Peterson asked thoughts on $16M? Grindberg – fit up space in Black Building – ceiling clouds is nice touch. Mechanical room needed ceiling panels to help quiet the noise. Would suggest to accommodate that. Peterson – aesthetics of the building – would like to see some numbers on some of the “pretty” things. I.E. what does each letter on the side of the building cost? Council members need to defend the money they spent there to constituents. It’s not the design firm defending the cost. Thinks the building should blend in and not necessarily stick out. Dardis and Scherling agree. Scherling asked for original budget number. Eric Johnson – JPA talked about total cost being up to $12.5M, not necessarily a confirmed budget. Anything over should be a discussion or side agreement. Campbell – working on a DMV project and obviously isn’t quite the same build out but makes this budget appear to be high per sq ft. Peterson speaking to Scherling’s requests – not much left to reduce. Restroom fixtures could be looked at but there’s also some regulation to it, too. I think square footage at this point is what it is. Just needs to keep our people safe and that can keep them working. Scherling – secure space on south side of building – is it secure enough? Just a fence? Bergstrom – fenced secure area. Intent is to protect utility plant which will also be secured by a “cage” – weather resistant storm preventative casing. Also used to make sure no one sneaks in personnel doors. Could add wiring to the top if requested, likely 8ft tall fence. Meets requirements of NFPA short of building a wall. Ebinger – no to the signs, don’t need to keep it secret just doesn’t need to be shown about. Yes to sunlight on the floor important unless it’s for aesthetics. Cloud has worked elsewhere unless there’s a savings and a better utilitarian layout. Find things to keep us from being $3M over budget.
      8. Project schedule: Potential to shrink timeline but goal is to break ground Spring 2024. – Peterson encourages board to meet or expedite this timeline. Won’t get more cost effective to wait. Carlson – what type of bid will be done? Peterson - not a fan of construction managers. Cass Co hasn’t used that and has discouraged it. Felt money spent better on other things. Campbell – recent projects used construction manager as well at “at risk”. Yes a fee but someone has to be watching the project and making decisions. Peterson – Jail project – general contractor managed all the things instead of construction manager. The type and location of the facility gives a lot of room to work so a general contractor would be sufficient. Board would make important decisions as they would anyways. Wilson – mentions the county has a Buildings/Grounds director and they along with a general contractor has worked well for Cass Co. Able to monitor on close basis. Should be clear on how questions are answered going into it. Carlson requests this discussion be added to a 2024 agenda. Peterson – yes. Just encouraged to be educated on decisions to make the best choices – need to be able to defend this budget choice just like the signs mentioned earlier. Although Cass Co is managing the project the Board needs to be in control. Dardis – discrepancy in budget vs current rough estimate is significant and people WILL question it. Peterson requests SEH to look at relationships on cost benefit analysis on construction management. Campbell – Clay has put out for BID on construction manager. Allowed them to come to the board to make proposals. Doesn’t mean we have to choose them but it would be clear insight. Has found that the value of having a construction manager on site of projects has been beneficial in final product. Dardis – sometimes the expertise from each entities’ own teams/staff can serve the role. Could be a significant savings.
      9. Bergstrom – funnel any other feedback/comments back to them. Next step – authorized to continue or hold for updates? Peterson – proceed. Ebinger agrees. Campbell – completed contractual obligation? Bergstrom – signed for entire project but only authorized to go through schematic design and then stop to have a meeting with board. Ready to go but want approval. **Motion by Campbell to move forward, second by Ebinger. All in favor, motion carried.**
7. JPA amendment – Erik Johnson
   1. Amendment generated as part of draft of ground lease in regards to purchase of the land the Center is being built. Added a super majority requirement. **Motion by Campbell, second Ebinger. All approved, motion carries.** Campbell – how do we move forward. Peterson – Phillippi present to the Board. Will allow her to educate board members who aren’t as educated as this board. Johnson will coordinate.
8. Committee Reports
   1. Budget and Finance Committee report – Finance Director Brandy Madrigga
      1. met 9/13/23, Motion: *Accept the draft audit as present and forward to Authority Board for approval.* **Motion by Campbell, second by Scherling.** Discussion – Carlson requested an auditor to present to the board moving forward the next time an audit is presented. Campbell explained that auditor was at the Finance meeting and presented and this was just being brought forward for approval. Carlson said that cleared it up and withdrew request. Peterson – maybe make them available just in case, not necessarily a presentation but available for questions starting for next years audit. **All in favor, motion passes.**
   2. Executive Committee report – Sheriff Mark Empting, met August 23, 2023.
      1. Sheriff not present, Ebinger will reach out to see if anything needs to be addressed.
9. Other discussion
   1. Carlson requested for reconsider day or time for the January meeting. She, Mahoney and Dardis will all be at the State of the Cities as its scheduled at same time. Peterson will work with Phillippi to move date and/or time.
10. Adjournment – **motion by Carlson, second by Ebinger. All in favor, adjourned @ 1114hrs.**