

## Minutes of the Rutherford County Public Building Authority

November 3, 2016 at 4:00 p.m.  
Historic Courthouse, Room 205

<b>Members Present</b>	<b>Others Present</b>	
Mike Picklesimer	Mayor Burgess	Darren Moore
Blake Smith	Steve Johnson	Adam Nicholson
	John Thayer	Brian Robertson
	Jerry Preston	Bricke Murfree
	Michelle Thomas	Felicia Reed

Chairman Mike Picklesimer presided and called the meeting to order at 4:03 p.m. with only two (2) members being present there was no quorum.

Chairman Mike Picklesimer opened the meeting stating that we did not have quorum and therefore no decisions could be made at this meeting to transact any business. Mr. Jerry Preston proceeded with an informational meeting.

Project Budget – Mr. Jerry Preston provided a handout on the project costs to date. There are no changes just the monthly invoices we have processed this month.

Lytle Street Project Update- <Mr. Preston stated we are having GS&P and SEC look at the contribution issue with the City to see what our contribution should be for the Lytle Street project. They are going through the numbers and documents and will come back with a number on that. Mr. Preston stated that there will probably be some additional services in the range of \$5k to \$10k and would just like to acknowledge that. Mr. John Thayer said they are meeting with them every Thursday at 10a.m., and they have been good to work with. They have installed sewer and water on Maple Street and they are working on storm on Lytle between Walnut and Maple.

Project Update- Mr. Jerry Preston spoke on the FF&E stating they have completed the meetings with the user group on the furniture. Alfred & Williams has produced some documents listing spaces with piece by piece furniture for the entire building. They are 99% finished locking down the prices and pieces. Alfred & Williams has said to Mr. Preston that they are what you call, "Order Ready". Mr. Preston said he will bring it back to the PBA next month.

Contingency Priority Items- Mr. Preston provided an attachment to the agenda which included a list of the contingency priority items. The list has been modified from last month's meeting in conjunction with the discussion from the members of the PBA from last month. The four priority items under consideration from contingency are: 1) Lytle Street Project; 2) Additional Filing Equipment; 3) Furniture for Trial Judges, District Attorney and Public Defenders Offices; and 4) Courtroom 3C and Chamber. Items to be included with the Completion of the 4<sup>th</sup> floor: 1) Holding Cells; and 2) Elevators #5 and #6. Items that have been approved are: 1) Dual-basket strainers at condenser water system \$17,500.00; and 2) Art piece above security \$3,150.00. Funding Source is pending for the following items: 1) Bar Code Implementation; and 2) File Conversion and Inventories.

File Solve- Mr. Preston provided a sheet on the Information Management Comparisons created and provided by FileSolve for the PBA's review. Mr. Preston also provided a sheet that shows what county and states FileSolve has also worked with that is similar to what we are doing with the files. TNcis is the software being used to help with electronic filing. The Clerk and Master has already begun that process and the Circuit Court will start implementing. Mr. Preston stated that he believed FileSolve coming to speak at this meeting was premature. So in lieu of File Solve coming to speak at today's meeting, they put together the provided sheet regarding the information management comparisons. This sheet describes a comparison chart with options for managing the information files in the new courthouse.

The following are suggestions from FileSolve: Option 1) Maintain the Status Quo-the least expensive but has many negatives such as records not being visible on new shelving, lack of backup of physical documents mean risk to the county, record retention policies will continue to be difficult to enforce, etc.

Option 2) Organization of Physical Record Systems & Barcode Tracking System Implementation- This option is recommended by FileSolve as it provides many benefits and not any negatives as indicated in the first option. Some of the benefits include records will be visible in the new space and on a saving storage system, new filing systems would eliminate safety concerns, updating filing systems and equipment saves staff time and allows current staff to do more, etc. The cost for implementing this system will be \$161,128 for bar coding, \$142,650 for file conversion and inventories for a total of \$303,778.

Option 3) Image All Documents-This would be the third option but the cost for implementing this is in the \$2 million or \$3 million dollar range. The advantages to this option would be that it provides the most space and increased security, there would be instant access to documentation, retention and compliance policies would be easy to manage, may slow staffing increase requirement, reduction of documents is simple and foolproof, and simultaneous access of documents is possible, including at multiple physical locations. The negatives to this option are the time needed to convert prior to Spring 2018 may not be sufficient, current systems may not survive technology due to condition of physical documents and organization, and managing the difficulty of a culture change of this magnitude at one time. Due to the foregoing, FileSolve is recommending Option 2.

Construction- Mr. Thayer provided a handout of this month's progress report and progress photos. The first page included the contract costs for the judicial building and the parking garage. To date, \$12,531,973.76 has been used towards completion of the judicial building. To date, \$1,938,516 has been used towards completion of the parking garage.

Judicial Building-Excavation for the basement is 100% complete and shoring is in place. The site has been filled to subgrade for the entry pavilion. Foundations are approximately 97% complete. Basement walls are approximately 99% complete. Structural steel erection is continuing and floors one through five are complete and the sixth floor and the roof are being erected. Burton Street has been closed. Fabrication of architectural precast panels is continuing. Waterproofing has been installed around three elevator pits and the basement walls. Underslab plumbing and electrical rough-in is continuing. Work is continuing on MEP coordination drawings. Installation of hangers for MEP systems is underway on floors one and two. Installation of cast iron plumbing piping has begun on the first and second floor. Installation of duct has begun on the first floor.

Metal stud framing is beginning on the first floor. Slabs have been poured on the first floor through the third floor, and the fourth floor is being prepped. Slab prep has started in the basement. Installation of drilled piers is complete at the lobby area and foundations have started. The fire and domestic water main have been installed.

Parking Garage-Grading of the site is complete. Installation of drilled piers is complete. Work is complete on pier caps, grade beams, and retaining walls. Fabrication of structural precast components is being completed and erection of precast has begun. Underground plumbing systems have been installed.

RCOIT Public/Staff Network- Mr. Jerry Preston elaborated that Brian Robertson and staff have reviewed 100 pages of documents and are continuing with public outreach to show progress. They are making sure questions are answered and documents have been transmitted. They have had a backup installed and fiber optic cable. They will start implementing next summer and next fall for installation and working with Bell to complete by April of 2018.

Future Key Events- The garage expected completion date is June 2, 2017. The judicial building expected completion date is April 1, 2018. Full operation of the building is projected for June 1, 2018. Mr. Preston stated that they will be looking at trying to shut the court's down for a full week in May of 2018, in order to get all the files moved and everyone set up in their new offices. The court will need at least one year notice to set their dockets to be down for that week, so that is something we are going to be looking at closer to time.

With no further items, Chairman Mike Picklesimer concluded and adjourned the meeting at 4:29 p.m.

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MICHAEL PICKLESIMER, CHAIRMAN/