



# Facilities Project Review Committee Meeting

## Minutes of Meeting

Thursday, May 9, 2024

A hybrid meeting of the Facilities Project Review Committee was held in the Allen room of the DSB and via Zoom virtual meeting platform at 11:30 a.m. on Thursday, May 9, 2024.

### **Members Present:**

- Jerry Milstead – Chair (*via Zoom*)
- Mark Kneeshaw (*via Zoom*)
- Kent VanderKamp (*via Zoom*)
- Renee Alexander
- Dan Close
- Tom Pfeiffer
- Will Turner

### **Members Absent:**

- Jim Starnes

### **County Staff / Elected Officials Present:**

- Tony DeBone, Commissioner (*via Zoom*)
- Patti Adair, Commissioner (*via Zoom*)
- Lee Randall, Facilities Director
- Eric Nielsen, Capital Improvement Manager
- Whitney Hale, Deputy County Administrator
- Aaron Kay, Performance Auditor (*via Zoom*)
- Angie Powers, BOCC Administrative Assistant

### **Others Present:**

- Wayne Powderly, Project Manager Cumming Management Group & Deschutes County/Owner's Representative for the Courthouse Expansion

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Lee Randall called the meeting to order at 11:34 a.m.

### **1. Introductions for Staff and Committee Members**

Will Turner, Dan Close and Tom Pfeiffer introduced themselves as the three newest members to the committee. Will shared that he has a background of 25 years in commercial and industrial general contracting. Dan Close said that has 40 years of experience as a CPA, with the past 30 years as a Forensic Accountant. Tom Pfeiffer shared that he is a retired Mechanical Engineer.

Lee provided an overview of the County's Facilities department, overseeing custodial, grounds and building maintenance as well as new construction. He introduced Eric Nielsen as the Capital Improvement Manager, who oversees the construction management program. Eric shared his background, working for a local architectural firm prior to joining the County just over a year ago.

Chair Milstead joined the meeting via phone at 11:38 a.m. He later joined via Zoom.

### **2. Approval of January 25, 2024 Meeting Minutes**

Renee Alexander moved approval of the January 25, 2024 minutes. Dan Close seconded the motion. Votes: All yes. The motion passed unanimously.

### **3. Courthouse Expansion Project**

Lee Randall provided an update on the Courthouse Expansion project and Wayne provided a broad overview of the project scope. The project will increase the number of courtrooms and allow for future growth. Additionally, Court Administration space will be expanded and consolidated, and security screening and in-custody holding/transport will be improved. The structure will include three levels, including a basement. The third floor will be a shell that can be turned into 2-3 additional courtrooms in the future.

Lee shared that the AJ Tucker building demo has been completed. The stone facade of the AJ Tucker building was retained, and they are currently looking for options for repurposing the materials. Wayne added that a monument plaque will be installed at the SE corner where the AJ Tucker building once stood. The Historic Landmarks Commission will review the proposed monument design on May 21.

Lee shared an overall floor plan for the basement. A key component of the new expansion is a dedicated in-custody elevator with holding cells on each floor. Additionally, there will be a secure and separate staff elevator. Responding to Chair Milstead, Lee said that all elevator shafts will go from the basement to the third floor.

Lee shared an overall floor plan for the first floor. The bulk of the first floor will consist of State Court administrative office space. A portion of the first floor will consist of remodeled existing building space for the District Attorney's Office. Lee discussed financing for the project, highlighting that the total cost is currently \$44.1 million.

Wayne provided an overview of the overall floor plan for the second floor. The second floor will consist of new courtroom spaces, including judge's chambers behind secure doors, jury assembly rooms, conference rooms, open lobby space, and court administration staff areas. It was noted that the existing areas on the current structure's second floor will not be altered.

Lee noted that currently, in-custody, public, and judge/staff pathways cross and the new courthouse expansion design establishes separate secure pathways that do not cross. An additional shift is from having a dedicated courtroom per judge. Having more than one judge per courtroom saves space.

Responding to Chair Milstead, Lee shared that the third floor will be a shell. The elevator shafts will go up to the third floor as will the core stairwells. All plumbing, electrical and mechanical will be roughed in to accommodate future expansion.

Lee shared that some design challenges included planning for sound and vibrations from rooftop HVAC systems and compressors. Eric served as the liaison to the mechanical teams for this planning. Boiler systems will be rooftop.

A key design improvement will be moving the main entrance to grade level, to bring individuals in from the weather while they're waiting in line for the secure check-in area. Built-in vehicle barriers will blend in with the landscaping and increase security. An additional feature will be blast film on the window glazing. The project team consulted with our region's Homeland Security Advisor for suggestions for design principles from a security perspective. The team worked with local public transit authorities to relocate a current bus stop. Additionally, Judge Ashby and representatives from the Deschutes County Sheriff's Office provided feedback.

An emergency back-up generator will enable courtrooms to operate in the event of a power outage.

Lee said the design team utilized a full-size courtroom mock-up and made relevant changes for a functional layout. A trauma-informed design includes clear, open areas with exposed wood beams. These features will help to make the entrance warm, welcoming, and aesthetically pleasing. Responding to Chair Milstead, Wayne noted the main structure of the four stories is post tension concrete decks and steel framing make up the main structure of the building.

Wayne went through the project timeline and reported that the final set of Construction Documents were submitted to the City of Bend in November 2023. The first round of comments were received in early April 2024, so significant delays have been experienced and we do not yet have the permits. Wayne estimates that the remodel will be completed in March-April 2026. Lee clarified that we are looking at a total of 5 permits, and a couple of them (grading and temporary entrance) have been received. The project team is creative at finding ways to get some of the work started with the permits that have been issued thus far.

Responding to Mark Close, Lee said that he does anticipate some cost impacts due to permit issuance delays but is hopeful these impacts can be minimized.

Lee shared that a groundbreaking ceremony takes place on Monday, May 13 at 1:00 p.m. on the corner of Greenwood and Bond and invited all to attend.

Lee summarized the FY24 Facilities department project accomplishments and upcoming work for FY25.

#### **4. Public Safety Campus Master Plan Update**

Agenda item 4 was tabled for discussion at a later date, after the Board of Commissioners have a chance to complete the review process.

#### **5. Other Items**

Whitney provided the group with a brief policy update related to County-issued email addresses for volunteer committee members. Volunteers will be required to complete training related to the proper use of County-issued email and public records. These email accounts are to be used for all work related to the volunteer committee members' communications related to their work on behalf of the committee.

#### **6. Questions & Comments**

Commissioner DeBone shared that a dying tree in the north DSB parking lot was recently removed and yielded an additional 6-8 parking spots. Additionally, the County-owned Erwin building experienced a fire due to a warming fire in the breezeway that spread to the structure, so this building is slated for demolition. He noted that CDD has experienced a decrease in permit volume and is currently managing new online permit systems and is confident they will continue to provide a high level of customer service.

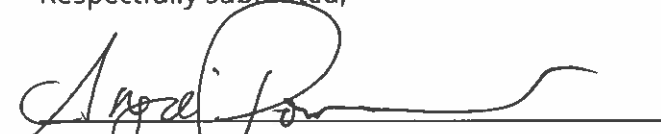
There was some discussion related to adding a meeting next month to update the committee on the status of permit issuance. It was determined that Lee will send out bimonthly email updates, and committee members agreed that this will be sufficient.

Renee shared that permit delays have become an issue and System Development Charges (SDCs) and permit fees will increase in cost after July 1. Wayne said that we should be locked into last year's fee schedule due to our submittal date.

Lee reiterated that the project team is focused on the early work package while they await the issuance of the remaining permits.

**ADJOURNMENT:** The meeting was adjourned at 12:33 p.m.

Respectfully submitted,



Angie Powers, BOCC Administrative Assistant