

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF FEBRUARY 6th, 2012

Committee Chair Bill Flott called the meeting to order at 6:01 p.m. in the meeting room on the 2nd floor of the Pontiac Public Library.

Present: Flott, Weber, Ruff, Weller, Woodburn

Absent: Deany, Franey,

Also Present: Bill Fairfield, Don Tuley, Daryl Bragg, Don Verdun, Alina Hartley,

Flott requested the revised agenda be amended to add item 2b. Regions Lease Renewal, 2c. CIRBN Easements and 2d. H&E Johnson Controls Performance Contract. Flott then called for any additional changes to the agenda with there being none requested. *Motion by Weber, second by Woodburn to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the January 9th, 2012 meeting. *Motion by Ruff, second by Woodburn to approve the minutes of the January 9th, 2012 meeting.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Department Report – Don Tuley reviewed his monthly department report with the Committee a copy of which is attached to these minutes.

Don Verdun reviewed his monthly department report with the Committee a copy of which is attached to these minutes.

Daryl Bragg reviewed his monthly department report with the Committee a copy of which is attached to these minutes.

Regions Lease Renewal – Hartley questioned if the Committee was interested in renegotiating the terms of the next five year lease renewal for Regions Bank beginning 10/1/2013. The Committee felt that the terms of the current lease renewal are sufficient. Consensus of the Committee was to not provide an alternate proposal.

CIRBN Easements – Hartley reported that she believes the easements for the Central Illinois Regional Broadband Network will be ready for the next board meeting. These easements had previously been approved by the Committee pending final attorney review and approval. Hartley stated that Blakeman is recommending the county update the title policy on the LJC property now that the building has been built.

Johnson Controls Performance Contract – Bragg reported that he has been able to negotiate a reduced amount in regards to the Johnson Controls performance contract. Johnson previously submitted an invoice in the amount of \$38,000 based on their letter of intent. Bragg stated that

he was able to get the amount reduced to \$11,000. Consensus of the Committee was to settle for \$11,000 with Johnson Controls.

Approval of Bills – The Committee reviewed the bills presented. *Motion by Woodburn, second by Weller to approve the bills as submitted.* **MOTION CARRIED WITH ALL EYES.**

Motion by Weber, second by Weller to adjourn. **MOTION CARRIED WITH ALL EYES.**
Meeting recessed at 6:39 p.m..

Alina M. Hartley
Administrative Resource Specialist

Maintenance Report

February 6, 2012

1. The weather in January, much like December, favored the building maintenance department. With the mild temperatures and just a few days of ice and snow, we were able to stay on other projects. We did, however, have to salt and remove snow on about four days this month.
2. On the Martin Luther King holiday, BDI completed the installation of the backflow preventer on the fire prevention water line. The project went fairly well and was under budget.
3. The elevator at the courthouse ceased to work a couple of times and Otis had to send out a service technician to repair the unit. The tech used the opportunity to service the elevator for its quarterly checkup under our contract. This eliminated a service call charge.
4. A sign to help the public find the temporary location of the County Clerk was ordered and installed in the front of their new location.
5. We also ordered and put in place the numbers for the stairwells and doors that had been requested at the Law & Justice Center. That should have completed what was requested of maintenance for the time being.
6. We have completed for the time being the shelving project for the circuit clerk storage area in the basement of the Law & Justice Center.
7. During one of the days we were dealing with ice issues, one of the ladies from Mental Health fell on the steps and almost went through the railing, which could have let her drop as much as ten feet. It was requested at that time to refurbish the railing with more bars to prevent anyone from going through the railing. It was also requested that a railing be installed at another door to help in slippery conditions. We had Lee Welding refurbish the existing railing and fabricate and install a railing at the other location, vastly improving the safety conditions in those locations. In the same area some concrete has separated causing a trip point. We temporarily ground the high side off to help that situation and will cut out the section and re-pour when the weather is consistently warmer.
8. At the Regions building a heat exchanger cracked in one of the furnaces. The unit was nineteen years old but the exchanger had a twenty year warranty. Lyons Brothers installed a new exchanger for the cost of labor. We also had an issue with the blower which we resolved and we should be good to go for awhile.
9. Also at the H & E building we painted several offices and touched up areas in the halls in the IHR area.
10. We also did some wall touchup and minor repairs to paint and drywall at the Law & Justice Center, most of which were dings from moving items.

11. Daryll continues to patiently train the fellows on the automated building system as time is available and working with them on preventative maintenance items on the Law & Justice Center system.
12. On a couple occasions the maintenance personnel worked on removing more shelving from the courthouse and moving it to storage.
13. The trucks needed a little service this month. The 2008 had to have a new starter installed when it did not start for us. The 1997 was leaking gas because the clamp on the filler hose had rusted off. While repairing that it was noticed that a gas tank strap had rotted off also and was replaced.
14. As usual we accomplished numerous requests and service calls during the month.

Livingston County
Facility Management Services
Public Property Committee February Report 2012
Law and Justice Center

HVAC:

All as-builts and close out docs for the LJC project have been submitted to FQC. We have received all of the spare parts per the specifications. Outstanding items that need to be done to complete the project.

1. Boiler #2 failing on ignition. Working with Areco to resolve the problem
2. E-Cube needs to submit their report for the commissioning of the building.
3. MAU-1 in the Sally Port is failing on multiple alarms. I have contacted the vendor on warranty to repair this unit. They have decided to replace this unit as it has not worked properly since it was installed. I will work with PSA Dewberry on the design of the replacement system.
4. The Sanyo split system serving elevator #4 had a refrigerant leak and has been repaired by the vendor under warranty.

MAINTENANCE MANAGEMENT:

The new Facility Dude work order seems to be working well. Don Verdun and Dave Winters have also started using the new system. In February I will be working with all maintenance personnel to start execution of phase II of the Facility Dude (Scheduled Preventative Maintenance). This will require evaluating and categorizing all equipment by building and setting up Monthly, Quarterly Semi-annual and Annual inspections and testing of all systems. Attached are this month's work order requests.

TRAINING:

I meet with Mr. Jack Moody the Director of Facilities at McLean County to discuss their operation and ways we can streamline our operations here. He was very knowledgeable with his 23 years of experience and had many suggestions that will help us to maintain regulatory compliance.

He has suggested joining the CICIFMA (Central Illinois Chapter of the International Facility Management Association.) The IFMA serves as a resource for Facility Managers in new

strategies, performance, regulations and training for members. There is an annual fee of \$200.00 to become a member.

I have scheduled Don Tuley, Mike Stadel and Terry Taylor for computer training at Heartland College for the end of February. It is a three day class from 9 a.m. to 12 p.m. for a price of \$89.00 per person.

PREVENTATIVE MAINTENANCE:

1. I have been working on scheduled maintenance for the month of January. This includes the DOAU air handler, MAU-1, Chilled water chemical treatment, Crac unit 133 serving the IT room.
2. I have rescheduled the Chiller Eddy current testing for mid-February and will evaluate the need for tube brushing when we open up the condenser and evaporator bundles.
3. I will be working on Boiler preventative maintenance schedules in February. Testing control sequences, and checking chemicals for production water and domestic.

BUILDING OPERATIONAL CONCERNS:

The building is operating quit well with little adjustments to the HVAC systems.

I am working on emergency evacuation procedures and will be posting these in all areas of the building to meet OSHA requirements.

Boiler inspections and elevator inspections are complete for this year and certificates are posted.

UTILITY REPORT FOR January 2012

	January 2012	Demand 2011	Demand 2012	Variance
		Kilowatts	Kilowatts	
Court House Electric: \$839.00		225.06 KW	152.51 KW	-72.55 KW
LJC Electric:	Not Recieved	N/A	Not Recieved	
County Jail Electric: \$7,657.87		334.00 KW	348.33 KW	14.33 KW
		Therms	Therms	
Court House Gas:	\$1,413.46	1,886.35	2,345.52	459.17
County Jail Gas:	\$3,055.72	9,998.35	4,941.27	-5,057.08

LJC Gas:	\$764.52	N/A	1,198.86
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I will continue to track the positive variances to evaluate and determine cause and possible resolutions through operational procedures or purchasing options to reduce monthly expenditures.

Safety Training

Safety training will start on March 1st with all maintenance and custodial personnel. This program will consist of monthly tool box training on a multitude of subjects ranging from ladder safety to lock out tag out procedures. I have submitted a budget to Linda Daniels for the Public Risk Fund for safety equipment and tools needed to help prevent accidents and injuries for the maintenance staff. She has requested my attendance on Tuesday February 7th at 4:00 p.m. for the Insurance Committee for questions regarding my requests.

Livingston County

Facility Management Services

Public Property Committee February Report 2012

Livingston Manor

The hot water heater is working very well at the Manor and we may be able to reduce one of the boilers operations due to the decreased load from the heating system.

Public Safety Complex

I have discussed with Don Verdun about looking at the control system at the PSC to see if we can find more improvements that will decrease our energy usage at this facility.

Health and Education Building

Johnson Controls Performance Contract concerns?

I have asked an outside contractor (Entec) to review the heating and cooling problems with me at the facility at no cost to the county. As you all know this building is in dire need of mechanical upgrades and I have some ideas for a different approach to resolving these problems and ask the committee to allow me to investigate new options with Entec. When finished I will present my new ideas to the committee for further discussion.

2/6/2012

Property Committee Meeting

Don Verdun

Pass through latch broken in jail info, repaired

H-unit Repaired hot water pressure in the sink

Jail Superintendent wanted telephone moved in the weight room, so we moved the phone.

F-unit cell 2 toilet not flushing repaired

Padded cell ceiling camera torn out of the ceiling and destroyed. Jeff installed a new camera and relocated it in the room. Repaired the wiring and camera cable and reset the camera, and repaired drywall ceiling and repainted

Steam table in the kitchen quit working, Kuperschmidt and Jeff disassembled the unit and found burnt wires, repaired the wiring.

Replaced door closer on Jail Superintendents office door with one from an interview room, it has a hold open position on it the other didn't.

Repaired double door reach in cooler in the kitchen Kuperschmidt installed part and recharged cooler.

Finishing installing door guard buttons started out with 80 and have 35 to go we will finish this week.

Camera project is on hold

Shower project is on hold.