

LIVINGSTON COUNTY BOARD  
PROPERTY COMMITTEE  
MINUTES OF MARCH 7<sup>th</sup>, 2012

Committee Chair Bill Flott called the meeting to order at 4:01 p.m. in the meeting room on the 2<sup>nd</sup> floor of the Pontiac Public Library.

Present: Flott, Weber, Deany, Ruff, Weller, Woodburn

Absent: Franey,

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

Flott called for any additions or changes to the agenda with none being requested. *Motion by Woodburn, second by Ruff to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the February 6<sup>th</sup>, 2012 meeting. *Motion by Woodburn, second by Ruff to approve the minutes of the February 6<sup>th</sup>, 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** – The Committee reviewed a proposal submitted by Maloof Commercial to renegotiate the terms of the Regions Bank Lease including two additional five year lease renewals. Discussion took place. Consensus of the Committee was to reject the offer. The Committee will consider additional renewal options in the next four to five years.

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

*Motion by Deany, second by Weber to adjourn.* **MOTION CARRIED WITH ALL AYES.**  
Meeting adjourned at 4:46 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

## Maintenance Report

March 7, 2012

1. Again the weather for February favored the maintenance crew and we had to spend only a day or two dealing with ice or weather issues. This allowed us to stay on inside work.
2. In the caged storage area of the Law & Justice Center basement the crew spent some time moving boxes from the hall and organizing to clear the walkway for the work being done on the installation of the courthouse chiller. There were over one hundred boxes to move around.
3. It was requested by security to look at, and attempt to repair a couple scratches on one of the benches in Judge Bauknechts courtroom. Terry attempted to repair them using the scratch kit left by the contractor. He was able to improve them considerably but they are still noticeable.
4. We assisted Widmer Interiors in moving a very large desktop cabinet out of an office and while doing so damaged a wall in the State's Attorney office that we repaired.
5. We attended to a variety of issues with minor leaks and poor flushing valves on stools and urinals at the Law & Justice Center.
6. We had the hose faucets installed to replace the temporary hookup for the washer at the Law & Justice Center. At this writing we are still waiting for the insulation to be installed, which will complete the project.
7. Daryll has been working with Mike on several occasions, familiarizing him with some of the Law & Justice Center mechanicals and the preventive maintenance for that equipment.
8. On several occasions we worked at the temporary warehouse sorting items such as shelving we want to bring to the Law & Justice Center storage area. We also separated some items not to be auctioned.
9. We have hauled the shelving we set aside to the Law & Justice Center storage area where Terry has begun reassembling it and organizing the items to be stored.
10. We assisted the Assessor by hauling a mailing to the post office.
11. We helped the Health Department by relocating furniture to various locations in the Health & Education building.
12. We also painted an office for the Institute of Human Resources.
13. We were doing a walk-through of the heating system with Daryll at H & E and found that some traps had stuck open allowing steam to pour out in the closet area where the condensate pump was located. The cardboard and plywood had blackened areas that may have been mold. We cleaned out all loose items, most of which went to the dumpster,

and sprayed the area with hospital grade disinfectant that controls mold and mildew. We also scrubbed a few dark areas on the floor with bleach solution. BDI Plumbing replaced the bad traps while we worked on the cleanup. After everything was dried out we did not see any further evidence of mold or mildew. Daryll suggested we check on those pump areas more often, maybe once a week. We are doing that.

14. We had Brown Concrete begin repairs on the cracked and upheaved portion of concrete at H & E that had become a tripping point. I told you about it last month. At this writing he has not completed jack hammering out the old concrete, but if temperatures stay high he should be able to finish soon.
15. Housekeeping at H & E has been stripping, cleaning and waxing some restroom floors that had darkened and stained over time. They seem to be much improved.
16. The crew also disassembled shelving in the courthouse basement so it could be moved to the warehouse.
17. As usual each month, we also attended to many other service calls and requests.

# Livingston County

## Facility Management Services

Public Property Committee February Report 2012

Law and Justice Center

HVAC:

Outstanding items that need to be done to complete the project.

1. MAU-1 in the Sally Port is continuing to have operational problems. I have been working with the vendor on warranty to repair this unit. They will be replacing the control boards when the parts have arrived.

MAINTENANCE MANAGEMENT: FACILITY DUDE

I will be working on phase two scheduled maintenance for the Law and Justice Center and should have all p.m. schedules entered in Facility Dude by the end of the month for all systems at the LJC.

TRAINING:

Don, Terry, Mike and Linda are on there last week of computer training. They have expressed that it was valuable for all.

I will be attending the Illinois Energy workshop in Springfield on March 23<sup>rd</sup>. The workshop will offer resources on upgrading electric and natural gas systems and assist in gaining access to more than \$70 million dollars in rebates to help fund energy efficiency projects.

PREVENTATIVE MAINTENANCE:

1. I have been working on scheduled maintenance for the month of February. This includes the boiler and chiller systems.
2. I will be starting vav p.m.'s this month. There are 103 vav terminal units in the building and the schedule will have 5 boxes per week and will take 20 weeks to complete all testing of these systems.

3. The Chiller Eddy current testing and tube brushing has been completed and we now have baseline data for the new chiller. This will help evaluate our chemical needs and ensure that the new chiller is running at optimum efficiency.

#### BUILDING OPERATIONAL CONCERNS:

The HVAC system is performing well

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

There was a lighting failure in the lobby. After troubleshooting the problem I found it to be a dead short in one of the junction boxes. I contacted WM Masters to replace the shorted wire under there warranty.

I have been testing the generator every two weeks running it to ensure it will start when needed. The last couple of times the generator would not start on its first attempt. After contacting the Altorfer technician he stated it is a problem with the fuel draining back down from the engine and he is working with the factory to resolve the problem.

We were having problems with the domestic hot water and after troubleshooting the controls for the Areco heat exchanger I found that the temperature control circuit board that controls the supply temperature to all of the building lavatories had failed. I am waiting for the replacement parts to arrive before the end of the week from Aerco. In the meantime the domestic hot water will be inadequate.

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# Livingston County

## Facility Management Services

Public Property Committee February Report 2012

Court House and LJC construction

1. The new chiller will be here by the end of March and the contractors are currently working in the LJC for preparation to install the new equipment. They will need to remove some of the fencing in the basement to get the chiller into the building and place in the mechanical room. They will be working at the LJC through the month of April installing controls, piping and new pumps for the additional chiller.
2. Dodson has completed the flushing and fill of the secondary chilled water piping to the Court House for the tie in to the LJC chilled water system.
3. Electrical installation for the new chiller feed has also started.
4. Dodson will be installing the access panels for the preheat coils on the return ductwork for AHU-0, AHU-1 and AHU-2. They also will be installing the access plates for the sump tanks.

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## March Property Committee Report

Finished shower floor in J- Unit, Prisoners were able to go back in Saturday  
3/3/2012

Repaired kitchen Oven replaced the gas valves on two burners. Cleaned out  
pilot light gas line feed to pilots.

Back to running conduit for cameras.

Trying to finish the wall in the Sheriffs Office.

Will be doing Preventive Maintenance to Air Handlers

Contacted Alina about Anchor Mechanical and said it was ok to pay them.

Will be doing Preventive Maintenance on Laundry Equipment

Don Verdun

3/7/2012