

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

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

Present: Flott, Weber, Deany, Ruff, Weller (arrived at 6:05p.m.), Woodburn

Absent: Franey,

Also Present: Bill Fairfield, Don Tuley, Daryl Bragg, 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 March 7<sup>th</sup>, 2012 meeting. *Motion by Ruff, second by Deany to approve the minutes of the March 7<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.

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

Bragg reported that there is an issue with the generator at the Law & Justice Center in that water has is getting into the unit. Bragg stated that the issue should be under warranty.

A brief discussion took place regarding the boiler at the H&E building. It was noted that the boiler is on borrowed time; it could last another 5-6 years or it could go out as early as this year. Flott stated that he felt that we needed a plan A & B in case of emergency.

**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 Ruff, second by Deany to adjourn.* **MOTION CARRIED WITH ALL AYES.**

Meeting adjourned at 6:44 p.m..

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Alina M. Hartley  
Administrative Resource Specialist

## Maintenance Report

April 2, 2012

1. Spring weather came early this year, causing Maintenance to hustle in preparing the equipment. Early last week we had to focus on removing snow blowers, mounting the mower decks after servicing them and the tractors. We then completed the first round of mowing and trimming after some debris cleanup in the ditches and yards. We also got started with spraying areas where we don't want growth with ground clear or weed control, whichever the area called for.
2. Some time back we had water lines installed for the washer at the LJC. The insulation installers have now completed their work and that job is complete.
3. Terry worked on a Saturday morning so the people installing the tint in the lobby of the Law & Justice Center could complete that project. There are several issues to be resolved from that project yet before it can be considered finished. These are being handled by FQC.
4. We had a call about one of the outside outlets not working at the LJC. Daryll looked at it and determined the issue was a defective outlet and made repairs.
5. There was an issue with inadequate ventilation for computers under the security desk. Daryll prepared a plan and purchased a fan to correct the situation. Terry installed the unit.
6. As time allows we continue to install shelving and attempt to organize the maintenance storage area. This will then allow us to organize the receiving bay. There is still some work on shelving and organization to complete in the paper and housekeeping storage room.
7. We had pest complaints at the County Clerk annex, H & E, and the Highway office. I had our pest control contractor treat the Clerk's office and Mike sprayed at Highway. IHR contracts with Orkin, so we had them take care of the H & E complaint and assisted them getting into areas before they opened.
8. We completed a custodial – housekeeping schedule and checklist which we began using this week. It allows new and fill-in employees to have a schedule to go by when learning the duties for which they are responsible. It also doubles as a checklist for accomplishments for each day's duties and a comment section for certain items which were not completed, or to list other duties that took priority over a scheduled task.
9. We spent considerable time at the warehouse preparing for the auction. We removed many items not to be sold and cordoned off some items which were not to be auctioned. We hauled all of the stored items at the Allied Waste building on East Howard Street to the warehouse except the wheeled desk chairs from the old boardroom. We borrowed a truck, trailer and driver from Highway to haul approximately ninety-six light fixtures from Weber Metals which had been stored since completion of the Jail. While we had

the fork lift from KSR to unload the fixtures we sent it to the Jail to lift some items onto the trailer that they were sending to the auction. We also took the dump truck to Gray's Garage and ran it through the testing lane to get it checked over and get a current sticker on it. The auctioneer thought it would bring better money if the sticker was current and would show that the truck had no major issues.

10. We are still trying to complete painting rooms in the IHR section of H & E as time permits. I believe we may be down to one room left.
11. The crew hauled a truckload of old computers and parts to ATR Recycling for disposal for the Health Department.
12. Several days were spent assisting the County Clerk with election equipment delivery, pickup and storage.
13. We are in the process of finding a summer helper to assist with mowing, grass trimming, bush trimming and odd jobs. We have considerably more yard care with the addition of the Law & Justice Center and parking lot. We also are not hiring out the Poor Farm Cemetery for mowing. The crew that has cared for it in the past no longer does the nursing home and did not want to travel from Dwight for just that area. We will now add the cemetery to our mowing schedule. This also allows us to inspect its needs a little closer as we would be there more often. Presently we have considerable spraying to do there with the parking lot having more grass and weeds than gravel. We'll take care of that soon.
14. As usual we accomplished many other service calls and requests for the month. Many of these are listed on the Facility Dude web site.

# Livingston County Facility Management Services

Public Property Committee April Report 2012

Law and Justice Center

HVAC:

MAINTENANCE MANAGEMENT: FACILITY DUDE

I will be working on phase two scheduled maintenance for the Law and Justice Center and I am working on entering p.m. schedules in Facility Dude for all systems at the LJC.

TRAINING:

I attended the Illinois Energy workshop in Springfield on March 23<sup>rd</sup>. I will be meeting with Jordan Mackey and Joseph Sirianni with EnerNOC Inc. on April 5<sup>th</sup> at 10:30 a.m. to discuss possible retro-commissioning options for the Public Safety complex. I will have more information after our meeting. There are other programs for steam trap replacement that might be useful for the H&E building.

PREVENTATIVE MAINTENANCE:

1. I have been working on scheduled maintenance for the month of March. This includes the hot water and chilled water pumping systems.
2. I am working on 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.

## BUILDING OPERATIONAL CONCERNS:

The HVAC system is performing well

We are having hot water problems on the domestic side of our system and I am working with Dodson to resolve the problem. We will be rebalancing the distribution system this week and should fix the flow issues we are having.

Altorfer has installed upgrade modifications to the Generator to ensure it will start on the first try. I have tested it twice since his visit and it is working like it should.

With the unseasonal warm weather I have engaged the chiller to run. This will result in higher electric utility costs for the month of March than usually expected for this time of year.

# Livingston County

## Facility Management Services

Public Property Committee March Report 2012

Court House and LJC construction

1. The new chiller has been delivered and set in place in the chiller room the contractors are currently working in the LJC installing the new equipment. 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 has installed 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 in April.

## UTILITY REPORT FOR April 2012

	March-April. 2012	Demand 2011	Demand 2012	Variance
		Kilowatts	Kilowatts	
Court House Electric:	\$1,291.00	N/A	345.10 KW	
LJC Electric:	0	N/A	0 KW	
County Jail Electric:	\$9,524.32	3597.24 KW	3822.60 KW	+225 KW
		Therms	Therms	
Court House Gas:	\$0	N/A	0	
LJC Gas:	\$0	N/A	0	
County Jail Gas:	\$0	0	0	

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.

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