

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF DECEMBER 10th, 2012

Committee Chair Mark Runyon called the meeting to order at 6:00 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Runyon, Gerwin, Borngasser, Bullard, Steichen, Weber, Weller

Absent:

Also Present: Terry Taylor, Don Verdun, Daryll Bragg, Alina Hartley,

Runyon reported that he had Public Comment added to the beginning of the agenda. Runyon requested the agenda be amended to add Transition Letter as item 3b. Runyon then called for any additional changes or corrections to the agenda with none being requested. *Motion by Weller, second by Weber to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the November 5th, 2012 meeting. *Motion by Weber, second by Borngasser to approve the minutes of the November 5th, 2012 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Department Reports

Don Verdun reviewed his monthly department report with the Committee a copy of which is attached to these minutes. Weber questioned whether there was any increase in upkeep with the addition of Cook County detainees. Verdun stated that he hasn't seen an increase in maintenance costs, put some in supply costs such as toilet paper.

Terry Taylor reviewed his monthly department report with the Committee a copy of which is attached to these minutes. The Committee questioned why the expenses for the Law & Justice Center were so high for the month. Taylor reviewed some of the larger expenses which included \$600 for door hardware for a detention door that was originally covered up, but was uncovered since they were using the jury assembly room for a fourth courtroom more often than they anticipated.

Daryl Bragg reviewed his monthly department report with the Committee a copy of which is attached to these minutes. Discussion took place regarding outstanding issues with the courthouse renovation project.

Transition Letter – Hartley reviewed the transition letter from the prior property committee. These items were in process by the prior committee. Discussion took place regarding the Smithsonian Exhibit. Hartley stated that there was a misunderstanding regarding the hours of operation and the exhibit is scheduled to be open seven days per week. Hartley stated that it was originally anticipated that the exhibit would only be open during regular courthouse hours. It was felt that security would need to be furnished. *Motion by Steichen, second by Bullard to*

consult with the States Attorney and require that the City of Pontiac acquire all necessary insurance and cover all costs of having the building open on Saturday and Sunday in hopes that this can be worked out. MOTION CARRIED WITH ALL AYES.

Approval of Bills – The Committee reviewed the bills presented. *Motion by Weber, second by Bullard to approve the bills as submitted. MOTION CARRIED ON VOICE VOTE.*

Motion by Borngasser, second by Steichen to adjourn. MOTION CARRIED WITH ALL AYES. Meeting adjourned at 8:00 p.m..

Alina M. Hartley
Administrative Resource Specialist

Livingston County Public Safety Complex November Maintenance Report

The Commercial Micro Wave in the kitchen quit working. This is used every day. We took the micro wave to our shop, and Jeff did some electrical testing on it and found a micro switch inside that was not working. While working on this he found a switch that was not being used inside the unit and changed it out with the bad switch and was able to repair the unit.

The video arraignment room at the jail had an echo in it, and was difficult for the Judge to hear. I suggested we cover the walls with carpet squares. We had a detainee glue carpet squares on the floor and walls. I checked with the Judge and she said it made a 100% improvement.

J-Unit Video Visitation station

The camera went out in this unit; the company that sold these units is out of business. Another company bought this part of the company that went out of business. They charge us minimum of \$300.00 trip charge \$125.00 labor per hour and

\$300.00 per camera with one year warranty. Jeff was able to find a replacement camera for \$158.98 with a five year warranty and we repaired ourselves.

The intercom from indoor recreation room and B-Unit was not working we were able to test the wiring and trace it back to the Security Room upstairs found the problem connecting to a printed circuit board and were able to make repairs.

The Jail uses a 2400 RPM burnisher to shine the floors in the jail. They are very hard the equipment. A year ago I purchased new burnisher for the Sheriffs side of the building and took our old burnisher to the jail. I would have a burnisher for them to use while we repaired one that was not working. One machine now is not working at all, needs a new motor. The other machine was not working either so I had the repair company take parts off of the one machine and use them to repair the second machine. Both of these machines are over seven years old. I am looking at a more heavy duty machine to replace the floor machine with the bad motor. I can buy it for almost the same cost of repairing the machine that needs a new motor.

Installed a wall hanger and flat screen TV in the Pro Active Office.

Door closure in the Interrogation Room hallway, the screws pulled out of the door. We repaired with carriage bolts.

Dietary PTZ camera was not working in the Kitchen. Jeff found an electrical connection problem in the security room and made the repair.

Don Verdun

Maintenance Supervisor

Public Safety Complex

11/30/2012

Livingston County

Facility Management Services

Public Property Committee December Report 2012

Law and Justice Center

HVAC:

MAINTENANCE MANAGEMENT: FACILITY DUDE

I am working on Scheduled maintenance and preventative maintenance for the Historic Courthouse, inputting requesters and equipment for P.M.'s. As of last week we have received 2,368 work orders and preventative maintenance tasks. The system is a work in progress and seems to be a success for all departments.

PREVENTATIVE MAINTENANCE:

1. We have been working on scheduled maintenance for the month of November. I am three quarters complete for this years p.m.'s on the vav digital controls.
2. Preventative maintenance for the CRAC unit serving the IT room was completed in November.
3. We will be working on the hot and chilled water pumps this month cleaning strainers and getting ready for the winter season.
4. I have been commissioning the HVAC systems and startup for the building operations for the Historic Courthouse.
5. We have drained the sump basins and towers to perform annual cleaning of the basin tanks and filter media on the towers.
6. I have brushed the chillers condenser and evaporator tubes for this year. I have purchased a tube cleaning machine for \$1,600.00 and will be able to do the work myself every year. To have McQuay do this work would have cost annually \$4,800.00. By doing this work in house will result in a savings of \$3,200.00 annually.

7. The annual fire alarm and fire pump inspections are complete as of today for the 2012 season.

BUILDING OPERATIONAL CONCERNS:

I am still receiving complaints from the Judicial Department whenever the north tower is running. With the cooler temperatures this problem will go away for the winter. I am working with PSA-Dewberry and BAC (Baltimore Air Coil) the manufacturer of the towers on a possible solution to present to the committee. I will have pricing to install an acoustical wall on the north tower to cover the opening and also install a ductwork plenum to direct the discharge air up out of the tower enclosure per the recommendation of the tower manufacture to prevent short cycling of the discharge air. The acoustical panels have a NC rating of one; this is the best sound dampening material available. The wall was one of the recommendations from Shiner Associates the acoustical engineer. After presenting this design change to BAC they recommended the ductwork plenum. I should have all pricing together by the end of next week.

Court House and LJC Construction

1. I have been talking with PSA-Dewberry's mechanical engineer on flow problems on the chilled water system at the LJC. The new chiller fails on evaporator flow when it tries to run. PSA has suggested that the chiller is the problem. After confirming the chiller is operating properly and experimenting with the flows I have increased the minimum flow to the chiller from 100gpm to 185gpm. This has helped but I am still having flow problems on chiller #2 I feel that the entire chilled water system needs to be balanced or verified. I have requested that this be completed but have not received confirmation from FQC or PSA that this will be done.
2. I continue to have chiller failures on high condenser pressure from running the tower water at 83 deg. per PSA-Dewberry's recommendations. McQuay's recommendations to resolve this problem are to maintain the lowest condenser water temperature possible.

The specifications for the Law and Justice Center state:

- A. **THE COOLING TOWER (CT-1) COOLING TOWER FAN VFD SHALL MODULATE TO MAINTAIN THE LOWEST POSSIBLE BUILDING CONDENSER WATER SUPPLY TEMPERATURE WITHIN THE DESIGN RANGE (60°F MIN - 85°F MAX, ADJ AND RESETTABLE BASED ON OUTSIDE AIR CONDITIONS).**

I will be running the system per design next year if the sound problem has been resolved.

3. The DDC controls for the historic Courthouse were completed in November but JCI has more work to do before they are complete. I have been commissioning the HVAC controls and equipment and I have submitted a punch list to FQC on problems and incomplete items I have discovered during this process.
4. The air handlers are tripping mixed air low limits at the HC when the outside air is below 32 deg. The low limits are to protect the heating and cooling coils on the AHU's. I meet with PSA-Dewberry last Wednesday to review these problems. It seems that the supply air (OA-T) is not mixing enough with the Return air (RA-T) and they are going to submit recommendations to revise their design by changing the sequence of operation and or adding electric reheats to the supply air ductwork.
5. There is also a problem with the supply air serving the second floor offices at the HC. With the high 20 foot ceilings their original design air flow is not sufficient enough to move the air from the ceiling to the floor. Their recommendation is to raise the design minimum CFM to force more air into these spaces. There is a potential problem with doing this that could exceed the air handlers maximum CFM output and cause the fans to run at higher percentages.
6. The Duct Cleaning Company has completed the initial cleaning of the air handler coils, return and ten feet into the supply ducts. They have also installed filter media in the return ducts and new filters for the supplies. I need to confirm that they have cleaned the reheat coils on all of the vav boxes as well.
7. I would recommend that someone review the plans and section #3 of the specifications with FQC to ensure that we have received all that

we have paid for at the Historic Courthouse before final payment is made to all contractors.

8. I will have my five year Business Plan for Livingston County Facility Services ready by January for the Property Committee to review. The plan will consist of operational procedures, estimated maintenance, equipment and capital budget needs for all county buildings.

UTILITY REPORT FOR November 2012

Attached is our utility profile for November for the Law and Justice Center.

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