

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF MARCH 4th, 2013

Committee Chair Mark Runyon called the meeting to order at 6:02 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Runyon, Gerwin (left at 7:00 p.m.), Borngasser, Steichen, Weber (arrived at 6:12 p.m.)

Absent: Bullard, Weller

Also Present: Marty Fannin, Alina Hartley

Runyon called for any additions or corrections to agenda with none being requested. *Motion by Steichen, second by Borngasser to approve the agenda as presented. MOTION CARRIED WITH ALL AYES.*

The Committee reviewed the minutes of the February 6th, 2013 meeting. It was noted that Marty Fannin was listed as Marty Runyon under also present. *Motion by Gerwin, second by Steichen to approve the minutes of the February 6th, 2013 meeting as amended. 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.

Terry Taylor 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 stated that he received a price from Dodson on the electric reheat coils in the amount of \$19,000.

County Building Tour – Discussion took place regarding the tour of the H&E building. Consensus of the Committee was to tour on April 11th at 4 p.m. (changed to 3 p.m. at a later date). Runyon will make the announcement at the Board meeting. All board members will be invited to attend.

Policy Concerning Removal of Personal Items for Cleaning Staff – Runyon stated that it was brought to his attention that there has been an issue with a number of personal items left on desks making it difficult for the custodial staff to clean. Runyon stated that he had asked Daniels to draft a policy regarding the removal of items for cleaning staff. Taylor stated that this is not a new issue; some department heads have had issues with the cleaning staff for quite some time. Taylor stated that he would like to distribute the document to department heads so they know what can be expected. Discussion took place. Some members felt that employees should be

responsible for cleaning their own work stations. It was felt that possibility could be looked at if this policy did not satisfy the department heads. *Motion by Gerwin, second by Borngasser to approve housekeeping services policy.* **MOTION CARRIED WITH ALL AYES.**

Electricity Contract – Bragg stated that he had been told by various individuals that the RFP for electricity needs to be an open bid process. Bragg expressed concern with the process and stated that he disagreed with the requirement. Hartley reviewed the bidding process and tried to address Bragg’s concerns. Fannin stated that this needs to be an open bid. Hartley stated that due to the notification requirements of Constellation Energy indicated by Bragg there will need to be another extension authorized for 30 days. Hartley stated that the board will also need to approve a resolution authorizing the board chairman to enter into a contract for electricity with the successful bidder. Discussion took place. *Motion by Weber, second by Steichen to authorize a 30 day extension with Constellation Energy and recommend the Board ratify the same.* **MOTION CARRIED WITH ALL AYES.**

Motion by Borngasser, second by Steichen to recommend approval of a resolution authorizing the Chairman to enter into a contract for electricity. **MOTION CARRIED WITH ALL AYES.**

Approval of Bills – The Committee reviewed the bills presented. A question was raised regarding the ComEd bill for the Law & Justice Center. *Motion by Steichen, second by Borngasser to approve the bills pending resolution of the ComEd bill.* **MOTION CARRIED ON VOICE VOTE.**

Motion by Steichen, second by Weber to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 7:05 p.m..

Alina M. Hartley
Administrative Resource Specialist

Livingston County Public Safety Complex

January Maintenance Report

In January we had a little ice and snow removal nothing to bad.

Went through the Air Handlers and changed filters and a couple of
A couple of them needed belts replaced and greased all units.

ERS unit number 3 kept tripping out Jeff and I did some testing and Jeff found the overload relay on return fan was the problem. This type of part is not available in town, Jeff found it on line and I was able to order it for next day delivery. Jeff installed it. ERS Unit 1 is starting to act the same way, I will order this part and have it on the shelf so when we need it we have it. The part cost \$86.00 plus whatever shipping was.

A couple of touch panel relays for the facility lighting burned out, we were able to track them down and replace them.

Had BDI replace a 2in copper water supply line to one of the large water heaters.

Several shower drains plugged up this month most of the time just hair, we pour a drain opener or use a plunger to open them up.

Multiple toilet repairs, we have 122 toilets and if there is a toilet there is a sink plus urinals. Most of these run off air over electrical switches.

Also several toilets plugged, usually we can plunge them and get them open.

Repaired kitchen closet door lock .

Rebuilt the faucet handles on the kitchen hand sinks

Replaced spray nozzle on rinse sink

Repaired stair way heaters 2 of them were not working properly.

Two VAV units were not responding from the computer controls these units were above the kitchen ceiling. I was able to get to the units and correct the problems, a censer was causing the problem took the censer apart cleaned it.

East Gate was covered in ice and froze shut it wouldn't operate. Thawed it out and adjusted the clutch.

Several lights bulbs changed out.

Repaired lock on detective evidence bay door and tighten hinges.

Plumbing closet had a Master-Trol assembly leaking, repaired the leak.

Everything else is on the Facility Dude.

Don Verdun

2/5/2013

Livingston County Building Maintenance Monthly Report for January, 2013

Status Count Graph

Closed Work Orders-98 Items (highlights)

- *16 Preventative Maintenance/82 General Work Orders
- *relocated an office from the lower level of the Health and Education building to the main floor due to mold issues
- *removed all remaining furniture from satellite offices
- *assisted IT with installation of equipment in the Historic Court House
- *removed snow from all buildings
- *installed all cabinetry in coroner's new office (Mike Stadel)
- *centrally located all furniture for upcoming county auction to first floor of Regions Bank building
- *unloaded truckload of Xerox paper for all offices

Deferred-0 Items

New Requests-1 Item

*complete

Duplicate Requests-0 Items

On-Hold-Items

New Requests-1 Item

*complete

Work in Progress-1 Item

- *awaiting warmer weather to replace insulation on porch of Health and Education building

Location (Cost) Analysis Graph

- *totals include costs of labor and materials
- *buildings' maintenance costs have been below \$761.00 with the exception of the Law and Justice Center
- *cost analysis
 - ✓ cost increases---
 - County Highway Dept.: \$40.00
 - County Treasurer: \$57.00
 - Health and Education building: \$26.00
 - Pontiac Public Library: \$494.00
 - ✓ cost decreases---
 - County Clerk: \$205.00
 - Historic Court House: \$351.00

- Law and Justice Center: \$1,072.00
- Regions Bank building: \$48.00
- ✓ cost difference
- (December to January) \$1,059.00 decrease

Respectfully Submitted by Terry L. Taylor, Building Maintenance Supervisor
February 6, 2013

Livingston County Facility Management Services

Public Property Committee January Report 2013

Law and Justice Center

HVAC:

MAINTENANCE MANAGEMENT: FACILITY DUDE

I continue to work 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 2,843 work orders and preventative maintenance tasks. We will be implementing P.M. schedules for the PSC in January and February. I have emailed logon information to all of the committee members and will give a brief demonstration on login and how to retrieve reports. Please do not modify any of the systems as your password level does provide this level of activity.

PREVENTATIVE MAINTENANCE:

- 1. We have been working on scheduled maintenance for the month of November. I will be complete with all of this years p.m.'s on the vav digital controls by the end of January.**
- 2. We will be starting to perform preventative maintenance this month at the Historic Courthouse with the new equipment and systems.**

BUILDING OPERATIONAL CONCERNS:

I 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. The attached proposal reflects the total estimated cost of this project.

Court House and LJC Construction

- 1. The balancing of the chilled water system is completed and I am confident that this will resolve the flow problems with the new chiller.**
- 2. Johnson Controls is still working on their graphics and punchlist items and should be completed by mid-January but still have closeout documentation to submit.**
- 3. 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 Thursday 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 adding electric reheats to the supply air ductwork.**
- 4. There is a new development with the HVAC system at the Historic Courthouse with the building running at a negative pressure. What this means is that the building is drawing in air from outside through the doors and anywhere else it can pull in air. The building is designed to be at a positive pressure of .05 INWC. (Inches of water column). This ensures that the building is not pulling in hot air in the summer and cold air in the winter. I will be conducting tests this week to see if the building can be made positive by increasing the static pressures of the AHU's. I will report my findings when the testing is complete.**
- 5. I have been reviewing the plans and specifications for the Historic Courthouse and will relay any discrepancies and or items that have not been executed to FQC and PSA.**
- 6. I have my five year Business Plan for Livingston County Facility Services ready for the Property Committee to review. The plan consists of operational procedures, estimated maintenance, equipment and capital budget needs for all county buildings excluding the PSC Jail. This is a working document and will continue to expand as needs require.**
- 7. I am in the process of hiring an entry level HVAC Technician and will be interviewing the week of the 14th. We will be able to use this person at the LJC, HC, H&E and PSC to perform scheduled maintenance and repairs.**
- 8. I have signed a three month agreement with Constellation Energy for all of the county building electric accounts for .046 cents per KWH**

(Kilowatt Hour.) I will be preparing a bid form to get competitive pricing in this market and will present this to the committee before the current contract expires by the end of March.

ATTACHMENTS

Financial Report for December 2012

Utility Report for December 2012 Law and Justice Center

Pricing for adding Acoustic panels and diffusion ductwork to the north cooling tower #2 at the Law and Justice Center.

Daryll D. Bragg

HVAC Coordinator

Facility Management Services

Livingston County

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