

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF MARCH 2, 2015

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

Present: Ingles, Arbogast, Bunting, Flott,

Absent: Weber, Ritter, Weller

Also Present: Marty Fannin, Alina Hartley, Chad Carnahan, John Clemmer, Gary Gauger

Ingles called for any additions or corrections to agenda with none requested. *Motion by Flott, second by Bunting to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the revised minutes of the February 2, 2015 meeting. *Motion by Bunting, second by Flott to approve the minutes of the February 2, 2015 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Maintenance Department Report – Chad Carnahan presented his monthly department report to the Committee a copy of which is attached to this report.

H&E Building Environmental Analysis – Carnahan reported that he contacted Pete Altieri of Ideal Environmental regarding repairs to the insulation on the steam boiler at the H&E building. Carnahan stated that the material tested possible for ACM. Carnahan stated that the cost to complete the repairs is estimated at \$1,800. Discussion took place. Carnahan noted that this expense was not budgeted, however, he felt that it was important to move forward with the containment as soon as possible. Hartley suggested that the repairs for the vestibule be paid from the Pontiac Host account in order to allow for funds for the containment to be paid from the general fund. *Motion by Bunting, second by Arbogast to proceed with the containment as soon as feasibly possible.* **MOTION CARRIED WITH ALL AYES.**

County Clerk Vault Issue – Carnahan reported that the split air unit was repaired in the County Clerk vault. Carnahan stated that the unit appears to be working was designed, but is not a reliable heat source for our winter climate conditions. Carnahan stated that he received estimates for approximately \$5,500 to add electric heaters to the area. Carnahan stated that he is recommending this project be budgeted and completed in FY 2016.

Midwest Energy Utility Broker – Carnahan stated that the current contract with Invenergy expired, so the county is on a month to month basis with the electricity contract. Carnahan reported that he and Hartley met with Gary Gauger, who is a utility broker, with Midwest Energy. Hartley stated that Gauger reviewed a number of options that the county could consider. Hartley stated that she reviewed prior experiences and concerns with Gauger and he offered ways to address those concerns. Hartley stated that she and Carnahan are recommending that the

county board authorize entering into a letter of exclusivity with Midwest Energy as a broker and authorize Carnahan to lock in both electricity and gas at his discretion. Hartley stated that an analysis will be completed at the end of the year trial and presented to the Committee for review. *Motion by Flott, second by Arbogast to recommend the board approve a resolution authorizing Carnahan to lock in the rates. MOTION CARRIED WITH ALL EYES.*

Review of Acoustics Report – Carnahan presented the updated quote for items 3, 5 and 6. Carnahan stated that based on the estimates received, he would recommend that item 4 be priced as well. Carnahan stated that the contractors have presented alternative options that would be more cost effective solutions. Discussion took place. Consensus of the Committee was to have those contracts put those recommendations in writing so they can be reviewed by the acoustics consultant prior to proceeding.

Other Business – Discussion took place regarding the current vacant sm2 position. Carnahan reported that there is a candidate who exceeds the job requirements of the sm2 position and would require a higher salary level. Discussion took place. Consensus of the Committee was to have Carnahan consult with Daniels on the job description and possible classification change.

Motion by Flott, second by Arbogast to adjourn. MOTION CARRIED WITH ALL EYES.
Meeting adjourned at 7:45 p.m..

Alina M. Hartley
Administrative Resource Specialist

- The department is working to resolve issues with the split-air unit that supplies heat and cooling to the record storage vault of the County Clerk's office. The department has received numerous complaints that the space is cold. After reviewing with staff from my department and the County Clerk's office I question whether the existing split-air unit is a sufficient heat source for the space. As far as cooling is concerned I think the unit is acceptable. We are attempting to exhaust all efforts to make the existing unit work as designed, but it appears the unit might not be applicable for our cold weather conditions. We had Popejoys of Fairbury look at the unit early this month and they found the unit low on refrigerant. Refrigerant was added and the outside condenser unit was thawed by maintenance staff. After these repairs the unit still fails to heat the space properly and the outside condenser unit continues to freeze up. Quotes have been completed to look at an alternative heat source for the vault space.

Update – The split-air unit in the County Clerk vault was repaired by Xcell Mechanical of Mackinaw on February 24-25th. A refrigerant leak was found/repared and also a control board was damaged/replaced. The unit appears to be working as designed but it was suggested by the contractor that this unit has its limitations for reliable heat for our climate conditions. It was recommended to add secondary electric heat to the space.

Project Cost

Durham Electric - \$3500.00 for 2 - 5kw forced air electric heaters; electrical work (estimate) - \$2000.00; **Total project Cost - \$5500.00**

Conrad of Bloomington - \$3500.00 for 2 -5kw forced air electric heaters; electrical work by Durham Electric (estimate) - \$2000.00; **Total project Cost - \$5500.00**

Xcell Mechanical of Mackinaw – quote pending

Since repairs were successful and we are late in the heating season I feel this project could be budgeted for 2016. I think it's important that we take the recommendations of several heating and cooling contractors/designers to install a secondary electric heat source in the vault.

- **The manager met with Pete Altieri of Ideal Environmental of Bloomington on January 14th regarding repairs to the insulation on the steam boiler and pipe insulation above/near the boiler at the Health and Education Building. Samples were also taken while Ideal Environmental was on site. The cost to complete the repairs is \$1,800.00. The manger recommends that these repairs be approved and completed this summer while the boiler is out of service. The repairs were not budgeted for 2015.**

Update – The manager met with Sean McLellan of Deigan & Associates this month regarding repairs to insulation on the Health and Education building boiler/piping. A quote has been submitted for their services and they are requesting approval to solicit bids for abatement contractors. The manager would like to the scope work by both contractors reviewed so a plan can be put in place to make repairs damaged insulation areas as soon as possible. Work will not be possible until the boiler is shut down for the season. This repair should be considered a high priority project.

- On January 16, 2015 the maintenance department and Jeff Nelson of Automatic Fire Sprinkler Company of Building preformed our first “churn test” on the fire pumps at the Law and Justice Center and the Historic Courthouse. Testing and training went well at both locations. The department will now continue to conduct month testing of the fire pumps at these locates per NFPA requirements. There was no charge for training by Automatic Fire Sprinkler Company.

Update – On February 12th the manager met with Jeff Nelson of Automatic Fire Sprinkler Company of Bloomington regarding a problem with a casing relief valve of the Law and Justice Center fire pump system. During the recent monthly churn test it was notice that this casing valve did not open as designed when the fire pump was running. It

was thought during the testing that dirt and debris in the valve was causing the valve not to open. During the visit on the 12th it determined that the casing relief valve may not have been piped correctly during the original install of the system causing it not to work. Automatic Fire Sprinkler Company and Pipco Company are both looking into the problem to develop a solution. The manager has involved the Pipco Company in on this problem due to them performing the annual inspections of the system from the date of construction and they installed the system.

- On January 22nd the manger met with Department Heads at the Health and Education Building regarding the daily activities of the Facilities Department at their facility. The following are items that need improvement:
 1. More presence by the manager at the facility during operating hours to oversee daily housekeeping and maintenance activities.
 2. Increase one or both housekeeping workers to 40 hour per week and also stagger the hours of the two current positions to have a worker present until the end of the business day.
 3. Improvements to snow and ice removal.
 4. And more attention to detail by maintenance department to address maintenance requests.

Update – On February 24th Nickolas Negus of Pontiac was offered the posted part-time custodian position for the Facilities Department. Nickolas’s main responsibilities of work will be at the Health and Education Building/Highway Department. Nickolas’s will also be cross trained at downtown facilities and the Safety Complex. The presence of a housekeeping staff member during the hours of 1:00pm to 4:30pm Monday through Friday should resolve on going clean issues at the Health and Education Building. The manager is also met with the current housekeeping staff the morning of 27th to review procedures, policies, and other concerns.

- On January 28, 2015 Automatic Fire Sprinkler Company of Bloomington completed repairs to a damage sprinkler line on the roof of the Law and Justice Center which protects the south chiller space. It was determined that the sprinkler line serving this area was not sloped properly to drain any water that could accumulate in the line. Frozen water was found inside the line near the defective area. The line is now repaired and properly sloped for drainage. The maintenance department will inspect the north chiller sprinkler system for proper slope to prevent similar problems. We did experience a problem with an audible alarm on the exterior of the building when the repaired area was put back online. The manager is consulting with K-Com Technologies regarding the program of the fire panel. No negative feedback was communicated to the department about this disruption but the alarm was silenced quickly by maintenance staff. The alarm being on the exterior of the building probably assisted with any complaints.

Update - K-Com Technologies has been contacted regarding the audible alarm problem during the completion of sprinkler repairs on the 28th. The problem is being reviewed.

- On January 27, 2015 the manager made contact with Brady Mann of Conrad Sheet Metal of Bloomington and the Dodson Company of Pontiac to set-up appointments to review recommendations noted in the September 2, 2014 Acoustical & Noise Report for the Law and Justice Center. The manger has set a goal to have quotes completed by the February Property Committee meeting. Additional contractors will be contacted to review the recommendations after we get a better scope of the projects.

Update – The manager has met with contractors from Conrad’s of Bloomington and the Dodson Company of Pontiac to provide quotes for the September 2, 2014 Acoustical & Noise Report. We have received quotes from both companies but additional quotes are need from others to handle ceiling tile removal, floor/furnishing protection, and other carpentry needs not applicable by the heating/cooling contractor. The quote(s) for these

additional services will be available in the next couple weeks.

- The department is continuing to review the Johnson Control System making note of problems that need to be repaired by Johnson Control during a service visit.

Update - The service contract the Johnson Control System has been signed and submitted. Johnson Control service technicians should be on site the first or second week of March to take the system back to the original design specifications. This will not be a turn the key repair. The manager expects the repairs and maintenance to take several months in order for the system to run effectively and efficiency. Staff training will be ongoing during the course of the signed three year contract.

- Repair parts have been ordered to repair Boiler #2 at the Law and Justice Center. **We were quoted \$2,745.00 by Entec Services of Peoria to complete the repairs but a competitive quote of \$2,276.00 was received by Xcell mechanical of Mackinaw.** The repair will consist of replacement of the PMC board which will resolve the erratic supply temperature. It's the option of the manager that the original service call on this boiler was misdiagnosed by Entec Services, thus causing this additional service work to complete the repairs.

Update – Repairs have been completed to Boiler# 2 by Xcell Mechanical of Mackinaw. The PMC board was replaced and it was also noted that the boiler set-points were set higher than normal. These settings may be the original design specifications but they should be reviewed with Johnson Controls during building management system repair. Changes to these set-points could result in energy savings.

- Repair parts have been ordered to repair the MUA air unit in the sallyport of the Law and Justice Center. The unit is functioning at this time but has a history of the burner failing to light. Xcell Mechanical was contacted to review problems with the unit on January 26th. A short was found on a circuit board on a relay port causing the burner not to light. The manager recommended that the entire circuit board that the relay is mounted on be replaced due to the ongoing history of the unit. We also found alterations to the outside air dampers and the return air dampers that need to be addressed. These alterations to the dampers are making this unit run very inefficient in its current state. Some of these alterations may have been related to Johnson Control problems.

Update – The relay circuit board was replaced on the MUA unit in the sallyport of the Law and Justice Center, but problems still exist with the operation of this unit. Xcell Mechanical found additional alterations in the control wiring of the unit. The contractor and the maintenance department are working to get the original wiring schematics so the unit can be repaired and thus operate as designed.

- The department is moving forward to install a transfer fan in the ceiling above the security desk. This fan unit will circulate warm air from the lobby into the ceiling above the security desk/vestibule, thus preventing future freezing of the sprinkler lines located in the ceiling. The installation should be completed in the next few weeks. Most of the installation process will be completed after hours to prevent disruptions to visitors entering/leaving the building. **Project cost is estimated at \$2,750 to \$3,500 dollars.**

Update – The transfer fan system installation is completed. The system seems to be working as designed. Prior to making repairs to the ceiling in the vestibule the manager would like a spray insulation contractor to quote spraying insulation material to the inside fascia to prevent drafting. Once completed maintenance can finish complete repairs to the drywall ceiling. **The total cost of the project should not exceed \$3000.00.**

- The department is moving forward to replace the radiant heat unit in the vestibule of the Law and Justice Center. This installation will address the discomforting space temperatures and also prevent future freezing issues to the sprinkler system located in this area. The new unit will be a fan forced hydronic cabinet heater. The unit has been ordered and installation will be performed after hours or on the weekend to

prevent disruptions to visitors entering/leaving the building. **Project cost is estimated at \$2,900 to \$4,000 dollars.**

Update - The new fan forced hydronic cabinet heater has been delivered. The project to install the heater has been delayed due to the recent single digit temperatures. The electrical work has been reviewed by Durham Electric of Pontiac and Conrad's of Bloomington is prepared to complete the install when temperatures permit. The manager has concerns with disabling our only source of heat for the vestibule while the outside air temperatures are unseasonably cold. Hopefully this project can be completed in the next couple weeks.

- The manager has met with Gary Gauger of Midwest Energy an Energy Supply and Management Company (energy broker). Gary would like to work with the County to shop for better rates for gas and electricity. Gary Gauger will be present on March 2nd for the Property Committee meeting to explain his services and strategies for saving the County money on our gas and electric utility rates. Currently it appears that all gas and electric utilities for County facilities are not under contract.
- The manager has made contacted the Pontiac Fire Department, Travelers (Risk Control), and the MaLinda Hillman of the Health Department regarding the removal of the hose cabinets at the Health Department. According to NFPA these hose cabinets are to be inspected monthly and annually. The monthly inspection is a visual inspection and the annual inspection requires the hoses to be removed and refolded. Every five years these hoses are to be pressure tested by a qualified company or the hoses are to be replaced. It does not appear that our hose cabinets have been inspected according to NFPA guidelines. Since the Health Department's Personal Policy does not require staff to use these hoses in the event of a fire the facilities manager recommends that the hose cabinets be removed. The Pontiac Fire Department informed me they will never use these hose stations in the event of a fire and Travelers recommends if they are in place they have to be tested per NFPA. The manager believes the hose stations are expensive to maintain and put employees at risk if they are not properly trained to use them. The Health Building currently has 3-4 hose cabinets that should be removed.
- The manager met with Travelers (Risk Control) on February 11th at the Law and Justice Center. The following were items were suggested: Controls for Hot Work, Infrared Thermographic Inspection of Electrical Systems, and Portable Fire Extinguishers for the Computer Server Room, and review future altercations to compact shelving in the States Attorney's Office. The facilities manager has reviewed the Risk Control report and is working to implement the suggestions.

Safety Complex Monthly Overview

- Painting is being completed in many of the offices, hallways, and bathrooms at the Safety Complex. An outside contractor is being used to complete the work. The cost for the project is estimated at \$12,000. The project should be completed in the next several weeks.

- The maintenance department is looking into hot water issues that have been occurring for several months. Hot water heaters in a few different areas have tripped off for unknown reasons requiring maintenance staff to come in and reset them.