

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF SEPTEMBER 9, 2015

Committee Chair Mike Ingles called the meeting to order at 4:04 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Ingles, Arbogast, Bunting, Flott, Ritter

Absent: Weber, Ritter

Also Present: Chairman Marty Fannin, County Board member Mark Runyon, Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), John Clemmer (Finance Resource Specialist), State Attorney Seth Uphoff, Superintendent Cox

Ingles requested that the agenda be amended to add executive session for 5ILCS 120/2(c)(2) Collective Negotiating Matters and (11) Pending Litigation. Ingles then called for any additions or corrections to agenda. *Motion by Bunting, second by Flott to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the August 3, 2015 meeting. *Motion by Flott, second by Bunting to approve the minutes of the August 3, 2015 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Monthly Department Report – Carnahan reviewed his monthly department report with the Committee, a copy of which is attached to these minutes. Ingles stated based on conversations with Chad and various contractors it is felt that additional insulation above the ceiling would be the best course of action. Ingles stated that Carnahan has indicated that his staff could possibly complete this project. Ingles stated that with the Committee’s consent, he would like to request that Carnahan put together a plan for the Committee to review.

Ingles further reported that he is prepared to respond to Judge Bauknecht’s letter regarding the sound issues. Ingles indicated that he and Chairman Fannin also received a letter from Judge Fellheimer indicating that he will be investigating moving court for the upcoming jury week. Ingles stated that Fellheimer indicated that he will be looking at the County Board Room to hold court, however, the County Board Room is not available the majority of the days indicated.

Executive Session – *Motion to go into Executive Session pursuant to 5 ILCS 120/2 (c)(1) – Personnel Matters, (2) Collective Negotiating Matters and (11) Pending Litigation.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 4:47 p.m.

Regular Session resumed at 5:04 p.m.

Action Resulting from Executive Session – N/A

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

Motion by Weller, second by Flott to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 5:04 p.m..

Alina M. Hartley
Administrative Resource Specialist

New Business – The manager received a quote from Hydro Management of Lowell, IN to supply product and labor to clean the cooling system at the Law and Justice Center. The quote was \$4707.00 labor/material. The clean process will remove calcium deposits from the chillers, cooling towers, and piping. Excessive calcium deposits greatly reduces the efficiency of the cooling system and also causes water flow issues that could possible effect the system during high load conditions. The manager feels it's necessary to have a qualified company work with the department during the first system cleaning and future cleanings could be completed by maintenance department after being properly trained. It appears cleaning of our cooling system will be necessary every two to three years. The manager is reviewing a second cleaning option that could be more cost effective.

New Business – Boilers

- The Kewanee steam boiler at the Health and Education building was inspected by the State Fire Marshal on 8/19/2015 with no apparent problems found during the inspection.
- The Fulton Pulse boilers at the Historic Courthouse were inspected by the State Fire Marshal on 9/3/2015 and it was noted that the boilers failed to have a safety shut off switch by the interior boiler room door. The department will install conduit, box(s), switch(s), and wiring for the boiler safety shut off switch(s). It may be necessary to have a boiler technician make the final connection to the boilers and check for the proper operation of the switch(s). The manager will update when this project is completed.
- Boiler tune-ups were completed on 8/24/2015 at the Safety Complex, Law and Justice Center, and the Historic Courthouse by Xcell Mechanical of Mackinaw, IL. It was found that Boiler#1 at the Safety Complex had a defective intake air duct that was not installed properly during a past servicing by others. The defective intake air duct caused the boiler to go into fault when commanded to fire. Problems were also noted on the Law and Justice Center boiler system. Several holes are appearing in the horizontal boiler flue pipes in the boiler room. It appears that the holes are being caused by flue gas condensation (acid). The manager is reviewing the problem to make sure the installation and the proper piping was used during installation. The manager will update on the L&J flue pipe problem.
- The manager is reviewing a potential cost savings by using a boiler service agreement to maintain the county's seven boiler units. The manager has received a quote from Xcell Mechanical of Mackinaw, IL for \$3,170.00 for semi-annual service of our seven boiler units.

New Business - The fire panel system at the Health and Education was inspected by Seico Security of Pekin, IL on 8/27/2015. The only problems found were several batteries past due for replacement. The batteries will be installed by the maintenance department once they are received.

New Business – The fire panel was inspected at the Safety Complex by Bennett Electronics on 8/19/2015. No problems were noted in the inspection report or by maintenance staff.

New Business – The fire panel at the Historic Courthouse was repaired on 8/19/2015 by K-Com Technologies of Bartonville, IL. It was noted by manager several months ago that the fire alarm system was reporting an open ground on one of the two device loops. After close to seven hours of diagnostic work by the technician from K-Com Technologies an alarm wire was found to be shorted near a smoke detector in the county board room. The wire was repaired and the trouble signal cleared, thus returning the alarm system to normal operation.

New Business – The upper part of the river bank behind the Regions Bank building was recently cleared of weeds, shrubbery, and saplings. This project was completed by committee service workers provided the Probation Department. The manager is also working with DCM Landscaping to have a licensed applicator treat the area to prevent future growth of unwanted plants and weeds.

New Business – The department worked with a technician from Daikin/McQuay of Wood Dale, IL on 8/15/2015 to resolve issues with excessive compressor faults on Chiller#1 at the Law and Justice Center. After review of the chiller's data log the technician found a past history of compressor faults. To eliminate or reduce compressor faults when the unit's compressors cycle "on" various parameter set-points were changed. It was recommended by the manufacturer that if these changes do not resolve our problems and a load balancing kit may need to be installed on the chiller. As of 9/8/15 we are still dealing with excessive compressor faults on Chiller#1. The cost for the material/labor for the load balancing kit on Chiller#1 is \$12,422.00. The work would be performed during the winter and Daikin/McQuay would be on site in the spring for start-up of the unit.

New Business – The Manager is working to reduce our Elevator Service Agreement costs at the Historic Courthouse. Our five year contract with the current contractor ended in 2012 and we are currently operating on a year to year agreement. The manager has received a competitive quote from a competitor that would significantly reduce our annual elevator maintenance cost. The manager is also working with our current elevator contractor to determine if they can offer the same or additional savings. The manager will update on this project.

New Business – On 9/2/2015 inspections were performed on the four elevators at the Law and Justice Center and the one exterior lift at the Historical Courthouse. No problems were found during the inspections. **Manager Note – On 9/4/2015 a visitor in a wheelchair was found stuck on the Historical Courthouse exterior lift. After the visitor was removed from the elevator the manager determined that the interior operator key was broken and also the emergency shut down switch alarm was not operational. The manager is following up with the elevator inspector on why these problems were not noted during the elevator inspections on 9/2/2015.**

New Business – On 8/31/2015 and 9/1/2015 the department worked with technicians from Johnson Controls to resolve ongoing issues with the Building Management System for the Law and Justice Center/Historic Courthouse. It is the opinion of the manager that many issues were resolved during these recent service visits but many more issues still need to be resolved. The manager will update as repairs continue.

New Business – The manager continues to meet monthly with our energy broker Gary Gauger of Midwest Energy. The manager and Mr. Gauger are currently still working to resolve our tax exempt status with Direct Energy (our electrical supplier). We are hopeful that this will be corrected by the October billing cycle.

New Business - It's the view point of the manager that the troubled isolation valve actuators on Cooling Tower#1 and Chiller#2 need to be replaced. The manager feels that the extended period of time that the valve actuators were operated with undersized transformers and wiring caused damage to the motors. It would be much more cost effective to replace the current actuators than to repair the current units. The cost to replace each actuator is estimated at \$3500.00 each. Until these valves are replaced we will continue operate inefficiently with higher than normal water and electrical usage.

May Report- The department has been experiencing problems with several electric isolation valves at the Law and Justice Center. The valves are manufactured by Promotion Engineering and are controlled by the Johnson Control Building Automation System. After review by our department, Johnson Controls, and Promotion Engineering we believe that the valves are not being powered by the properly sized transformers and the wiring is greatly under sized. Due to these items being incorrect we are continuing damage the control boards on the valves. Currently the isolation valve for Chiller #2 and Cooling Tower #1 are not operational. We are currently in the process of replacing the transformer, wiring, and control board for the isolation valve for Chiller #2. The cost for this repair is estimated at \$1000.00. Once repairs are completed we will assure that this system is working correctly prior to making changes to the valve for Cool Tower #1. If

all repairs are successful it's the recommendation of the manger that we correctly size components to the other Promatation Engineering valves at the facility (we have six valves total).

June Report: *The department is continuing to make repairs to the isolation valves and make improvements to control wiring in the Johnson Control cabinets. The manager will update on this project as we move forward to correct these problems.*

July Report: *The department still continuing to have problems with the chilled water isolation valves for Chiller #2 and Cooling Tower #1. The department has followed the direction of the manufacture and has increased size of the supply voltage transformers and resized the wiring to the valves. The manager and maintenance mechanic Mike Duy are looking at other options to address these on-going problems with these valves. Customer support from Promatation Engineering has been very limited and at times very difficult to get in contact with anyone. The manager is concerned at this time we are throwing money at a problem with limited positive results. The manager will update on this on-going problem.*

New Business – Manager is continuing to review/address cleaning issue complaints at the Health and Education Building. The manager continues to observe many changes that need to be made to bring our cleaning and maintenance of the facility to an acceptable level. The manager will continue to update as changes are made.

New Business – IHR has requested converting three unused offices (C12, C13, & C14) into a single storage room. They have requested the space be completed by Nov. 1st. The cost for the project is estimated at under \$500.00. Project outline per the manager:

- Remove existing interior walls that make up C12, C13, & C14.
- Make sure any removed electrical or plumbing is properly terminated and labeled.
- All lights to the space need to be controlled by one switch near the doorway.
- Secure any existing IT or phone cables once walls are removed.
- Remove and seal up openings of existing air conditioners to space. Mouse proof
- We will have to evaluate the flooring once the walls are removed. Keep in mind this will be a file room.
- Install a door going into the new space. Look for the original door if it exists.
- Paint new space as needed.
- Schedule/move file cabinets to new space from Room C7.

OTHER PROJECTS STILL BEING COMPLETED

- Chiller/cooling tower isolation valve repairs
- Law and Justice Center door closer adjustments
- L & J holding cell key request
- Phone line/modem hook-up for L & J lighting controller
- L & J entrance vestibule insulation/cabinet heater project
- Carpet cleaning Historic Courthouse – **Scheduled for Monday the 21st starting 4:30pm**
- Implementing DMS maintenance work request system (phasing out Facility Dude)