

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF NOVEMBER 7, 2016

Committee Chair Mike Ingles called the meeting to order at 6:07 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Ingles, Weber, Flott, Ritter

Absent: Arbogast, Bunting, Weller

Also Present: Chairman Marty Fannin, Alina Hartley, Chad Carnahan (Facility Services Manager), Brad Gillette (Facilities Services Assistant Manager), Jail Superintendent Bill Cox, John Clemmer (Finance Resource Specialist)

Ingles called for any additions or corrections to the agenda. *Motion by Ritter, second by Flott to approve the agenda as presented.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the October 3, 2016 meeting. *Motion by Weber, second by Flott to approve the minutes of the October 3, 2016 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Monthly Department Report – Chad Carnahan reviewed a copy of his monthly department report, a copy of which is attached to these minutes.

H&E Building Steam Trap Repairs – Carnahan reported that approximately 60-75% of the steam traps at the H&E Building are running inefficiently and need to be repaired or replaced. Carnahan stated that the traps need to be checked annually, but it was obvious they had not been checked in quite some time. Carnahan stated he received an estimate to replace the traps at \$350 per trap. Carnahan stated that the traps could be repaired, but there are several models. Carnahan recommended the replacement of the traps, which he indicated he could pay for out of his general maintenance line item. Carnahan estimated the total cost at \$5,000. Carnahan indicated that there should be savings from making the replacement which will offset the cost. Consensus of the Committee was to go with the replacement.

Other Business – Ingles reported that Good Samaritan has moved all their residents to the new building. Ingles stated that once they have finished moving all of their belongings, Diegan will complete the environmental analysis of the building as previously discussed. Ingles stated that in the meantime, the building will require daily attention specifically in regards to the tanks, and their need to be pumped. Discussion took place regarding the source of the water and possible solutions.

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

Executive Session – To be held during an upcoming recessed meeting.

Action Resulting from Executive Session – n/a

Motion by Ritter, second by Flott to recessed. **MOTION CARRIED WITH ALL EYES.**
Meeting recessed at 6:47 p.m.. Recessed meeting to be held at 5:00 p.m. on November 28th.

Alina M. Hartley
Executive Director
Livingston County Board Office

Manager's Report
November 2016

September Report – The manager worked with Mechanical Inc. of Peoria on Saturday, July 30th to make control changes to the Building Automation System serving the L&J and Historic Courthouse. The department has been experiencing ongoing control problems with the chilled water bypass valve that supplies chilled water (for building cooling purposes) to both the Law and Justice Center and the Historic Courthouse. During the service visit changes were made to the sequences of the chilled water pumps and the chilled water bypass valve. The sequence changes are still being monitored by the manager but additional adjustments will likely be necessary to finalize the repair.

October Report – Mechanical Inc. of Peoria will be working with the department on Oct. 4th to make additional changes to the BAS controlling heating and cooling systems for the Law and Justice Center and the Historic Courthouse. The focus of the service visit will be to:

- Modulate condenser water pumps to maintain consistent water flow to the cooling towers regardless of the cooling towers being operated.
- Design and implement a reset schedule to disengage parallel cooling tower operation during low demand conditions.
- Address communication issues with VAV 221 in the Attorney Conference Room at the Law and Justice Center.
- Review and implement boiler staging sequences for the Historic Courthouse.
- Address issues so alarms notifications be received via email.

Project Update – The department will be working with Mechanical Inc. of Peoria likely Nov. 10th to re-tune the “rate of change” for the chilled water pumps, cooling tower modulation, and the chilled water by-pass valve located at the Law and Justice Center. Slow modulation rates are causing flow alarms during the start-up of the chiller plant.

New Business – The department is reviewing the sequence of operations for two duct heater systems that were installed at the Historic Courthouse sometime in 2013. The units were found by the manager installed but not programmed to function properly. The outside air duct heater heaters were installed to prevent low limit switches on the AHU 3A, 3B, 3C, and 3D from tripping. It's the view point of the manager that adjustments to the BAS this spring have solved these nuisance trips. The manager is currently working on a strategy to implement the installed duct heaters to serve the courthouse facility in a useful and efficient matter.

Project Update – The two Nepronic duct heaters that were installed at the Historic Courthouse have been reviewed and set-up by the manager to operate “if needed” during extreme weather conditions. During the set-up several support devices were found to be defective or not properly installed.

New Business – The department is currently working to paint the exterior of the Highway Department administration building. The project completion is pending weather conditions.

Project Update – The project is 50% completed. Soffit and window painting still needs to be completed. Completion is pending weather conditions.

New Business – The department is working to complete repair/replacement of flag pole lights at the H&E building main entrance and the Historic Courthouse WWII monument. Lights and wiring are being updated to provide efficiency and longevity to the new light systems.

Project Update – The flag pole lights and wiring has been updated.

New Business – The department and BDI Plumbing of Pontiac recently completed annual backflow inspections and testing. All inspection reports were sent to and were received by Illinois American Water Company. During the annual backflow inspection/testing backflow's for the Law and Justice Center domestic water, Safety Complex domestic water, and the Safety Complex fire service required repair. The costs for the additional repairs are not available at this time.

New Business – The department is working to complete lighting/wiring upgrades to the flag pole lights at the Highway Department and the Old Region Bank facility. The flag pole and signage lighting at the Highway Department has required excessive maintenance for several years. Exterior lighting for these areas will be upgraded to Led fixtures for efficiency and longevity. The flag pole at the Old Regions Bank was determined by the manager

to be properly lit. A parking lot light pole near the flag pole will be removed and a Led spot light will be installed in its place to properly light the flag at this facility.

New Business – The department recently worked with Xcell Mechanical of Mackinaw to perform a steam trap survey of the traps located at the Health and Education Building. It was determined after the inspection (survey) that up to 75% of the steam traps in-use on the facility's heating system are not functioning properly. It was observed during the survey that some traps have been replaced or repaired but no documentations exist that annual inspections have been performed. It's the view point of the manager that replacement of a majority of the steam traps would be the most cost effective repair and annual inspections (surveys) of the traps will allow the steam system at the facility to operate in the most efficient matter.

New Business – The manager is currently working with the Jail Superintendent to reduce costs for kitchen and laundry chemicals. Different chemical programs are being reviewed for both kitchen and laundry operations to reduce product usage and simplify daily operations. The manager is also working on preparations to replace the current Hobart dish machine in 2017.

New Business – The department worked with K-Com Technologizes on Oct.28th to perform annual fire alarm system inspections/testing at the Historic Courthouse and the Law and Justice Center. During the inspection/testing it was determined that the fire alarm panel at the Historic Courthouse had a damaged main control board and the dialer for the fire system were damaged by a power surge. The power surge was likely the result of the July 2016 light event that caused other equipment damage at other county facilities. The Control board and dialer at the Historic Courthouse have been replaced the system is now working as designed. In addition all fire alarm system back-up batteries at the Safety Complex, Law and Justice Center, and Historic Courthouse were also changed as part of a 5 year replacement.

New Business – The department is in the process of performing fall maintenance to cooling systems at all county facilities. Cooling towers and condenser units are the primary area of focus.

New Business – The manager is in the process of reviewing the status of systems at the Old Good Samaritan Nursing Home with their Maintenance Director. With the facility vacant there are several systems that will need to be monitored daily/weekly. The manager(s) are also working on quotes to temporarily secure the facility during abatement work and possible demolition of the building.

New Business – The manager is currently working the IT Administrator on the possibility of installed an A/C unit in the Sheriff department's phone and server room. The server room currently utilizes a gated style door to exhaust heat generated by the room's equipment. It's the viewpoint of the manager and IT Administrator that installing a dedicated A/C unit for this server room would provide better cooling and additional security for the space. The reinstallation of the solid core door would also reduce noise that generated from the space. The estimated project cost is \$5,000-\$6,000.

New Business – The Facilities Department, Durham Electric, and BDI Plumbing recently installed a 22kw/NG stand-by generator at the Health and Education Building. The project **is not** 100% completed but the Health Department vaccines refrigerators and freezers are currently connected to the unit. Additional circuits will be added but delays tracing and labeling of the facility's circuit panels has slowed the completion of this work.

