

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF JANUARY 4, 2016

Committee Vice-Chair Stan Weber called the meeting to order at 6:02 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Weber, Arbogast, Bunting, Flott, Ritter, Weller

Absent: Ingles

Also Present: Chairman Marty Fannin, County Board Members Bill Mays, Joe Steichen, and Carolyn Gerwin. Alina Hartley (Administrative Resource Specialist), Chad Carnahan (Facility Services Manager), John Clemmer (Finance Resource Specialist), Treasurer Barb Sear, County Clerk Kristy Masching, Jon Sear (Network & Computer Systems Administrator), Linda Daniels (Human Resource Specialist), VAC Superintendent Tom Bailey

Flott requested that the agenda be amended to add item 1d. Executive Session for Personnel Matters to the agenda. *Motion by Flott, second by Arbogast to amend the agenda to add a second Executive Session for Personnel Matters as item 1d to the agenda.* **MOTION CARRIED WITH ALL AYES.**

Weber then called for any additional changes to the agenda with none being requested. *Motion by Bunting, second by Flott to approve the agenda as amended.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the December 7, 2015 meeting. *Motion by Bunting, second by Flott to approve the minutes of the December 7, 2015 meeting as presented.* **MOTION CARRIED WITH ALL AYES.**

Executive Session – *Motion by Flott, second by Arbogast to go into Executive Session pursuant to 5ILCS 120/2 (c)(1) – Personnel Matters.* **MOTION CARRIED ON ROLL CALL VOTE.** All voted Aye; none Nay.

Executive Session began at 6:04 p.m.

Regular Session resumed at 7:27 p.m.

Action Resulting from Executive Session – n/a

Monthly Department Report – Chad Carnahan reviewed the monthly department report with the Committee, a copy of which is attached to these minutes. Discussion took place regarding the door closure project required for ADA compliance. The Committee felt strongly that even if the department is split, Carnahan should still be in charge of that project.

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

Motion by Weller, second by Ritter to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 8:13 p.m..

Alina M. Hartley, Administrative Resource Specialist

January 2016 Manager's Report

December 2015 Report – *The manager is currently reviewing proposals for water treatment testing for the cooling/heating systems at our facilities. Currently we have an agreement due to expire with Hydro Management Systems that only covers testing for our cooling/heating systems at the Law and Justice Center at a cost of \$2700.00 for six visits annually. The manager has recently received a proposal from Butler Chemical in Schaumburg, IL to perform testing for Health Department heating system, the Safety Complex heating/cooling systems, the Historic Courthouse heating/cooling systems and the Law and Justice Center heating/cooling systems at a cost of \$2250.00 for nine visits annually. To use Butler Chemical we would need to use a chemical treatment system for the Law and Justice Center cooling towers (condenser water treatment). Currently we use a Dolphin Water Care system that is chemical less, but uses considerable more domestic water to maintain appropriate water conditions. The Dolphin Water Care System also requires a chemical cleaning that is “as needed” but likely every 2-3 years at a cost of up to \$3000.00. It’s the view point of the manager that switching from the Dolphin Water Care System to a chemical system may be a better alternative in both efficiency and longevity of our condenser water system. Switching could lower our LEADS credits but likely not significantly. Also switching to a chemical system we would absorb some start-up costs in purchasing treatment chemicals. Butler chemical has agreed to supply the needed chemical pump(s) and system set-up for the first year. After the first if we are satisfied with his services we would need to purchase our own chemical pump(s) (under \$1000.00 investment). The manager would like direction from the Committee on how to proceed for water treatment services for 2016.* **Project Update** – *The Facilities Manager is temporarily postponing this project until departmental issues are resolved. The service proposal cost and overall supervision of service are concerns of the manager at this time.*

December 2015 Report – *The department in late October began making adjustments to the float system on the condenser water holding tanks at the Law and Justice Center to eliminate excessive water usage at the facility during the cooling season. Our attempts have been marginal, yet informative. It’s the view point of the manager that we need to look at more advanced water level control system. The current system uses mechanical floats to control the water level of the holding tanks that are very difficult to adjust due to the design and operation of the system. Based on a review of the water bills for this facilities it appears that condenser water system has likely always used excessive water due to the difficulty to properly adjust the float system. It the view point of the manager that we are likely paying as much as 50% more for water/sewer fees for the facility during the operation of the chiller plant. The manager has consulted with Systems Dynamics of Scottsdale, Arizona regarding a solution to our problem. The solution would be to install an electronic water level control system. This system would be a stand-alone system (not controlled by building management) that would be installed in both condenser water tanks. The system would control two electric solenoid valves that would add make-up water to the tanks as needed. The system would also have high/low water level alarms that would notify staff of water level issues. Currently the condensers tanks are monitored by the building management system for high and low water levels, but the manager recently determined that these alarm point were never set-up for proper operation. The cost upgrade our current mechanical water level control system to an electronic system is \$3300.00-\$4000.00. Once completed the manager expects our water/sewer costs to be reduced likely \$6000.00 (50%) per year.* **Project Update** – *The manager has purchased an electronic water control system from*

Systems Dynamics of Scottsdale, Arizona. After several days of testing it was determined by the manager that only one system would be necessary **at this time** to control the water level of our two condenser water tanks located in the Law and Justice Center basement mechanical room. This will reduce the overall project cost and simplify the setup/operation of the new system. The installation of the new system is pending at this time. The new project cost is estimated at \$2500.00-\$2800.00.

December 2015 Report – *The manager is currently working with LaForce and Assa Abloy (Norton) to address door closer adjustment issues at the Law and Justice Center. The manager met with Ray Benoit of La Force and Glen Hane of Assa Abloy (Norton) on November the 4th to discuss adjustment issues with the installed closers. It was determined that the best plan would be to have Glen Hane of Assa Abloy (Norton) to do an assessment of all of the door closers at the Law and Justice Center. Mr. Hane would take each closer back original factory settings and then field adjust the closers to less than 5lb (push/pull) meeting ADA requirements. All closers unable to be field adjusted by Mr. Hane would be replaced by Assa Abloy (Norton). The manager informed both company representatives that he would like the project to be completed by the end of December 2015. There will be no cost to the county for field adjustment services or any needed closer replacements.* **Project Update** - On December 14th ASSA ABLOY changed our factory contact from the North Central Branch to the Missouri/Indiana Branch. Our new technician overseeing our door closer project is now Steve Gavaza. Mr. Gavaza arrived on-site December 22nd and worked with the Facilities Department assessing the worst of our troubled doors. After diagnosing several doors it was determined that in some locations the door/hardware maybe the root of the problem and not the closers. These additional problems found have a delayed the completion of this project. The manager will continue to work diligently with the company representatives involved to get this ongoing ADA issue corrected in a timely matter. Current departmental issues may also affect the completion time of this project.

December 2105 Report – *Due to budget reductions for 2016 the Facility's Department reduced its Housekeeping staff by one employee. The manager is confident that daily operations can be maintained with the recent staff reduction. The manager will continue to work stream line housekeeping operations to assure that daily task are completed and in the most efficient/cost effective matter. Additional reductions to the Facilities Department are likely in the coming months.* **Update** – Housekeeping operations at the Law and Justice Center, Historic Courthouse, Regions Bank building appear to be operating as normal with minimal concerns be reported to the manager. A memo was sent out to department heads on December 10th explaining the rescheduling of some housekeeping tasks. This memo was sent out after some concerns were reported to the manager regarding trash removal. Current departmental issues could further affect housekeeping operations.

December 2015 Report – *In efforts to address continuing housekeeping issues at Health Department the manager has put in place a cell phone for the Housekeeping staff at this facility. An email was sent to the department heads at the facility with instructions for contacting the on-site Housekeeping staff. This new means of communication will allow the employees at this facility to contact Housekeeping regarding cleaning issues from the hours of 5:00am to 4:30pm M-F. The voicemail has also been set-up to prevent missed requests.* **Update** - Currently the Health and Education building is without a full time custodian due to disciplinary action taken by the manager. At this time housekeeping operations are being maintained but are not ideal for level service required for the facility. The manager is currently reviewing several options to restore housekeeping services at the Health and Education building to an appropriate level. The

manager temporarily increased the hours of the part time afternoon custodians from 18 hours per week to 29 hours per week to offset the vacant fulltime position. The manager is also assisting with daily cleaning operations during the early morning hours until a final solution to the problem is made. Current departmental issues could further affect housekeeping operations.

New Business – On December 28th & 29th several extended power outages caused communication issues with the Johnson Controls Building Management system. The department is working with Johnson Controls to resolve these issues. At this time the communication issues are not effecting daily operations but they are an inconvenience to the facilities staff that is requiring manual operation & monitoring of some systems. The County IT Department will also be working the facilities department and Johnson Controls to trouble shoot the root of the problem.

New Business – On December 28th & 29th several extended power outages uncovered problems with the emergency power inverter located at the Historic Courthouse. The department is currently working with the manufacture Controlled Power Company of Troy, Michigan to diagnose why the emergency power inverter failed on Dec. 28th and 29th. It appears at this time that the unit functioned for 10 -15 minutes before it became nonoperational. The manager feels that monthly load testing and monthly inspections of the unit could have minimize such a failure. Earlier in the year the unit was found in “bypass mode” preventing it from working during a scheduled power outage while the building was unoccupied. A preventative maintenance & training visit was budgeted for 2016 and is currently being scheduled along with repairs to the unit. This repair will be updated by the manager when services are completed.

New Business – On the evening of December 28th the manager discovered 4-6 inches of water in the basement of the Health and Education building. It appears at this time that the city storm sewer backed up because of heavy rainfall, thus causing flooding to the basement areas of the facility. Lack of proper dewatering equipment slowed cleaning up efforts when the problem was discovered. It’s the view point of the manager that redundant dewatering systems should be installed since flooding has occurred in this space before. The manager is also reviewing weather an existing sump system located in the affected area was properly installed. The sump system in question was found not operating as designed on the evening 28th. Clean-up and damage assessment is still on-going.

New Business – The manager will be meeting with Alan Biagini of Johnson Controls on January 5th regarding our upcoming second year of our three year service contract for the building management system. The manager feels this meeting is necessary to address past and present system/service problems related to our contract.

New Business – The manager is currently working on quotes to complete the relocation of a chilled water temperature sensor and also two new water meters for our condenser water make-up water lines located in the chiller room of the Law and Justice Center. Both projects are necessary to assure the proper operation of the chiller system. The cost for both projects is estimated at \$1000-\$1500. The manager hopes to have both projects completed by the end of January unless departmental issues cause delays.

New Business – The department recently worked with Xcell Mechanical of Mackinaw, IL to make repairs to the Aerco Boiler# 1 at the Law and Justice Center. The boiler was diagnosed will a defective ignition module. The cost for the repair was \$1,120.00. The department made a similar repair in early 2015 to Boiler #2 at the Law and Justice Center. The department will be closely monitoring these boiler issues and take action with Aerco if they continue. Boiler header

temperatures and the outside air temperature reset were adjusted on both units to better meet the demand of the building.