CALL TO ORDER

Chairman Koukol called the Facilities Management Committee meeting to be in session; located in the County Office Building County Board Conference Room to order at 3:30 p.m.

1) Roll Call – Chairman Koukol called roll call for attendance. Present were Chairman Koukol, Vice-Chair Gilmour, Member Prochaska, Member Cullick & Member Wehrli. All members were present to form a quorum of the committee. County Board member Cesich, County Administrator Wilkins, Facilities Management Director Smiley and Animal Control Warden Anna Payton were also present.

2) Approval of the December meeting minutes – Vice-Chair Gilmour made a motion to approve the December committee minutes. Member Prochaska 2nd the motion. All members voted aye via voice vote. Motion approved.

3) Public Comment - No members of the public were present at the meeting.

OLD BUSINESS/PROJECTS

1) Technology Request for a Generator at the Historic Courthouse
   • Jim called Dale Smith from Sahs Electric who was recommended by Member Wehrli, to give advice on whether to hook up a separate generator or hook it up to the County Office Building. Jim is meeting with Mr. Smith tomorrow to look at the space needs.
   • From a phone conversation with Mr. Smith he agreed with Jim that with the cost of generators nowadays any savings from hooking up to the existing generator would be spent with additional equipment needed to separate the two buildings electrical services.

2) Public Safety Center (PSC) Floor Projects Update
   • Jim met with Jail Commander Jennings, D.C. Gillespie and D.C. Jahp to go over the projects, to talk about possible dates for doing the projects and to provide samples for possible finishes. The jail floor finish was selected after the meeting. Materials were ordered and have arrived onsite. Also, recently Commander Smith selected the finish they want for the road patrol and Administration hallways. So, those materials will be ordered this week.

3) County Office Building Roof and Systems Update
   • Most of the return air ductwork in the mechanical penthouse has been removed. The new platform for the main H.V.A.C. system was installed. The new natural gas service was installed and piped up to the roofline. Main hot water piping and branch connection have been run between the floors and into the corridor walls for each area. Concrete housekeeping pads have been installed in the mechanical penthouse. The new boiler and circulation pumps are sitting in the mechanical penthouse ready to be installed. Commercial Mechanical is planning to put the boiler and pumps in place this week and start the piping and valve connections. The next monthly billing and update meeting is scheduled for January 14, 2014.

4) PSC Records Remodeling Phase II
   • Jim did not have time to review the furniture bids with the Sheriff’s office before his Christmas/New Year’s holiday vacation.
   • Plans for this month:
     a) Review the furniture bids with Sheriff’s staff.
     b) Order the furniture.
     c) Put together a project schedule.
     d) Start closet demolition.

5) Courthouse Paging Speakers Request
   • There was no Judicial Legislative meeting in December, so this will be discussed later this month at the next meeting.

NEW BUSINESS/PROJECTS

1) Chairman’s Report
   • Chairman Koukol’s report on ongoing events in the Facilities Management department.

Report from meeting

Chairman Koukol deferred to allow time to discuss the Animal Control H.V.A.C. project.
NEW BUSINESS/PROJECTS CONTINUED

2) Animal Control Heating & Air Conditioning
   - Jim plans to contact Kluber soon to get started on the design of the replacement system.

Report from meeting
Chairman Koukol asked Board Member Cesich and Animal Control Warden Payton to explain the need for upgrading the H.V.A.C. system. Anna explained that the air conditioning system cannot keep up on hot summer days; that it is cold in the kennels and that staff are wearing gloves in the office due to being cold. Board Member Cesich said that although it was reported that there have not been issues with the heating system there in fact have been issues with the system. Jim said that other than hearing at this meeting for the first time that staff is wearing gloves in the office; the systems have been maintaining the facility since they were installed. Amy said recently there were issues with the system not working at all. Jim said the reason for the heat being off for a period on one day was due to a bad gas valve on the furnace and a bad seal on the boiler for the kennels in floor system. Jim explained this was a one day issue much like you would have with your own home; it was not a chronic ongoing issue with the heating systems. Jim also explained that what we are planning to do will not address anything in the kennels, as they are not connected to the office H.V.A.C. system. Jim was asked what it would take to address the kennel area. Jim said that he had recommended an air makeup system be installed a few years ago and that plan was not approved. Amy asked what the cost would be for an air makeup system. Jim said it might be as high as $50,000.00 since it was priced a few years ago to cost around $40,000.00. Member Wehrli asked what the long term plan was for the facility relating to expanding or relocating the facility. Anna said that she does not believe the footprint needed in the future could fit into the area the facility is currently located. Jeff Wilkins said that the original plan was to expand there or somewhere else. But this has been pushed back just like all of the other capital improvement plans from the 2006 plan have been. Chairman Koukol polled all members of the committee to see if they wanted to go forward with this project. All members felt that for now it was the best course of action. Jim Smiley was directed to go ahead and work with Kluber to come up with a plan for fixing the issues with the office area H.V.A.C. system.

3) 2014 Projects
   - Jim went over the projected 2014 projects with FM Committee Chairman Koukol for the following:
     a) To try and determine what projects could go forward without outside help and what projects architectural and/or engineering work done on by outside firms.
     b) See which projects have critical dates.
     c) Which projects could be done solely with KCFM staff and which needed KCFM staff and/or outside vendors to complete.
   - Jim also met with County Administrator Wilkins and Technology Director Laken to determine which projects needed to be done jointly with Technology or were being initiated by the Technology Department needing KCFM staff, project management or engineering help with to complete.

4) Courthouse Video Bond Call System Meeting
   - D.C. Leinen called for a meeting with Judge McCann, Technology and Facilities to discuss the system and what should be done to plan for its upgrade or replacement.
   - D.C. Leinen also wanted to determine if he should go ahead and buy the extended warranty for one of the components of the system.
   - After discussing the situation it was decided to go ahead and extend the warranty, since the system is a key component in the judicial process.
   - Technology said they would look at what it would take to upgrade or replace the system.
   - There will be upcoming meetings to discuss what Technology finds out.

5) PSC Leased Dishwasher Installation
   - The new machine was installed last month.
   - Jim also had the spray hose and wand replaced.
   - Project complete.

EXECUTIVE SESSION
   - Not Needed.

ADJOURNMENT
   - Chairman Koukol asked for a motion to adjourn the meeting. Member Prochaska made a motion to close the meeting at 4:13 p.m. Member Wehrli 2nd the motion. All members voted aye. Meeting adjourned by Chairman Koukol at 4:13 p.m.

Submitted by,
Jim Smiley
Facilities Management Director