CALL TO ORDER
Chairman Davidson called the Facilities Management Committee meeting to be in session; located in the County Office Building County Board Conference Room to order at 3:32 p.m.

1) **Roll Call** – Chairman Davidson asked Suzette to call roll call for attendance. Present were Chairman Davidson, Vice-Chair Koukol, Member Gilmour & Member Prochaska. Enough committee members were present to form a quorum of the committee. Member Wehrli arrived at 4:05 p.m. County Administrator Wilkins, Technology Director Laken, GIS Coordinator Clayton & Facilities Management Director Smiley were also present.

2) **Approval of the March meeting minutes** - Member Prochaska made a motion to approve the March meeting minutes. Member Gilmour 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) **COB Security System Improvements**
   - All key fobs were distributed to employees and County Board Members.
   - Jim Smiley is planning to work with the Administration Department & Sheriff’s Office to develop a written plan for emergency lockdown and exiting of the COB facility.

2) **PSC Comcast Line for Oswego Police**
   - Comcast’s contractor completed the underground directional boring. The fiber optic was run through the conduit to the new computer room in the basement of the Public Safety Center.
   - Project complete.

**Report from Meeting**
Vice-Chair Koukol asked Stan if additional expansion was included in the conduit for us to be able to utilize at a later date. Stan said yes. Owego paid to have the line installed and it ended up being configured wrong, but they are getting it changed.

3) **K.A.T. Space Needs for Expansion**
   - Jim completed the new design layout. Pricing was put together to build the offices and to rewire the electric, phone & data to match the approved design. Jim provided the costs to Jeff Wilkins and to Paul LaLonde to see if K.A.T. has funding to make the changes desired.

**Report from Meeting**
Committee members were concerned about K.A.T.’s ability to pay for the work, especially since grant money is going away all over. Jeff Wilkins said 65% of funding is currently supported by downstate funding. As long as materials are purchased before July 1, 2015 we would be okay doing the work. K.A.T. is not sure what amount of funding will be available after July 1, 2015 with the new budget year. Consensus was that it would be an improvement to our facility and if K.A.T. can pay for it, we should go ahead with the project.

4) **Public Safety Center Generator Transfer Switch Repair**
   - Jim received pricing from two electricians and two other companies to provide a replacement ATS. R & R Electric had the lowest cost for the electrical installation. Jim’s direct pricing on the ATS was found to be about $1,500.00 less than the cost provided for the temporary ATS from Lionheart. Jim negotiated with Lionheart to match the cost received for direct purchasing of the ATS. So, Jim signed the quote from Lionheart to keep the new ATS they put in place as a temporary system to get us up and running when the other ATS failed.
   - Jim also put together a synopsis letter with pictures and provided it to the Administration department to file and insurance claim. The total cost of the project is expected to be $26,351.50.
   - Jim has paid $9,651.50 of these costs to Lionheart so far from the Facilities Equipment Maintenance budget. Jim plans to attend the next Finance Committee meeting to make them aware of the costs incurred and to advise them that we have filed an insurance claim for this repair.

**Report from meeting**
Vice-Chair Koukol made a motion to go ahead with the insurance claim and to make the Finance Committee aware of the cost and insurance claim. Member Gilmour 2nd the motion. All members voted aye via voice vote. Motion approved.

NEW BUSINESS/PROJECTS

1) **Chairman’s Report**
   - Report of items from the past month.
NEW BUSINESS/PROJECTS CONTINUED

2) Technology – Network Connections & Site Mapping
   - Stan Laken wants to present a couple of slides to illustrate what the GIS Mapping Department has done to map Kendall County’s private network on the Government Center Campus on Rt. 34.

**Report from meeting**
Stan went over two slides showing how the GIS/Mapping department used a GPS tool they have to mark and map the path of the new fiber optic line installed by Comcast to the PSC and the County fiber lines from the PSC to the other campus facilities. Don Clayton said it is possible for us to use this tool to mark and map other things on any of our campuses. Things like shutoff points, clean outs or really anything else we can think of. Jim said he was not aware GIS had that tool and he would plan to use it for locating things at both campuses. Vice-Chair Koukol asked if they could use it to mark utilities for the Highway department. Don said they could not do the initial location. But they could use it to make a map after J.U.L.I.E. performed a location service for a project.

3) Approve 3 Year Contract with Call One for Pri-T1 estimated to be $1,876.90 per month based on usage
   - Contract language suggested by the State’s Attorney’s office was approved by the low bidder Call One for this service.

**Report from meeting**
Member Gilmour made a motion to forward the contract to the County Board for approval. Member Prochaska 2nd the motion. All members voted aye via a voice vote. Motion approved.

4) Approve 3 Year contract with Call One for Point to Point T1 Service at $280.00 per month
   - Contract language suggested by the State’s Attorney’s office was approved by the low bidder Call One for this service.

**Report from meeting**
Member Gilmour made a motion to forward the contract to the County Board for approval. Member Prochaska 2nd the motion. All members voted aye via a voice vote. Motion approved.

5) Approve 1 Year Contract with Call One for Centrex Lines and LD use on these circuits estimated to be $2,014.64 per month based on usage
   - Contract language suggested by the State’s Attorney’s office was approved by the low bidder Call One for this service.

**Report from meeting**
Member Gilmour made a motion to forward the contract to the County Board for approval. Vice-Chair Koukol 2nd the motion. All members voted aye via a voice vote. Motion approved.

6) Approve 1 Year Customer Service Agreement Contract with Call One for Analog Lines and LD use on these circuits estimated to be $2,405.78 per month based on usage
   - Contract language suggested by the State’s Attorney’s office was approved by the low bidder Call One for this service.

**Report from meeting**
Member Gilmour made a motion to forward the contract to the County Board for approval. Member Wehrli 2nd the motion. All members voted aye via a voice vote. Motion approved.

7) Public Safety Center & Courthouse Security Upgrade RFP
   - Jim has been working with D.C. Gillespie from the Sheriff’s Office to develop an RFP to hire a design firm to design replacement systems for these facilities.
   - Sheriff Baird and other command staff will review the RFP when completed.

**Report from meeting**
Chairman Davidson said it made no sense to him to go ahead with this project until the County Board appropriated funding for the project. Jim said that in past projects he received a state statute for the State’s Attorney Office showing that we needed to chose Architects and Design firms by using a public bid process unless we already had a relationship with a company. The statute calls for the selection to be “Quality” based, then negotiate the fee for the service. Jim also mentioned the Finance committee was going to be discussing funding at their next meeting. Member Wehrli asked if any grants were available to help with the costs of the project. None have been mentioned at this point, but would be looked into as the project progresses.
NEW BUSINESS/PROJECTS CONTINUED

8) Courthouse Chiller Repair
   - When preparing systems for the upcoming H.V.A.C. season facilities technicians found an issue
     with the GUI interface on chiller two. They also found the system was very low on Freon.
   - Our H.V.A.C. vendor Artlip & Sons was called to determine why the Freon had leaked out over
     the winter and to possibly replace the GUI interface we purchased from Trane Aftermarket.
   - Artlip found that two factory butterfly valves have small leaks that allowed over 400 lbs of Freon
     to leak out over the winter. Artlip was not able to replace the display so Jim had to create a
     service call with Trane to program the display. Jim purchased the Freon directly to keep costs
     down. Artlip replaced the defective valves and installed the Freon. The cost of this repair will be
     several thousand dollars also. Jim will advise the Finance Committee about the costs incurred for
     this repair as well.

9) Cook County Site Visit – LED Lighting
   - The visit was cancelled due to an emergency on their end. The visit will be scheduled at another
     date.
   - Project complete.

10) Janitorial Contract Scheduled Increase
    - Our current contract calls for an increase starting April 1, 2015.
    - The vendor is offering to forgo this increase again if we add another year to his contract as has
      been done in the past.

Report from meeting
Jim explained that a 3.5% increase would be due starting this month. There would be a substantial yearly savings by
accepting the proposed extension. Member Wehrli made a motion to send this to the County Board for approval at
the same rate with a one year extension to the contract. Vice-Chair Koukol 2nd the motion. All members voted aye
via a voice vote. Motion approved.

EXECUTIVE SESSION
Executive session was not required.

ADJOURNMENT
- Chairman Davidson asked for a motion to adjourn the meeting. Member Prochaska made a
  motion to close the meeting at 4:47 p.m. Member Koukol 2nd the motion. All members voted aye
  via voice vote. Motion approved. Meeting adjourned by Chairman Davidson at 4:47 p.m.

Submitted by,
Jim Smiley
Facilities Management Director