



**Champaign County Board
Facilities Committee
County of Champaign, Urbana, Illinois**

MINUTES – Approved 4/5/2016

DATE: Tuesday, March 1, 2016
TIME: 6:30 p.m.
PLACE: Lyle Shields Meeting Room
Brookens Administrative Center
1776 E. Washington, Urbana, IL 61802

Committee Members

Present: Gary Maxwell (Chair), Giraldo Rosales (Vice Chair), Jack Anderson, Josh Hartke, James, Quisenberry, Jon Rector, Rachel Schwartz

Absent:

County Staff: Dana Brenner (Facilities Director), Deb Busey (County Administrator), Linda Lane (Administrative Assistant)

Others Present: Pattsy Petrie (County Board Chair)

MINUTES

I. Call to Order

Committee Chair Maxwell called the meeting to order at 6:30 p.m.

II. Roll Call

A verbal roll call was taken and a quorum was declared present.

III. Approval of Agenda

Mr. Maxwell said he would like the agenda amended to have item XII removed, as the material was not ready for tonight's meeting. **MOTION** by Mr. Rector to approve the agenda as amended; seconded by Mr. Hartke. Upon vote, the **MOTION CARRIED unanimously**.

IV. Approval of Minutes- February 2, 2016

MOTION by Ms. Schwartz to approve the minutes of the February 2, 2016 meeting; seconded by Mr. Hartke. Upon vote, the **MOTION to approve as amended CARRIED unanimously**.

Mr. Quisenberry entered at 6:34 pm.

V. Public Participation

None

VI. Communications

None

VII. Approval of Authorization for ITB 2016-003 Brookens Pod #200 Roof Replacement Project (Draft Bid Attached)

MOTION by Mr. Rosales to approve; seconded by Ms. Schwartz.

Mr. Brenner said after the February Facilities Committee meeting he contacted IGW asking for a proposal to do architectural services for the replacement of the roof of Pod 200 at Brookens Administrative Center. He noted it's a standard document and can be modified for various projects. He said it gives good protection, and provides adequate coverage. Mr. Brenner explained that having a

third party involved through the bid process takes a lot of the onus off the County in terms of conducting a bid in a fair manner and fair process.

Mr. Brenner commented that the cost for IGW's services is not to exceed \$19,800. He stated IGW's estimate is well below the \$350,000 estimate received from Advanced Commercial Roofing. He said IGW believes the project will be in the \$200,000 range or less. He said they would like to do the project in May, so once the bid price is determined they will know if they can replace one or two boilers. He said they would like to get those projects accomplished by the end of the summer at the latest. Mr. Brenner referenced the roof replacement schedule. He said their goal, if the committee approves the release of the bid, is to post and advertise beginning March 3, 2016, open bid submittals March 31, 2016, and get the project started and completed in May or the beginning of June.

Mr. Hartke asked what type of roof it is. Mr. Brenner replied they will remove the existing material down to the bare metal decking, bring in 6" board insulation, and put down 60 mm white EPDM. He explained they chose white because it reflects heat, and while the black does a good job in the winter melting snow, heat is a bigger issue in the summer. Mr. Brenner said it is a glued down surface rather than a ballasted roof.

Ms. Busey noted that one thing missing in the schedule is Board approval of the contract, which would be at the April 21 meeting. She said the schedule may have to be adjusted a bit.

Upon vote, the **MOTION CARRIED unanimously.**

VIII. Facilities Director's Report

A. *Updated FY 2016 Capital Asset Projects (attached)*

Mr. Brenner stated he had reprioritized the list as the committee requested at the February meeting. He handed out a proposed boiler replacement schedule, saying they want to find out the cost of the roof replacement in March so they can put bid documents together for the boiler(s) in April. He said August is his preference to get the boiler project done.

B. *Update on CCNH Lint Filtration*

Mr. Brenner reported that all materials are here for this project. He noted that there has been very little disruption to staff or residents. He handed out GHR meeting notes, with pictures, for the project. Mr. Brenner said they will be hooking up the ductwork next week, and there will be short domestic and boiler water outages scheduled between midnight and 6 a.m. He said that three dryers will be out of service for two weeks to hook them up to the new system, leaving two dryers in service. He said the last two dryers will be done the following week and the plan is to have everything done by the end of March.

C. *Update on CCNH Fire/Smoke Damper Project*

Mr. Brenner said that as of February 26 the contractor had finished identifying 941 smoke/fire dampers. He said that by that same Friday 900 has been inspected, of which less than a dozen were inoperable but are working now. He said 60 access panels need to be cut in and fire-caulking work needs to be done. Mr. Brenner said he anticipates finishing this month in time to get the report to IDPH by April 15. He noted the contractor and GHR will assist with documentation and put together as-built plans for the nursing home and Physical Plant to have on file. Mr. Brenner commented that they plan to disburse the inspection process over an annual basis rather than doing it once every four years. He said they will inspect 25% of the fire/smoke dampers each year.

IX. Other Business

A. *Semi-Annual Review of Closed Session Minutes*

MOTION by Mr. Quisenberry to maintain the closed session minutes as closed; seconded by Mr. Hartke. Upon vote, the **MOTION CARRIED unanimously.**

X. Chair's Report

Mr. Maxwell stated there will be a Facilities Committee Study Session on March 29, 2016 and encouraged everyone to attend. He said the next regular Facilities Committee meeting will be Tuesday, April 5, 2016 at 6:30 pm. He noted there will be a tour at 5:15 pm of the Coroner's Office, Election Supply Storage and the Physical Plant. Mr. Maxwell said anyone wanting to take the tour should meet in the Coroner's parking lot by 5:15 pm.

XI. Designation of Items to be Placed on the Consent Agenda

None

XII. Adjournment

MOTION by Mr. Rosales to adjourn; seconded by Mr. Hartke. There being no further business, Mr. Maxwell adjourned the meeting at 6:50 p.m.

***Please note the minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.*