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DEKALB COUNTY PUBLIC BUILDING COMMISSION

A MUNICIPAL CORPORATION AND BODY POLITIC ORGANIZED PURSUANT TO THE "PUBLIC BUILDING COMMISSION ACT." ILLINOIS REVISED STATUTES 1977 CHAPTER 85, SECTION 1031 THROUGH SECTION 1054 AND CURRENTLY UNDER ILLINOIS COMPILED STATUTES 50 ILCS 20/1 et seq.

MEETING OF TUESDAY, JULY 5, 2017

A regular meeting of the Board of Commissioners of the DeKalb County Public Building Commission (hereinafter "Commission") was held Wednesday, July 5, 2017 at 8:30 a.m. in the Administration Building's Conference Room East in Sycamore, Illinois pursuant to written notice to each Commissioner as required by the By-Laws.

ROLL CALL

Chairman Matt Swanson called the meeting to order at 8:30 a.m. and requested the Secretary to call the roll. Those Commissioners present were Mr. Mike Larson, Vice Chairman Larry Lundgren, Ms. Cheryl Nicholson, and Mr. Chuck Shepard, and Chairman Matt Swanson. A quorum was established with all five Commissioners present.

Others that were present included: Commission Treasurer Gary Hanson, Jail Project Administrator Ed Harvey, County Facilities Management Director Jim Scheffers, Chief Joyce Klein, Mr. Brian Kerner with Dewberry, Mr. Jeremy Roling with Gilbane, Steve Reid, Steve Faivre, and Commission Secretary Tasha Sims.

APPROVAL OF MINUTES

Mr. Larson moved to approve the minutes for the Tuesday, June 13, 2017 meeting. Vice Chairman Lundgren seconded the motion and it was carried unanimously.

APPROVAL OF AGENDA

Mr. Shepard made the motion to approve the agenda as presented and Mr. Larson seconded. The motion passed unanimously by voice vote.

PUBLIC COMMENTS

There were no comments from the public.

JAIL EXPANSION PROJECT

Bond Sale Update:

Mr. Hanson explained that on Wednesday, June 21st there was a competitive bid auction held for the \$32,420,000 General Obligation Bonds (Alternate Revenue Source), Series 2017. There were three bids received and Mr. Hanson briefly explained that process to the Commissioners. Immediately following the auction, Speer Financial, the County's Financial Advisor, reviewed the winning bid and provided their opinion that the bid of Robert E. Baird & Co., Inc., Milwaukee, Wisconsin, was the best bid received, and it is further in their opinion that the bid is favorable to the County and should be accepted. The proceeds of the Bonds will be used to finance the renovation and expansion of the County Jail, and to pay the costs of issuance of the Bonds. After the sale, the par amount of the Bonds was adjusted to \$33,905,000. Speer Financial further recommended that the Bonds be awarded to that bidder at a revised price of \$33,407,929.50, being at a revised true interest rate of 3.5924%.

Mr. Hanson and the group additionally reviewed the County's Aa1 rating given by Moody's Investor Service. That rating has been an important factor in helping potential bond buyers to see how solid the County is financially.

Loan Update:

Mr. Hanson noted that there haven't been any changes to the loan handout since the last meeting and \$14 million has been borrowed internally. The bond sale monies are due to come in July 12th and by the end of July that \$14 million will be paid back.

Financial Recap:

Mr. Hanson additionally reviewed the project's financial recap sheet. He further explained that the project was originally budgeted with an interest rate of 4% but because the revised true interest rate that was approved came in at 3.5924%, Mr. Hanson is suggesting to allocate an additional \$200,000 on July 12th to the project's contingency fund. In addition to the increased funds from the favorable interest rate, they are also expecting an additional \$35,000 for Winter Conditions that have not been previously used to be added to the contingency fund as well. Mr. Hanson also noted to the Commissioners that even though additional funds are being added to the project's contingency fund, it is still very important to continue to stay vigilant and prioritize change orders that come before them.

Mr. Hanson shared that at this point in the project, they have spent 44% of the project's total budget and 57% of the construction has been completed.

Construction Update:

Mr. Jeremy Roling of Gilbane gave a brief PowerPoint presentation for the construction status update on the Jail Expansion Project. Mr. Roling first and foremost wanted to highlight a major milestone and a big accomplishment for the project. He announced that as of last week, they have worked 320 Safe Work Days with 100,000+ man-hours put into the Jail Expansion Project with no injuries and no accidents. Ms. Nicholson expressed that Gilbane should be commended on that accomplishment especially for a job of this scope with how many workers and man-hours that are put in on a weekly basis.

Mr. Roling continued on with his progress updates but sharing that submittal and RFI (Request for Information) reviews are still ongoing. The fire protection and clean agent suppression systems have been approved by B&F, the fire alarm resubmittal will be sent to the City of Sycamore the week of July 3rd, approximately five submittals remain, and 164 RFI's have been submitted to date. Additionally, to date, there has been 69 Request for Pricing (RFP's) and 26 Architects Supplemental Instructions (ASI's). As far as construction progression, Mr. Roling shared that masonry walls are 75% complete on the second floor and 60% completed on the third floor. Ductwork is continuing on the first floor and basement sections of the building. Mechanical piping is complete and tested on the first floor and domestic water piping is complete and ready for testing as well on the first floor. Electrical conduit mains and branches are progressing on the first floor and Stair B installation is nearly complete and ready for railing installation. Continuing on, the grease interceptor for the kitchen has been installed. Concrete work is complete for the area well on the east side of the building. Rubbing, patching, and caulking of block walls is underway on the first floor ahead of painting. Block filler and first coat of paint are all underway in the basement. The VAV boxes and exhaust fans have been delivered and installation for those are underway. Building automation system control work in underway, precast patching on the interior and exterior is progressing, and fire protection work will begin on the first floor around July 10th.

Mr. Roling shared progress and ten-day comparison photos of the interior construction of the Jail Expansion Project to the Commissioners. Additional photos illustrated the progress of the cell construction and boiler system.

Upcoming work activities that Mr. Roling shared included, ongoing masonry work on levels 2 and 3 which will continue into early August. Mechanical, electrical, plumbing, and fire protection are all continuing throughout the building. First floor block filler and the first coat of paint will be starting this week. Elevator installation is scheduled to begin July 10th. The Rooftop Air Handlers are to be delivered July 11th with generators being delivered mid-July. Stair installations will continue with Stair A. The exterior louver at the mechanical room will be installed in July. Site work will start in mid-August to allow landscaping to take place in the fall and metal panels are expected to be delivered in early October.

Contractor Retention Reductions:

Mr. Roling provided a brief update of the project closeout. He shared that for all of the contractors, Gilbane has held 10% retainage throughout the course of the project. As they individually get closer to being complete with their work and there are no major outstanding issues, Gilbane likes to look at reducing the amount they are holding on them. Mr. Roling shared that their typical retention reduction would be from 10% to 5% to 2.5% (in some cases) to 0%. Mr. Roling engaged the Commissioners to see if there were any concerns regarding the suggested retention reductions. There was a consensus from the Commissioners that they all felt the suggested retention reductions were appropriate and agreed that Gilbane, at their discretion and in consultation with Mr. Kerner and Mr. Hanson, would reduce contractor's retention percentage as closeouts approach closer.

Mr. Roling reviewed the allowance tracking logs and indicated that there has been \$6,946.21 spent since the last month, May 23, 2017. He explained that a very large majority of those costs were due to invoices coming in for dumpsters and portable restrooms. To date, there has been \$171,523.75 spent and the remaining balance as of June 28, 2017 was \$290,085.81. Mr. Roling added that allowances are still tracking very well and there are currently no concerns.

Change Orders / Upcoming Change Orders

Mr. Kerner referred to the color-coded version of the Change Order Log and began by defining the first three columns as follows: RFP is a Request for Proposal, ASI is Architectural Supplemental Instruction and PCI are changes coming from Gilbane. Mr. Kerner said to further simplify the report he has color-coded the columns as follows: gray indicates items that have been approved or are closed, yellow signifies items that are a work-in-progress and blue are the current items that require approval by the Commission. Additionally, an orange color was added to represent an update for final pricing when something was approved with a not to exceed condition. Mr. Kerner reviewed the following blue items with the Commissioners for pending approval: RFP #55 (Blue) was originally discussed last meeting which was a design related issue for a VAV box in the women's nursing room located off the locker room in the amount of \$18,141.70; RFP #62 (Blue) for precast corrections at the bridge which was an unforeseen condition in the amount of \$1,084.07; RFP #65 (Orange) was for Medical Isolation Room screen walls that needed to be approved by Mr. Hanson due to time constraints in the amount of \$2,272.00; ASI #26 (Blue) was for paint for flooring color changes in the amount of \$1,359.00; RFP #67 (Blue) for the access panel to the unoccupied space by the third floor elevator in the amount of \$365.00; and RFP #69 (Blue) is for an addition of a sink into Storage Room 301A in the amount of \$5,572.53. Mr. Kerner reviewed that the total amount being requested for approval was \$26,522.30.

Mr. Larson moved to approve RFP #55, RFP #62, ASI #26, RFP #67, and RFP #69 totaling \$26,522.30. Ms. Nicholson seconded the motion and it was carried unanimously.

The following estimates were reviewed for possible future change orders: RFP #58 (Yellow) was originally for roller shade revisions but Mr. Roling noted that the item is going to go away entirely with a \$0 amount; RFP #61 (Yellow) for railings at the third floor balcony for safety are still going through pricing reviews but at this time are being estimated to cost \$25,000.00; PCI #113 (Yellow) is looking to be a credit of -\$4,022.00 for revisions to detention ceiling access panels; RFP #64 (Yellow) is a \$3,000.00

estimate for rated enclosure for fire protection pipe risers; and RFP #68 (Yellow) for coping receiving dock precast wall to cover the precast strands estimated to cost \$2,000.00.

ADDITION OF AUTHORIZED BANK DEPOSITORY

Mr. Hanson noted that in previous years they have solely used First National Bank (previously known as Castle Bank). Since the retirement of Mary Simons, Christine Johnson the DeKalb County Treasurer has taken over some of the banking functions of the PBC and has been looking at interest rates and has recommended to placing some of the PBC funds at Resource Bank as well. Official approval from the Commissioners is needed for this to take place.

Vice Chairman Lundgren moved to approve the authorization of the additional bank depository (Resource Bank) and Ms. Nicholson seconded the motion. The motion carried with one abstention from Mr. Larson.

DISTRIBUTION OF ANNUAL AUDIT REPORT

The Public Building Commissioner's FY 2016 Clean Annual Audit Report was distributed and accepted by the Commissioners.

OLD BUSINESS / NEW BUSINESS

There were no additional business items discussed.

ADJOURNMENT

A motion to adjourn was made by Mr. Shepard, seconded by Mr. Larson and passed unanimously. The meeting was adjourned at 9:30 a.m.

Larry Lundgren, Vice Chairman

Tasha Sims, Secretary

<u>Commissioners</u>	<u>Expiration of Term</u>	<u>Office</u>	<u>Original Appointment</u>
Mr. Mike Larson	September 30, 2020	Commissioner	November 17, 2010
Mr. Larry Lundgren	September 30, 2019	Vice Chairman	April 2, 2010
Ms. Cheryl Nicholson	September 30, 2018	Commissioner	August 19, 2015
Mr. Charles Shepard	September 30, 2021	Commissioner	October 1, 2011
Mr. Matt Swanson	September 30, 2017	Chairman	September 19, 2007
<u>Non-Voting Officers</u>			
Ms. Tasha Sims	September 30, 2017	Secretary	October 4, 2016
Mr. Gary H. Hanson	September 30, 2017	Treasurer	February 18, 1984

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 Matt Swanson, Chairman



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