

GOVERNMENT OPERATIONS COMMITTEE MEETING MINUTES
OCTOBER 23, 2018

GOVERNMENT OPERATIONS COMMITTEE MEMBERS PRESENT: Hogan, O'Brien, Haff, Shaw, Ferguson, Middleton, Rozell

GOVERNMENT OPERATIONS COMMITTEE MEMBERS ABSENT: None

SUPERVISORS: Henke, LaPointe, Moore, Idleman, Campbell, Fedler, Hicks

Sandy Huffer, Deputy Clerk

Al Nolette, County Treasurer

Chris DeBolt, Administrator

Laura Chadwick, RPTS Director

Matt Jones, Supt. of County Buildings

Teri McNall, CIO – Information Technology

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1. Call to Order
2. Accept Minutes - August 20th & October 1st
3. Department Reports/Requests
 - A. Buildings & Grounds – Monthly Updates
 - B. County Administrator – Discussion & Award of General Engineering Services RFP
4. Other Business
5. Adjournment

Chairman Hogan called the meeting to order at 10:00 AM.

A motion to accept the minutes of the August 20th and October 1st, 2018 meetings, was moved by Mr. O'Brien, seconded by Mr. Ferguson and adopted.

BUILDINGS & GROUNDS – Matt Jones, Superintendent of County Buildings addressed the following with the committee:

- Matt stated that he has been considering doing a lighting project to reduce energy usage going from fluorescent bulbs to LED's. Matt introduced Ken Brownell of Brownell Electric Corp. who distributed a lighting upgrade proposal. Brownell Electric has done projects for three local schools in the last three years and provided references. The handout also includes a chart showing the Greenwich CSD project that shows monthly energy savings of \$3,368.58 and after paying the monthly finance payment, a positive cash flow of \$212.42 a month. Mr. Brownell stated that this is considered an energy savings project and New York State law states that you don't have to put it out to bid. This proposal is based on known savings and does not factor in maintenance savings, which can be considerable. They could do the work off county business hours without extra charge, if the county wanted. They will change all the ballasts and dispose of the old bulbs. Matt added that maintenance costs would be reduced. The Treasurer asked whether this would have to be put out to bid based on our procurement policy. The County would make monthly payments to the finance company, DLL, and Brownell Electric would be paid by DLL. The Treasurer questioned why the county would incur finance charges at all for a project this size. Mr. Brownell stated he could do an estimate for the county without using the finance company. Matt Jones asked how he could procure a project like this. The Treasurer stated that there is a project cost over \$20,000 and doesn't see how the county can proceed without bidding. Mr. Campbell likened this to Siemens and solar projects. Mr. Brownell suggested contacting Hartford, Greenwich or Fort Ann Schools to see how they procured this. Chris stated that an RFP can be written taking into account criteria such as track record and local experience and scored based on the criteria set, not necessarily the project cost. Chris needs more information and will work with Matt and report back to the committee.

- Buildings & Grounds Updates
 - Had a sensor fail in Building A basement that caused a leak that ruined HVAC controls. The heat is back working and estimated cost of \$10,000 to replace controls.
 - Building C Entrance – There is no handicap accessibility and Matt has obtained one estimate of \$15,000. Matt plans to do this project in spring of 2019. Mr. Campbell doesn't understand why with the sweep, the county wouldn't get this project done this year. Matt explained he needs time to get the appropriate quotes and there is lead time to purchase the opener and doesn't feel he could complete this project this year.
 - Maintenance Management Software – Narrowed software brands down to three. Some software is bought outright and some are leased. Teri McNall, CIO stated she hasn't reviewed any software yet. She would like to work with Matt, have him provide the names of the software and system requirements and she will engage the vendors and come back with a recommendation.
 - Bids will be going out tomorrow for cooling tower RTU's for the LEC. Due to date conflicts, the responses will be brought to the December Finance meeting to be awarded by the full board in December. Would like to install in April of 2019. There is a twelve-week lead time on the equipment.
 - Board of Elections/Valmet Trailers – Have two old job trailers, one houses about 2/3 of the voting machines and some OFA supplies and the other is used by EOC. These trailers are in poor shape and Matt has identified these as buildings that need replacement. He proposes a Morton style metal building on a slab that is heated and air conditioned. He would like to set a budget for this building that includes the demolition of the trailers. There is also a barn that has no power that Buildings & Grounds uses and some public health records are also stored there. He feels the barn is not salvageable and should be demolished. He feels that if we allocate \$200,000, he would hope to get a 4,000 – 5,000 square ft. building. He feels we should set a budget and build the biggest building we can within the budget. Chris stated this project is included in the capital plan for next year. We have buildings that are falling apart that need to be torn down. It's possible they could be saved but it would be very expensive and we'd end up with a building that is 150 years old and doesn't fit our needs. Chairman Hogan asked Matt if he would be willing to give Supervisors a tour. Matt stated that can be arranged.

COUNTY ADMINISTRATOR – Chris DeBolt, Administrator addressed the following with the committee:

- Discussion & Award of General Engineering Services RFP – An RFP was released for general engineering services where we asked for rates for architecture, landscaping, surveying, HVAC, electrical, mechanical and structural. There were four responses, CT Male, Laberge, GPI and ME. The prices are comparable. Chris, Matt & Deb Donohue reviewed the responses and recommend ME (Mechanical/Electrical Engineering Consultants). Chris recommends a one-year contract with an option to renew for two more years. Mr. Haff asked if this is a discount. Chris stated no. Matt Jones stated that if he has a project, he could just ask ME for an estimate and not spend time issuing RFPs. Chris added there is value in being able to move projects forward more quickly. A resolution is required to award an RFP for professional services. A motion to award the RFP for general engineering services to ME (Mechanical/Electrical Engineering

Consultants, was moved by Mr. O'Brien, seconded to Mr. Haff and adopted.

OTHER BUSINESS

- Chris distributed Purchasing department summary (attached).
- NYMIR has reached a settlement a lawsuit and we will have to pay a \$25,000 deductible. Requesting to transfer \$25,000 from contingency to Judgements & Claims. A motion to forward a budget amendment to Finance transferring \$25,000 from contingency to Judgements & Claims, was moved by Mr. O'Brien, seconded by Mr. Middleton and adopted.
- Software upgrades – Need \$9,300 for Real Property software upgrades. Requesting to move \$9,300 from contingency to IT for software upgrades (\$8,500 GIS and \$800 for image mate online). A motion to forward a budget amendment transferring \$9,300 from contingency to the IT budget for Real Property software upgrades, was moved by Mr. O'Brien, seconded by Mr. Ferguson and adopted.
- Mr. O'Brien asked if Buildings & Grounds software is in the 2019 budget. Matt Jones stated it is not in the 2019 budget. There's not enough information yet to include it in the budget.
- The Treasurer stated that more in depth discussion needs to happen on the procurement policy and unintended consequences on Buildings & Grounds operations.
- Mr. Campbell asked when the Board will discuss the \$9-10M debt included in the capital plan because the Board must be willing to borrow that \$9-10M for the capital plan to work. Chris DeBolt stated that is up to the Budget Officer and the Board. He is more than willing to talk about it in depth whenever the Board wants. Mr. Shaw stated he has included in the budget funds to start funding the capital plan, adding that the borrowing wouldn't happen for three years. There will be time to develop a detailed capital plan and he isn't locking the Board into anything. Mr. Moore stated the Board needs to lay out and agree to a capital plan as soon as possible. There are a lot of details to work out and debate in the capital plan. Chris stated that the five-year capital plan includes \$100,000 in 2019 for a county complex master plan. Chairman Hogan is willing to schedule a special Government Operations meeting to discuss the capital plan after the budget is adopted. This meeting will include a tour of the Valmet trailers and barn prior to discussion of the capital plan.

Meeting adjourned at 10:45 AM.

*Respectfully submitted,
Sandy Huffer, Deputy Clerk
Washington County Board of Supervisors*



126 East Road
Fort Edward, NY 12828
(518) 747-4715
www.brownellelectric.com

October 17th, 2018

OVERVIEW

- Estimates provided at no cost
- Proposal based on known savings only
 - o We do not factor in maintenance savings (labor & materials)
- Proposal presented with three options
 - o Cash negative
 - o Cash neutral
 - o Cash positive
- Product comes with a manufacture warranty of five years
- Labor warranty is one year
- We work with local utility company to secure incentives
- We secure complete financing (customer can always negotiate)
- We are a local company

REFERENCES

Hartford Central School District

Andrew Cook, Superintendent of Schools
(518) 632-5222 (ext. 512)

Project Completed: 2016

Greenwich Central School District

Mark Fish, Superintendent of Schools
(518) 692-9542 (ext. 6800)

Project Completed: 2017

Fort Ann Central School District

Kevin Froats, Superintendent of Schools
(518) 639-5594 (ext. 52050)

Project Completed: 2018

Sincerely,

Ken Brownell

Chief Officer of Operations

Greenwich CSD

Lease Term - Months

120

Project Inputs		Lighting w/ Incentive (using net financed cost)	
Total Project Cost	\$336,400.00	Financed Monthly Payment*	\$3,156.16
Incentive	\$32,621.00	Cash Flow	\$212.42
Net Financed Cost	\$303,779.00		
Annual Energy Savings	\$40,423.00		
Annual Maintenance Savings	\$0.00		
HVAC Savings	\$0.00		
Total Annual Savings	\$40,423.00		
Monthly Savings	\$3,368.58		

***Payment above assume client has tier 1 credit. Taxes are not included in the payments shown. Rates and terms subject to change after full credit review. Rates are for transactions less than \$100,000 in total project costs. Please contact me for any transactions greater than \$100,000, that require a balloon payment, or require unique financing structure.**

Purchasing Department Summary

9/1/18 - 9/30/18

Procurement Card Purchases

Computer Equipment		\$184.94
IT	\$184.94	
Computer Accessories		\$311.68
DSS	\$311.68	
Equipment		\$2,212.67
B&G	\$29.25	
DSS	\$439.96	
OFA	\$185.97	
Sheriff	\$28.49	
Youth Bureau	\$1,529.00	
Program Supplies		\$4,403.49
Civil Service	\$690.82	
Youth Bureau	\$3,712.67	
Training		\$1,166.99
County Attorney	\$850.00	
DPW	\$125.00	
Youth Bureau	\$191.99	
Travel		\$962.03
County Clerk	\$186.00	
DA	\$119.00	
DPW	\$255.20	
DSS	\$89.00	
Jail	\$206.00	
Sheriff	\$106.83	
Total Procurement Card Purchases		\$9,241.80

Purchasing Generated 118 Purchase Orders

Bids By Department

	<u>Released</u>	<u>Closed</u>	<u>Awarded</u>
DPW			
Pavement Preservation CR 75/40			X
Purchasing			
Actuarial Services	X		
General Engineering	X	X	
SD#2			
Sewer District Water Resource Recovery Facility RFQ		X	
Drifitng Ridge Pump Station New Installation			X
Tourism			
Champlain Canalway Trail Design & Development	X		