

GENERAL SERVICES COMMITTEE
Minutes – March 5, 2013

Call to Order. Vice Chair Brill called the meeting of the General Services Committee to order at 8:02 A.M., Tuesday, March 5, 2013 in the Conference Room N-1, Fifth Floor, Courthouse-East.

Committee Members Present: Supervisors Brill, Collins and Heidenreich.

Committee Members Absent: Supervisors Nash and Owens.

Staff Members Present: Rob Leu, General Services Director; Randy Terronez, Assistant to the County Administrator.

Others Present: Kevin Higgs, The Samuels Group.

Approval of Agenda: Vice Chair Brill said there was one more Pre-Approved Encumbrance Amendment handed out. Supervisor Collins moved approval of the agenda as presented, second by Supervisor Heidenreich. ADOPTED.

Citizen Participation. None.

Approval of Minutes. Supervisor Collins moved approval of the minutes of February 14, 2013 and February 19, 2013 as presented, second by Supervisor Heidenreich. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances

Rock Haven Project	\$	12,300.00
Health Care Center Building Complex		7,007.64
Balance Sheet		439.32
General Services		10,158.34
Glen Oaks Operations		192.58
Juvenile Detention Operations		147.39
Communications Center Operations		890.30
Adolescent Services/Guidance Center		82.36
Jail Capital Improvement		607.99

Pre-Approved Encumbrance Amendments

CG Schmidt	\$	71,647.00
CG Schmidt		37,873.46
Rock Road		65,000.00
Peterson Cleaning, Inc.		40,656.00

Supervisor Heidenreich moved approval of the above Bills/Encumbrances and Pre-Approved Encumbrances for the General Services Committee, second by Supervisor Collins. ADOPTED.

Resolutions.

Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project.

Mr. Terronez said the resolution was not needed.

Updates.

ADRC Project

Update Report None.

Change Orders None.

Jail Project

Update Report None.

Change Orders None.

Rock Haven

Update Report Mr. Terronez stated that Ms. Gunderson was unable to attend this meeting due to the movers are beginning the office relocation. Training has begun with some staff in the new building.

Change Orders Mr. Higgs reported the following:

Program Request #24 (COR #184) PCO #184 pertains to Construction Bulletin #28 Exit lights, CB #28 provided direction to add self-luminous exit signs and pathway markers at 6 courtyard exits and connecting corridors, (2) Additional fixtures are included for future use, the building Inspector requested the exit lights for a cost of \$5,453.00; (COR #185) PCO #185 pertains to Construction Bulletin #26.2, wall mounted flat screen television locations, CB #26.2 provided direction for electrical and cable TV outlet modifications for flat screen televisions in each of the neighborhood living areas for a cost of \$20,717.00; (COR #187) PCO #187 pertains to the installation and required electrical connections for an auto dialer for the alarm system, provided by Owner's vendor for a cost of \$618.00. For a total cost of \$26,788.00.

Supervisor Heidenreich moved approval of Program Request #24 in the amount of \$26,788.00, second by Supervisor Collins. ADOPTED.

Parking Lot Project

Update Report Mr. Leu distributed a memo to the Committee members on this project.

Change Orders By approving the encumbrance amendment, the \$65,000 contingency was added to the project account. Approval is now needed to add the \$65,000 to the Rock Road contract as a change order covering some of the additional work completed on the project. The unit pricing submitted with the bid was used to calculate the cost of additional work.

Supervisor Heidenreich moved approval of the \$65,000 Change Order to Rock Road, second by Supervisor Collins. ADOPTED.

Scheduling Special Joint General Services/Health Services Committee Meeting at New Rock Haven Facility Supervisor Brill asked Mr. Terronez to talk with Chair Owens regarding the date for this meeting. There are two possible dates, Tuesday, April 30, 2013 or Tuesday, May 7, 2013.

Communications, Announcements and Information. Supervisor Heidenreich inquired about the ADRC completion date. Supervisor Brill said the move date is set for April 1, 2013. Supervisor Heidenreich said he would not be at the March 19, 2013 meeting. Mr. Leu said the special meeting on March 12th on the UW-Rock Mass Notification report has been cancelled and will need to be rescheduled.

Adjournment. Supervisor Heidenreich moved adjournment at 8:26 A.M., second by Supervisor Collins. ADOPTED.

Respectfully submitted,

Sue Zastoupil
Human Resources Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.