



Office Improvements Committee Meeting

Thursday, November 21, 2019 at 12:00 p.m.
Memorandum

Roll Call

Members Present: Committee Chair Steve Pittman, Members Carl Mills and Jeff Kimbell. Others in attendance: Board President Marilyn Anderson, Utility Director Andrew Williams, Engineering Manager Wes Merkle, Controller Cindy Sheeks and Administrative Assistant Maggie Crediford.

Mr. Pittman called the meeting to order at 12:20 p.m.

PUBLIC COMMENT

There was no one present from the public.

OFFICE UNIFICATION PROJECT STATUS UPDATE

Mr. Merkle said the project is out to bid. In the past month, final plans were received from the architect. Mr. Merkle presented drawings to the committee. Staff sent the architects comments on the drawings. Blackline has done a good job responding to staff comments and questions and are working through the details. There will be addenda sent out with bids. Blackline had a handful of contractors reach out to them asking if the project will move forward.

Site design work for the office project is included with the plant expansion. GRW has been working with Blackline to provide cost estimates for the project. The timing of site design work for the office will allow earthwork to begin while waiting for the engineer to get through submittal reviews. Site work includes paving, grading, etc. Bids will be opened for both projects on December 17, 2019.

Mr. Merkle reviewed proposed budget items with the committee. There are items in the proposal that could be rescheduled or postponed if needed, one being improvements to the biosolids building.

Mr. Merkle said the proposed biosolids building addition will have a bay to hold the vector truck. The vector truck needs to be stored in a temperature-controlled bay. It is more cost effective to build onto the biosolids building rather than onto the main building. Adding a bay to the main building would require the relocation of several underground utilities which would be costly. The biosolids building is a standard steel frame building that would be easily added onto. Mr. Williams stated the biosolids building is already heated. There is plumbing in that building and the press runs all year.

The main parking lot will be set back 15 feet from the building to accommodate landscaping, which will consist of grass and traditional landscaping around the building.

The south half of the shop area will remain the same. The north half of the shop will be converted to office space. The existing office space is being remodeled and squared off at the front. The lab area will remain unchanged throughout construction. It needs to remain functional during the renovations. Most plant staff members will be relocated to a double wide trailer to use as office space during construction. The trailer will sit to the south side of the building.

When the building is complete, the reception area will have exposed concrete flooring that will be sealed for shine and easy cleaning. A training room/board room will be to the right when you enter the reception area. There will be a small refreshment stand in the reception area. A conference room will be to the left. Restrooms will also be in the lobby area. There will be a staff break room next to the training room. The shop doors will be converted to store front windows. There will be a patio just outside the breakroom for staff members.

Mr. Pittman asked if the sealed concrete floor is continuous. Mr. Merkle said the conference rooms will be carpeted. Mr. Williams said the sealed concrete floors will continue down the hallways but there will be carpeting in workspaces.

Mr. Merkle said in most spaces the ceilings will be twelve to eighteen feet high. Mr. Pittman asked if staff have concerns or have considered noise transmission. Mr. Merkle said some interior walls will be insulated for noise absorption. There are components on the HVAC system for noise control. Mr. Mills asked if Mr. Merkle was referring to white noise. Mr. Merkle said yes. Mr. Mills said his office is struggling with white noise and open concept offices.

There will be three separate residential sized HVAC systems. This will create zone heating and cooling to allow for better temperature control. The smaller units will be less expensive than a commercial system and easier to maintain.

Mr. Mills asked why the shower area in the back of the building does not have access from the men's room. Mr. Merkle said the shower is rarely used but must be provided. The shower area is its own room and it will be accessible to everyone. It can be used as a changing area as well. There is a single stall women's restroom in the back of the building as well. Mr. Williams said the locker area is for coats and boots, it is not a changing area. The backdoor to the building leads into the locker area.

The driveway is being shifted, allowing for better visibility when leaving the site. The front parking lot will have around three dozen spaces. There will be two security gates leading to the back part of the site. To the back of the building will be a parking lot with around sixteen spots for Utility vehicles. Four shop bays will be on the back side of the building. The existing retention pond will be reduced in size.

Landscaping will be decided towards the end of the project. Mr. Mills said he would like to see trees added to the landscape plans not just bushes and shrubs. Mr. Merkle said there may not be enough room to accommodate trees along the front of the building.

Mr. Kimbell reviewed the timing of the project. If bids are received in December and if the Board approves the project in January, he asked when contractors will break ground. Mr. Merkle said contract, bond and insurance paperwork should be done after Board approval. Mr. Kimbell asked if the office expansion will be included in the bond issuance. Mr. Mills said the intention is to pay cash for much of the office expansion. Mr. Williams said the goal is to approve the office contract in January along with the sale of the current office space to the Clay Township Trustee, which will help fund the project. Mr. Mills said he would expect to have a bond closing by the end of March 2020.

OTHER BUSINESS

Mr. Pittman asked if the Utility requires contractors to provide new homeowners, who purchase homes with low-pressure sewer systems, information on what they are purchasing. Mr. Pittman is concerned that homeowners do not realize they are purchasing a system that they must maintain. He asked if the Utility could come up with a document that could be provided to homeowners at the time of closing explaining the system. Mr. Pittman was recently speaking with a salesperson in a community that has low-pressure sewers and when asked about the maintenance the sales personnel did not know anything about it, which raised concern. Mr. Merkle said staff is putting together information addressing homeowner responsibility with low-pressure sewer systems. Documents should be available in about two weeks.

The meeting adjourned at 12:58 p.m.

Respectfully Submitted,



Wes Merkle
Engineering Manager