



Building Management Committee Meeting Minutes

(also available at [County of Essex website](#))

**Thursday, March 26, 2015
4:30 PM
Room "D"
2nd Floor, Essex County Civic Centre**

- 1. Call to Order**
- 2. Recording of Attendance**

In Attendance:

County Representatives:

Ken Antaya, Member
Aldo DiCarlo, Member
Rob Maisonville, Secretary-Treasurer of Building Management Committee

Essex Region Conservation Authority (ERCA)

Larry Verbeke, Member

Greater Essex County District School Board (GECDSB)

Julia Burgess (Alternate for Dave Taves, Member)
Connie Buckler, Member
Shawn Maheux, Manager of Financial Services (representing
Cathy Lynd, Superintendent of Business)

Windsor-Essex County District School Board (WECDSB)

Mario Iatonna, Executive Superintendent of Business

2. Recording of Attendance (Continued...)

Absent: Dave Taves (Member - GECDSB), Frank DiTomasso (Member - WECDSB), Fred Alexander (Member - WECDSB), Terry Burns (Member – ERCA) and Cathy Lynd (Staff - GECDSB); Shelley McMullen (Staff - ERCA);

3. Election of Chairperson

Mr. Maisonville called the meeting to order and requested nominations for Chair for the term of Council ending November 30, 2018.

Mr. DiCarlo nominated Mr. Antaya for the position of Chair of the Building Management Committee. Mr. Antaya accepted the nomination. There being no further nominations, Mr. Antaya was declared Chair of the Building Management Committee for the term of Council ending November 30, 2018.

4. Disclosure of Pecuniary Interest

There was no disclosure of pecuniary interest.

5. Adoption of Minutes – July 17, 2014

Ms. Burgess asked for an update on the request from Patrick Robitaille that he be given the piece of art work entitled "The Drinking Fountain" which had been drawn by his father, Ray Robitaille. Mr. Maisonville stated that the piece of art work had been given to Mr. Robitaille in exchange for an original framed water colour entitled "A Minor Emergency". A photo of "The Drinking Fountain" had been placed on the back of the new art work.

1-15 Moved by Ms. Burgess
Seconded by Mr. Verbeke

That the minutes of the July 17, 2014 meeting of the Building Management Committee be adopted as presented. **Carried**

6. 2015 Building Operating Budget

Rob Maisonville reported that the Results of Operations for 2014 were projected to be in a surplus position in the amount of approximately \$20,000 for 2014. An overage in winter

6. 2015 Building Operating Budget (Continued...)

maintenance costs is projected to be offset by savings in other accounts including purchased services, maintenance contract expenses and greater recoveries for facility room rental and export of electricity.

Mr. Maisonville reviewed the 2015 budget (attached) advising that the 2015 request in the amount of \$865,123 (net of HST) represented a 5.1% increase from the 2014 budget. The increase was mostly attributable to an increase in the Capital Expenditure Program. Included in the 2015 estimates is the second of fifteen annual payments related to reimbursement to the County for facility upgrades (facility façade, HVAC, elevator replacement and main floor washrooms).

Also planned for 2015 is: the replacement of one of three chiller compressors (\$20,000); the underground structural components for replacement of the parking lot lighting with LED fixtures and security cameras (\$40,000, funded from reserve) in advance of the parking lot resurfacing in 2016; a reserve provision for the resurfacing of the parking lot (\$35,000) and replacement of the cafeteria flooring and seating (\$30,000).

Mr. Maisonville also noted that the County had agreed to provide the up-front capital cost, interest free, for the facility renovation project (projected to be \$6.2 million).

In addition, Mr. Maisonville advised that County Engineering and ERCA were working on an initiative which would re-design the parking area, incorporating a trail that would extend from the back edge of the parking area through the woodlot at the far south/west sections of the property. A grant application is also being prepared which would incorporate completion of the exterior LED parking lighting and installation of showers and washroom upgrades at the lower ground level. Expenditures for the trail components would not come from the Building Operating Fund.

6. 2015 Building Operating Budget (Continued...)

2-15

Moved by Mr. Verbeke

Seconded by Ms. Burgess

That the 2015 Budget for the Building Operating Fund recommending a 5.1% increase from the 2014 budget and an increase in the rental rates for tenants to \$12.71 per square foot, (an increase of \$0.61 per square foot from 2014) as presented at the March 26, 2015 meeting of the Building Management Committee, be supported. **Carried**

7. Civic Centre Renovations – Status Report (Verbal)

Rob Maisonville provided a status report on the Civic Centre renovations. He noted that the project had started in late fall 2013 and was scheduled for completion for mid June 2015. Total project costs, including the proposed foyer/central staircase tiling improvements are projected as follows:

Architectural and project oversight	\$165,000
Engineering (structural and mechanical)	112,056
Asbestos abatement and re-insulation	64,000
Tender – Front Construction	<u>5,257,000</u>
	Sub-Total
	5,598,056
Project contingency	334,700
Washrooms – main foyer + hot water distribution	131,200
Foyer/spiral stairs – tile (replace carpet)	<u>30,000</u>
	Project Total
	6,093,956
	Net HST
	<u>107,253</u>
	Total
	<u>6,201,209</u>

Mr. Maisonville also advised that once all the repairs to the terrace entrance had been completed, the surface of the terrace entrance will be repaired by the original contractor. He also noted that some cost savings in air conditioning costs were being realized as a result of the improved insulation of the building.

8. Janitorial Contract Renewal – Proposal

The Committee members reviewed a proposal from Haykaz (Steve) Astyphn, Dukok Cleaning Services Inc., for cleaning services at the Essex County Civic Centre for the period July 2015 to June 2018 as follows:

8. Janitorial Contract Renewal (Continued...)

Annual Charge	Current 2014/15	2015/16	2016/17	2017/18
Amount	\$75,597.00	\$77,115.72	\$78,648.00	\$80,275.20

Mr. Maisonville noted that the prices received from Dukok Cleaning Services Inc. for the year 2017/18 were still lower than the second lowest tender received in the initial RFP for janitorial services for the period 2014/15. He advised that if this proposal were approved, another RFP would be advertised in 2018.

3-15 Moved by Ms. Burgess
Seconded by Mr. Verbeke

That that proposal from Dukok Cleaning Services Inc. for janitorial services for the period July 2015 to June 2018 be accepted. **Carried**

9. Energy and Resource Awareness (ERA) Program

Mr. Maisonville advised that the County was implementing an Energy and Resource Awareness (ERA) Program at the Civic Centre. The Program is an employee-focused education and action program that facilitates awareness and knowledge of resource conservation principles and actions with the ultimate goal of reducing waste, protecting the environment and saving money, both at work and at home. The County has retained the services of VIP Energy and the Essex-Windsor Solid Waste Authority to assist in this process. Volunteers have been asked from each organization in the building to assist in this program.

10. New Business

11. Adjournment

Upon motion of Mr. DiCarlo and Ms. Burgess, the meeting adjourned at 5:10 PM.