

CITY-COUNTY BOARD OF HEALTH MINUTES
Special Board Meeting
Jan. 10, 2014

- PRESENT:** Sharon Buhr, Chair
Dr. James Buhr, Secretary
Tom Overn, Vice Chair
Madeline Luke
Cindy Schwehr (left 5:00 pm)
- ABSENT:** None
- ALSO PRESENT:** Theresa Will, RN, Director
Angie Martin, Office Manager
Russell Schell, owner, and Nancy Paulson, Rj Energy Solutions LLC, Fargo
- CALL TO ORDER:** Meeting was called to order at 4:03 p.m. by Sharon Buhr, Chair, in the County Commission room in the Barnes County Courthouse.
- AGENDA:** Approved as printed.
- NEW BUSINESS:** Energy consultant contract regarding the First Community Credit Union (FCCU) building was discussed by Board, with Russell Schell, owner, and Nancy Paulson, associate, of Rj Energy Solutions LLC of Fargo, in attendance. Board members received a \$3,500 proposal sheet outlining the services that will be provided by this company if a contract is signed. This company doesn't sell needed equipment or controls, but only provides an analysis of the system as far as what is efficient and what is not. Schell will provide a thermal screening of the entire building to determine where heat leaks are found (an air conditioning screening will be completed later this spring, possibly May, when temperatures are warmer, and was added into the proposal during the meeting). Schell compared the FCCU project to one they are doing for Maryvale Convent in Valley City. If hired later to do online monitoring of the system(s), the company stays with the client to analyze future problems. However, the \$3,500 contract being discussed today is for the initial evaluation only. He told the Board that the \$18,000 estimate from Keith's Refrigeration, Valley City, to bring the heating/AC system to working order would not include things such as replacing the aging boiler, chiller and air handler. The building also has pneumatic controls as opposed to digital display controls. He stated that the \$250,000 quote from Bakkegard and Schell, Valley City, would probably give a better pay back on the whole, in his initial opinion. Schell noted that when checking the boiler system, he would collect amp draw readings from the motor, but would not check bearings. Will told the Board that she has talked with the Barnes County States Attorney and he said that since this evaluation isn't part of the actual renovation project, there was no need to seek bids to have it done, especially since Schell and Bobbi Hepper Olson, architect, didn't believe there were any other businesses that offer thermal imaging analysis. Schell/Paulson stated they are offering thermal imaging of the building in their proposal in lieu of evaluating the cooling system, which he can't do this time of year. Board members stated that a cooling evaluation is really needed and that CCHD wouldn't even start the remodeling process until May. Schell stated he would do both the cooling evaluation and thermal imaging for \$3,500, likely conducting the cooling system evaluation in May. Luke reiterated that the \$3,500 proposal, "correct me if I'm wrong," would include a "complete check of the heating system and the air conditioning system, and at the end of it you will tell us what needs to be done and give us an energy analysis of what your best guess is, and be able to provide a bid package to do the AC/heating system." Schell noted that he will need to see previous energy bills for the building and find out the square footage of the structure. He will also need access to the building prior

to FCCU opening in the morning to conduct the screening. Sharon Buhr requested ballpark figures for equipment, controls, monitoring. The estimated cost for a whole control system upgrade for the building would be in the vicinity of \$70,000-75,000; a boiler, \$45,000; air exchanger, \$40,000. Under an additional contract for systems monitoring, the cost per month (as part of a 5-year contract) would be about \$200 to \$250, said Schell. Monitoring costs are based on a point system – the more points, the higher the cost per month. Reiterating what the energy audit contract includes: 1) analysis of heating and cooling system; 2) advice regarding new equipment or what needs to be done; 3) energy analysis with payback time; and 4) bid package. Board members asked Will if the architect was in favor of hiring Rj Energy Solutions and Will stated that Bobbi Hepper Olson would like to see them do the audit. Olson believed that their audit might meet the 10-year payback (unlike the windows, which didn't meet the 10-year payback criteria and was ineligible for energy grant funding). Luke questioned possible pay back for engineering costs through the grant. Dr. Buhr made a motion to allow Will to sign a contract with Rj Energy Solutions LLC for \$3,500 to conduct an energy audit. Second by Overn. Unanimous vote, motion carried. Sharon Buhr suggested that if the Board opts to sign a monitoring contract in the future that the Board ask for references regarding control monitoring capabilities.

FCCU building discussion: When the Board talked to the architect originally, \$200,000 was discussed for a remodeling budget. The architect now believes renovation costs will be closer to \$400,000. Sharon Buhr noted that the Board is not yet ready to have a thorough discussion at this point. Will shared a very preliminary year-end financial report with the Board. The cash reserve beginning in 2014 is \$613,159. At the November Board meeting, Will projected a \$25,000 cash reserve increase for 2014, however, CCHD is showing only about a \$6,700 increase. This is because: 1) several grant projects that we spent the money for at the end of the year but have not yet received the grant funds back, including Blue Cross Blue Shield, \$6,000; NDDoT, \$3,500; Regional Network Grant, \$2,300; and 2) \$11,000 paid out for vaccine (Zostavax, Gardasil and Pneumovax) the last two months of 2013 that has not been recouped yet until it is billed out.

Steve Schmidt, FCCU regional rep, told Will that he expects their new building to be completed in early February and that they anticipate moving into it mid- to late February.

ADJOURNMENT: With no further business before the Board, the meeting adjourned at 5:12 p.m. The next meeting will be held Tuesday, Jan. 28 at 3:00 p.m. in the County Commission chambers.

Respectfully submitted,

Dr. James Buhr, Secretary