

**Business Office Update  
January 11, 2016 Meeting**

**FOIA**

- I responded to a FOIA request from the International Brotherhood of Electrical Workers. They requested invoices and certified payrolls for Computer Power Systems and Electric Service Company of Lake County.
- Responding to this FOIA took approximately 3 hours.

**Paving/Landscape Project Update**

- The two principals, Mr. Lind, and I met with the George Dreger, our Civil Engineer, and Charli Johnsos from Fanning Howey on January 7, 2016 to discuss the paving/drainage projects that we will be bidding in early February.
- We received some preliminary budget numbers that allowed us to discuss how the district can determine what we will use as the base bid and which items will be alternates when we go out to bid.
- I am looking at having the recommendation and board approval of the paving/landscape and the lighting/electrical bids at a special meeting on the night of the COW on March 14, 2016.

**Lighting/Electrical Project Update**

- Dillon Mitchell, Electrical Discipline Director for Fanning Howey, was onsite at Millburn on December 21 & 22, 2015. During the time he was here, he discovered an old Federal Pacific switch gear. There have been safety issues related to Federal Pacific equipment where breakers have failed in a commercial setting. The company is no longer in business. In addition to the lighting, we are investigating the possibility of eliminating this switch gear and either using an existing switch gear with space on the panel or replacing it. In either case, it would be relocated to another boiler room. We can bury the conduit for this project at the same time as we do the paving work on the East playground.
- Mr. Lind and I will meet with Charli Johnsos and Dillon Mitchell on January 19, 2016 to review the cost estimates for the electrical and lighting work. We will also be discussing how to structure the base bid and alternates for this package as well.
- I am looking at having the recommendation and board approval of the paving/landscape and the lighting/electrical bids at a special meeting on the night of the COW on March 14, 2016.