

LIVINGSTON COUNTY BOARD
PROPERTY COMMITTEE
MINUTES OF JANUARY 7, 2019

In absence of the Committee Chair and Vice-Chair, there was a motion by Runyon, second by Vitzthum to appoint Bob Weller as the temporary chair. Weller called the meeting to order at 6:02 p.m. in the committee meeting room in the Historic Livingston County Courthouse.

Present: Killian (arrived at 6:05 p.m.), Allen, Ambrose, Runyon, Vitzthum, Weller

Absent: Ingles

Also Present: Chairman Bob Young, Executive Director Alina Hartley, Don Verdun

Weller called for any additions or deletions to the agenda with none requested. *Motion by Allen, second by Runyon to approve the agenda as submitted.* **MOTION CARRIED WITH ALL AYES.**

The Committee reviewed the minutes of the December 10, 2018 meeting. *Motion by Ambrose, second by Vitzthum to approve the minutes of the December 10, 2018 meeting as presented.* **MOTION CARRIED WITH ALL YAES.**

Monthly Department Report – Don Verdun was present to review his monthly department report with the Committee a copy of which is attached to these minutes.

The Committee briefly discussed Farnsworth’s recommendation in regards to the HVAC system at the new Health and Education Building. The system proposed is a variable refrigerant flow system (VRF) to provide heating and cooling using a compressor system and ceiling units throughout the facility that will have controls for various rooms or zones. It was noted that there was a consensus amongst the user group in attendance, and the Committee concurred. Farnsworth will have the HVAC engineer present when they provide the Schematic Design report to answer any questions board members may have.

Approval of Bills – The Committee reviewed the monthly bills. *Motion by Allen, second by Killian to approve the bills as presented.* **MOTION CARRIED WITH ALL AYES.**

Motion by Ambrose, second by Killian to adjourn. **MOTION CARRIED WITH ALL AYES.**
Meeting adjourned at 6:13 p.m..

Alina M. Hartley
Executive Director

Facility Manager's report

December 2019

To: Public Property Committee

From: Don Verdun, Facility Services Manager

In addition to regular maintenance activities, the following were completed:

- Public Safety Complex
 - a. Commercial wash machines delimed and inspected
 - b. Several drains running slow sinks and in showers, drain openers and enzymes used to solve the problems.
 - c. All of the Energy recovery units have been washed out inside and filters changed, belts checked and bearings greased.
 - d. All AHU units have been washed inside and belts checked, bearings greased.
 - e. Several lights replaced with LEDs.
 - f. Kitchen ice maker delimed.

- Law & Justice Center
 - a. Replaced batteries in several plumbing fixtures.
 - b. 3 AHU air handlers and DOAU#1 , filters were changed and bearings and belts checked.
 - c. Boilers were checked for water and chemical proper balance

- Health & Education Building
 - a. Boiler checked for Chemical and water mixture , proper balance
 - b. Furnaces were all checked filters changed

- IHR
 - a. Furnaces Checked filter changed motors greased.

- Highway Department
 - a. All furnaces checked

- 110 W. Water Street
 - a. All furnaces checked

- Other
 - a. x