

Facilities Council Meeting – March 8, 2017
DRAFT MINUTES

Meeting was called to order at 10: 04 AM.

The chalice was lit and followed by a brief recitation and check-in.

Present were Al Parmentier, Lisa Murano, Jan Mathrani, Kristy O’Neal, Katrina Pascale, and Jack Stiefel.

Minutes of the last meeting were approved.

REPORTS ON CARRYOVER PROJECTS:

Kristy arranged for service to the golf cart by Total Golf Cart. The cost was approximately \$800. The golf cart is used not only by the Emerson Center parking team but by Kristy to haul trash from the building to the dumpster.

Repair of the toilet in the west Green Room is still needed by Snyder Plumbing unless Al can repair it. (Al)

It will be April before HBS can replace two windows in the Sexton’s house.

Programmable thermostats were installed by Barker AC in the library and the kitchen (but with no heat on the kitchen zone due to inadequate wiring.) Joe will program them upon his return. (Joe)

Roof repair was completed by Roof Authority, so Kristy will now replace defective ceiling tiles. (Kristy)

Al still needs to:

Check with West Marine for a marine device that might add some lightning protection for the building.

Do additional research on removing the electrical sub-panel in the lobby and patch the wall, if needed.

Provide Bridges with new counter tops and storage shelves when the contracted construction on their office improvements is complete.

Call “Alex” to explore removal of stains from the north side of the building.

Install additional rods from which to hang art in the halls currently used for display.

RECENTLY COMPLETED PROJECTS (not included in above):

Al and Jack St. repaired Door A so that it now latches properly. (3 volunteer hours = \$45 savings)

Jack St. repaired two broken post lights. (1 volunteer hour = \$15 savings)

Jack St. worked on landscaping. (4 hours = \$60 savings)

Jack Siplak broke up discarded Bridges’ items and placed them in the dumpster along with broken car stops. (1 volunteer hour = \$15 savings)

Joe Calwell, Nancy Stiefel, and Jack St. washed windows and doors (south side of Fellowship Hall, entrances G and A, door into Fellowship Hall, box office windows, and atrium.) (4.5 volunteer hours = \$68 savings)

Jack St. replaced a broken toilet handle in the women’s rest room. (1 volunteer hour = \$15 savings)

Every year the two backflow preventers in our water system must be tested to satisfy the City; the City paperwork went to Bridges by mistake and inspection by Southern Plumbing was authorized by Brenda. One valve tested okay; the other one was found to be defective. Inspection charges were \$140. The estimate for replacement by Southern Plumbing is \$973 which was authorized by the FC.

Al arranged for replacement of two blown speakers in the sound system. It is hoped that the warranty will fully cover the replacement. (1 volunteer hour = \$15 savings)

Bridges:

Upgrade of the office is nearing completion.

The floor got flooded in the Bridges nursery due to a backup in the restroom toilet that was not immediately reported. Katrina arranged for Reliable Septic to pump out the lift station which caused the backup (\$150). In the future, Katrina will arrange for semi-annual pumping of the lift station.

In the main building, a mop bucket was being filled but was not attended to, so it overflowed and water went under the wall into an adjacent room. After clean-up and drying, the situation appears back to normal.

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NEW PROJECTS (including all new Bridges work orders):

The light fixtures in the "2-year old's" bathroom are ineffective and need attention. Al will explore. (Al)
Jan will call Go-Line to inquire about the possibility of them installing a bench at the bus stop on 27th Ave. for the comfort of riders. (Jan)
Al will check with Snyder Plumbing regarding a product to make the flow of water less impeded through the French drains at the northwest, southwest, and southeast corners of campus and possibly will apply Rid-Ex. (Al)
Materials for cleaning the grout in the women's rest room have been acquired. Al will check with Fair Trade to see if their volunteers would consider doing the work. (Al)
Katrina will arrange for removal of the dead palm tree on the west property line and for clearing of vegetation around the switch for the lights in parking lot C.

OTHER:

Jack reported to the City damage to three shrubs caused by the company contracted by the City to trim trees on 27th Avenue. The city reported that we have no recourse because the shrubs are allegedly in the "utility easement."
Re-striping of parking lot spaces will be considered during the summer.
Fair Trade offered to fund the replacement of faucets in the men's room. Their offer was gratefully accepted.
The FC secretary is resigning from the FC and his responsibility for the Can Do Crew and will need to be replaced.

Facilities volunteers saved the Fellowship at least \$233 over the period covered by these minutes.

ADJOURNMENT: 11:14 AM

NEXT MEETING: Wednesday, April 12, 2017 in the Library, at 10:00 AM

Respectfully submitted,
Jack Stiefel