

# Minutes of the Facilities Council Meeting – August 14, 2018

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**Members Present:** Al Parmentier, Joe Hardy, Lisa Turano, Katrina Pascale, Woody Sutton, Jan Mathrani

**Members Absent:** Jack Siplak, Jack Quinn, Kristy O'Neil

**Guests Attending:** None

**Check-In:** Chairman, Al Parmentier Conducted a Check-in

**Minutes of July 18, 2018 Meeting were approved with no revisions.**

**Unfinished Business Proceedings:** These comments pertain to Projects open prior to this meeting. Status of Projects without comment did not change during the meeting.

- A. Building Interior – No Items Closed; Items A.045, A.117, A.131 Updated.
- B. Building Exterior – No Items Closed; No Items Updated.
- C. Landscaping and Grounds – No Items Closed; Item C.111, C.122 Updated.
- D. Equipment – No Items Closed; No items Updated; 1 Item On-Hold.
- E. Bridges – Item E.130 Closed; No Items Updated.
- F. Sexton House – No Items Closed; F.066 Updated.
- G. Other – No Items Closed; No Items Updated.

**New Business:** These comments pertain to Projects opened during this meeting or discovered before the Minutes were prepared. Five new items were added.

- A. Building Interior – A.134 Added.
- B. Building Exterior – Item B.135 Added.
- C. Landscaping and Grounds – Item C.136 Added.
- D. Equipment – No Items Added.
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – No Items Added

**Number of Projects Reviewed:** 18 Projects were reviewed this meeting.

**Any Other Business:** Al will research and match ceiling tile patterns needed for the sanctuary and other areas then purchase spare tiles of each pattern.

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**Items Approved by Member Vote:** None

**Adjourn:** The meeting adjourned at 11:40am.

**Next Meeting:** The next meeting is September 12<sup>th</sup>, 2018 at 10:00am.

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

3 Attachments:

- Project Status Report August 14<sup>th</sup>, 2018 Meeting - Printed August 16<sup>th</sup>, 2018; 7 Pages, 18 Projects
- Projects Assignments List Printed August 16<sup>th</sup>, 2018; 1 Page
- Project Summary Report Printed August 16<sup>th</sup>, 2018; 2 Pages

## Facilities Council Minutes - Addendum

**Project Status Report Information:** The project status report presented here is prepared using Microsoft Access. The Access database allows us to record and report Facilities Council projects and status in one place year after year.

The Project Index in Column 1 is a database assigned identifier used for each project record. The letter left of the decimal (A-G) corresponds to the seven project categories shown in Old and New Business. The number right of the decimal is the record identifier for that project. These numbers are not sequential in a category, but are sorted numerically for the specific project category.

Status of each project is highlighted in the last column. The Project status identifiers are described in the Notes at end of the report. Closed projects will not be shown in subsequent Minutes. The value under the status represents the number of days this project has been open. The “Days Open” value counts from the date the project was opened to the Facilities Council Meeting date reported here. For closed projects the value is the number of days from project open to project closed.

For upcoming Meetings, the status report attached to the Agenda will be only the open projects. However, other reports are available from the Secretary upon request.

# UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Tuesday, August 14, 2018

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.045 Building Interior Adjustment	Chancel Chalice light is off center. There is a shadow in the upper right corner of the Chalice.	Adjust the light and tighten mounting bracket.	14-Jun-2017	Al Parmentier Self Help	Open-Mod 427 Days
A.117 Building Interior Upgrade	A wall mounted fan is needed in the Olympia Brown to improve air conditioning efficiency and cool the room with afternoon sun.	Fan ordered. Al and Joe will install	16-May-2018	Al Parmentier Self Help	Open-Mod 91 Days
A.131 Building Interior Inspection	Indian River Fire Prevention Bureau conducted a detailed inspection of UUFVB facilities on 3 July 2018. The Deficiency Report describes seven required corrective actions. We can expect a reinspection in 30 days. If all deficiencies not corrected, a fee will be charged for a third inspection.	All deficiencies corrected. Awaiting reinspection.	18-Jul-2018	Al Parmentier Self Help	Open-Mod 27 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Tuesday, August 14, 2018**

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.132 Building Interior Cleaning	The entire balcony area needs a thorough cleaning. There are candy wrappers, cups and old programs scattered on and between the pews on both sides. There are stains on the pews and on the carpet between the pews.	Pick up the trash, vacuum the carpet, clean stains from the carpet and the pews.	18-Jul-2018	Kristy O'Neil Self Help	Open-NC 28 Days
A.133 Building Interior Replace	There are water stained ceiling tiles in the balcony area north of the entry doors.	Match pattern and replace four ceiling tiles.	18-Jul-2018	Kristy O'Neil Self Help	Open-NC 28 Days
A.134 Building Interior Repair	Two fluorescent lights out in Olympia Brown Room.	Contact Cliff Ruff and arrange for repairs.	14-Aug-2018	Kristy O'Neil Cliff Ruff	Open-New 1 Days
<b>6 Project(s) Reviewed for Building Interior</b>					
B.109 Building Exterior Upgrade	Kitchen door stepping stones must be stabilized to prevent movement.	Poured slab needed to stabilize the area. Al will investigate who can do the work. If Corey Martin cannot do the work, call Panda Construction.	11-Apr-2018	Katrina Pascale Corey Martin	Open-NC 125 Days

# UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
B.135 Building Exterior Cleaning	At the west building entry door, there is mold and algae growing on the sidewalk and building.	AI repair leaking gutter above the door and Kristy clean area with power washer.	14-Aug-2018	Kristy O'Neil Self Help	Open-New 1 Days
<b>2 Project(s) Reviewed for Building Exterior</b>					
C.099 Landscaping and Grounds Repair	The wooden back plate and mounts supporting the sprinkler zone electrical controller and yard lights timer located next to the Sexton House is rotted. AI upgraded the attaching hardware to better support devices and the backing plate. Kristy coordinate Cliff attaching electrical devices to the backboard and frame.	This item has been open for far too long. We need positive effort to investigate and correct the problem.	10-Jan-2018	Kristy O'Neil Cliff Ruff	Open-NC 216 Days
C.111 Landscaping and Grounds Upgrade	Water stains on the buildings and walkways can be eliminated by converting some sprinkler head zones to a drip system.	Contractor proposed solution and is prepared to do the work.	11-Apr-2018	AI Parmentier Flood Irrigation	Open-Mod 125 Days

# UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.122 Landscaping and Grounds Repair	The Marquee Signs north and west require repairs. Plastic bases and decals deteriorating and lighting is failing.	Katrina will prepare new UUFVB logo and text design for FC review and approval.	16-May-2018	Katrina Pascale Brister Signs	Open-Mod 91 Days
C.126 Landscaping and Grounds Repair	There are several sidewalk areas where tree roots have pushed up the concrete presenting a tripping hazard to those on the sidewalk.	Remove the raised concrete sections; remove the tree roots; and pour new concrete sections to match the adjacent sidewalk. If Corey Martin cannot this work, Call Panda Construction.	12-Jun-2018	Katrina Pascale Corey Martin	Open-NC 64 Days
C.128 Landscaping and Grounds Cleaning	Southwest parking area drain plugged or very slow. Rain water accumulates and stays for several hours.	Upon further review there appears to be no drainage problem in this area. Project closed.	12-Jun-2018 14-Aug-2018	Kristy O'Neil Self Help	Closed 63 Days
C.136 Landscaping and Grounds Other	There are two palm trees growing near the drainage ditch on 16th Street just east of the UUFVB driveway. These trees block view of the driveway the UUFVB sign.	AI remove trees with chain saw.	14-Aug-2018	AI Parmentier Self Help	Open-New 1 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Tuesday, August 14, 2018**

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Category	Open Date	Assigned	Status
Project Type	Description	Comments	Close Date
Project Type	Description	Comments	Contractor
Project Type	Description	Comments	Days Open

**6 Project(s) Reviewed for Landscaping and Grounds**

D.110	Emerson Center (Amy) requests an ice maker be installed in the kitchen. Recent events require purchasing ice off site and transporting to the facility for each event.	Project On-Hold pending decision on funding.	11-Apr-2018	Al Parmentier	<b>Open-Hold</b>
Equipment Upgrade				TBD	125 Days

D.124	The Barker AC Tech who services our systems has moved to new firm and wants our AC service business for Smith Systems.	Quotation received for two-year service contract. Katrina will notify Barker that we intend to terminate the current contract and not renew for another year. New contract effective September 2018. Jan Moved to accept proposal, Al Seconded. Motion Carried unanimously. Project will stay open until service contract fully executed.	16-May-2018	Katrina Pascale Smith Systems	<b>Open-NC</b>
Equipment Service					91 Days

**2 Project(s) Reviewed for Equipment**

# UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
E.130	Bridges installed a fence around parts of the Nursery grounds. Fencing may interfere with landscaping services and perhaps sewer pump station cleaning. There was no coordination with the Facilities Council on this project.	AI investigated and found no problems with the fence as installed. Project closed.	18-Jul-2018	AI Parmentier	Closed
Bridges Facility			14-Aug-2018	Self Help	26 Days
Other					

## 1 Project(s) Reviewed for Bridges Facility

F.066	The back door area and one window needs significant repairs to the door/window and framing.	Trembly Builders, Inc. no longer interested in the work. Katrina contact other firms solicit bids. Farrow or Panda Services under consideration.	05-Sep-2017	AI Parmentier	Open-Mod
Sexton House				TBD	343 Days
Repair					

## 1 Project(s) Reviewed for Sexton House



# UUFVB Facilities Council - Minutes Project Status Report

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Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

## Minutes Notes

Total Reviewed	18
Open-NC	6
Open-Mod	6
Open-New	3
Open-Hold	1
Closed	2

### Project Status Explanation

There are five Project Status Levels used in this Minutes report

1. Open-NC: Project previously opened but there is no change in this report
2. Open-Mod: Some Project information changed in this report from last Minutes report.
3. Open-New: New Project opened not previously reported.
4. Open-Hold: No action planned for this project; it remains open for now.
5. Closed: Project information updated and closed this report period.

# Facilities Council - Project Assignments

**Meeting Date Tuesday, August 14, 2018**

Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.045	Building Interior	Self Help	14-Jun-2017	427
Al Parmentier	A.117	Building Interior	Self Help	16-May-2018	91
Al Parmentier	A.131	Building Interior	Self Help	18-Jul-2018	27
Al Parmentier	C.111	Landscaping and Grounds	Flood Irrigation	11-Apr-2018	125
Al Parmentier	C.136	Landscaping and Grounds	Self Help	14-Aug-2018	1
Al Parmentier	D.110	Equipment	TBD	11-Apr-2018	125
Al Parmentier	F.066	Sexton House	TBD	05-Sep-2017	343

## **7 Projects for Al Parmentier**

Kristy O'Neil	A.132	Building Interior	Self Help	18-Jul-2018	28
Kristy O'Neil	A.133	Building Interior	Self Help	18-Jul-2018	28
Kristy O'Neil	A.134	Building Interior	Cliff Ruff	14-Aug-2018	1
Kristy O'Neil	B.135	Building Exterior	Self Help	14-Aug-2018	1
Kristy O'Neil	C.099	Landscaping and Grounds	Cliff Ruff	10-Jan-2018	216

## **5 Projects for Kristy O'Neil**

Katrina Pascale	B.109	Building Exterior	Corey Martin	11-Apr-2018	125
Katrina Pascale	C.122	Landscaping and Grounds	Brister Signs	16-May-2018	91
Katrina Pascale	C.126	Landscaping and Grounds	Corey Martin	12-Jun-2018	64
Katrina Pascale	D.124	Equipment	Smith Systems	16-May-2018	91

## **4 Projects for Katrina Pascale**

**16 Projects This Report**

# Facilities Council Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
A.132	Building Interior	18-Jul-2018	Open-NC	
A.133	Building Interior	18-Jul-2018	Open-NC	
A.045	Building Interior	14-Jun-2017	Open-Mod	
A.117	Building Interior	16-May-2018	Open-Mod	
A.131	Building Interior	18-Jul-2018	Open-Mod	
A.134	Building Interior	14-Aug-2018	Open-New	
<b>6 Project(s) This Category</b>				
B.109	Building Exterior	11-Apr-2018	Open-NC	
B.135	Building Exterior	14-Aug-2018	Open-New	
<b>2 Project(s) This Category</b>				
C.099	Landscaping and Grounds	10-Jan-2018	Open-NC	
C.126	Landscaping and Grounds	12-Jun-2018	Open-NC	
C.128	Landscaping and Grounds	12-Jun-2018	Closed	14-Aug-2018
C.111	Landscaping and Grounds	11-Apr-2018	Open-Mod	
C.122	Landscaping and Grounds	16-May-2018	Open-Mod	
C.136	Landscaping and Grounds	14-Aug-2018	Open-New	
<b>6 Project(s) This Category</b>				
D.124	Equipment	16-May-2018	Open-NC	
D.110	Equipment	11-Apr-2018	Open-Hold	
<b>2 Project(s) This Category</b>				

# Facilities Council Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
E.130	Bridges Facility	18-Jul-2018	Closed	14-Aug-2018
<b>1</b>	<b>Project(s) This Category</b>			
F.066	Sexton House	05-Sep-2017	Open-Mod	
<b>1</b>	<b>Project(s) This Category</b>			

**18 Projects This Actions Report**