

Minutes of the Facilities Council Meeting – October 10, 2018

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Katrina Pascale, Jan Mathrani, Kristy O'Neil

Members Absent: Woody Sutton, Jack Siplak, Jack Quinn

Guests Attending: None

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

Minutes of September 12, 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 – 1 Item Closed; 2 Items Updated; 2 Items Placed on Hold; 4 Items No Change
- B. Building Exterior – 3 Items Closed; 2 Items Updated.
- C. Landscaping and Grounds – No Items Closed; 2 Items Updated; 2 Items No Change
- D. Equipment – 1 Item Closed; 1 Item Updated
- E. Bridges – No Items Closed; No Items Updated.
- F. Sexton House – No Items Closed; 1 Item Updated.
- G. Other – 1 Item 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 – No Items Added.
- B. Building Exterior – No Items Added.
- C. Landscaping and Grounds – No Items Added.
- D. Equipment – Item D.147, D.148, D.149, D.152 Added.
- E. Bridges – D.150 Added
- F. Sexton House – No Items Added
- G. Other – No Items Added

Number of Projects Reviewed: 27 Projects were reviewed this meeting.

Any Other Business: None

Minutes of the Facilities Council Meeting – October 10, 2018

Items Approved by Member Vote:

1. Joe Hardy moved to approve \$1800 for Smith Systems to replace/repair selected AC systems per the attached hand-written sheet. Al Parmentier Seconded and the Motion Carried.
2. Joe Hardy moved to approve \$487 replace Bridges sink lift pump. Al Parmentier Seconded and the Motion Carried.

Adjourn: The meeting adjourned at 11:40am.

Next Meeting: The next meeting is November 14th, 2018 at 10:00am.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

4 Attachments:

- Project Status Report October 10th, 2018; 8 Pages, 27 Projects
- Projects Assignments List October 10th, 2018; 1 Page, 27 Projects
- Project Summary Report October 10th, 2018; 2 Pages, 27 Projects
- Smith Systems Hand-Written Quotation to Repair Selected AC Systems.

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 Wednesday, October 10, 2018

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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. Light has been adjusted numerous times but slips down after warmup.	Adjust the light and tighten mounting bracket.	14-Jun-2017	Al Parmentier Self Help	Open-NC 484 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-NC 84 Days
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.	Vacuuming complete. Stain removal in process from the carpet and the pews.	18-Jul-2018	Al Parmentier Self Help	Open-Mod 85 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
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 85 Days
A.134 Building Interior Repair	Two fluorescent lights out in Olympia Brown Room.	Kristy will replace bulbs.	14-Aug-2018	Kristy O'Neil Self Help	Open-NC 58 Days
A.138 Building Interior Repair	Roof leak next to Fair Trade door. Roof Authority quoted \$1300 to repair the leak.	Roof leak repaired.	12-Sep-2018 10-Oct-2018	Katrina Pascale Roof Authority	Closed 27 Days
A.140 Building Interior Painting	Main lobby east wall and bulletin board wall requires painting due to scuffs, scrapes and wrong color paint used for touchup.	Can-Do-Crew will paint the walls.	12-Sep-2018	Jack Siplak Can-Do-Crew	Open-Mod 28 Days
A.144 Building Interior Painting	Reverend Alexander requests kitchen walls be painted.	On hold pending further discussion with Can-Do-Crew.	12-Sep-2018	Jack Siplak Can-Do-Crew	Open-Hold 28 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.145 Building Interior Painting	Reverend Alexander requests kitchen floor be painted. To paint the floor properly, all equipment must be removed and the floor thoroughly cleaned before paint is applied.	On hold pending further discussion with Can-Do-Crew.	12-Sep-2018	Jack Siplak Can-Do-Crew	Open-Hold 28 Days
9 Project(s) Reviewed for Building Interior					
B.109 Building Exterior Upgrade	Kitchen door stepping stones must be stabilized to prevent movement.	This work awarded to Thompson Construction as part of Sexton House and sidewalk repair.	11-Apr-2018	Katrina Pascale Thompson Construction	Open-Mod 182 Days
B.135 Building Exterior Cleaning	At the west building entry door, there is mold and algae growing on the sidewalk and building.	Power washing complete. Gutter not repaired.	14-Aug-2018	Kristy O'Neil Self Help	Open-Mod 58 Days
B.139 Building Exterior Painting	Front portico entrance requires painting due to scuffs, scrapes and wrong color paint used for touchup.	Al painted the portico entry.	12-Sep-2018 10-Oct-2018	Al Parmentier Self Help	Closed 27 Days
B.141 Building Exterior Cleaning	All exterior gutters require cleaning.	Gutters cleaned.	12-Sep-2018 10-Oct-2018	Katrina Pascale Alex Petrocelli	Closed 27 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
B.142	All sidewalks require power washing.	Sidewalks power washed.	12-Sep-2018	Katrina Pascale	Closed
Building Exterior			10-Oct-2018	Alex Petrocelli	27 Days
Cleaning					

5 Project(s) Reviewed for Building Exterior

C.099	The wooden back plate and mounts supporting the sprinkler zone electrical controller and yard lights timer located next to the Sexton House is rotted. Al 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. New backplate and new plywood needed. We need positive effort to investigate and correct the problem.	10-Jan-2018	Kristy O'Neil Cliff Ruff	Open-NC
Landscaping and Grounds					273 Days
Repair					

C.111	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	Al Parmentier Waterforce Irrigation	Open-NC
Landscaping and Grounds					182 Days
Upgrade					

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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 prepared new UUFVB logo and text design that was reviewed during the meeting. Another design in process.	16-May-2018	Katrina Pascale Brister Signs	Open-Mod 148 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.	This work is part of contract awarded to Thompson Construction to repair Sexton House and correct sidewalk issue at kitchen door.	12-Jun-2018	Katrina Pascale Thompson Construction	Open-Mod 121 Days
4 Project(s) Reviewed for Landscaping and Grounds					
D.110 Equipment Upgrade	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 closed due to lack of funding and space for the ice maker.	11-Apr-2018 10-Oct-2018	Al Parmentier TBD	Closed 181 Days
D.137 Equipment Repair	Duct sensor removed from AC duct in closet next to upstairs toilet. Duct sensor requires repair then light must be reinstalled in ceiling	Dust sensor replaced. Light fixture must be restored to proper location.	12-Sep-2018	Katrina Pascale Cliff Ruff	Open-Mod 28 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.147 Equipment Upgrade	Second refrigerator required in kitchen for Bridges Food Program	AI will measure space and shop for refrigerator that will fit the space.	10-Oct-2018	AI Parmentier TBD	Open-New 0 Days
D.148 Equipment Inspection	Kitchen stove exhaust fan possible malfunction. Fan not properly circulating air near the stove.	AI will inspect and troubleshoot the fan.	10-Oct-2018	AI Parmentier TBD	Open-New 0 Days
D.149 Equipment Replace	Smith Systems recommends corrective maintenance and some parts be replaced on selected air conditioning systems. Technician provided description of work needed on AC systems 6, 8, 15, 16, 17 and 20.	Facilities Council approved \$1800 for this work. Joe Hardy Moved to approve the work. AI parmentier Seconded the motion. The motion carried by affirmative of vote all attending.	10-Oct-2018	Katrina Pascale Smith Systems	Open-New 0 Days
D.152 Equipment Adjustment	Kitchen AC system require ducting airflow adjustments to reduce airflow into the toilets and allow more air into the kitchen.	Katrina will contact Smith Systems to schedule an evaluation to determine possible corrective actions.	10-Oct-2018	Katrina Pascale Smith Systems	Open-New 0 Days

6 Project(s) Reviewed for Equipment

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
E.150 Bridges Facility Replace	Pump in Bridges sink failed. Cost to replace is \$487.	Pump replaced. Project remains open until confirmed at next meeting.	10-Oct-2018	Al Parmentier TBD	Open-New 0 Days

1 Project(s) Reviewed for Bridges Facility

F.066 Sexton House Repair	The back door area and one window needs significant repairs to the door/window and framing.	This work part of contract awarded to Thompson Construction to repair sidewalks outside.	05-Sep-2017	Al Parmentier Thompson Construction	Open-Mod 400 Days
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1 Project(s) Reviewed for Sexton House

G.146 Other Other	Church Mutual Insurance company conducted a risk assessment and asked that a checklist be completed.	Kitchen mat installed.	12-Sep-2018 10-Oct-2018	Katrina Pascale Self Help	Closed 27 Days
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1 Project(s) Reviewed for Other

UUFVB Facilities Council - Minutes Project Status Report

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

Minutes Notes

Total Reviewed	27
Open-NC	6
Open-Mod	8
Open-New	5
Open-Hold	2
Closed	6

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 Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
A.045	Building Interior	14-Jun-2017	Open-NC	
A.131	Building Interior	18-Jul-2018	Open-NC	
A.133	Building Interior	18-Jul-2018	Open-NC	
A.134	Building Interior	14-Aug-2018	Open-NC	
A.138	Building Interior	12-Sep-2018	Closed	10-Oct-2018
A.144	Building Interior	12-Sep-2018	Open-Hold	
A.145	Building Interior	12-Sep-2018	Open-Hold	
A.132	Building Interior	18-Jul-2018	Open-Mod	
A.140	Building Interior	12-Sep-2018	Open-Mod	
9 Project(s) This Category				
B.139	Building Exterior	12-Sep-2018	Closed	10-Oct-2018
B.141	Building Exterior	12-Sep-2018	Closed	10-Oct-2018
B.142	Building Exterior	12-Sep-2018	Closed	10-Oct-2018
B.109	Building Exterior	11-Apr-2018	Open-Mod	
B.135	Building Exterior	14-Aug-2018	Open-Mod	
5 Project(s) This Category				
C.099	Landscaping and Grounds	10-Jan-2018	Open-NC	
C.111	Landscaping and Grounds	11-Apr-2018	Open-NC	
C.122	Landscaping and Grounds	16-May-2018	Open-Mod	
C.126	Landscaping and Grounds	12-Jun-2018	Open-Mod	
4 Project(s) This Category				

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Index	Project Category	Open Date	Status	Close Date
D.110	Equipment	11-Apr-2018	Closed	10-Oct-2018
D.137	Equipment	12-Sep-2018	Open-Mod	
D.147	Equipment	10-Oct-2018	Open-New	
D.148	Equipment	10-Oct-2018	Open-New	
D.149	Equipment	10-Oct-2018	Open-New	
D.152	Equipment	10-Oct-2018	Open-New	
6 Project(s) This Category				
E.150	Bridges Facility	10-Oct-2018	Open-New	
1 Project(s) This Category				
F.066	Sexton House	05-Sep-2017	Open-Mod	
1 Project(s) This Category				
G.146	Other	12-Sep-2018	Closed	10-Oct-2018
1 Project(s) This Category				

27 Projects This Actions Report

Facilities Council - Project Assignments

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Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.045	Building Interior	Self Help	14-Jun-2017	484
Al Parmentier	A.131	Building Interior	Self Help	18-Jul-2018	84
Al Parmentier	A.132	Building Interior	Self Help	18-Jul-2018	85
Al Parmentier	C.111	Landscaping and Grounds	Waterforce Irrigation	11-Apr-2018	182
Al Parmentier	D.147	Equipment	TBD	10-Oct-2018	0
Al Parmentier	D.148	Equipment	TBD	10-Oct-2018	0
Al Parmentier	E.150	Bridges Facility	TBD	10-Oct-2018	0
Al Parmentier	F.066	Sexton House	Thompson Construction	05-Sep-2017	400

8 Projects for Al Parmentier

Kristy O'Neil	A.133	Building Interior	Self Help	18-Jul-2018	85
Kristy O'Neil	A.134	Building Interior	Self Help	14-Aug-2018	58
Kristy O'Neil	B.135	Building Exterior	Self Help	14-Aug-2018	58
Kristy O'Neil	C.099	Landscaping and Grounds	Cliff Ruff	10-Jan-2018	273

4 Projects for Kristy O'Neil

Katrina Pascale	B.109	Building Exterior	Thompson Construction	11-Apr-2018	182
Katrina Pascale	C.122	Landscaping and Grounds	Brister Signs	16-May-2018	148
Katrina Pascale	C.126	Landscaping and Grounds	Thompson Construction	12-Jun-2018	121
Katrina Pascale	D.137	Equipment	Cliff Ruff	12-Sep-2018	28
Katrina Pascale	D.149	Equipment	Smith Systems	10-Oct-2018	0
Katrina Pascale	D.152	Equipment	Smith Systems	10-Oct-2018	0

6 Projects for Katrina Pascale

Jack Siplak	A.140	Building Interior	Can-Do-Crew	12-Sep-2018	28
Jack Siplak	A.144	Building Interior	Can-Do-Crew	12-Sep-2018	28
Jack Siplak	A.145	Building Interior	Can-Do-Crew	12-Sep-2018	28

3 Projects for Jack Siplak

21 Projects This Report

#6 MAIN AUDITORIUM

COND FAN BLADE SHROUD IS DESTROYED.

$$\$225^{\text{--}} - 10\% = \$202.5^{\text{--}}$$

#8 LOBBY

RUN NEW T-STAT WIRE

$$\$375^{\text{--}} - 10\% = \$337.5^{\text{--}}$$

#15 BRIDGES *

CONDENSER FAN MOTOR IS GOING OUT

$$\$375^{\text{--}} - 10\% = \$337.5^{\text{--}}$$

#16 FELLOWSHIP HALL

Emergency PAN FLOAT SWITCH IS NOT WORKING

$$\$95^{\text{--}} - 10\% = \$85.5^{\text{--}}$$

#17 DAYCARE

EVAPORATOR COIL IS DIRTY NEEDS TO BE PULLED & CLEANED

$$\$475^{\text{--}} - 10\% = \$427.5^{\text{--}}$$

#20 ELEVATOR ROOM

mini split BLOWER wheel & head IS DIRTY Pull & clean

$$\$350^{\text{--}} - 10\% = \$315^{\text{--}}$$

Units # 12, #13, #14, #15 (BRIDGES) ARE 13 YEARS OLD

RECOMMENDING REPLACING BEFORE SYSTEM FAIL

To Replace ALL 4 AT THE SAME TIME.

$$\$25,875^{\text{--}}$$

INDIVIDUALLY

$\$7,475^{\text{--}}$ per unit in the ATTIC (3 systems)

$\$6,975^{\text{--}}$ for unit in the closet