

Minutes of the Facilities Council Meeting – November 14, 2018

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

Members Absent: Jan Maharani, Jack Siplak, Jack Quinn

Guests Attending: Nancy Stiefel, Elizabeth Bourne

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

Minutes of October 10, 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 – 3 Items Closed; 2 Items Updated; 3 Items No Change
- B. Building Exterior – 2 Items Closed; No Items Updated.
- C. Landscaping and Grounds – 2 Items Closed; 1 Item Updated; 1 Item No Change
- D. Equipment – 1 Item Closed; 4 Items Updated
- E. Bridges – 1 Item Closed; 1 Item Placed On-Hold; No Items Updated.
- F. Sexton House – No Items Closed; 1 Item 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.154 Added.
- B. Building Exterior – B.153 Added.
- C. Landscaping and Grounds – No Items Added.
- D. Equipment – Item D.155 Added.
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – No Items Added

Number of Projects Reviewed: 25 Projects were reviewed this meeting.

Any Other Business: Elizabeth Bourne presented the general state of finances and provided the Facilities Council Actual Expenses vs Budget for July through October 2018. A copy is attached to these Minutes.

Minutes of the Facilities Council Meeting – November 14, 2018

Items Approved by Member Vote:

1. Nancy Stiefel requested the ARE Committee be allowed to hang an ARE banner in Fellowship Hall Sunday during coffee hour. Woody Sutton Moved to allow the ARE banner in Fellowship Hall during Sunday Coffee Hour. Lisa Turano Seconded. In discussion the Council required the ARE Committee use their own staff to hang and remove the banner and not involve Kristy. The Motion carried.
2. Joe Hardy moved to approve the Thompson Construction Contract to repair the sidewalks and the Sexton House. The total cost is \$10,970 with a \$7,000 down payment due upon acceptance. Lisa Turano Seconded. There was no discussion. The Motion carried.

Adjourn: The meeting adjourned at 11:05am.

Next Meeting: The next meeting is December 12th, 2018 at 10:00am.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

- 4 Attachments:
 - Project Status Report November 14th, 2018; 7 Pages, 25 Projects
 - Projects Assignments List November 14th, 2018; 1 Page, 25 Projects
 - Project Summary Report November 14th, 2018; 2 Pages, 25 Projects
 - Facilities Council Actual Expenses vs Budget for July through October 2018.

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, November 14, 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 519 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. There was no reinspection.	18-Jul-2018 14-Nov-2018	Al Parmentier Cliff Ruff	Closed 118 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.	Stain removal in process from the carpet and the pews. Kristy check all pews and floor for stains and remove.	18-Jul-2018	Kristy O'Neil Self Help	Open-Mod 120 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
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 120 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 93 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 63 Days
A.144 Building Interior Painting	Reverend Alexander requests kitchen walls be painted.	Project closed upon Facilities Council consent.	12-Sep-2018 14-Nov-2018	Jack Siplak Can-Do-Crew	Closed 62 Days
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.	Project closed upon Facilities Council consent.	12-Sep-2018 14-Nov-2018	Jack Siplak Can-Do-Crew	Closed 62 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
A.154 Building Interior Repair	Two fluorescent lights out in Office Area	Kristy will replace bulbs.	14-Nov-2018	Kristy O'Neil Self Help	Open-New 1 Days

9 Project(s) Reviewed for Building Interior

B.109 Building Exterior Upgrade	Kitchen door stepping stones must be stabilized to prevent movement.	Thompson Construction completed repairs. Second project opened to relocate the unused stepping stones.	11-Apr-2018 14-Nov-2018	Katrina Pascale Thompson Construction	Closed 216 Days
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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 repaired.	14-Aug-2018 14-Nov-2018	Al Parmentier Self Help	Closed 92 Days
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B.153 Building Exterior Upgrade	Kitchen door stepping stones must be moved to the shed; placed at the shed door entrance and stabilized to provide a walking surface.	Can-Do-Crew will move and place the stepping stones at the shed.	14-Nov-2018	Jack Siplak Can-Do-Crew	Open-New 0 Days
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3 Project(s) Reviewed for Building Exterior

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.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. 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. Site visit scheduled to survey work needed.	10-Jan-2018	Kristy O'Neil Cliff Ruff	Open-NC 308 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 reworked the sprinklers to prevent staining the concrete.	11-Apr-2018 14-Nov-2018	Al Parmentier Waterforce Irrigation	Closed 216 Days
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 183 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.126	There are several sidewalk areas where tree roots have pushed up the concrete presenting a tripping hazard to those on the sidewalk.	Thompson Construction repaired the sidewalks.	12-Jun-2018	Katrina Pascale	Closed
Landscaping and Grounds Repair			14-Nov-2018	Thompson Construction	155 Days
4 Project(s) Reviewed for Landscaping and Grounds					
D.137	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 restored to proper location.	12-Sep-2018	Katrina Pascale	Closed
Equipment Repair			14-Nov-2018	Cliff Ruff	62 Days
D.147	Second refrigerator required in kitchen for Bridges Food Program	AI will measure space and shop for refrigerator with top for food and bottom freezer with icemaker.	10-Oct-2018	AI Parmentier	Open-Mod
Equipment Upgrade				TBD	35 Days
D.148	Kitchen stove exhaust fan possible malfunction. Fan not properly circulating air near the stove.	Problem may be related to AC airflow. Kristina will discuss problem with Smith Systems.	10-Oct-2018	Katrina Pascale	Open-Mod
Equipment Inspection				TBD	35 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
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. Al Parmentier Seconded the motion. The motion carried by affirmative of vote all attending. Work will be performed when AC shutdown will not affect Bridges.	10-Oct-2018	Katrina Pascale Smith Systems	Open-Mod 35 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-Mod 35 Days
D.155 Equipment Replace	West Green Room refrigerator is inoperative.	Woody Sutton will shop for a replacement refrigerator.	14-Nov-2018	Woody Sutton TBD	Open-New 1 Days
6 Project(s) Reviewed for Equipment					
E.150 Bridges Facility Replace	Pump in Bridges sink failed. Cost to replace is \$487.	Pump replaced.	10-Oct-2018 14-Nov-2018	Al Parmentier TBD	Closed 34 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
E.151 Bridges Facility Upgrade	Bridges requests a door be installed between the classroom and the toilet.	AI will evaluate and report action needed.	03-Nov-2018	AI Parmentier TBD	Open-Hold 11 Days

2 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 awarded to Thompson Construction start date is pending.	05-Sep-2017	AI Parmentier Thompson Construction	Open-Mod 435 Days
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1 Project(s) Reviewed for Sexton House

Minutes Notes

Total Reviewed	25
Open-NC	4
Open-Mod	8
Open-New	3
Open-Hold	1
Closed	9

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

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Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.045	Building Interior	Self Help	14-Jun-2017	519
Al Parmentier	D.147	Equipment	TBD	10-Oct-2018	35
Al Parmentier	E.151	Bridges Facility	TBD	03-Nov-2018	11
Al Parmentier	F.066	Sexton House	Thompson Construction	05-Sep-2017	435

4 Projects for Al Parmentier

Kristy O'Neil	A.132	Building Interior	Self Help	18-Jul-2018	120
Kristy O'Neil	A.133	Building Interior	Self Help	18-Jul-2018	120
Kristy O'Neil	A.134	Building Interior	Self Help	14-Aug-2018	93
Kristy O'Neil	A.154	Building Interior	Self Help	14-Nov-2018	1
Kristy O'Neil	C.099	Landscaping and Grounds	Cliff Ruff	10-Jan-2018	308

5 Projects for Kristy O'Neil

Katrina Pascale	C.122	Landscaping and Grounds	Brister Signs	16-May-2018	183
Katrina Pascale	D.148	Equipment	TBD	10-Oct-2018	35
Katrina Pascale	D.149	Equipment	Smith Systems	10-Oct-2018	35
Katrina Pascale	D.152	Equipment	Smith Systems	10-Oct-2018	35

4 Projects for Katrina Pascale

Jack Siplak	A.140	Building Interior	Can-Do-Crew	12-Sep-2018	63
Jack Siplak	B.153	Building Exterior	Can-Do-Crew	14-Nov-2018	0

2 Projects for Jack Siplak

Woody Sutton	D.155	Equipment	TBD	14-Nov-2018	1
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1 Projects for Woody Sutton

16 Projects This Report

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.133	Building Interior	18-Jul-2018	Open-NC	
A.134	Building Interior	14-Aug-2018	Open-NC	
A.131	Building Interior	18-Jul-2018	Closed	14-Nov-2018
A.144	Building Interior	12-Sep-2018	Closed	14-Nov-2018
A.145	Building Interior	12-Sep-2018	Closed	14-Nov-2018
A.132	Building Interior	18-Jul-2018	Open-Mod	
A.140	Building Interior	12-Sep-2018	Open-Mod	
A.154	Building Interior	14-Nov-2018	Open-New	

9 Project(s) This Category

B.109	Building Exterior	11-Apr-2018	Closed	14-Nov-2018
B.135	Building Exterior	14-Aug-2018	Closed	14-Nov-2018
B.153	Building Exterior	14-Nov-2018	Open-New	

3 Project(s) This Category

C.099	Landscaping and Grounds	10-Jan-2018	Open-NC	
C.111	Landscaping and Grounds	11-Apr-2018	Closed	14-Nov-2018
C.126	Landscaping and Grounds	12-Jun-2018	Closed	14-Nov-2018
C.122	Landscaping and Grounds	16-May-2018	Open-Mod	

4 Project(s) This Category

Facilities Council Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
D.137	Equipment	12-Sep-2018	Closed	14-Nov-2018
D.147	Equipment	10-Oct-2018	Open-Mod	
D.148	Equipment	10-Oct-2018	Open-Mod	
D.149	Equipment	10-Oct-2018	Open-Mod	
D.152	Equipment	10-Oct-2018	Open-Mod	
D.155	Equipment	14-Nov-2018	Open-New	
6 Project(s) This Category				
E.150	Bridges Facility	10-Oct-2018	Closed	14-Nov-2018
E.151	Bridges Facility	03-Nov-2018	Open-Hold	
2 Project(s) This Category				
F.066	Sexton House	05-Sep-2017	Open-Mod	
1 Project(s) This Category				

25 Projects This Actions Report

Facilities

**Unitarian Universalist Fellowship
01 P & L Ministry Actual v Budget
July through October 2018**

	Jul 18	Aug 18	Sep 18	Oct 18	Jul - Oct 18	YTD Budget	YTD \$ Over Budget	Annual Budget	Budget Remaining
8400 · Facilities Expense									
8410 · Grounds-Equip & Maintenance	3,785.00	1,238.61	2,219.31	785.00	8,027.92	6,000.00	2,027.92	17,000.00	8,972.08
8415 · Handyman	125.00	125.00	125.00	125.00	500.00	500.00	0.00	1,500.00	1,000.00
8425 · Fire Alarm & Equip	320.00	880.00	0.00	30.00	1,230.00	1,460.00	(230.00)	2,500.00	1,270.00
8430 · Utilities									
8431 · Utilities - Campus	3,220.99	3,463.73	3,427.37	3,121.43	13,233.52	12,672.92	560.60	34,000.00	20,766.48
8432 · Utilities - Sexton	525.27	490.17	488.36	397.96	1,901.76	1,532.00	369.76	4,600.00	2,698.24
Total 8430 · Utilities	3,746.26	3,953.90	3,915.73	3,519.39	15,135.28	14,204.92	930.36	38,600.00	23,464.72
8440 · Facility Supplies	388.38	699.82	99.00	0.00	1,187.20	1,815.00	(627.80)	4,000.00	2,812.80
8450 · Building Repairs & Maintenance									0.00
8451 · Interior Building Repairs	0.00	857.75	68.00	2,860.00	3,785.75	2,600.00	1,185.75	7,800.00	4,014.25
8452 · Exterior Building Repairs	0.00	750.00	32.95	1,300.00	2,082.95	2,740.00	(657.05)	8,220.00	6,137.05
8453 · Elevator Maintenance	643.40	0.00	0.00	643.40	1,286.80	1,100.00	186.80	2,200.00	913.20
8454 · Maintenance Reserve	0.00	0.00	0.00	7,000.00	7,000.00	7,000.00	0.00	7,704.41	704.41
Total 8450 · Building Repairs & Maintenance	643.40	1,607.75	100.95	11,803.40	14,155.50	13,440.00	715.50	25,924.41	11,768.91
8460 · Sexton House Repair & Maint	0.00	0.00	0.00	0.00	0.00	526.53	(526.53)	3,500.00	3,500.00
8470 · A/V Equipment & Repairs	0.00	8.22	0.00	0.00	8.22	469.73	(461.51)	2,000.00	1,991.78
8480 · Insurance Expense									0.00
8481 · Insurance - Multi Peril	3,041.28	0.00	0.00	4,866.31	7,907.59	9,390.00	(1,482.41)	31,650.00	23,742.41
8482 · Insurance - Umbrella	0.00	0.00	483.84	0.00	483.84	641.00	(157.16)	1,900.00	1,416.16
Total 8480 · Insurance Expense	3,041.28	0.00	483.84	4,866.31	8,391.43	10,031.00	(1,639.57)	33,550.00	25,158.57
Total 8400 · Facilities Expense	12,049.32	8,513.30	6,943.83	21,129.10	48,635.55	48,447.18	188.37	128,574.41	79,938.86