

Minutes of the Facilities Council Meeting – 13 February 2019

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Katrina Pascale, Woody Sutton, Kristy O’Neil, Jack Quinn, Jan Maharani, Jack Siplak,

Members Absent: None

Guests Attending: John Almeda and Lin McNabb

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

Minutes of 8 January 2019 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 No Change; 1 Item Closed; 1 Item Updated
- B. Building Exterior – No Items Closed; No Items Updated
- C. Landscaping and Grounds – 3 Items No Change; 2 Items Closed; 1 Item Updated
- D. Equipment – 2 item No Change; 3 Items Closed; No Items Updated
- E. Bridges – 1 Item On-Hold; No Items Updated.
- F. Sexton House – 1 Item Closed; No Items Updated.
- G. Other – 2 Item No Change; 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 – No Items Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – No Items Added
- D. Equipment – No Items Added
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – Item No Items Added
- H. **Number of Projects Reviewed:** 20 Projects were reviewed this meeting. There are currently 13 open projects.

Any Other Business: There was discussion about how to renovate the Memorial Garden. See Item C.171 for details.

Minutes of the Facilities Council Meeting – 13 February 2019

Items Approved by Member Vote: None

Adjourn: The meeting adjourned at 11:40am.

Next Meeting: The next meeting is 13 March 2019 at 10:00.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Four Attachments:

- Project Status Report 13 February 2019, 7 Pages, 20 Projects
- Project Summary Report 13 February 2019, 2 Pages, 20 Projects
- Open Projects Assignments 13 February 2019, 1 Page, 13 Projects
- Sketch of Current Memorial Garden Layout, 1 Page

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, February 13, 2019

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.132 Building Interior Cleaning	There are stains on the pews and on the carpet between the pews.	Katrina get another quotation from carpet cleaning firm for complete job; use small steam cleaner for small work.	18-Jul-2018	Katrina Pascale TBD	Open-NC 211 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	Jack Siplak Can-Do-Crew	Open-NC 211 Days
A.134 Building Interior Repair	Two fluorescent lights out in Olympia Brown Room.	Can-do-Crew replaced bulbs.	14-Aug-2018 13-Feb-2019	Jack Siplak Can-Do-Crew	Closed 184 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. Some plaster repair needed.	12-Sep-2018	Jack Siplak Can-Do-Crew	Open-NC 154 Days
A.156 Building Interior Replace	Two Sanctuary ceiling lights out. Center at base of stage steps. East at top of balcony steps.	Need lift to reach lights. Use spare LED bulbs.	08-Jan-2019	Al Parmentier Self Help	Open-Mod 36 Days

5 Project(s) Reviewed for Building Interior

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, February 13, 2019**

Index

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 another UUFVB logo and text design for review. The Ministries Council wants to review the final design.	16-May-2018	Katrina Pascale Brister Signs	Open-NC 274 Days
C.157 Landscaping and Grounds Repair	Several sidewalk transition sections are uneven by one-half to over an inch. This poses a trip hazard to persons walking on the sidewalks.	Rent concrete grinder and level uneven sections.	08-Jan-2019	Al Parmentier Can-Do-Crew	Open-NC 36 Days
C.162 Landscaping and Grounds Upgrade	Four additional Handicap parking spaces needed Between Doors D and E. This will require reclassifying current open spaces to Handicap spaces.	Closed. No action taken.	08-Jan-2019 13-Feb-2019	Jack Siplak Can-Do-Crew	Closed 36 Days
C.165 Landscaping and Grounds Repair	A budgeting price is need to repair and restripe the entire asphalt driveway and parking area.	Katrina request multiple quotations and report at next meeting.	08-Jan-2019	Katrina Pascale TBD	Open-NC 36 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, February 13, 2019

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.166	Crystal Bujold donated an olive tree to the Fellowship to be planted in the spot vacated by the dead oak tree.	Jack Quinn contact Crystal; take possession of the tree; and plant it in the old oak tree location.	08-Jan-2019	Jack Quinn	Closed
Landscaping and Grounds			13-Feb-2019	Self Help	36 Days
Other					
C.170	Landscaping in the Memorial Garden and the Atrium needs attention. Trimming, mulching and general vegetation cleanup are required.	John Almeda and Lin McNabb will present proposal and best approach to use. Council proposed a \$1,000 budget to redesign and renovate the Memorial Garden. It was agreed to remove the Fire Stick plants and use only Florida native plants in the renovated Garden.	08-Jan-2019	Al Parmentier	Open-Mod
Landscaping and Grounds				TBD	36 Days
Service					
6 Project(s) Reviewed for Landscaping and Grounds					
D.147	Second refrigerator required in kitchen for Bridges Food Program	Al purchased refrigerator with top for food and bottom freezer without icemaker.	10-Oct-2018	Al Parmentier	Closed
Equipment			13-Feb-2019	TBD	126 Days
Upgrade					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, February 13, 2019

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.164 Equipment Upgrade	A cover is needed to conceal the HDMI Cable attached to the Library TV Monitor.	Al Parmentier will attempt to place the HDMI cable into the existing chase and cover used for the power cable. If not enough room in the current cable chase, Al will pursue other options.	08-Jan-2019	Al Parmentier Self Help	Open-NC 36 Days
D.167 Equipment Upgrade	A video player is needed for the Lobby TV. Where to mount the player is undecided.	Al Parmentier purchase the video player and investigate mounting it in the Box Office or in the Closet across from the Box Office. An HDMI cable of appropriate length will be needed.	08-Jan-2019	Al Parmentier Self Help	Open-NC 36 Days
D.168 Equipment Repair	The video matrix switch output channels 1 and 2 have failed.	Video matrix repaired and returned to service.	08-Jan-2019 13-Feb-2019	Joe Hardy Self Help	Closed 36 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, February 13, 2019**

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.169 Equipment Upgrade	The video matrix switch output channel failures two times in a year indicates there may be stray electrical currents riding on the 70 foot HDMI cable from the switch to the projectors that damage the switch electronics. HDMI extenders using CAT6 cable would be a better method to extend the video signal to the projectors.	Joe and Al installed two HDMI to CAT6 extenders and the necessary cable. Cable was run inside the balcony floor and several unused cables were removed and discarded.	08-Jan-2019 13-Feb-2019	Joe Hardy Self Help	Closed 36 Days

5 Project(s) Reviewed for Equipment

E.151 Bridges Facility Upgrade	Bridges requests a door be installed between the classroom and the toilet.	Al will evaluate and report action needed.	03-Nov-2018	Al Parmentier TBD	Open-Hold 102 Days
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1 Project(s) Reviewed for Bridges Facility

F.163 Sexton House Replace	Sexton House AC system not cooling adequately in summer. Smith Systems quoted \$5,000 to replace the air handler and condenser.	New AC system installed in Sexton house.	08-Jan-2019 13-Feb-2019	Katrina Pascale Smith Systems	Closed 36 Days
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1 Project(s) Reviewed for Sexton House

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, February 13, 2019

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
G.158 Other Cleaning	Emerson Center Tenants using glitter in performances leave substantial amounts of loose glitter on the carpets and pews. Glitter is difficult to remove from carpet and pew fabric.	Add clause to future Emerson contracts requiring a non-refundable \$500 cleaning fee from tenants using glitter in a performance.	08-Jan-2019	Al Parmentier TBD	Open-NC 36 Days
G.171 Other Other	The Council discussed how best to handle the increased workload on Kristy and the many volunteers who support the Emerson Center brought on by the increased events planned in the next four months by the Emerson Center and the Fellowship. As of today there are 22 one-time rental events planned and several recurring events in the coming months.	Several options were discussed and the agreed solution is that Kristy will hire extra help when it is needed. Katrina will approach Vanessa for interest in working extra hours cleaning.	08-Jan-2019	Al Parmentier TBD	Open-NC 36 Days
2 Project(s) Reviewed for Other					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, February 13, 2019**

Index

Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

Minutes Notes

Total Reviewed	20
Open-NC	10
Open-Mod	2
Open-New	0
Open-Hold	1
Closed	7

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

Meeting Date **Wednesday, February 13, 2019**

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.140	Building Interior	12-Sep-2018	Open-NC	
A.134	Building Interior	14-Aug-2018	Closed	13-Feb-2019
A.156	Building Interior	08-Jan-2019	Open-Mod	
5 Project(s) This Category				
C.122	Landscaping and Grounds	16-May-2018	Open-NC	
C.157	Landscaping and Grounds	08-Jan-2019	Open-NC	
C.165	Landscaping and Grounds	08-Jan-2019	Open-NC	
C.162	Landscaping and Grounds	08-Jan-2019	Closed	13-Feb-2019
C.166	Landscaping and Grounds	08-Jan-2019	Closed	13-Feb-2019
C.170	Landscaping and Grounds	08-Jan-2019	Open-Mod	
6 Project(s) This Category				
D.164	Equipment	08-Jan-2019	Open-NC	
D.167	Equipment	08-Jan-2019	Open-NC	
D.147	Equipment	10-Oct-2018	Closed	13-Feb-2019
D.168	Equipment	08-Jan-2019	Closed	13-Feb-2019
D.169	Equipment	08-Jan-2019	Closed	13-Feb-2019
5 Project(s) This Category				
E.151	Bridges Facility	03-Nov-2018	Open-Hold	
1 Project(s) This Category				

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, February 13, 2019**

Index	Project Category	Open Date	Status	Close Date
F.163	Sexton House	08-Jan-2019	Closed	13-Feb-2019
1	Project(s) This Category			
G.158	Other	08-Jan-2019	Open-NC	
G.171	Other	08-Jan-2019	Open-NC	
2	Project(s) This Category			

20 Projects This Actions Report

Facilities Council - Project Assignments

Meeting Date Wednesday, February 13, 2019

Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Self Help	08-Jan-2019	36
Al Parmentier	C.157	Landscaping and Grounds	Can-Do-Crew	08-Jan-2019	36
Al Parmentier	C.170	Landscaping and Grounds	TBD	08-Jan-2019	36
Al Parmentier	D.164	Equipment	Self Help	08-Jan-2019	36
Al Parmentier	D.167	Equipment	Self Help	08-Jan-2019	36
Al Parmentier	E.151	Bridges Facility	TBD	03-Nov-2018	102
Al Parmentier	G.158	Other	TBD	08-Jan-2019	36
Al Parmentier	G.171	Other	TBD	08-Jan-2019	36

8 Projects for Al Parmentier

Katrina Pascale	A.132	Building Interior	TBD	18-Jul-2018	211
Katrina Pascale	C.122	Landscaping and Grounds	Brister Signs	16-May-2018	274
Katrina Pascale	C.165	Landscaping and Grounds	TBD	08-Jan-2019	36

3 Projects for Katrina Pascale

Jack Siplak	A.133	Building Interior	Can-Do-Crew	18-Jul-2018	211
Jack Siplak	A.140	Building Interior	Can-Do-Crew	12-Sep-2018	154

2 Projects for Jack Siplak

13 Projects This Report

