

Minutes of the Facilities Council Meeting – 13 March 2019

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

Members Absent: Lisa Turano

Guests Attending: Al McNabb

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

Minutes of 13 February 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 – 4 Items No Change; 5 Items Closed; No Items Updated
- B. Building Exterior – No Items No Change; No Items Closed; No Items Updated
- C. Landscaping and Grounds – 3 Items No Change; No Items Closed; 1 Item Updated
- D. Equipment – No Items No Change; 3 Items Closed; No Items Updated
- E. Bridges – 1 Item On-Hold; No Items Updated.
- F. Sexton House – No Items Closed; No Items Updated.
- G. Other – No Items No Change; 2 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 – 1 Item Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – 1 Item 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:** 21 Projects were reviewed this meeting. There are currently 11 open projects.

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Any Other Business:

1. Al McNab presented and plan and diagram to renovate the Memorial Garden. See Item C.171 for details. The Council previously approved a \$1,000 budget for this project. A copy is attached to these Minutes.
2. Katrina Pascale presented a preliminary Facilities Council FY 2020 budget prepared by the Treasurer. See copy attached to these Minutes.

Items Approved by Member Vote: None

Adjourn: The meeting adjourned at 11:10am.

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

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Five Attachments:

- Project Status Report 13 March 2019, 6 Pages, 21 Projects
- Open Projects Assignments 13 March 2019, 1 Page, 11 Projects
- Project Summary Report 13 March 2019, 2 Pages, 21 Projects
- Memorial Garden Renovation Plan, 2 Pages
- Preliminary Facilities Council FY 2020 Budget, 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, March 13, 2019

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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 cleaning firm for complete job; use small steam cleaner for small work.	18-Jul-2018	Katrina Pascale TBD	Open-NC 239 Days
A.133 Building Interior Replace	There are water stained ceiling tiles in the balcony area north of the entry doors and in the Men's Lobby toilet .	Match pattern and replace ceiling tiles.	18-Jul-2018	Jack Siplak Can-Do-Crew	Open-NC 239 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 182 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-NC 64 Days
A.172 Building Interior Repair	A kitchen drawer is broken.	Jack Quinn repaired the broken drawer.	13-Mar-2019 13-Mar-2019	Jack Quinn Self Help	Closed 0 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.173	Some kitchen lights are inoperative.	Jack Quinn replaced the inoperative lights.	13-Mar-2019	Jack Quinn	Closed
Building Interior			13-Mar-2019	Self Help	0 Days
Repair					
A.174	Kitchen coffee water filter is due replacement.	Jack Quinn replaced the water filter.	13-Mar-2019	Jack Quinn	Closed
Building Interior			13-Mar-2019	Self Help	0 Days
Repair					
A.175	A surface mount XLR connector on the stage is broken.	Al Parmentier repaired the connector.	13-Mar-2019	Al Parmentier	Closed
Building Interior			13-Mar-2019	Self Help	0 Days
Repair					
A.176	A door closer device from the lobby into the sanctuary is broken.	Al Parmentier repaired the door closer.	13-Mar-2019	Al Parmentier	Closed
Building Interior			13-Mar-2019	Self Help	0 Days
Repair					
A.181	The entire Lobby area and all hallways require painting. Some areas require plaster repair.	Can-Do-Crew evaluate and schedule the painting when Emerson Center Events are complete.	13-Mar-2019	Jack Siplak	Open-New
Building Interior				Can-Do-Crew	0 Days
Painting					

10 Project(s) Reviewed for Building Interior

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 transfer responsibility for UUFVB logo and text design to the Ministries Council and invite a representative to attend the next FC meeting.	16-May-2018	Katrina Pascale Brister Signs	Open-NC 302 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.	Jack Quinn walk all sidewalks and mark areas that need leveling. Rent concrete grinder and level uneven sections.	08-Jan-2019	Jack Quinn Can-Do-Crew	Open-NC 64 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 64 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.170 Landscaping and Grounds Service	Landscaping in the Memorial Garden and the Atrium needs attention. Trimming, mulching and general vegetation cleanup are required.	Al McNab presented proposal and layout. Council approved \$1,000 budget to redesign and renovate the Memorial Garden. See diagram attached to the March 2019 Minutes. Directive is to use only Florida native plants in the renovated Garden.	08-Jan-2019	Al Parmentier TBD	Open-Mod 64 Days
C.180 Landscaping and Grounds Replace	The landscaping sprinkler system water pump is inoperative.	Al Parmentier will attempt to replace the pump.	13-Mar-2019	Al Parmentier TBD	Open-New 1 Days
5 Project(s) Reviewed for Landscaping and Grounds					
D.164 Equipment Upgrade	A cover is needed to conceal the HDMI Cable attached to the Library TV Monitor.	Al Parmentier added a second conduit to conceal the HDMI cable.	08-Jan-2019 13-Mar-2019	Al Parmentier Self Help	Closed 63 Days
D.167 Equipment Upgrade	A video player is needed for the Lobby TV. Where to mount the player is undecided.	Al Parmentier purchased and installed a video player. The player is stored in the closet across from the Box Office. The HDMI cable is stored behind the TV.	08-Jan-2019 13-Mar-2019	Al Parmentier Self Help	Closed 63 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.177	The kitchen audio speaker must be disconnected.	Al Parmentier disconnected the speaker.	13-Mar-2019	Al Parmentier	Closed
Equipment			13-Mar-2019	Self Help	0 Days
Repair					

3 Project(s) Reviewed for Equipment

E.151	Bridges requests a door be installed between the classroom and the toilet.	Al will evaluate and report action needed.	03-Nov-2018	Al Parmentier	Open-Hold
Bridges Facility				TBD	130 Days
Upgrade					

1 Project(s) Reviewed for Bridges Facility

G.158	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.	Al Parmentier discussed the issue with Emerson Center Director and suggested a non-refundable \$500 cleaning fee be levied on tenants using glitter in a performance.	08-Jan-2019	Al Parmentier	Closed
Other			13-Mar-2019	Self Help	63 Days
Cleaning					

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
G.171	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.	Vanessa is helping Kristy as needed to clean after performances.	08-Jan-2019	Kristy O'Neil	Closed
Other			13-Mar-2019	Self Help	63 Days
Other					

2 Project(s) Reviewed for Other

Minutes Notes

Total Reviewed	21
Open-NC	7
Open-Mod	1
Open-New	2
Open-Hold	1
Closed	10

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 Wednesday, March 13, 2019

Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Self Help	08-Jan-2019	64
Al Parmentier	C.170	Landscaping and Grounds	TBD	08-Jan-2019	64
Al Parmentier	C.180	Landscaping and Grounds	TBD	13-Mar-2019	1
Al Parmentier	E.151	Bridges Facility	TBD	03-Nov-2018	130

4 Projects for Al Parmentier

Katrina Pascale	A.132	Building Interior	TBD	18-Jul-2018	239
Katrina Pascale	C.122	Landscaping and Grounds	Brister Signs	16-May-2018	302
Katrina Pascale	C.165	Landscaping and Grounds	TBD	08-Jan-2019	64

3 Projects for Katrina Pascale

Jack Siplak	A.133	Building Interior	Can-Do-Crew	18-Jul-2018	239
Jack Siplak	A.140	Building Interior	Can-Do-Crew	12-Sep-2018	182
Jack Siplak	A.181	Building Interior	Can-Do-Crew	13-Mar-2019	0

3 Projects for Jack Siplak

Jack Quinn	C.157	Landscaping and Grounds	Can-Do-Crew	08-Jan-2019	64
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1 Projects for Jack Quinn

11 Projects This Report

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, March 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.156	Building Interior	08-Jan-2019	Open-NC	
A.172	Building Interior	13-Mar-2019	Closed	13-Mar-2019
A.173	Building Interior	13-Mar-2019	Closed	13-Mar-2019
A.174	Building Interior	13-Mar-2019	Closed	13-Mar-2019
A.175	Building Interior	13-Mar-2019	Closed	13-Mar-2019
A.176	Building Interior	13-Mar-2019	Closed	13-Mar-2019
A.181	Building Interior	13-Mar-2019	Open-New	

10 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.170	Landscaping and Grounds	08-Jan-2019	Open-Mod	
C.180	Landscaping and Grounds	13-Mar-2019	Open-New	

5 Project(s) This Category

D.164	Equipment	08-Jan-2019	Closed	13-Mar-2019
D.167	Equipment	08-Jan-2019	Closed	13-Mar-2019
D.177	Equipment	13-Mar-2019	Closed	13-Mar-2019

3 Project(s) This Category

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, March 13, 2019**

Index	Project Category	Open Date	Status	Close Date
E.151	Bridges Facility	03-Nov-2018	Open-Hold	
1	Project(s) This Category			
G.158	Other	08-Jan-2019	Closed	13-Mar-2019
G.171	Other	08-Jan-2019	Closed	13-Mar-2019
2	Project(s) This Category			

21 Projects This Actions Report

DESIGN GOALS

Refresh -- replace many old/tired plants

Add Interest -- vary height, texture, color, size of plants

Define Focus Areas (labeled A-E) -- group plants to produce specific effects that add to overall garden design

ACTIVITIES

Memorial Area - No Change	
Rebuild statue base	\$25
Remove some existing plants	
Clean pots	
Transplant some existing hedges and a few plants	
Purchase initial 50 new plants and water til planted	\$600
Purchase a few additional plants to complete the garden for this year	\$150
Purchase <i>brown</i> mulch; start with $900 \text{ ft}^2 \times 1" = 75 \text{ ft}^3$ (40 bags)	\$100
Plant new plants	
Mulch entire garden after most plants are in	
Check/Move sprinkler head locations relative to planting areas	
Purchase and spread additional mulch as needed	\$75

PEOPLE / COORDINATION / SCHEDULE

Lin - purchase plants and hold in garden	20 - 24 March
Someone - water plants daily until planted (<i>critical</i>)	20 - 24 March
Alan - purchase materials, rebuild statue base, remount statue	by 24 March
Lin + 3 to 5 Work Crew for <i>1 day</i> during the week of	24-30 March
remove and get rid of some existing plants, clean and replant pots	
transplant some existing plants, plant new plants,	
water in new plants	
Lin + Someone - set daily sprinkler schedule, check coverage (<i>critical</i>)	before plants are in
Someone (with truck) to purchase/spread initial and additional mulch	31 March or later
Lin + Alan - purchase and plant additional plants	1 - 15 April

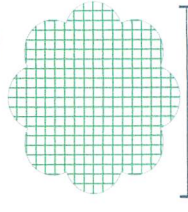
MAINTENANCE

Blow leaves off mulch weekly

Trim plants based on each focus area design

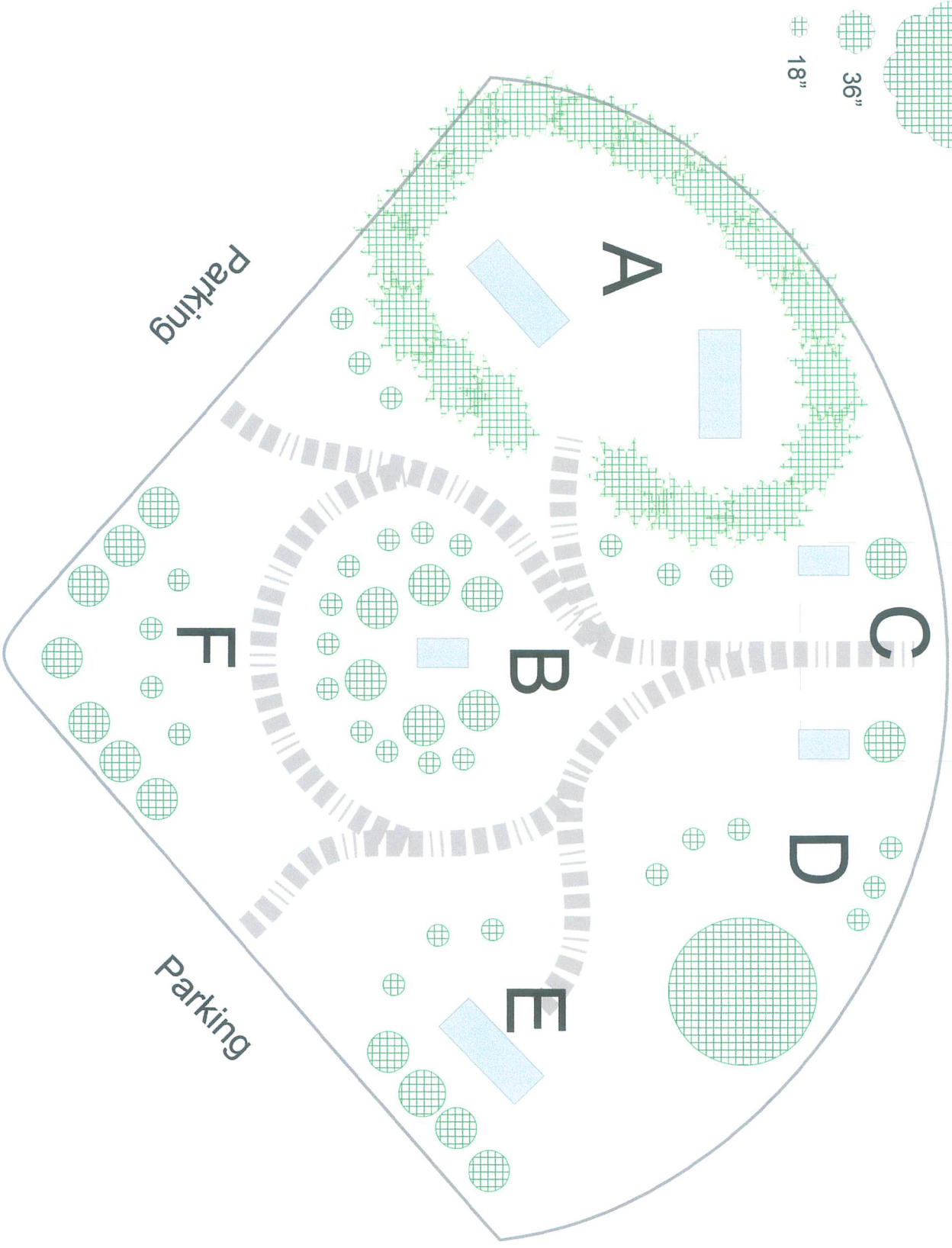
Maintain each focus area design by replacing unsuccessful plants

10 ft



36"

18"



covered

Parking

Parking

A

B

C

D

E

F

	18/19 Budget	Change	19/20 Budget	
8400 · Facilities Expense				
8410 · Grounds-Equip & Maintenance	17,000.00		\$ 17,000	
8415 · Handyman	1,500.00		\$ 1,500	
8425 · Fire Alarm & Equip	2,500.00		\$ 2,500	
8430 · Utilities				
8431 · Utilities - Campus	34,000.00	\$ (4,075)	\$ 29,925	13% savings FPL
8432 · Utilities - Sexton	4,600.00	\$ 200	\$ 4,800	
Total 8430 · Utilities	38,600.00	\$ (3,875)	\$ 34,725	
8440 · Facility Supplies	4,000.00	\$ 1,000	\$ 5,000	
8450 · Building Repairs & Maintenance				
8451 · Interior Building Repairs	7,800.00	\$ 200	\$ 8,000	
8452 · Exterior Building Repairs	8,220.00	\$ 280	\$ 8,500	
8453 · Elevator Maintenance	2,200.00	\$ 500	\$ 2,700	
8454 · Maintenance Reserve	7,704.00	\$ (704)	\$ 7,000	
Total 8450 · Building Repairs & Maintenance	25,924.00	\$ 276	\$ 26,200	
8460 · Sexton House Repair & Maint	3,500.00	\$ (1,500)	\$ 2,000	
8470 · A/V Equipment & Repairs	2,000.00	\$ (500)	\$ 1,500	
8475 · Non Ad -Valorem Assessments	1,900.00		\$ 1,900	
8480 · Insurance Expense				
8481 · Insurance - Multi Peril	32,257.00	\$ (557)	\$ 31,700	renews 11/2020
8482 · Insurance - Umbrella	1,995.00	\$ 5	\$ 2,000	
Total 8480 · Insurance Expense	34,252.00	\$ (552)	\$ 33,700	
Total 8400 · Facilities Expense	131,176.00	(5,151.00)	126,025.00	