

Minutes of the Facilities Council Meeting – 8 May 2019

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

Members Absent: Jack Siplak, Jack Quinn,

Guests Attending: None

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

Minutes of 10 April 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 – 2 Items No Change; 2 Items Closed; 2 Items Updated
- B. Building Exterior – No Items No Change; No Items Closed; No Items Updated
- C. Landscaping and Grounds – 3 Items No Change; 1 Item Closed; No Items Updated
- D. Equipment – 3 Items Changed; No 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; 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 – 1 Item Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – 2 Items Added
- D. Equipment – 1 Item Added
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – Item No Items Added
- H. **Number of Projects Reviewed:** 18 Projects were reviewed this meeting. There are currently 15 open projects.

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Any Other Business: Significant discussion arose regarding Fellowship physical and intranet security. See Items A.186 and D.187 for details.

Items Approved by Member Vote: None

Adjourn: The meeting adjourned at 11:20am.

Next Meeting: The next meeting is 19 June 2019 at 10:00.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Six Attachments:

- Project Status Report 11 May 2019, 9 Pages, 18 Projects
- Open Projects Assignments 11 May 2019, 1 Page, 15 Projects
- Project Summary Report 11 May 2019, 2 Pages, 18 Projects
- Thank You Letter for Renovating the Memorial Garden, 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 Wednesday, May 08, 2019

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.132 Building Interior Cleaning	Many pews are dirty and stained especially near the crease at the seat back. The requirement is to clean the entire pew not just the stains.	Katrina solicit quotations from two cleaning companies for comparison. One provider quoted \$35 per standard pew and \$70 for long pews. Al will research renting or buying an upholstery cleaning machine for self help work. There are 82 pews requiring cleaning. At these values, the cost to clean all pews is estimated at \$4100 to \$4500.	18-Jul-2018	Al Parmentier TBD	Open-Mod 295 Days
A.133 Building Interior Replace	There are water stained ceiling tiles in the balcony area north of the entry doors.	The articulating step ladder needed to reach the stained tiles is missing. Katrina and Al query members and contractors to find the missing ladder.	18-Jul-2018	Katrina Pascale Self Help	Open-Mod 295 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.	Closed. This item combined with A.181	12-Sep-2018 08-May-2019	Jack Siplak Can-Do-Crew	Closed 237 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.156 Building Interior Replace	Two Sanctuary ceiling lights out. Center at base of stage steps. East at top of balcony steps.	A lift is needed to reach the center stage light; however, a light bulb pole may be able to reach the east balcony stairs ladder. Al will try using a pole for this light.	08-Jan-2019	Al Parmentier Self Help	Open-NC 120 Days
A.181 Building Interior Painting	The entire Lobby area and all hallways require painting. Some areas require plaster repair.	This painting work is scheduled for week of 22-27 July 2019 .	13-Mar-2019	Al Parmentier Can-Do-Crew	Open-NC 57 Days
A.182 Building Interior Painting	The Foyer Art Gallery walls require painting.	Can-Do-Crew Painted the walls.	10-Apr-2019 08-May-2019	Jack Siplak Can-Do-Crew	Closed 28 Days

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Category			Open Date	Assigned	Status	
Project Type	Description	Comments	Close Date	Contractor	Days Open	
A.186	Discussion arose at the May 2019 FC meeting concerning overall Fellowship facilities physical security. Topics discussed: (1) The need for cameras at the entrance doors. (2) Which entry doors should remain locked before service and during weekly activities and (3) Key Control to entry and internal doors. The Facilities Council position is the Board of Trustees, in coordination with the Minister, should establish a physical security Working Group to address these issues in detail.	The Council adopted certain measures that will be implemented immediately. (1) Only Doors A and G will be opened before Sunday Services. All other doors will remain locked. (2) Door opening time was changed from 08:00am to 08:30am Sunday. (3) The Green Room stairs will remain locked at all times unless there is a function where persons require access to the Green Rooms. (4) Key control will be reviewed in detail to determine which door keys and needed by whom. (5) Security Camera proposals solicited by others will be reviewed for feasibility and effectiveness.	08-May-2019	Katrina Pascale	Open-New	
Building Interior					Self Help	0 Days
Other						

7 Project(s) Reviewed for Building Interior

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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 created a new design. Jan Mathrani Moved to approve the new design; Woody Sutton Seconded; the Motion carried unanimously. The approved design is attached to the April 2019 Minutes. Katrina will contact Bruster Signs to make the new sign inserts and repair the lighting. Project remains open until the marquee is repaired. Katrina awaiting quotation from Brister.	16-May-2018	Katrina Pascale Brister Signs	Open-NC 358 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 walked all sidewalks and found six sidewalk edges need grinding. Rent concrete grinder and level uneven sections.	08-Jan-2019	Al Parmentier Can-Do-Crew	Open-NC 120 Days
C.165 Landscaping and Grounds Repair	A budgeting price is need to repair and restripe the entire asphalt driveway and parking area.	Proposal received and discussed during the April 2019 FC Meeting. Decision to defer until July 2019 pending Treasurer concurrence for funding.	08-Jan-2019	Katrina Pascale TBD	Open-NC 120 Days

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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.	Memorial garden completely renovated. Thanks to all who helped. Jan Mathrani presented a Thank You letter that is attached to the May 2019 Minutes.	08-Jan-2019 08-May-2019	Al Parmentier TBD	Closed 119 Days
C.188 Landscaping and Grounds Service	The Papaya tree in the Atrium is leaning against other trees and causing a nuisance.	Katrina will instruct Christo's to cut and remove the Papaya tree.	08-May-2019	Katrina Pascale Christo's Landscape Solut	Open-New 0 Days
C.189 Landscaping and Grounds Service	Al reports that are many tress around the building rubbing or too close the building. These will allow rats to climb the trees and enter the Building.	Katrina will instruct Christo's to trim all trees away from the building.	08-May-2019	Katrina Pascale Christo's Landscape Solut	Open-New 0 Days
6 Project(s) Reviewed for Landscaping and Grounds					

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.183 Equipment Inspection	Total Life Safety Corporation (TLC) fire services firm submitted a proposal September 2018 to takeover UUFVB alarm system inspection, repair, and monitoring. Current contractor is Fire Equipment Services (FES) , and Katrina states FES is performing poorly.	Decision reached to cancel Fire Equipment Services (FES) contract and hire TLC. Katrina investigate cancellation rights and report at next meeting .	10-Apr-2019	Joe Hardy TBD	Open-Mod 29 Days
D.184 Equipment Repair	Proposal received to reupholster the Library chairs for \$125 per chair. For 10 chairs the labor cost is \$1,250. However, this cost does not include materials. Materials estimate \$1,200. Motion to approve the work and cost was executed at the April 2019 Facilities Council Meeting.	Jan Mathrani will investigate material cost and report at next FC meeting.	10-Apr-2019	Jan Mathrani TBD	Open-Mod 29 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.185 Equipment Replace	During a 28 March 2019 inspection Smith Systems reported the Library and Choir Room AC systems are nearing their useful life. Two proposals were submitted: one for a York system and another for a Trane System. There were differences of opinion which manufacturer is rated better. The York systems are less expensive and has a better warranty than the Trane system. Consumer Reports rate Trane as the most reliable of 21 systems tested (1 of 21) . York is rated 4th from last (18 of 21). Owner satisfaction ratings are similar.	Decision reached to install Trane HVAC systems, but wait until the units fail or need major repairs.	10-Apr-2019	Katrina Pascale Smith Systems	Open-Mod 28 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.187 Equipment Other	The Fellowship Wi-Fi and Intranet system experienced significant connection problems after a recent rental activity where a tenant was given the UUFVB Wi-Fi password. The connectivity problems may be the result of a hacker attempting to enter the system or something else. A decision was made to (1) Change the master Wi-Fi password (2) Activate the Wi-Fi Guest Network and provide the password to anyone requesting internet access. (3) The master intranet password will only be provided to staff who need access to the entire intranet.	Joe Hardy will activate the Guest Wi-Fi network and implement the password changes.	08-May-2019	Joe Hardy Self Help	Open-New 0 Days

4 Project(s) Reviewed for Equipment

E.151 Bridges Facility Upgrade	Bridges requests a door be installed between the classroom and the toilet.	AI will query Bridges manager to determine if this door is still needed.	03-Nov-2018	AI Parmentier TBD	Open-Hold 186 Days
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1 Project(s) Reviewed for Bridges Facility

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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	5
Open-Mod	5
Open-New	4
Open-Hold	1
Closed	3

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.132	Building Interior	TBD	18-Jul-2018	295
Al Parmentier	A.156	Building Interior	Self Help	08-Jan-2019	120
Al Parmentier	A.181	Building Interior	Can-Do-Crew	13-Mar-2019	57
Al Parmentier	C.157	Landscaping and Grounds	Can-Do-Crew	08-Jan-2019	120
Al Parmentier	E.151	Bridges Facility	TBD	03-Nov-2018	186

5 Projects for Al Parmentier

Katrina Pascale	A.133	Building Interior	Self Help	18-Jul-2018	295
Katrina Pascale	A.186	Building Interior	Self Help	08-May-2019	0
Katrina Pascale	C.122	Landscaping and Grounds	Brister Signs	16-May-2018	358
Katrina Pascale	C.165	Landscaping and Grounds	TBD	08-Jan-2019	120
Katrina Pascale	C.188	Landscaping and Grounds	Christo's Landscape Solu	08-May-2019	0
Katrina Pascale	C.189	Landscaping and Grounds	Christo's Landscape Solu	08-May-2019	0
Katrina Pascale	D.185	Equipment	Smith Systems	10-Apr-2019	28

7 Projects for Katrina Pascale

Jan Mathrani	D.184	Equipment	TBD	10-Apr-2019	29
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1 Projects for Jan Mathrani

Joe Hardy	D.183	Equipment	TBD	10-Apr-2019	29
Joe Hardy	D.187	Equipment	Self Help	08-May-2019	0

2 Projects for Joe Hardy

15 Projects This Report

Facilities Council Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
A.156	Building Interior	08-Jan-2019	Open-NC	
A.181	Building Interior	13-Mar-2019	Open-NC	
A.140	Building Interior	12-Sep-2018	Closed	08-May-2019
A.182	Building Interior	10-Apr-2019	Closed	08-May-2019
A.132	Building Interior	18-Jul-2018	Open-Mod	
A.133	Building Interior	18-Jul-2018	Open-Mod	
A.186	Building Interior	08-May-2019	Open-New	
7	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	Closed	08-May-2019
C.188	Landscaping and Grounds	08-May-2019	Open-New	
C.189	Landscaping and Grounds	08-May-2019	Open-New	
6	Project(s) This Category			
D.183	Equipment	10-Apr-2019	Open-Mod	
D.184	Equipment	10-Apr-2019	Open-Mod	
D.185	Equipment	10-Apr-2019	Open-Mod	
D.187	Equipment	08-May-2019	Open-New	
4	Project(s) This Category			
E.151	Bridges Facility	03-Nov-2018	Open-Hold	
1	Project(s) This Category			

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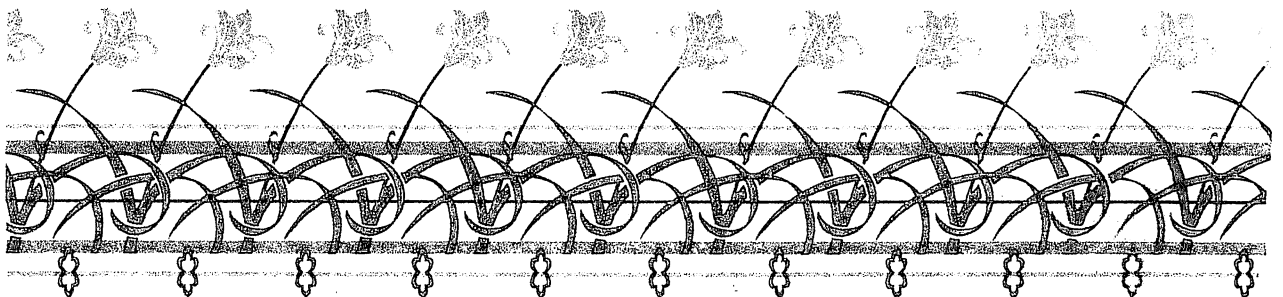
Index	Project Category	Open Date	Status	Close Date
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18 Projects This Actions Report

April 2019

Dear Lin + Alan and the rest of the
memorial garden crew,

You have given us a treasure.
The Memorial garden looks magnificent!
Thanks for such a spectacular job. Lin
your design is so esthetically pleasing
to the eye in every aspect. The plants you
choose look like they will not only stay
looking gorgeous but that they'll behave!
already they are attracting butterflies and
bees. It will be wonderful when the
bougainvillea does its job and covers the
arch. Planted with the Hawaiian Ti & aspar-
ager's fern it will be an eye stopper for
ever. The croton all matching (and marching)
around the chalice surrounded by the ficus
are lovely. The spots of color with the flowers
and pots add another welcoming touch. The
white vinca garland the green bush (?) in
the middle are both serene and will be so
nice at dusk. Love all the blue and orange
touches too! - They are placed so well.



all the hours you spent
designing, creating and digging
the garden show.

IT IS LOVELY

We thank you from the facilities
committee and I - Jan - personally
thank you. It is joyous.

