

Minutes of the Facilities Council Meeting – 12 June 2019

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

Members Absent: Jack Siplak, Jack Quinn, Katrina Pascale

Guests Attending: None

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

Minutes of 8 May 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; No Items Closed; 2 Items Updated
- B. Building Exterior – No Items No Change; No Items Closed; No Items Updated
- C. Landscaping and Grounds – 2 Items No Change; 2 Items Closed; No Items Updated; 1 Item On-Hold
- D. Equipment – 2 Items Changed; 1 Item Closed; 1 Item Updated
- E. Bridges – No Items Changed; No Items Closed; 1 Item 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 – 3 Items Added
- B. Building Exterior – 1 Item 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:** 20 Projects were reviewed this meeting. There are currently 17 open projects.

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Any Other Business: Funds approved to refinish the Chancel Parquet flooring. See Items A.190 for details.

Items Approved by Member Vote: None

Adjourn: The meeting adjourned at 11:10am.

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

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Six Attachments:

- Project Status Report 12 June 2019, 8 Pages, 20 Projects
- Open Projects Assignments 12 June 2019, 2 Pages, 20 Projects
- Project Summary Report 12 June 2019, 1 Page, 17 Projects

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, June 12, 2019

Index

Category

Project Type

Description

Comments

Open Date

Assigned

Status

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.	Jan Mathrani will setup an "Adopt-a-Pew" program to solicit finds from Members and Friends who use the pews to pay for professional cleaning. There are 82 pews requiring cleaning, and the cost to clean all pews is estimated at \$4500.	18-Jul-2018	Jan Mathrani TBD	Open-Mod 330 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 330 Days
A.156 Building Interior Replace	Two Sanctuary ceiling lights out. Center at base of stage steps. East at top of balcony steps. A Chancel bulb blinks randomly on and off.	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 155 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 92 Days

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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-NC
Building Interior				Self Help	35 Days
Other					
A.190	The Chancel Parquet flooring requires refinishing. Decision reached to refinish with a stained color to allow scratches to more easily repaired.	Woody Sutton Moved to approve \$1,450 to refinish the Chancel flooring. Jan Mathrani Seconded. There was some discussion of scheduling. The Motion carried unanimously.	12-Jun-2019	Al Parmentier	Open-New
Building Interior				TBD	0 Days
Repair					
A.191	Additional grab bars required in the Women's toilet.	Al will determine style and placement of additional grab bars.	12-Jun-2019	Al Parmentier	Open-New
Building Interior				Self Help	0 Days
Upgrade					

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Days Open

A.194	A ceiling tile in the Library east end is wet and water stained. Water may be from a roof leak or a plugged air handler drain.	Kristy will investigate water source and determine corrective action.	12-Jun-2019	Kristy O'Neil	Open-New
Building Interior Repair				TBD	0 Days

8 Project(s) Reviewed for Building Interior

B.193	Several perimeter gutters have accumulated debris in the gutter and some have weeds growing for the gutters.	Katrina solicit bids to clean the gutters.	12-Jun-2019	Katrina Pascale	Open-New
Building Exterior Cleaning				TBD	0 Days

1 Project(s) Reviewed for Building Exterior

C.122	The Marquee Signs north and west require repairs. Plastic bases and decals deteriorating and lighting is failing.	Marquees repaired. Project closed.	16-May-2018	Katrina Pascale	Closed
Landscaping and Grounds Repair			12-Jun-2019	Brister Signs	392 Days

C.157	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. Some roots also must be cut.	08-Jan-2019	Al Parmentier	Open-NC
Landscaping and Grounds Repair				Can-Do-Crew	155 Days

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Days Open

C.165	A budgeting price is need to repair and restripe the entire asphalt driveway and parking area.	Proposal received and discussed during April 2019 FC Meeting. Decision to defer until July 2019 pending Treasurer concurrence for funding.	08-Jan-2019	Katrina Pascale	Open-Hold
Landscaping and Grounds				TBD	154 Days
Repair					

C.188	The Papaya tree in the Atrium is leaning against other trees and causing a nuisance.	Christo's cut and removed the Papaya tree.	08-May-2019	Katrina Pascale	Closed
Landscaping and Grounds			12-Jun-2019	Christo's Landscape Solut	35 Days
Service					

C.189	AI 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	Open-New
Landscaping and Grounds				Christo's Landscape Solut	35 Days
Service					

C.192	Indian River County requires the recycle dumpster be enclosed with fencing.	Katrina will solicit bids from fencing companies and report cost to the Council.	12-Jun-2019	Katrina Pascale	Open-New
Landscaping and Grounds				TBD	0 Days
Upgrade					

6 Project(s) Reviewed for Landscaping and Grounds

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Description

Comments

Open Date

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Status

Close Date

Contractor

Days Open

D.183	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.	TLC now under contract to provide fire systems service and monitoring. A problem was discovered with the duct detector sensors and connections to the alarm panel. Investigation continues.	10-Apr-2019	Joe Hardy	Open-Mod
Equipment Inspection				TBD	64 Days

D.184	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.	Chairs reupholstered and look great.	10-Apr-2019	Jan Mathrani	Closed
Equipment Repair			12-Jun-2019	TBD	64 Days

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Contractor

Days Open

D.185	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	Open-NC
Equipment Replace				Smith Systems	63 Days

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Contractor

Days Open

D.187	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	Open-NC
Equipment				Self Help	35 Days
Other					

4 Project(s) Reviewed for Equipment

E.151	Bridges requests a door be installed between the classroom and the toilet.	Al reports Bridges needs the door added. They want a Dutch door. Al looking for a contractor.	03-Nov-2018	Al Parmentier	Open-Mod
Bridges Facility Upgrade				TBD	221 Days

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	20
Open-NC	6
Open-Mod	4
Open-New	6
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 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.186	Building Interior	08-May-2019	Open-NC	
A.132	Building Interior	18-Jul-2018	Open-Mod	
A.133	Building Interior	18-Jul-2018	Open-Mod	
A.190	Building Interior	12-Jun-2019	Open-New	
A.191	Building Interior	12-Jun-2019	Open-New	
A.194	Building Interior	12-Jun-2019	Open-New	
8 Project(s) This Category				
B.193	Building Exterior	12-Jun-2019	Open-New	
1 Project(s) This Category				
C.157	Landscaping and Grounds	08-Jan-2019	Open-NC	
C.189	Landscaping and Grounds	08-May-2019	Open-NC	
C.122	Landscaping and Grounds	16-May-2018	Closed	12-Jun-2019
C.188	Landscaping and Grounds	08-May-2019	Closed	12-Jun-2019
C.165	Landscaping and Grounds	08-Jan-2019	Open-Hold	
C.192	Landscaping and Grounds	12-Jun-2019	Open-New	
6 Project(s) This Category				

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D.185	Equipment	10-Apr-2019	Open-NC	
D.187	Equipment	08-May-2019	Open-NC	
D.184	Equipment	10-Apr-2019	Closed	12-Jun-2019
D.183	Equipment	10-Apr-2019	Open-Mod	
4	Project(s) This Category			
E.151	Bridges Facility	03-Nov-2018	Open-Mod	
1	Project(s) This Category			

20 Projects This Actions Report

Facilities Council - Project Assignments

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Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Self Help	08-Jan-2019	155
Al Parmentier	A.181	Building Interior	Can-Do-Crew	13-Mar-2019	92
Al Parmentier	A.190	Building Interior	TBD	12-Jun-2019	0
Al Parmentier	A.191	Building Interior	Self Help	12-Jun-2019	0
Al Parmentier	C.157	Landscaping and Grounds	Can-Do-Crew	08-Jan-2019	155
Al Parmentier	E.151	Bridges Facility	TBD	03-Nov-2018	221

6 Projects for Al Parmentier

Kristy O'Neil	A.194	Building Interior	TBD	12-Jun-2019	0
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1 Projects for Kristy O'Neil

Katrina Pascale	A.133	Building Interior	Self Help	18-Jul-2018	330
Katrina Pascale	A.186	Building Interior	Self Help	08-May-2019	35
Katrina Pascale	B.193	Building Exterior	TBD	12-Jun-2019	0
Katrina Pascale	C.165	Landscaping and Grounds	TBD	08-Jan-2019	154
Katrina Pascale	C.189	Landscaping and Grounds	Christo's Landscape Solu	08-May-2019	35
Katrina Pascale	C.192	Landscaping and Grounds	TBD	12-Jun-2019	0
Katrina Pascale	D.185	Equipment	Smith Systems	10-Apr-2019	63

7 Projects for Katrina Pascale

Jan Mathrani	A.132	Building Interior	TBD	18-Jul-2018	330
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1 Projects for Jan Mathrani

Joe Hardy	D.183	Equipment	TBD	10-Apr-2019	64
Joe Hardy	D.187	Equipment	Self Help	08-May-2019	35

2 Projects for Joe Hardy

17 Projects This Report