

Minutes of the Facilities Council Meeting – 10 July 2019

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

Members Absent: Jack Siplak, Jack Quinn, Woody Sutton

Guests Attending: Bob Schroeder, and Elizabeth Bourne (part time)

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

Minutes of 12 June 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 Changed; 1 Item Closed; 4 Items Updated
- B. Building Exterior – No Items Change; 1 Item Closed; No Items Updated
- C. Landscaping and Grounds – No Items Changed; 2 Items Closed; 1 Item Updated; 1 Item On-Hold
- D. Equipment – No Items Changed; 2 Items Closed; No Items Updated
- E. Bridges – No Items Changed; 1 Item Closed; 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 – 4 Items Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – No Items Added
- D. Equipment – 2 Items Added
- E. Bridges – 1 Item Added
- F. Sexton House – No Items Added
- G. Other – Item No Items Added
- H. **Number of Projects Reviewed:** 23 Projects were reviewed this meeting. There are currently 14 open projects and two projects on-hold.

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Any Other Business: Joe Hardy raised a concern that the Sunday Music Program continues to book special music and make music Program Changes without informing the A/V team. The A/V team arrives for Sunday service with no knowledge of the Music Program. The below discussion describes two recent events of many occurring.

1. On Sunday, 30 June 2019 two musicians were scheduled requiring extra sound equipment and connections to the sanctuary sound system but with no prior notice to the A/V team.
2. On Sunday, 7 July 2019 two different musicians were scheduled requiring extra equipment and connections to the sanctuary sound system again with no prior notice to the A/V team. Additionally, the Sexton was not informed the Choir would be singing and none of the choir sound equipment was set in the chancel, not even the chairs. The A/V team was able to set and connect all items only 15 minutes before service start.

Music Program planners are asked to please inform the A/V team in advance of special music and music program changes involving the choir. This can be accomplished by an email message to Al Parmentier and Joe Hardy or a full description of special music or choir events (or no choir) in the final Order of Service.

Items Approved by Member Vote: Funds were approved to HVAC units #12 and #18. See Item E.195 for details.

Adjourn: The meeting adjourned at 11:50am.

Next Meeting: There is no Facilities Council Meeting in August. The next meeting is 11 September 2019 at 10:00.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Three Attachments:

- Project Status Report 10 July 2019, 9 Pages, 23 Projects
- Open Projects Assignments 10 July 2019, 1 Page, 16 Projects
- Project Summary Report 10 July 2019, 2 Page, 23 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, July 10, 2019**

Index

Category

Project Type

Description

Comments

Open Date

Close Date

Assigned

Contractor

Status

Days Open

A.132	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.	Al will rent an upholstery cleaning machine for a trial self help project. Workflow and time required will be determined to size the pew cleaning project. There are 82 pews requiring cleaning. We need to know how many can be cleaned in one cleaning machine rental cycle. The cost to professionally clean all pews is estimated at \$4500.	18-Jul-2018	Jan Mathrani	Open-Mod
Building Interior				Self Help	358 Days
Cleaning					

A.133	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 determined the ladder was taken by unknown persons and new ladder must be purchased. Similar ladders are available from Home Depot for under \$300.	18-Jul-2018	Katrina Pascale	Open-Mod
Building Interior				Self Help	358 Days
Replace					

A.156	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 with an articulating ladder rigged on the stairs.	08-Jan-2019	Al Parmentier	Open-NC
Building Interior				Self Help	183 Days
Replace					

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Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

A.181	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. An eBlast message will be sent and a Sunday announcement prepared to solicit volunteers.	13-Mar-2019	Al Parmentier	Open-NC
Building Interior				Can-Do-Crew	120 Days
Painting					

A.186	Discussion arose at the May 2019 FC meeting concerning overall Fellowship facilities physical security.	The Council adopted these measures: (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) A Memorandum will be prepared and presented to the Board requesting a security task force be appointed to examine physical security elements and make recommendation to the Council.	08-May-2019	Joe Hardy	Open-Mod
Building Interior				Self Help	63 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. Work will be scheduled in August 2019.	12-Jun-2019	Al Parmentier	Open-Mod
Building Interior				TBD	28 Days
Repair					

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.191 Building Interior Upgrade	Additional grab bars required in the Women's toilet.	AI will determine style and placement of additional grab bars.	12-Jun-2019	AI Parmentier Self Help	Open-New 28 Days
A.194 Building Interior Repair	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.	A clogged drain was found and cleared.	12-Jun-2019 10-Jul-2019	Kristy O'Neil Smith Systems	Closed 28 Days
A.196 Building Interior Service	A Fire Department inspection report specifies that UUFVB requires an alarm Zone Map be prepared and published.	Katrina and Kristy will investigate and requirements and report at the next meeting.	10-Jul-2019	Katrina Pascale Self Help	Open-New 0 Days
A.198 Building Interior Upgrade	Dawn Orr requests additional lighting be installed in the lobby east wall to illuminate art hanging on the wall. Three or four LED flood lights will be required.	AI will contact Cliff Ruff and request a quotation to install the additional lighting.	10-Jul-2019	AI Parmentier Cliff Ruff	Open-New 0 Days
A.199 Building Interior Upgrade	Art hanging materials are ordered for the Member Art Wall. Items must be installed when they arrive.	AI will assemble a self help crew to install the hangers.	10-Jul-2019	AI Parmentier Self Help	Open-New 0 Days

11 Project(s) Reviewed for Building Interior

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Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

B.193	Several perimeter gutters have accumulated debris in the gutter and some have weeds growing for the gutters.	Gutters inspected and cleaned.	12-Jun-2019	Katrina Pascale	Closed
Building Exterior Cleaning			10-Jul-2019	Christo's Landscape Solut	28 Days

1 Project(s) Reviewed for Building Exterior

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 were cut to prevent further growth.	08-Jan-2019	Al Parmentier Can-Do-Crew	Open-Mod
Landscaping and Grounds Repair					183 Days

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 TBD	Open-Hold
Landscaping and Grounds Repair					183 Days

C.189	Al reports that are many trees around the building rubbing or too close the building. These will allow rats to climb the trees and enter the Building.	Christo's trimmed trees away from the building.	08-May-2019	Katrina Pascale	Closed
Landscaping and Grounds Service			10-Jul-2019	Christo's Landscape Solut	63 Days

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Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

C.192	Indian River County requires the recycle dumpster be enclosed with fencing.	Discussion in the July 2019 FC meeting determined that no such requirement exists. Project closed without further action.	12-Jun-2019	Katrina Pascale	Closed
Landscaping and Grounds Upgrade			10-Jul-2019	TBD	28 Days

4 Project(s) Reviewed for Landscaping and Grounds

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	Closed
Equipment Inspection			10-Jul-2019	Total Life Safety Corp	92 Days

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Category

Project Type

Description

Comments

Open Date

Close Date

Assigned

Contractor

Status

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-Hold
Equipment Replace				Smith Systems	91 Days

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Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

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 activated the Guest Wi-Fi network and removed the password. A second UUFVB-Staff network was created as a hidden network. The password for this network is available only to persons needing access.	08-May-2019	Joe Hardy	Closed
Equipment			10-Jul-2019	Self Help	63 Days
Other					
D.197	Rusty Young the Emerson Center tenant for music events is concerned there is not sufficient electrical power available in the sanctuary for major music events.	Al will contact Cliff Ruff and request a power map be created showing all electrical outlets with circuit breakers and design maximum power the outlets can supply.	10-Jul-2019	Al Parmentier	Open-New
Equipment				Cliff Ruff	0 Days
Inspection					
D.200	The AV team requests the Balcony AC system be set to same levels as the lower sanctuary for Sunday services and other events.	Kristy will set the balcony AC to same as lower sanctuary.	10-Jul-2019	Kristy O'Neil	Open-New
Equipment				Self Help	0 Days
Service					

5 Project(s) Reviewed for Equipment

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Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

E.151	Bridges requests a door be installed between the classroom and the toilet.	AI determined that only a passthrough was needed and such was installed by a volunteer. No further action required.	03-Nov-2018	AI Parmentier	Closed
Bridges Facility Upgrade			10-Jul-2019	Self Help	249 Days

E.195	Two HVAC systems in the Bridges facility have become high maintenance and must be replaced. These units are some of the oldest in the facility. Smith Systems bid \$6,700 to replace Unit #12 and \$5,125 to replace unit #18. The price to replace both at once is \$11,225.	Joe Hardy Moved to approve replacing Bridges HVAC Units #12 and #18 in amount \$11,225. Jan Mathrani Seconded. The Motion carried.	10-Jul-2019	Katrina Pascale Smith Systems	Open-New
Bridges Facility Replace					0 Days

2 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	23
Open-NC	2
Open-Mod	5
Open-New	7
Open-Hold	2
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 - 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	183
Al Parmentier	A.181	Building Interior	Can-Do-Crew	13-Mar-2019	120
Al Parmentier	A.190	Building Interior	TBD	12-Jun-2019	28
Al Parmentier	A.191	Building Interior	Self Help	12-Jun-2019	28
Al Parmentier	A.198	Building Interior	Cliff Ruff	10-Jul-2019	0
Al Parmentier	A.199	Building Interior	Self Help	10-Jul-2019	0
Al Parmentier	C.157	Landscaping and Grounds	Can-Do-Crew	08-Jan-2019	183
Al Parmentier	D.197	Equipment	Cliff Ruff	10-Jul-2019	0

8 Projects for Al Parmentier

Kristy O'Neil	D.200	Equipment	Self Help	10-Jul-2019	0
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1 Projects for Kristy O'Neil

Katrina Pascale	A.133	Building Interior	Self Help	18-Jul-2018	358
Katrina Pascale	A.196	Building Interior	Self Help	10-Jul-2019	0
Katrina Pascale	C.165	Landscaping and Grounds	TBD	08-Jan-2019	183
Katrina Pascale	D.185	Equipment	Smith Systems	10-Apr-2019	91
Katrina Pascale	E.195	Bridges Facility	Smith Systems	10-Jul-2019	0

5 Projects for Katrina Pascale

Jan Mathrani	A.132	Building Interior	Self Help	18-Jul-2018	358
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1 Projects for Jan Mathrani

Joe Hardy	A.186	Building Interior	Self Help	08-May-2019	63
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1 Projects for Joe Hardy

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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.194	Building Interior	12-Jun-2019	Closed	10-Jul-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-Mod	
A.190	Building Interior	12-Jun-2019	Open-Mod	
A.191	Building Interior	12-Jun-2019	Open-New	
A.196	Building Interior	10-Jul-2019	Open-New	
A.198	Building Interior	10-Jul-2019	Open-New	
A.199	Building Interior	10-Jul-2019	Open-New	
11 Project(s) This Category				
B.193	Building Exterior	12-Jun-2019	Closed	10-Jul-2019
1 Project(s) This Category				
C.189	Landscaping and Grounds	08-May-2019	Closed	10-Jul-2019
C.192	Landscaping and Grounds	12-Jun-2019	Closed	10-Jul-2019
C.165	Landscaping and Grounds	08-Jan-2019	Open-Hold	
C.157	Landscaping and Grounds	08-Jan-2019	Open-Mod	
4 Project(s) This Category				

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D.183	Equipment	10-Apr-2019	Closed	10-Jul-2019
D.187	Equipment	08-May-2019	Closed	10-Jul-2019
D.185	Equipment	10-Apr-2019	Open-Hold	
D.197	Equipment	10-Jul-2019	Open-New	
D.200	Equipment	10-Jul-2019	Open-New	
5	Project(s) This Category			
E.151	Bridges Facility	03-Nov-2018	Closed	10-Jul-2019
E.195	Bridges Facility	10-Jul-2019	Open-New	
2	Project(s) This Category			

23 Projects This Actions Report