

Minutes of the Facilities Council Meeting – 11 September 2019

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

Members Absent: Jack Siplak, Jack Quinn, Jan Mathrani

Welcome New FC Member: Bob Schroeder

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

Minutes of 10 July 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 – 1 Item No Change; 5 Items Closed; 3 Items Updated; 1 Item On-Hold
- B. Building Exterior – 0 Items No Change; 0 Items Closed; 0 Items Updated
- C. Landscaping and Grounds – 1 Item No Change; 1 Item Closed; 0 Items Updated
- D. Equipment – 0 Items No Change; 3 Items Closed; 0 Items Updated
- E. Bridges – 0 Items No Change; 1 Item Closed; 0 Items Updated.
- F. Sexton House – 0 Items No Change; 0 Items Closed; 0 Items Updated.
- G. Other – 0 Items No Change; 0 Items Closed; 0 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 – 1 Item Added
- C. Landscaping and Grounds – 3 Items Added
- D. Equipment – 0 Items Added
- E. Bridges – 0 Item Added
- F. Sexton House – 0 Items Added
- G. Other – Item 0 Items Added
- H. **Number of Projects Reviewed:** 21 Projects were reviewed this meeting. There are currently 11 open projects and one project on-hold.

Minutes of the Facilities Council Meeting – 11 September 2019

Any Other Business: None

Items Approved by Member Vote: None.

Adjourn: The meeting adjourned at 11:45am.

Next Meeting: The next meeting is 9 October 2019 at 10:00.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Three Attachments:

- Project Status Report 15 September 2019, 7 Pages, 21 Projects
- Open Projects Assignments 15 September 2019, 1 Page, 11 Projects
- Project Summary Report 15 September 2019, 2 Page, 21 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, September 11, 2019

Index

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.	A new firm contacted for quotation to clean pews but no response to date. There are 82 pews requiring cleaning.	18-Jul-2018	Katrina Pascale TBD	Open-Mod 421 Days
A.133 Building Interior Replace	There are water stained ceiling tiles in the balcony area north of the entry doors.	Al purchased a new articulating ladder. Kristy will replace the stained tiles.	18-Jul-2018	Katrina Pascale Self Help	Open-Mod 421 Days
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 with an articulating ladder rigged on the stairs.	08-Jan-2019	Al Parmentier Self Help	Open-NC 246 Days
A.181 Building Interior Painting	The entire Lobby area and all hallways require painting. Some areas require plaster repair.	Painting complete.	13-Mar-2019 11-Sep-2019	Al Parmentier Can-Do-Crew	Closed 183 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, September 11, 2019

Index

Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

A.186	Discussion arose at the May 2019 FC meeting concerning overall Fellowship facilities physical security.	A locksmith will be hired to change all exterior door locks to a common key. Except Door A will be a different key. Exterior door keys will be given only to specific people who have a need to use exterior door keys. Kristy will open and lock only Door A for non-Sunday events, and all who enter must use Door A. Door stops will be removed from Doors C and D.	08-May-2019	Joe Hardy	Open-Mod
Building Interior				Self Help	126 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 is on hold until March 2020.	12-Jun-2019	Al Parmentier	Open-Hold
Building Interior				TBD	91 Days
Repair					

A.191	Additional grab bars required in the Women's toilet.	Project closed with no action. There is insufficient room to mount additional grab bars in the toilet stalls.	12-Jun-2019	Al Parmentier	Closed
Building Interior			11-Sep-2019	Self Help	91 Days
Upgrade					

A.196	A Fire Department inspection report specifies that UUFVB requires an alarm Zone Map be prepared and published.	Alarm zone map posted on wall near lobby alarm panel.	10-Jul-2019	Katrina Pascale	Closed
Building Interior			11-Sep-2019	Self Help	63 Days
Service					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, September 11, 2019

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.198	Dawn Orr requests additional lighting be installed in the lobby east wall to illuminate art hanging on the wall.	New art wall lighting installed.	10-Jul-2019	Al Parmentier	Closed
Building Interior Upgrade	Three or four LED flood lights will be required.		11-Sep-2019	Cliff Ruff	63 Days
A.199	Art hanging materials are ordered for the Member Art Wall. Items must be installed when they arrive.	Art wall hangers installed.	10-Jul-2019	Al Parmentier	Closed
Building Interior Upgrade			11-Sep-2019	Self Help	63 Days
A.205	The toilet paper dispenser in the ladies toilets are too low as located below the grab bar.	Move the toilet paper dispenser to above the grab bar.	11-Sep-2019	Al Parmentier	Open-New
Building Interior Service				Self Help	0 Days
11 Project(s) Reviewed for Building Interior					
B.202	Gutter on at west side of building loose and falling off.	Katrina will arrange for the gutter repair.	11-Sep-2019	Katrina Pascale	Open-New
Building Exterior Repair				TBD	0 Days
1 Project(s) Reviewed for Building Exterior					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, September 11, 2019

Index

Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

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	Open-NC
Landscaping and Grounds				Can-Do-Crew	246 Days
Repair					

C.165	A budgeting price is need to repair and restripe the entire asphalt driveway and parking area.	Parking area repaired, sealed and restriped.	08-Jan-2019	Katrina Pascale	Closed
Landscaping and Grounds			11-Sep-2019	TBD	246 Days
Repair					

C.201	Several trees at west side of building rubbing the wall and must be trimmed away from the building.	Katrina will arrange for the tree trimming.	11-Sep-2019	Katrina Pascale	Open-New
Landscaping and Grounds				Christo's Landscape Solut	0 Days
Service					

C.203	Several trees east of the 16th Street marquee obstructing view of marquee messages.	Katrina will arrange for the tree trimming.	11-Sep-2019	Katrina Pascale	Open-New
Landscaping and Grounds				Christo's Landscape Solut	0 Days
Service					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, September 11, 2019

Index

Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

C.204	The hedge at west side and south must trimmed and shaped. .	Katrina will arrange for the hedge trimming.	11-Sep-2019	Katrina Pascale	Open-New
Landscaping and Grounds Service				Christo's Landscape Solut	0 Days

5 Project(s) Reviewed for Landscaping and Grounds

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	Closed
Equipment Replace			11-Sep-2019	Smith Systems	154 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, September 11, 2019

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.197 Equipment Inspection	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.	Cliff Ruff mapped electrical outlets with circuit breakers and design maximum power the outlets can supply.	10-Jul-2019 11-Sep-2019	Al Parmentier Cliff Ruff	Closed 63 Days
D.200 Equipment Service	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 11-Sep-2019	Kristy O'Neil Self Help	Closed 63 Days
3 Project(s) Reviewed for Equipment					
E.195 Bridges Facility Replace	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.	Bridges HVAC Units #12 and #18 replaced.	10-Jul-2019 11-Sep-2019	Katrina Pascale Smith Systems	Closed 63 Days

1 Project(s) Reviewed for Bridges Facility

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, September 11, 2019**

Index

Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

Minutes Notes

Total Reviewed	21
Open-NC	2
Open-Mod	3
Open-New	5
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, September 11, 2019**

Assigned	Index	Project Category	Contractor	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Self Help	08-Jan-2019	246
Al Parmentier	A.190	Building Interior	TBD	12-Jun-2019	91
Al Parmentier	A.205	Building Interior	Self Help	11-Sep-2019	0
Al Parmentier	C.157	Landscaping and Grounds	Can-Do-Crew	08-Jan-2019	246

4 Projects for Al Parmentier

Katrina Pascale	A.132	Building Interior	TBD	18-Jul-2018	421
Katrina Pascale	A.133	Building Interior	Self Help	18-Jul-2018	421
Katrina Pascale	B.202	Building Exterior	TBD	11-Sep-2019	0
Katrina Pascale	C.201	Landscaping and Grounds	Christo's Landscape Solu	11-Sep-2019	0
Katrina Pascale	C.203	Landscaping and Grounds	Christo's Landscape Solu	11-Sep-2019	0
Katrina Pascale	C.204	Landscaping and Grounds	Christo's Landscape Solu	11-Sep-2019	0

6 Projects for Katrina Pascale

Joe Hardy	A.186	Building Interior	Self Help	08-May-2019	126
-----------	-------	-------------------	-----------	-------------	------------

1 Projects for Joe Hardy

11 Projects This Report

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, September 11, 2019**

Index	Project Category	Open Date	Status	Close Date
A.156	Building Interior	08-Jan-2019	Open-NC	
A.181	Building Interior	13-Mar-2019	Closed	11-Sep-2019
A.191	Building Interior	12-Jun-2019	Closed	11-Sep-2019
A.196	Building Interior	10-Jul-2019	Closed	11-Sep-2019
A.198	Building Interior	10-Jul-2019	Closed	11-Sep-2019
A.199	Building Interior	10-Jul-2019	Closed	11-Sep-2019
A.190	Building Interior	12-Jun-2019	Open-Hold	
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.205	Building Interior	11-Sep-2019	Open-New	
11 Project(s) This Category				
B.202	Building Exterior	11-Sep-2019	Open-New	
1 Project(s) This Category				
C.157	Landscaping and Grounds	08-Jan-2019	Open-NC	
C.165	Landscaping and Grounds	08-Jan-2019	Closed	11-Sep-2019
C.201	Landscaping and Grounds	11-Sep-2019	Open-New	
C.203	Landscaping and Grounds	11-Sep-2019	Open-New	
C.204	Landscaping and Grounds	11-Sep-2019	Open-New	
5 Project(s) This Category				

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, September 11, 2019**

Index	Project Category	Open Date	Status	Close Date
D.185	Equipment	10-Apr-2019	Closed	11-Sep-2019
D.197	Equipment	10-Jul-2019	Closed	11-Sep-2019
D.200	Equipment	10-Jul-2019	Closed	11-Sep-2019
3	Project(s) This Category			
E.195	Bridges Facility	10-Jul-2019	Closed	11-Sep-2019
1	Project(s) This Category			

21 Projects This Actions Report