

Minutes of the Facilities Council Meeting – 12 February 2020

Members Present: Al Parmentier, Joe Hardy, Lisa Turano, Kim McIntyre, Kristy McNeal, Woody Sutton, Jack Siplak, Jack Quinn, Jan Mathrani

Members Absent: Bob Schroeder

Guests Attending: Ken Klein Board Liaison

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

Minutes of 8 January 2020 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 Closed; 2 Items Updated; 2 Items On-Hold; 4 Items No Change.
- B. Building Exterior – 1 Item Closed; 1 Item Updated.
- C. Landscaping and Grounds – No Items Closed; No Items Updated; 1 Item No Change.
- D. Equipment – 1 Item Closed; No Items Updated; 1 Item No Change.
- E. Bridges – 1 Item Closed; No Items Updated; No Items No Change.
- F. Sexton House – No Items Closed; No Items Updated.
- G. Other – 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 – 2 Items Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – No Items 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:** 19 Projects were reviewed this meeting. There are currently 12 open projects and two projects on-hold.

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Any Other Business: None.

Items Approved by Member Vote: None.

Adjourn: The meeting adjourned at 11:15am.

Next Meeting: Due to Al's Vacation, the next meeting is 18 March 2020 at new time 09:30.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Five Attachments:

- Project Status Report 12 February 2020, 6 Pages, 19 Projects
- Open Projects Assignments 12 February 2020, 2 Pages, 14 Projects
- Project Summary Report 12 February 2020, 2 Pages, 19 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, February 12, 2020

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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, reaching the east balcony stairs is more difficult. Al Parmentier found a pole device that goes up to 25 feet. He will determine if it is suitable.	08-Jan-19	Al Parmentier Self Help	Open-Hold 400 Days
A.190 Building Interior Repair	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 April 2020.	12-Jun-19	Al Parmentier TBD	Open-Hold 245 Days
A.212 Building Interior Repair	Kim reported TLC inspected the alarm system and found 13 of 16 HVAC Duct Detectors not working. The TLC estimate to repair 13 duct detectors is \$6,933.00. However, Smith Systems reports that only five of our HVAC systems require duct detectors by Code. A copy of the estimate is attached to the 11 December 2019 FC Minutes.	Kristy has the list of five duct detectors that are required in our HVAC systems. Kim will require TLC to test these only and provide a revised estimate for repairs if needed. This work must be priority because it involves repairs the alarm system. It has been open tool long.	13-Nov-19	Kim McIntyre Total Life Safety Corp	Open-NC 92 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.214 Building Interior Replace	The old fluorescent bulbs in the stained glass panel are failing and some do not work.	Cliff Ruff replaced all but top bulbs. Need longer ladder to access.	09-Dec-19	Al Parmentier Cliff Ruff	Open-Mod 66 Days
A.216 Building Interior Security	There is concern that the Office Door Street Entrance can only be viewed from the Volunteer Desk. When the Volunteer Desk is not staffed, persons at the Street Door are not visible from the interior rooms. A Method is needed to better secure and view the Street Door.	Wiring is being installed for a Ring Video Doorbell and the portico office door. Joe will order and install the device.	11-Dec-19	Joe Hardy Self Help	Open-Mod 64 Days
A.217 Building Interior Security	There is concern that during Emerson Events unknown persons can loiter in the Building; hide in open rooms and closets; and even remain concealed after the Building is closed and locked.	Al Parmentier discussed issue with Steve Becker and Laura Matson. Event Managers to coordinate with Kristy and check the Building before events to confirm all class rooms; closets, Fellowship Hall and the Kitchen are closed and locked. After events the Building will be checked again to confirm no persons remain in the Building before it is secured. Progress made but some exterior doors remain unlocked after events.	11-Dec-19	Al Parmentier Self Help	Open-NC 64 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.218 Building Interior Security	On several occasions Building thermostats were found changed to very low settings by unknown persons and the AC systems were left running after hours and long unneeded periods. This increases our utility cost and our "carbon footprint".	Kristy is tasked with confirming each thermostat is set to the proper level at the end of each day and especially after Emerson and Rental events. Kristy will report findings at FC meetings to determine if specific AC room areas or specific tenants require further discussion.	11-Dec-19	Kristy O'Neil Self Help	Open-NC 64 Days
A.219 Building Interior Cleaning	Second floor and Library carpeting requires cleaning, including hallways, classrooms and offices	Work complete. All carpets cleaned.	08-Jan-20 12-Feb-20	Kim McIntyre TBD	Closed 35 Days
A.220 Building Interior Cleaning	Fellowship Hall flooring requires stripping and refinishing.	Bid received from Regal Services LLC in amount \$1,100 to perform the work. Jack Siplak Moved to approve the bid. Woody Sutton Seconded. The Motion Carried unanimously. Work scheduled for after the Garage Sale.	08-Jan-20	Kristy O'Neil Regal Services LLC	Open-NC 35 Days
A.221 Building Interior Upgrade	Sanctuary electrical upgrades are required to support the new sound system.	Work complete. Costs charged to The Emerson Center. No approval needed from Facilities Council.	08-Jan-20 12-Feb-20	Al Parmentier Cliff Ruff	Closed 35 Days

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.224 Building Interior Upgrade	An anonymous person donated funds to replace the remaining carpeting and tile in the areas adjacent to the main Lobby.	Kim will solicit quotations for the work and report costs at next meeting.	12-Feb-20	Al Parmentier TBD	Open-New 0 Days
A.225 Building Interior Upgrade	Scott purchased an updated conference table for the Library using donated funds. The current conference table will be moved to the Olympia Brown Room.	New conference table is on the way.	12-Feb-20	Al Parmentier Self Help	Open-New 0 Days
12 Project(s) Reviewed for Building Interior					
B.202 Building Exterior Repair	Gutter on at west side of building loose and falling off.	Gutter King repaired the gutter.	11-Sep-19 12-Feb-20	Kim McIntyre Gutter King	Closed 154 Days
B.222 Building Exterior Repair	When the parking area was sealed and restriped, five Handicap Parking spaces were not lined and painted. Handicap parking signs are also missing.	All will purchase handicap signs and poles. CDC will paint the handicap icon on the parking spaces and install the signs.	08-Jan-20	Jack Siplak Can-Do-Crew	Open-Mod 35 Days
2 Project(s) Reviewed for Building Exterior					

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Category	Open Date	Assigned	Status		
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.203 Landscaping and Grounds Service	Several trees on the property require trimming.	Bid received for \$1,700.00 to trim trees. Al will discuss with the Can-Do-Crew to determine which trees the CDC can trim and which must be referred to tree contractor.	11-Sep-19	Jack Siplak Can-Do-Crew	Open-NC 154 Days
C.223 Landscaping and Grounds Other	A neighbor reports that trees in our overflow parking area are overhanging onto her property. She request UUFVB trim the trees. Our palm trees also need trimming.	Kim will contact Christo's and arrange for the tree trimming.	12-Feb-20	Kim McIntyre Christo's Landscape Solut	Open-New 0 Days
2 Project(s) Reviewed for Landscaping and Grounds					
D.208 Equipment Repair	One Library chair seat is stained with a red substance. Cleaning will not remove the stain.	Chair reupholstered and returned to the Library.	09-Oct-19 12-Feb-20	Jan Mathrani TBD	Closed 127 Days
D.213 Equipment Replace	The Ethernet Switch in the Fellowship Hall AV closet failed. A temporary repair was made, but the new switch is hanging from the wires.	Joe and Al must permanently mount the new switch and remove the old switch.	09-Dec-19	Joe Hardy Self Help	Open-NC 66 Days

2 Project(s) Reviewed for Equipment

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
E.215	Bridges requested the carpet in the 2- YO Room be replaced with tile.	Project complete. Old carpet removed and tile installed.	11-Dec-19	Al Parmentier	Closed
Bridges Facility			12-Feb-20	Indian River Flooring	64 Days
Replace					

1 Project(s) Reviewed for Bridges Facility

Minutes Notes

Total Reviewed	19
Open-NC	6
Open-Mod	3
Open-New	3
Open-Hold	2
Closed	5

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.212	Building Interior	13-Nov-19	Open-NC	
A.217	Building Interior	11-Dec-19	Open-NC	
A.218	Building Interior	11-Dec-19	Open-NC	
A.220	Building Interior	08-Jan-20	Open-NC	
A.219	Building Interior	08-Jan-20	Closed	12-Feb-20
A.221	Building Interior	08-Jan-20	Closed	12-Feb-20
A.156	Building Interior	08-Jan-19	Open-Hold	
A.190	Building Interior	12-Jun-19	Open-Hold	
A.214	Building Interior	09-Dec-19	Open-Mod	
A.216	Building Interior	11-Dec-19	Open-Mod	
A.224	Building Interior	12-Feb-20	Open-New	
A.225	Building Interior	12-Feb-20	Open-New	
12	Project(s) This Category			
B.202	Building Exterior	11-Sep-19	Closed	12-Feb-20
B.222	Building Exterior	08-Jan-20	Open-Mod	
2	Project(s) This Category			
C.203	Landscaping and Grounds	11-Sep-19	Open-NC	
C.223	Landscaping and Grounds	12-Feb-20	Open-New	
2	Project(s) This Category			
D.213	Equipment	09-Dec-19	Open-NC	
D.208	Equipment	09-Oct-19	Closed	12-Feb-20
2	Project(s) This Category			

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Index	Project Category	Open Date	Status	Close Date
E.215	Bridges Facility	11-Dec-19	Closed	12-Feb-20
1	Project(s) This Category			

19 Projects This Actions Report

Facilities Council - Project Assignments

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Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Replace	08-Jan-19	400 Days
Al Parmentier	A.190	Building Interior	Repair	12-Jun-19	245 Days
Al Parmentier	A.214	Building Interior	Replace	09-Dec-19	66 Days
Al Parmentier	A.217	Building Interior	Security	11-Dec-19	64 Days
Al Parmentier	A.224	Building Interior	Upgrade	12-Feb-20	0 Days
Al Parmentier	A.225	Building Interior	Upgrade	12-Feb-20	0 Days

6 Projects for Al Parmentier

Kristy O'Neil	A.218	Building Interior	Security	11-Dec-19	64 Days
Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	35 Days

2 Projects for Kristy O'Neil

Joe Hardy	A.216	Building Interior	Security	11-Dec-19	64 Days
Joe Hardy	D.213	Equipment	Replace	09-Dec-19	66 Days

2 Projects for Joe Hardy

Jack Siplak	B.222	Building Exterior	Repair	08-Jan-20	35 Days
Jack Siplak	C.203	Landscaping and Grounds	Service	11-Sep-19	154 Days

2 Projects for Jack Siplak

Kim McIntyre	A.212	Building Interior	Repair	13-Nov-19	92 Days
Kim McIntyre	C.223	Landscaping and Grounds	Other	12-Feb-20	0 Days

2 Projects for Kim McIntyre

14 Projects This Report