

# Minutes of the Facilities Council Meeting – 18 March 2020

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**Members Present:** Al Parmentier, Joe Hardy, Kristy McNeal, Jack Siplak, Jan Mathrani

**Members Absent:** Bob Schroeder, Lisa Turano, Kim McIntyre, Woody Sutton, Jack Quinn

**Guests Attending:** Nancy Stiefel and Angela Love

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

**Minutes of 12 February 2020 Meeting were approved with one revision.**

**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 – 6 Items Closed; 5 Items Updated; 1 Item On-Hold; No Items No Change.
- B. Building Exterior – No Items Closed; No Items Updated; 1 Item No Change.
- C. Landscaping and Grounds – 1 Item Closed; 1 Item Updated; No Items No Change.
- D. Equipment – 2 Items Closed; No Items Updated; No Items No Change.
- E. Bridges – No Items 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 – 5 Items Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – 2 Items Added
- D. Equipment – No Items Added
- E. Bridges – 1 Item Added
- F. Sexton House – No Items Added
- G. Other – Item No Items Added
- H. **Number of Projects Reviewed:** 25 Projects were reviewed this meeting. There are currently 16 open projects and one project on-hold.

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**Any Other Business:** None.

**Items Approved by Member Vote:** None.

**Adjourn:** This Meeting convened at 1:00pm and adjourned at 2:15pm.

**Next Meeting:** The next meeting is 15 April 2020 at 10:0am.

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

Five Attachments:

- Project Status Report 18 March 2020, 8 Pages, 25 Projects
- Open Projects Assignments 18 March 2020, 1 Page, 17 Projects
- Project Summary Report 18 March 2020, 2 Pages, 25 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, March 18, 2020**

Index

Category

Project Type

Description

Comments

Open Date

Assigned

Status

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	<b>Open-Hold</b> 435 Days
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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.  Al will schedule the work to start immediately.	12-Jun-19	Al Parmentier TBD	<b>Open-Mod</b> 280 Days
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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. Joe will call TLC and question their responses.	13-Nov-19	Kim McIntyre Total Life Safety Corp	<b>Open-Mod</b> 127 Days
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# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 18, 2020**

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Days Open

A.214	The old fluorescent bulbs in the stained glass panel are failing and some do not work.	Top lights will not be replaced.	09-Dec-19	Al Parmentier	Closed
Building Interior			18-Mar-20	Cliff Ruff	101 Days
Replace					

A.216	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.	Joe and Al installed and commissioned the video doorbell. Kim has the Ring account information.	11-Dec-19	Joe Hardy	Closed
Building Interior			18-Mar-20	Self Help	99 Days
Security					

A.217	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.	Emerson Center events cancelled for the remainder of the season.	11-Dec-19	Al Parmentier	Closed
Building Interior			18-Mar-20	Self Help	99 Days
Security					

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 18, 2020**

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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".	Fellowship rental events cancelled for the foreseeable future.	11-Dec-19 18-Mar-20	Kristy O'Neil Self Help	Closed 99 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 will be scheduled ASAP for a Saturday and Sunday.	08-Jan-20	Kristy O'Neil Regal Services LLC	Open-Mod 70 Days
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.	All work completed except the Bridges hallway.	12-Feb-20	Al Parmentier TBD	Open-Mod 36 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 installed in the Library. Old conference table moved to the Olympia Brown Room.	12-Feb-20 18-Mar-20	Al Parmentier Self Help	Closed 36 Days

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**Meeting Date Wednesday, March 18, 2020**

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A.226	A swinging door from the Library hallway to the Sanctuary drags on the new tile floor.	Al and Joe removed the door; adjusted the bottom; and reinstalled the door.	14-Mar-20	Al Parmentier	Closed
Building Interior			18-Mar-20	Self Help	5 Days
Repair					
A.227	A swinging door closing mechanism from the Library hallway to the Sanctuary comes loose at the top and door swings wildly open and closed.	Door closing mechanism missing attaching screw.	14-Mar-20	Al Parmentier	Open-Mod
Building Interior				Self Help	5 Days
Repair					
A.228	Several door knobs and locks on the second floor rooms are loose and do not operate correctly.	Inspect, adjust and lubricate all door knobs and locks on second floor rooms.	14-Mar-20	Kristy O'Neil	Open-New
Building Interior				Self Help	5 Days
Repair					
A.229	The Choir Room AV closet is littered with chairs, music stands, music instruments, ladders, tools and other items that would be that would be better stored elsewhere or at least better organized. The room is cluttered with trip and bump hazards that can cause injury to persons.	Remove all items not directly related to the Fellowship AV functions especially broken items or items no longer needed or used. Organize the closet for best use with no tripping or bump hazards that can cause personal injury. Pathways to equipment must be kept clear and open.	14-Mar-20	Kristy O'Neil	Open-New
Building Interior				Self Help	5 Days
Cleaning					

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, March 18, 2020**

Index

Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.230 Building Interior Cleaning	The second floor HVAC closet next to the toilet is littered with boxes and children's RE items that appear no longer needed or used. The room is cluttered with trip and bump hazards that can cause injury to persons.	Remove all items no longer needed or used. Organize the closet for best use with no tripping or bump hazards that can cause personal injury. Pathways to HVAC equipment must be kept clear and open.	14-Mar-20	Kristy O'Neil Self Help	Open-New 5 Days
A.231 Building Interior Cleaning	The second floor AV closet is littered with boxes, old computers, printers, projectors and items that appear no longer needed or used. The room is cluttered with trip and bump hazards that can cause injury to persons.	Remove all items no longer needed or used. Organize the closet for best use with no tripping or bump hazards that can cause personal injury. Pathways to electrical panels must be kept clear and open.	14-Mar-20	Kristy O'Neil Self Help	Open-New 5 Days
A.235 Building Interior Inspection	The Green Room AC System is freezing up after a short run time.	Kristy will consult with Smith Systems to determine the best repair or replacement method.	18-Mar-20	Kristy O'Neil Smith Systems	Open-New 0 Days
<b>17 Project(s) Reviewed for Building Interior</b>					
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-NC 70 Days

# 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
<b>1 Project(s) Reviewed for Building Exterior</b>					
C.203	Several trees on the property require trimming.	Can-Do-Crew trimmed the trees.	11-Sep-19	Jack Siplak	Closed
Landscaping and Grounds			18-Mar-20	Can-Do-Crew	189 Days
Service					
C.223	A neighbor reports that trees in our overflow parking area are overhanging onto her property. She request UUFVB trim the trees.	Kim will contact Christo's and arrange for the tree trimming. Also contact the property owner to schedule entry.	12-Feb-20	Kim McIntyre	Open-Mod
Landscaping and Grounds				Christo's Landscape Solut	36 Days
Other	Our palm trees also need trimming.				
C.233	The Social Justice Committee requests a bike rack be installed on the property.	Nancy Stiefel and Angela Love will prepare a plan to purchase and install the bike rack. Information required: Bike rack location, placement, anchoring, material type and cost.	18-Mar-20	Not Assigned	Open-New
Landscaping and Grounds				TBD	0 Days
Upgrade					
C.236	Two parking area speed bumps are loose.	Jack Siplak will determine best method to repair the speed bumps.	18-Mar-20	Jack Siplak	Open-New
Landscaping and Grounds				Can-Do-Crew	0 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
<b>4 Project(s) Reviewed for Landscaping and Grounds</b>					
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.	AI permanently mounted the new switch, but di not remove the old switch.	09-Dec-19 18-Mar-20	Joe Hardy Self Help	Closed 101 Days
D.232 Equipment Adjustment	The Emerson Center event pole mounted horn speakers do not anchor correctly in the floor holes. The speakers lean and wobble in place.	Prject closed. AI says the speakers poles leaning is ok.	14-Mar-20 18-Mar-20	AI Parmentier Self Help	Closed 0 Days
<b>2 Project(s) Reviewed for Equipment</b>					
E.234 Bridges Facility Repair	Plaster is rotted and coming loose in the Bridges Nursery west wall of the southwest nursery room.	AI will investigate best method to repair the wall.	18-Mar-20	AI Parmentier TBD	Open-New 0 Days
<b>1 Project(s) Reviewed for Bridges Facility</b>					

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Category

Open Date

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Status

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Comments

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Days Open

## Minutes Notes

<b>Total Reviewed</b>	<b>25</b>
<b>Open-NC</b>	<b>1</b>
<b>Open-Mod</b>	<b>6</b>
<b>Open-New</b>	<b>8</b>
<b>Open-Hold</b>	<b>1</b>
<b>Closed</b>	<b>9</b>

### 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, March 18, 2020**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Replace	08-Jan-19	435 Days
Al Parmentier	A.190	Building Interior	Repair	12-Jun-19	280 Days
Al Parmentier	A.224	Building Interior	Upgrade	12-Feb-20	36 Days
Al Parmentier	A.227	Building Interior	Repair	14-Mar-20	5 Days
Al Parmentier	D.237	Equipment	Other	22-Mar-20	0 Days
Al Parmentier	E.234	Bridges Facility	Repair	18-Mar-20	0 Days

## 6 Projects for Al Parmentier

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	70 Days
Kristy O'Neil	A.228	Building Interior	Repair	14-Mar-20	5 Days
Kristy O'Neil	A.229	Building Interior	Cleaning	14-Mar-20	5 Days
Kristy O'Neil	A.230	Building Interior	Cleaning	14-Mar-20	5 Days
Kristy O'Neil	A.231	Building Interior	Cleaning	14-Mar-20	5 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	0 Days

## 6 Projects for Kristy O'Neil

Jack Siplak	B.222	Building Exterior	Repair	08-Jan-20	70 Days
Jack Siplak	C.236	Landscaping and Grounds	Repair	18-Mar-20	0 Days

## 2 Projects for Jack Siplak

Not Assigned	C.233	Landscaping and Grounds	Upgrade	18-Mar-20	0 Days
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## 1 Projects for Not Assigned

Kim McIntyre	A.212	Building Interior	Repair	13-Nov-19	127 Days
Kim McIntyre	C.223	Landscaping and Grounds	Other	12-Feb-20	36 Days

## 2 Projects for Kim McIntyre

**17 Projects This Report**

# Facilities Council Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
A.214	Building Interior	09-Dec-19	Closed	18-Mar-20
A.216	Building Interior	11-Dec-19	Closed	18-Mar-20
A.217	Building Interior	11-Dec-19	Closed	18-Mar-20
A.218	Building Interior	11-Dec-19	Closed	18-Mar-20
A.225	Building Interior	12-Feb-20	Closed	18-Mar-20
A.226	Building Interior	14-Mar-20	Closed	18-Mar-20
A.156	Building Interior	08-Jan-19	Open-Hold	
A.190	Building Interior	12-Jun-19	Open-Mod	
A.212	Building Interior	13-Nov-19	Open-Mod	
A.220	Building Interior	08-Jan-20	Open-Mod	
A.224	Building Interior	12-Feb-20	Open-Mod	
A.227	Building Interior	14-Mar-20	Open-Mod	
A.228	Building Interior	14-Mar-20	Open-New	
A.229	Building Interior	14-Mar-20	Open-New	
A.230	Building Interior	14-Mar-20	Open-New	
A.231	Building Interior	14-Mar-20	Open-New	
A.235	Building Interior	18-Mar-20	Open-New	
<b>17</b>	<b>Project(s) This Category</b>			
B.222	Building Exterior	08-Jan-20	Open-NC	
<b>1</b>	<b>Project(s) This Category</b>			

# Facilities Council Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
C.203	Landscaping and Grounds	11-Sep-19	Closed	18-Mar-20
C.223	Landscaping and Grounds	12-Feb-20	Open-Mod	
C.233	Landscaping and Grounds	18-Mar-20	Open-New	
C.236	Landscaping and Grounds	18-Mar-20	Open-New	
<b>4</b>	<b>Project(s) This Category</b>			
D.213	Equipment	09-Dec-19	Closed	18-Mar-20
D.232	Equipment	14-Mar-20	Closed	18-Mar-20
<b>2</b>	<b>Project(s) This Category</b>			
E.234	Bridges Facility	18-Mar-20	Open-New	
<b>1</b>	<b>Project(s) This Category</b>			

**25 Projects This Actions Report**