

Minutes of the Facilities Council Meeting – 10 June 2020

This Meeting was conducted via Zoom

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

Members Absent: Bob Schroeder

Guests Attending: None

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

Minutes of 18 March 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 – 4 Items Closed; 3 Items Updated; 3 Items On-Hold; 1 Item No Change.
- B. Building Exterior – No Items Closed; 1 Item Updated; No Items No Change.
- C. Landscaping and Grounds – 1 Item Closed; 1 Item Updated; 1 Item No Change.
- D. Equipment – No Items Closed; 1 Item Updated; No Items 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 – 1 Item Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – No Items Added
- D. Equipment – 1 Item 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 11 open projects and three projects on-hold.

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Any Other Business: None.

Items Approved by Member Vote: None.

Adjourn: This Meeting adjourned at 11:00am.

Next Meeting: The next meeting is 8 July 2020 at 10:0am on Zoom

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Five Attachments:

- Project Status Report 10 June 2020, 7 Pages, 20 Projects
- Open Projects Assignments 10 June 2020, 1 Page, 14 Projects
- Project Summary Report 10 June 2020, 2 Pages, 20 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 10, 2020

Index

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 519 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. Original Bidder no longer available. New bidder wants \$1600 for the work.	12-Jun-19	Al Parmentier TBD	Open-Mod 364 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. Contract is month-to-month with 30 day notice to cancel. If TLC remains unresponsive, Kim will take action to seek new bids and terminate TLC.	13-Nov-19	Kim McIntyre Total Life Safety Corp	Open-Mod 211 Days
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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.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 is on hold until Bridges Summer Camp is complete.	08-Jan-20	Kristy O'Neil Regal Services LLC	Open-Hold 154 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 complete.	12-Feb-20 10-Jun-20	Al Parmentier TBD	Closed 119 Days
A.227 Building Interior Repair	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 repaired.	14-Mar-20 10-Jun-20	Al Parmentier Self Help	Closed 88 Days
A.228 Building Interior Repair	Several door knobs and locks on the second floor rooms are loose and do not operate correctly.	Benson will inspect, adjust and lubricate all door knobs and locks on second floor rooms.	14-Mar-20	Kristy O'Neil Self Help	Open-NC 89 Days

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Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

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.	AV Closet reorganized.	14-Mar-20	Kristy O'Neil	Closed
Building Interior			10-Jun-20	Self Help	88 Days
Cleaning					

A.230	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.	Kelly cleaned and reorganized the closet.	14-Mar-20	Kristy O'Neil	Closed
Building Interior			10-Jun-20	Self Help	88 Days
Cleaning					

A.231	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.	Joe and Al working on the closet. Old projectors donated. Some boxes and old computer parts remain to be removed.	14-Mar-20	Joe Hardy	Open-Mod
Building Interior				Self Help	89 Days
Cleaning					

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Category

Project Type

Description

Comments

Open Date

Close Date

Assigned

Contractor

Status

Days Open

A.235	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	Open-Hold
Building Interior Inspection		Green Rooms not in use until Emerson Center reopens. Project on-hold.		Smith Systems	84 Days

A.241	Two or three building exterior doors require repair.	Kristy will survey doors needing repair and Kim will schedule the contractor.	10-Jun-20	Kim McIntyre	Open-New
Building Interior Repair				Vero Glass and Mirror	0 Days

12 Project(s) Reviewed for Building Interior

B.222	When the parking area was sealed and restriped, five Handicap Parking spaces were not lined and painted. Handicap parking signs are also missing.	Investigation underway to relocate handicap parking spaces from building west side to more favorable locations on east or north side. Kristy will determine how many handicap parking spaces are required per Vero Beach Code.	08-Jan-20	Jack Siplak	Open-Mod
Building Exterior Repair				Can-Do-Crew	154 Days

1 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.223	A neighbor reports that trees in our overflow parking area are overhanging onto her property. She request UUFVB trim the trees.	Trees trimmed. Project closed.	12-Feb-20	Kim McIntyre	Closed
Landscaping and Grounds			10-Jun-20	Christo's Landscape Solut	119 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-NC
Landscaping and Grounds				TBD	84 Days
Upgrade					
C.236	Two parking area speed bumps are loose.	Jack Siplak reports repairs will be completed by EOM July 2020.	18-Mar-20	Jack Siplak	Open-Mod
Landscaping and Grounds				Can-Do-Crew	84 Days
Repair					
3 Project(s) Reviewed for Landscaping and Grounds					
D.237	A discussion arose about selling the golf cart. It is apparently no longer needed.	Golf cart is in poor condition. Facilities Council agrees golf cart is no longer needed. Kristy will contact Vero Carts and solicit a proposal to purchase the golf cart "as is".	22-Mar-20	Al Parmentier	Open-Mod
Equipment				TBD	80 Days
Other					

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
D.238 Equipment Other	Reverend Alexander proposes to begin live streaming Sunday Services when the sanctuary reopens for services later this year.	Joe Hardy, Al Parmentier and Lisa DelBrocco will develop the means and equipment needed to live stream Sunday Services. This is a complex task and will require input from many UUFVB stake holders.	01-May-20	Joe Hardy Self Help	Open-New 40 Days

D.240 Equipment Repair	A second side fill sanctuary speaker has failed. Repair requires removing the speaker and transporting it to the repair facility in West Palm Beach.	Al Parmentier will remove the speaker and transport it for repair. Al will also pursue purchasing spare parts to allow us to repair future failures in-house.	10-Jun-20	Al Parmentier TBD	Open-New 0 Days
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3 Project(s) Reviewed for Equipment

E.234 Bridges Facility Repair	Plaster is rotted and coming loose in the Bridges Nursery west wall of the southwest nursery room.	Repairs complete. Project closed.	18-Mar-20 10-Jun-20	Al Parmentier TBD	Closed 83 Days
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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	2
Open-Mod	6
Open-New	3
Open-Hold	3
Closed	6

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	Project Type	Open Date	Days Open
Al Parmentier	A.156	Building Interior	Replace	08-Jan-19	519 Days
Al Parmentier	A.190	Building Interior	Repair	12-Jun-19	364 Days
Al Parmentier	D.237	Equipment	Other	22-Mar-20	80 Days
Al Parmentier	D.240	Equipment	Repair	10-Jun-20	0 Days
4 Projects for Al Parmentier					
Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	154 Days
Kristy O'Neil	A.228	Building Interior	Repair	14-Mar-20	89 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	84 Days
3 Projects for Kristy O'Neil					
Joe Hardy	A.231	Building Interior	Cleaning	14-Mar-20	89 Days
Joe Hardy	D.238	Equipment	Other	01-May-20	40 Days
2 Projects for Joe Hardy					
Jack Siplak	B.222	Building Exterior	Repair	08-Jan-20	154 Days
Jack Siplak	C.236	Landscaping and Grounds	Repair	18-Mar-20	84 Days
2 Projects for Jack Siplak					
Not Assigned	C.233	Landscaping and Grounds	Upgrade	18-Mar-20	84 Days
1 Projects for Not Assigned					
Kim McIntyre	A.212	Building Interior	Repair	13-Nov-19	211 Days
Kim McIntyre	A.241	Building Interior	Repair	10-Jun-20	0 Days
2 Projects for Kim McIntyre					

14 Projects This Report

Facilities Council Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
A.228	Building Interior	14-Mar-20	Open-NC	
A.224	Building Interior	12-Feb-20	Closed	10-Jun-20
A.227	Building Interior	14-Mar-20	Closed	10-Jun-20
A.229	Building Interior	14-Mar-20	Closed	10-Jun-20
A.230	Building Interior	14-Mar-20	Closed	10-Jun-20
A.156	Building Interior	08-Jan-19	Open-Hold	
A.220	Building Interior	08-Jan-20	Open-Hold	
A.235	Building Interior	18-Mar-20	Open-Hold	
A.190	Building Interior	12-Jun-19	Open-Mod	
A.212	Building Interior	13-Nov-19	Open-Mod	
A.231	Building Interior	14-Mar-20	Open-Mod	
A.241	Building Interior	10-Jun-20	Open-New	

12 Project(s) This Category

B.222	Building Exterior	08-Jan-20	Open-Mod	
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1 Project(s) This Category

C.233	Landscaping and Grounds	18-Mar-20	Open-NC	
C.223	Landscaping and Grounds	12-Feb-20	Closed	10-Jun-20
C.236	Landscaping and Grounds	18-Mar-20	Open-Mod	

3 Project(s) This Category

Facilities Council Minutes - Project Summary

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Index	Project Category	Open Date	Status	Close Date
D.237	Equipment	22-Mar-20	Open-Mod	
D.238	Equipment	01-May-20	Open-New	
D.240	Equipment	10-Jun-20	Open-New	
3	Project(s) This Category			
E.234	Bridges Facility	18-Mar-20	Closed	10-Jun-20
1	Project(s) This Category			

20 Projects This Actions Report