

Minutes of the Facilities Council Meeting – 12 August 2020

This Meeting was conducted via Zoom

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

Members Absent: Bob Schroeder, Jack Quinn, Jack Siplak

Guests Attending: Kathy Cossa

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

Minutes of 8 July 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 – 3 Items Closed; 2 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 – No Items Closed; No Items Updated; 2 Items No Change.
- D. Equipment – 1 Item Closed; 2 Items Updated; No Items No Change.
- E. Bridges – 1 Item Closed; No Items Updated; 1 Item 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. Six new items were added.

- A. Building Interior – 2 Items Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – 2 Items Added
- D. Equipment – No Items Added
- E. Bridges – 2 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 14 open projects and one project on-hold.

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Any Other Business: Al Parmentier discussed the massive water leak that occurred on our side of the domestic water meter resulting in several hundred gallons of fresh water wasted into the drainage ditch. Snyder plumbing found and repaired a broken main water pipe serving the Fellowship building. The repair took several hours because the water level at the break was too high to repair the pipe and allow the PVC pipe glue dry. The Fellowship can expect a higher than usual water and sewer bill next cycle due to the leak.

Items Approved by Member Vote: The cost to install UV-C light in six Bridges HVAC systems was approved for \$2,340. See Item E.249 for details of this action.

Adjourn: This Meeting adjourned at 11:03am.

Next Meeting: The next meeting is 9 September 2020 at 10:0am on Zoom

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Three Attachments:

- Project Status Report 12 August 2020, 6 Pages, 20 Projects
- Project Summary Report 12 August 2020, 2 Pages, 20 Projects
- Open Projects Assignments 12 August 2020, 1 Page, 15 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, August 12, 2020

Index

Category

Open Date

Assigned

Status

Project Type

Description

Comments

Close Date

Contractor

Days Open

A.156	Three Sanctuary ceiling lights out.	A lift is needed to reach the center stage light; however, reaching the east balcony stairs is more difficult.	08-Jan-19	Kim McIntyre	Open-Mod
Building Interior	Center at base of stage steps light out.			Self Help	582 Days
Replace	East at top of balcony steps out.	Al Parmentier found a pole device that goes up to 25 feet. This may work for all lights.			
	Left side chancel light blinking.	Kim will order the pole with directions from Al.			
A.190	The Chancel Parquet flooring requires refinishing. Decision reached to refinish with a stained color to allow scratches to more easily repaired.	Parquet flooring sanded and refinished.	12-Jun-19	Al Parmentier	Closed
Building Interior			12-Aug-20	GNL Flooring	426 Days
Repair					
A.220	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.	08-Jan-20	Kristy O'Neil	Open-Mod
Building Interior				Regal Services LLC	217 Days
Cleaning		Work will be complete week of 17 August 2020.			

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.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.	Joe removed excess materials for Kristy to dispose. Joe vacuumed the floor and equipment.	14-Mar-20 12-Aug-20	Joe Hardy Self Help	Closed
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. Green Rooms not in use until Emerson Center reopens. Project on-hold.	18-Mar-20	Kristy O'Neil Smith Systems	Open-Hold
A.241 Building Interior Repair	Two or three building exterior doors require repair.	Three doors repaired and checked.	10-Jun-20 12-Aug-20	Kim McIntyre Vero Glass and Mirror	Closed
A.244 Building Interior Repair	The door and lock on the upstairs HVAC closet next to the toilet is broken. Door skin is peeled away and the lock is loose. This is a safety hazard as it allows unauthorized persons into the HVAC closet	Repair the door skin and lock.	29-Jul-20	Al Parmentier Self Help	Open-New

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Category			Open Date	Assigned	Status
Project Type	Description	Comments	Close Date	Contractor	Days Open
A.247 Building Interior Repair	To install smart thermostats in the four sanctuary HVAC zones, Joe and Al found the air handler power wiring is not correct. The blue common wire is not property connected to the transformer.	Kristy will contact Smith Systems for information about correcting the wiring problem.	12-Aug-20	Kristy O'Neil Smith Systems	Open-New 0 Days

8 Project(s) Reviewed for Building Interior

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.	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. Al will purchase the sign posts.	08-Jan-20	Jack Siplak Can-Do-Crew	Open-NC 217 Days
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1 Project(s) Reviewed for Building Exterior

C.233 Landscaping and Grounds Upgrade	The Social Justice Committee requests a bike rack be installed on the property.	Kim provided details for purchasing the rack. Rack must be cemented in place to prevent theft. Jan will donate pavers to go under the rack. Al will establish best location for the rack.	18-Mar-20	Al Parmentier TBD	Open-NC 147 Days
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Category	Open Date	Assigned	Status		
Project Type	Description	Comments	Close Date	Contractor	Days Open
C.236 Landscaping and Grounds Repair	Two parking area speed bumps are loose.	Jack Siplak reports repairs will be completed by TBD.	18-Mar-20	Jack Siplak Can-Do-Crew	Open-NC 147 Days
C.245 Landscaping and Grounds Replace	Marquee sign at 16th Street stained from sprinkler water. Sprinkler out of adjustment.	Kristy will attempt to adjust the sprinkler to keep water off the sign. Kim will solicit quotations from Brister Signs to replace the stained plastic panels. Cleaning will not remove he stains from the plastic.	12-Aug-20	Kim McIntyre Brister Signs	Open-New 0 Days
C.246 Landscaping and Grounds Repair	There are multiple problems two irrigation zones requiring parts and labor to repair. Original bid was \$890 which seems excessive.	Kim will contact an irrigation firm recommended by Woody for a second bid.	12-Aug-20	Kim McIntyre TBD	Open-New 0 Days
4 Project(s) Reviewed for Landscaping and Grounds					
D.237 Equipment Other	A discussion arose about selling the golf cart. It is apparently no longer needed.	Golf cart sold to Kristy's neighbor "James" for \$100. Kim will prepare a Bill of Sale with golf cart serial number and sale price for James to sign.	22-Mar-20 12-Aug-20	Kristy O'Neil TBD	Closed 142 Days

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Category

Project Type

Description

Comments

Open Date

Assigned

Status

Close Date

Contractor

Days Open

D.238	Reverend Alexander proposes to begin live streaming Sunday Services when the sanctuary reopens for services later this year.	All equipment received. Al and Joe preparing to install cameras and wiring. Testing begins by EOM August 2020. System projected to be online by October 2020.	01-May-20	Joe Hardy	Open-Mod
Equipment				Self Help	103 Days
Other					

D.240	A second side fill sanctuary speaker has failed. Repair requires removing the speaker and transporting it to the repair facility in West Palm Beach.	Joe found a Denmark made modular amplifier that may be a substitute for original TurboSound amplifier that is not available. Al sent substitute amplifier spec sheet to South Florida Speaker Repair for an opinion.	10-Jun-20	Al Parmentier	Open-Mod
Equipment				South Florida Speaker Rep	63 Days
Repair					

3 Project(s) Reviewed for Equipment

E.242	Bridges has four sinks with leaking faucets.	Snyder plumbing completed sink repairs.	08-Jul-20	Kristy O'Neil	Closed
Bridges Facility			12-Aug-20	Snyder Plumbing	34 Days
Repair					

E.243	Bridges boys and girls toilet exhaust fan is inoperative.	Kristy will contact Cliff Ruff and arrange for the fan repair.	08-Jul-20	Kristy O'Neil	Open-NC
Bridges Facility				Cliff Ruff	35 Days
Repair					

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Category	Open Date	Assigned	Status			
Project Type	Description	Comments	Close Date	Contractor	Days Open	
E.248 Bridges Facility Upgrade	The Bridges Nursery building requires a third toilet commode to allow Bridges to move certain classes from the Main Building to the Nursery Building.	AI will contact Thomson Construction and Snyder plumbing to determine best method to remove the bathtub in one toilet and add a commode.	12-Aug-20	AI Parmentier Thompson Construction	Open-New	0 Days
E.249 Bridges Facility Cleaning	Bridges requires a method to purify the classroom air and kill Coronavirus in six HVAC systems. UV-C lights in the air handlers is an economical method to clean air as it enters the air handler	AI received a quotation for \$390 each to install UV-C bulbs in six air handlers. Woody Moved to approve \$2,340 to install the UV-C bulbs. Joe Seconded. The Motion carried unanimously.	12-Aug-20	AI Parmentier TBD	Open-New	0 Days

4 Project(s) Reviewed for Bridges Facility

Minutes Notes

Total Reviewed	20
Open-NC	4
Open-Mod	4
Open-New	6
Open-Hold	1
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.190	Building Interior	12-Jun-19	Closed	12-Aug-20
A.231	Building Interior	14-Mar-20	Closed	12-Aug-20
A.241	Building Interior	10-Jun-20	Closed	12-Aug-20
A.235	Building Interior	18-Mar-20	Open-Hold	
A.156	Building Interior	08-Jan-19	Open-Mod	
A.220	Building Interior	08-Jan-20	Open-Mod	
A.244	Building Interior	29-Jul-20	Open-New	
A.247	Building Interior	12-Aug-20	Open-New	
8 Project(s) This Category				
B.222	Building Exterior	08-Jan-20	Open-NC	
1 Project(s) This Category				
C.233	Landscaping and Grounds	18-Mar-20	Open-NC	
C.236	Landscaping and Grounds	18-Mar-20	Open-NC	
C.245	Landscaping and Grounds	12-Aug-20	Open-New	
C.246	Landscaping and Grounds	12-Aug-20	Open-New	
4 Project(s) This Category				
D.237	Equipment	22-Mar-20	Closed	12-Aug-20
D.238	Equipment	01-May-20	Open-Mod	
D.240	Equipment	10-Jun-20	Open-Mod	
3 Project(s) This Category				

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Index	Project Category	Open Date	Status	Close Date
E.243	Bridges Facility	08-Jul-20	Open-NC	
E.242	Bridges Facility	08-Jul-20	Closed	12-Aug-20
E.248	Bridges Facility	12-Aug-20	Open-New	
E.249	Bridges Facility	12-Aug-20	Open-New	
4	Project(s) This Category			

20 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.244	Building Interior	Repair	29-Jul-20	14 Days
Al Parmentier	C.233	Landscaping and Grounds	Upgrade	18-Mar-20	147 Days
Al Parmentier	D.240	Equipment	Repair	10-Jun-20	63 Days
Al Parmentier	E.248	Bridges Facility	Upgrade	12-Aug-20	0 Days
Al Parmentier	E.249	Bridges Facility	Cleaning	12-Aug-20	0 Days

5 Projects for Al Parmentier

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	217 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	147 Days
Kristy O'Neil	A.247	Building Interior	Repair	12-Aug-20	0 Days
Kristy O'Neil	E.243	Bridges Facility	Repair	08-Jul-20	35 Days

4 Projects for Kristy O'Neil

Joe Hardy	D.238	Equipment	Other	01-May-20	103 Days
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1 Projects for Joe Hardy

Jack Siplak	B.222	Building Exterior	Repair	08-Jan-20	217 Days
Jack Siplak	C.236	Landscaping and Grounds	Repair	18-Mar-20	147 Days

2 Projects for Jack Siplak

Kim McIntyre	A.156	Building Interior	Replace	08-Jan-19	582 Days
Kim McIntyre	C.245	Landscaping and Grounds	Replace	12-Aug-20	0 Days
Kim McIntyre	C.246	Landscaping and Grounds	Repair	12-Aug-20	0 Days

3 Projects for Kim McIntyre

15 Projects This Report