

# Minutes of the Facilities Council Meeting – 11 November 2020

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**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 14 October 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 – No Items Closed; No Items Updated; 2 Items On-Hold; 1 Item No Change.
- B. Building Exterior – 1 Item Closed; No Items Updated; 1 Item No Change.
- C. Landscaping and Grounds – 1 Item Closed; No Items Updated; 2 Items 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. Six new items were added.

- A. Building Interior – No 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 1 Item Added
- H. **Number of Projects Reviewed:** 11 Projects were reviewed this meeting. There are currently 6 open projects; 2 projects on-hold; and 3 projects were closed.

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**Any Other Business:** Woody Sutton introduced a discussion about the Fellowship master insurance policy and the recent renewal cost. See item G.255 for details.

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

**Adjourn:** This Meeting adjourned at 11:05am.

**Next Meeting:** The next meeting is 9 December 2020 at 10:0am on Zoom.

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

Three Attachments:

- Project Status Report 11 November 2020, 5 Pages
- Project Summary Report 11 November 2020, 1 Page
- Open Projects Assignments 11 November 2020, 1 Page

## 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.

# UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, November 11, 2020**

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Category			Open Date	Assigned	Status
Project Type	Description	Project Status	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.  Contractor could not perform work while Bridges is using the Fellowship Hall. Project placed on hold indefinitely.	08-Jan-20	Kristy O'Neil Regal Services LLC	Open-Hold 308 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.  Green Rooms not in use until Emerson Center reopens. Project on-hold.	18-Mar-20	Kristy O'Neil Smith Systems	Open-Hold 238 Days
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	Al reports the door is severely damaged and may require replacing the door. Al will investigate repair methods.	29-Jul-20	Al Parmentier Self Help	Open-NC 105 Days

**3 Project(s) Reviewed for Building Interior**

# UUFVB Facilities Council - Minutes Project Status Report

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Category			Open Date	Assigned	Status
Project Type	Description	Project Status	Close Date	Contractor	Days Open
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.	Kristy installed the handicap signs and poles. However, the wheelchair symbols and the tire bumpers require painting.	08-Jan-20	Kristy O'Neil Self Help	Open-NC 308 Days
B.250 Building Exterior Repair	The main building roof has several leaks where roofing material has become loose at the overlap points.	Roof Authority quoted \$1,380.00 to repair the roof. Rebecca Hornbuckle approved the funds and repairs are scheduled.  50% deposit paid to contractor.  Roof leaks partially repaired; however, recent rain revealed more areas where the roof is leaking.  Roof repairs complete. Project closed.	09-Sep-20 11-Nov-20	Kim McIntyre Roof Authority	Closed 63 Days
<b>2 Project(s) Reviewed for Building Exterior</b>					
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.  Jack and Nancy Stiefel returned to Vero Beach soon. Al will discuss best location for the rack with Nancy.	18-Mar-20	Al Parmentier Self Help	Open-NC 238 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, November 11, 2020**

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Category			Open Date	Assigned	Status
Project Type	Description	Project Status	Close Date	Contractor	Days Open
C.253	Kristy reports there are palm trees on the property that require trimming and removing dead fronds.	Kim will arrange to have the palm trees trimmed and the dead fronds removed.	14-Oct-20	Kim McIntyre	Closed
Landscaping and Grounds			11-Nov-20	TBD	29 Days
Cleaning		Trees removed. Project closed.			
C.254	Kristy reports there are four dead oak trees that require removal. It is unknown if the Vero Beach site plan requires these trees to be replaced.	Kim will arrange to have the dead trees removed	14-Oct-20	Kim McIntyre	Open-NC
Landscaping and Grounds				TBD	29 Days
Cleaning		Kristy will contact the City Arborist and the Fellowship Site Plan to determine if the trees must be replaced.			

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**3 Project(s) Reviewed for Landscaping and Grounds**

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# UUFVB Facilities Council - Minutes Project Status Report

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Category

Project Type

Description

Project Status

Open Date

Close Date

Assigned

Contractor

Status

Days Open

D.251	Joe Hardy reported that the Fellowship file server and local area network equipment shares a small closet in the Garden Room with the building alarm system equipment. The file server hosts all Fellowship financial and business records and the local area network (LAN) equipment hosts the building Wi-Fi and internet access equipment. Whenever work is required on the alarm system panel, this work must be done around the computer equipment jeopardizing critical equipment. Joe requested permission to move the computer equipment to the Emerson closet.	Woody Sutton Moved to relocate the server and Ethernet equipment to the Emerson Center closet in the Garden Room Jan Mathrani Seconded. The Motion passed unanimously.  Closet is empty.  Joe, with Al's assistance, will move the computer stand and Ethernet equipment to the new location. A new 24-port switch will be installed to upgrade the patchwork of other devices. This move must be completed on a weekend to avoid disrupting the Office Staff access to the server and the internet. The move will be scheduled for December.	14-Oct-20	Joe Hardy Self Help	Open-Mod 29 Days
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## 1 Project(s) Reviewed for Equipment

E.248	The Bridges Nursery building requires a third toilet commode to allow Bridges to move certain classes from the Main Building to the Nursery Building.	Woody contacted Bridges Committee and determine if this modification is still needed.  Bridges Committee reports this Project is no longer need. Project closed.	12-Aug-20 11-Nov-20	Al Parmentier Thompson Construction	Closed 91 Days
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## 1 Project(s) Reviewed for Bridges Facility

# UUFVB Facilities Council - Minutes Project Status Report

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Category	Open Date	Assigned	Status		
Project Type	Description	Project Status	Close Date	Contractor	Days Open
G.255	The Fellowship master insurance policy was renewed in October but at a significant premium increase.	This action is to contact other Vero Beach insurance agents to shop our insurance needs for better rates and better local agent services.	11-Nov-20	Woody Sutton	Open-New
Other Service		If better rates and/or service is available, investigate if we can cancel the current policies and move our business to another agent.  Discuss status at each FC Meeting.		TBD	0 Days

**1 Project(s) Reviewed for Other**

### Minutes Notes

<b>Total Reviewed</b>	<b>11</b>
<b>Open-NC</b>	<b>4</b>
<b>Open-Mod</b>	<b>1</b>
<b>Open-New</b>	<b>1</b>
<b>Open-Hold</b>	<b>2</b>
<b>Closed</b>	<b>3</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 Minutes - Project Summary

Meeting Date **Wednesday, November 11, 2020**

Index	Project Category	Open Date	Status	Close Date
A.244	Building Interior	29-Jul-20	Open-NC	
A.220	Building Interior	08-Jan-20	Open-Hold	
A.235	Building Interior	18-Mar-20	Open-Hold	
<b>3</b>	<b>Project(s) This Category</b>			
B.222	Building Exterior	08-Jan-20	Open-NC	
B.250	Building Exterior	09-Sep-20	Closed	11-Nov-20
<b>2</b>	<b>Project(s) This Category</b>			
C.233	Landscaping and Grounds	18-Mar-20	Open-NC	
C.254	Landscaping and Grounds	14-Oct-20	Open-NC	
C.253	Landscaping and Grounds	14-Oct-20	Closed	11-Nov-20
<b>3</b>	<b>Project(s) This Category</b>			
D.251	Equipment	14-Oct-20	Open-Mod	
<b>1</b>	<b>Project(s) This Category</b>			
E.248	Bridges Facility	12-Aug-20	Closed	11-Nov-20
<b>1</b>	<b>Project(s) This Category</b>			
G.255	Other	11-Nov-20	Open-New	
<b>1</b>	<b>Project(s) This Category</b>			

**11 Projects This Actions Report**



# Facilities Council - Project Assignments

**Meeting Date Wednesday, November 11, 2020**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.244	Building Interior	Repair	29-Jul-20	105 Days
Al Parmentier	C.233	Landscaping and Grounds	Upgrade	18-Mar-20	238 Days

## **2 Projects for Al Parmentier**

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	308 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	238 Days
Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	308 Days

## **3 Projects for Kristy O'Neil**

Joe Hardy	D.251	Equipment	Adjustment	14-Oct-20	29 Days
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## **1 Projects for Joe Hardy**

Woody Sutton	G.255	Other	Service	11-Nov-20	0 Days
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## **1 Projects for Woody Sutton**

Kim McIntyre	C.254	Landscaping and Grounds	Cleaning	14-Oct-20	29 Days
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## **1 Projects for Kim McIntyre**

**8 Projects This Report**