

Minutes of the Facilities Council Meeting – 9 December 2020

This Meeting was conducted via Zoom

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

Members Absent: Bob Schroeder, Jack Quinn, Jack Siplak, Lisa Turano

Guests Attending: None

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

Minutes of 11 November 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 – 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 – No Items Closed; 1 Item 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; 1 Item 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 – No items Added
- H. **Number of Projects Reviewed:** 8 Projects were reviewed this meeting. There are currently 6 open projects; 2 projects on-hold; and no projects were closed.

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Any Other Business: Members Bob Schroeder, Jack Quinn and Jack Siplak have not attended Council meetings in many months and when queried by Al Parmentier, they requested to be dropped as Council members. Al will pursue adding additional members.

Items Approved by Member Vote: Joe Hardy requested the Council approve up to \$1500.00 to upgrade the Local Area Network (LAN) controller and switch when the equipment is moved from the Alarm Panel closet to the adjacent closet next to the right. Woody Sutton Moved to approve up to \$1500.00 and Jan Martini Seconded. In discussion Joe Hardy added that the upgraded equipment will provide the capability to add security cameras later if needed. The cost to add cameras is \$150 each or \$146.33 each in lots of three. We have enough wire and hardware available to add several cameras at the entrance doors. Jan Mathrani asked if installing cameras will provide a premium credit to our property insurance? Woody Sutton took an action to inquire of our potential insurance Agent. Al Parmentier noted that previous third-party quotations to install security cameras from different local firms ranged from \$10,000 to \$20,000. Joe added that it is typical for firms to bid \$1,000 to \$2,000 each to install cameras in a facility. See Item D.251 for follow-up.

Adjourn: This Meeting adjourned at 10:55am.

Next Meeting: The next meeting is 13 January 2021 at 10:0am on Zoom.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Three Attachments:

- Project Status Report 9 December 2020, 6 Pages
- Project Summary Report 9 December 2020, 1 Page
- Open Projects Assignments 9 December 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, December 9, 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 336 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 266 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 133 Days

3 Project(s) Reviewed for Building Interior

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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 336 Days

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.	Jack Stiefel and Al Parmentier are pursuing multiple sources for the bike rack, including local purchase and local fabrication.	18-Mar-20	Al Parmentier Self Help	Open-NC 266 Days
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C.254 Landscaping and Grounds Cleaning	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 Kristy has an appointment with City Arborist, Larry Vickers, Friday, 11 December 2020 to determine which of the four trees must be replaced, where they may be planted and with what type.	14-Oct-20	Kim McIntyre TBD	Open-NC 57 Days
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2 Project(s) Reviewed for Landscaping and Grounds

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Category

Project Type

Description

Project Status

Open Date

Assigned

Status

Close Date

Contractor

Days Open

D.251

Equipment

Adjustment

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. Joe Hardy requested the Council approve up to \$1500.00 to upgrade the Local Area Network (LAN) controller and switch when the equipment is moved . Woody Sutton Moved to approve up to \$1500.00 and Jan Martini Seconded. In discussion Joe Hardy added that the upgraded equipment will provide the capability to add security cameras later if needed. The cost to add cameras is \$150 each or \$146.33 each in lots of three. We have enough wire and hardware available to add several cameras at the entrance doors. Jan Mathrani asked if installing cameras will provide a premium credit to our property insurance? Woody Sutton took an action to inquire of our potential insurance Agent. Al Parmentier noted that previous quotations to install security cameras from local firms ranged from \$10,000 to \$20,000.

14-Oct-20

Joe Hardy

Open-Mod

Self Help

57 Days

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Category

Open Date

Assigned

Status

Project Type

Description

Project Status

Close Date

Contractor

Days Open

1 Project(s) Reviewed for Equipment

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Category

Project Type

Description

Project Status

Open Date

Assigned

Status

Close Date

Contractor

Days Open

G.255

The Fellowship master insurance policy was renewed in October but at a significant premium increase.

Woody Sutton met with Jordan Stewart, Commercial Insurance Adjuster, from the local office of Brown & Brown Insurance, Monday morning, December 7, 2020.

11-Nov-20

Woody Sutton

Open-Mod

Other

Brown & Brown was contacted, based on Joe Hardy's suggestion, as an alternative potential insurer in lieu of Church Mutual, our current insurer. Woody previously shared with Jordan electronic copies of our current policies and correspondence between the Fellowship and Church Mutual after our recent premium increase.

TBD

29 Days

Service

Woody reports they did a thorough "walk around" of the Fellowship Campus, looking in detail both inside and out at our three primary structures: the Sanctuary, the Fellowship Hall/Kitchen, and the Bridges main classroom area. There was a lot of verbal exchange between the two of us on the history of the property, how space is utilized, staff and student "headcount" at the school, major recent repairs or capital improvements, and some potential premium savings in select areas. He recommended strongly that we consider a "wind mitigation inspection" and gave me a referral. Kim McIntyre, Brenda Neely, and Al

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

Parmentier joined for select items of discussion. Jordan asked for additional Fellowship contact information, which I will furnish as he continues working up a proposal. This will be a multi-month process. Woody will keep all advised.

1 Project(s) Reviewed for Other

Minutes Notes

Total Reviewed	8
Open-NC	4
Open-Mod	2
Open-New	0
Open-Hold	2
Closed	0

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, December 9, 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	
3	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.254	Landscaping and Grounds	14-Oct-20	Open-NC	
2	Project(s) This Category			
D.251	Equipment	14-Oct-20	Open-Mod	
1	Project(s) This Category			
G.255	Other	11-Nov-20	Open-Mod	
1	Project(s) This Category			

8 Projects This Actions Report

Facilities Council - Project Assignments

Meeting Date Wednesday, December 9, 2020

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.244	Building Interior	Repair	29-Jul-20	133 Days
Al Parmentier	C.233	Landscaping and Grounds	Upgrade	18-Mar-20	266 Days

2 Projects for Al Parmentier

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	336 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	266 Days
Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	336 Days

3 Projects for Kristy O'Neil

Joe Hardy	D.251	Equipment	Adjustment	14-Oct-20	57 Days
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1 Projects for Joe Hardy

Woody Sutton	G.255	Other	Service	11-Nov-20	29 Days
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1 Projects for Woody Sutton

Kim McIntyre	C.254	Landscaping and Grounds	Cleaning	14-Oct-20	57 Days
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1 Projects for Kim McIntyre

8 Projects This Report