

# Minutes of the Facilities Council Meeting – 13 January 2021

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**This Meeting was conducted via Zoom – The Meeting was Changed to 2:00pm**

**Members Present:** Al Parmentier, Joe Hardy, Woody Sutton, Jan Mathrani, Jim Brewer, Paul Gleaves Kristy McNeal, Kim McIntyre,

**Members Absent:** None

**Guests Attending:** None

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

**Minutes of 9 December 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; 2 Items Updated; No Items No Change.
- D. Equipment – 1 Item 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; 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 – 3 Items Added
- F. Sexton House – No Items Added
- G. Other – 1 item Added
- H. **Number of Projects Reviewed:** 12 Projects were reviewed this meeting. There are currently 9 open projects; 2 projects on-hold; and one project was closed.

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**Any Other Business:** Woody Sutton discussed results of the Property Wind Mitigation Study. See Item G.255.

**Items Approved by Member Vote:** Kim received a bid for \$1,525.00 to remove four dead trees and grind the stumps to grade level. Kristy reports only one of the dead trees is on the Site Plan and must be replaced. The City policy specifies the replaced tree can be any native type and can be planted anywhere on the property. Woody Sutton Moved to approve \$1,525.00 to remove the four dead trees. Jim Brewer Seconded. There was no further discussion. The Motion passed seven Yes and Zero No. See Item C.254.

**Adjourn:** This Meeting adjourned at 3:05pm.

**Next Meeting:** The next meeting is 10 February 2021 at 10:0am on Zoom.

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

Three Attachments:

- Project Status Report 13 January 2021, 6 Pages
- Project Summary Report 13 January 2021, 1 Page
- Open Projects Assignments 13 January 2021, 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, January 13, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
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.	Kristy O'Neil Regal Services LLC	08-Jan-20
Building Interior				<b>Open-Hold</b>
Cleaning		Contractor could not perform work while Bridges is using the Fellowship Hall. Project placed on hold indefinitely.		371 Days
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.	Kristy O'Neil Smith Systems	18-Mar-20
Building Interior				<b>Open-Hold</b>
Inspection		Green Rooms not in use until Emerson Center reopens. Project on-hold.		301 Days
A.244	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.	Al Parmentier Self Help	29-Jul-20
Building Interior				<b>Open-NC</b>
Repair				168 Days

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

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 13, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
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.	Kristy installed the handicap signs and poles. However, the wheelchair symbols and the tire bumpers require painting.	Kristy O'Neil Self Help	08-Jan-20
Building Exterior				Open-NC
Repair				371 Days

**1 Project(s) Reviewed for Building Exterior**

C.233	The Social Justice Committee requests a bike rack be installed on the property.	Jack Stiefel and Al Parmentier are soliciting bids to install the slab and fabricate the bike rack. Preliminary estimates indicate the project will cost about \$2,000. Jack will discuss funding with the Board. The objective is to have bike rack ready to use in the next 90 days.	Al Parmentier TBD	18-Mar-20
Landscaping and Grounds				Open-Mod
Upgrade				301 Days
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 received a bid for \$1,525.00 to remove the four dead trees and grind the stumps to grade level.  Kristy reports only one of the dead trees is on the Site Plan and must be replaced. The City policy specifies the replaced tree can be any native type and can be planted anywhere on the property.  Woody Sutton Moved to approve \$1,525.00 to remove the four dead trees. Jim Brewer Seconded. There was no further discussion. The Motion passed seven Yes and Zero No.	Kim McIntyre TBD	14-Oct-20
Landscaping and Grounds				Open-Mod
Cleaning				92 Days

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 13, 2021**

Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

## 2 Project(s) Reviewed for Landscaping and Grounds

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.	Several tasks were completed as part of this project: 1. The business server was moved to the adjacent closet. 2. An upgraded local area network (LAN) controller, Ethernet switch with rack and power surge protection was installed in the closet.. 3. The Garden Room computer was wired to a new LAN jack in the wall under the table. 4. The DRE computer was wired to a new LAN jack in the wall next to the desk. 5. None of the business computers now use Wi-Fi to access the business server and printers. 6. A new Ethernet switch, cable and Wi-Fi access point was installed in the Bridges complex giving Bridges better Wi-Fi service. 7. The LAN was segmented in to four virtual LAN's to improve security and keep Wi-Fi traffic away from the business computers and printers. 8. The Wi-Fi systems is now for internet access only. Users on the Wi-Fi VLAN cannot see or connect to the UUFVB or Bridges business computers or printers.	Joe Hardy Self Help
Equipment Upgrade			14-Oct-20 13-Jan-21 <b>Closed</b> 92 Days

## 1 Project(s) Reviewed for Equipment

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 13, 2021**

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
E.256 Bridges Facility Inspection	The State of Florida requires a RADON gas study be conducted of Day Care Centers every five years. Bridges is overdue the required RADON gas study	Woody Sutton and Kim McIntyre will locate and contract with licensed firm to conduct the RADON gas study.	Woody Sutton TBD	13-Jan-21  <b>Open-New</b> 0 Days
E.257 Bridges Facility Replace	The Bridges Facility roof is badly weathered and worn.	Al Parmentier will solicit bids to replace the shingle roof and repair any underlying damaged decking.  The preferred new roof material will be metal with no exposed fasteners.	Al Parmentier TBD	13-Jan-21  <b>Open-New</b> 0 Days
E.258 Bridges Facility Replace	In the project to install a Wi-Fi access point in the Bridges facility, Joe Hardy discovered that up to 25% of the attic insulation is either compromised or missing. There are areas where HVAC and other contractors have pushed insulation aside and other areas with no insulation visible. This situation significantly increases the air conditioning burden in the entire Bridges facility.	Al Parmentier and Kim McIntyre will solicit bids to install new insulation from the Bridges Fellowship Hall entry throughout the Bridges facility attic area.	Kim McIntyre TBD	13-Jan-21  <b>Open-New</b> 0 Days

**3 Project(s) Reviewed for Bridges Facility**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 13, 2021**

Index			Open Date	
Category			Close Date	
Project Type	Description	Project Status	Assigned	
			Contractor	
			Status	
			Days Open	
G.255	The Fellowship master insurance policy was renewed in October but at a significant premium increase. This project is to shop local insurance agents with the objective of securing better coverage and/or lower premiums at the net renewal.	<p>Woody Sutton met with Jordan Stewart, Commercial Insurance Adjuster, from the local office of Brown &amp; Brown Insurance, Monday morning, December 7, 2020.</p> <p>Woody Sutton reported in the 13 January 2021 meeting that the Wind Mitigation Study contracted in December 2020 reported several items that could be improved to better protect the Property from wind damage. The Report included the Main Building, Fellowship with Bridges wind, the Sexton House and the Bridges Nursery.</p> <p>Copies of the four reports will be on the UUFVB website Facilities Council page.</p>	<p>Woody Sutton</p> <p>TBD</p>	<p>11-Nov-20</p> <p style="background-color: #00FFFF; padding: 2px;">Open-Mod</p> <p>64 Days</p>
G.259	Member Roy Swanson requests the Fellowship pursue installing solar panels on the main roof to power the Main Building and perhaps sell electricity to FPL.	<p>This project will require engineering and other studies to determine:</p> <ol style="list-style-type: none"> <li>1. Type of solar panels that can be installed.</li> <li>2. Method for mounting and securing solar panels to the roof.</li> <li>3. Location of batteries and motor generators.</li> <li>4. Expected yield in kilowatt hours by month.</li> <li>5. Nonrecurring cost to install and commission the solar panel array.</li> <li>6. Annual operating and maintenance cost.</li> <li>7. City licensing and permitting requirements.</li> <li>8. Potential revenue stream from selling electracry to FPL.</li> </ol>	<p>Al Parmentier</p> <p>TBD</p>	<p>13-Jan-21</p> <p style="background-color: #00FF00; padding: 2px;">Open-New</p> <p>0 Days</p>

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

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, January 13, 2021**

Open Date

Index

Close Date

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

## Minutes Notes

<b>Total Reviewed</b>	<b>12</b>
<b>Open-NC</b>	<b>2</b>
<b>Open-Mod</b>	<b>3</b>
<b>Open-New</b>	<b>4</b>
<b>Open-Hold</b>	<b>2</b>
<b>Closed</b>	<b>1</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, January 13, 2021**

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>1</b>	<b>Project(s) This Category</b>			
C.233	Landscaping and Grounds	18-Mar-20	Open-Mod	
C.254	Landscaping and Grounds	14-Oct-20	Open-Mod	
<b>2</b>	<b>Project(s) This Category</b>			
D.251	Equipment	14-Oct-20	Closed	13-Jan-21
<b>1</b>	<b>Project(s) This Category</b>			
E.256	Bridges Facility	13-Jan-21	Open-New	
E.257	Bridges Facility	13-Jan-21	Open-New	
E.258	Bridges Facility	13-Jan-21	Open-New	
<b>3</b>	<b>Project(s) This Category</b>			
G.255	Other	11-Nov-20	Open-Mod	
G.259	Other	13-Jan-21	Open-New	
<b>2</b>	<b>Project(s) This Category</b>			

## 12 Projects This Actions Report

# Facilities Council - Project Assignments

**Meeting Date Wednesday, January 13, 2021**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.244	Building Interior	Repair	29-Jul-20	168 Days
Al Parmentier	C.233	Landscaping and Grounds	Upgrade	18-Mar-20	301 Days
Al Parmentier	E.257	Bridges Facility	Replace	13-Jan-21	0 Days
Al Parmentier	G.259	Other	Upgrade	13-Jan-21	0 Days

## **4 Projects for Al Parmentier**

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	371 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	301 Days
Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	371 Days

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

Woody Sutton	E.256	Bridges Facility	Inspection	13-Jan-21	0 Days
Woody Sutton	G.255	Other	Service	11-Nov-20	64 Days

## **2 Projects for Woody Sutton**

Kim McIntyre	C.254	Landscaping and Grounds	Cleaning	14-Oct-20	92 Days
Kim McIntyre	E.258	Bridges Facility	Replace	13-Jan-21	0 Days

## **2 Projects for Kim McIntyre**

**11 Projects This Report**