

Minutes of the Facilities Council Meeting – 10 February 2021

This Meeting was conducted via Zoom at 10:00am

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

Members Absent: None

Guests Attending: Kathy Cossa, Board of Trustees President

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

Minutes of 13 January 2021 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; 1 Item Updated; No Items No Change.
- C. Landscaping and Grounds – 1 Item Closed; 1 Item Updated; No Items No Change.
- D. Equipment – No Items Closed; No Items Updated; No Items No Change.
- E. Bridges – 1 Item Closed; 2 Items Updated; No Items No Change.
- F. Sexton House – No Items Closed; No Items Updated.
- G. Other – 1 Item Closed; No Items Updated; 1 Item No Change.

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 – 1 item Added
- H. **Number of Projects Reviewed:** 12 Projects were reviewed this meeting. There are currently 7 open projects; 2 projects on-hold; and 3 projects were closed.

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Any Other Business: There was a brief discussion of adding a sign on the Main Building in the location of the original Christian Cross. Item tabled pending additional information.

Items Approved by Member Vote: See Item C.233 requiring funding for the bike rack.

Adjourn: This Meeting adjourned at 11:00am.

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

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Three Attachments:

- Project Status Report 10 February 2021, 7 Pages
- Project Summary Report 10 February 2021, 1 Page
- Open Projects Assignments 10 February 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, February 10, 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				Open-Hold
Cleaning		Contractor could not perform work while Bridges is using the Fellowship Hall. Project placed on hold indefinitely.		399 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				Open-Hold
Inspection		Green Rooms not in use until Emerson Center reopens. Project on-hold.		329 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				Open-NC
Repair				196 Days

3 Project(s) Reviewed for Building Interior

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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 will purchase a \$69.00 handicap wheelchair stencil to complete the markings.	Kristy O'Neil Self Help	08-Jan-20
Building Exterior Repair				<div style="background-color: #00FFFF; padding: 2px;">Open-Mod</div> 399 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.	Al Parmentier TBD	18-Mar-20
Landscaping and Grounds Upgrade		<p>The Endowment Committee agreed to fund the bike-rack project if the Council so approves. Joe Hardy Moved to request the Board for Endowment funds to install the bike rack. Jim Brewer Seconded. There was no further discussion. The Motion passed 7:0.</p> <p>Jack Stiefel will prepare the forms to request the Board fund the project with Endowment Funds. The objective is to have bike rack ready to use in the next 90 days.</p>		<div style="background-color: #00FFFF; padding: 2px;">Open-Mod</div> 329 Days

UUFVB Facilities Council - Minutes Project Status Report

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Index			Assigned	Open Date
Category				Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
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.	Kim McIntyre	14-Oct-20
Landscaping and Grounds			TBD	10-Feb-21
Cleaning		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.		Closed
		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.		120 Days
		Trees removed. Project closed.		

2 Project(s) Reviewed for Landscaping and Grounds

E.256	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 located a contractor to perform the RADON gas study. Sensors were placed in the Bridges facility, and no RADON gas was found. The report is on file with Kim McIntyre.	Woody Sutton	13-Jan-21
Bridges Facility Inspection			TBD	10-Feb-21
		Project closed.		Closed
				28 Days

UUFVB Facilities Council - Minutes Project Status Report

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Index			Open Date
Category			Close Date
Project Type	Description	Project Status	Assigned
			Contractor
			Status
			Days Open
E.257	The Bridges Facility roof is badly weathered and worn.	Two bids received to replace the roof. However, the bids are too far apart to evaluate. It is believed the City Building Permit Department will require the Fellowship Hall roof be replaced as part of the Bridges roof; because the two roof sections are tied together. Roof Authority bid \$60,000 for the combined work and Total Home Roofing bid \$50,000 for the same work.	Al Parmentier 13-Jan-21
Bridges Facility			TBD
Replace			Open-Mod 28 Days
		The original plan to replace the shingle roof with a metal roof was abandoned due to the high cost of an all metal roof.	
		Al Parmentier will solicit a third bid to better compare how these contractors will approach the roof repair.	
E.258	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.	To bids received to replace the insulation: Sustainable Solutions of the Treasure Coast One bid \$6,694 to install 8,295 square feet of R19 insulation . The second bid from Breathe Kleen Aire Clean was \$4,549 to install 6,690 square feet of R30 insulation.	Kim McIntyre 13-Jan-21
Bridges Facility			TBD
Replace			Open-Mod 28 Days
		These bids are too far apart to evaluate. Kristy and Al will contact each contractor to understand their approach to the work and confirm both are covering all of Bridges attic and the Fellowship Hall and Fair Trade entry attic area.	

UUFVB Facilities Council - Minutes Project Status Report

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

3 Project(s) Reviewed for Bridges Facility

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.	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
Other		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.	
Service		Copies of the four reports will be on the UUFVB website Facilities Council page.	
		Woody Sutton	
		TBD	
			Open-NC
			92 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, February 10, 2021

Index			Open Date	
Category			Close Date	
Project Type	Description	Project Status	Status	
			Days Open	
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. This project will require engineering and other studies to determine: <ol style="list-style-type: none"> 1. Type of solar panels that can be installed. 2. Method for mounting and securing solar panels to the roof. 3. Location of batteries and motor generators. 4. Expected yield in kilowatt hours by month. 5. Nonrecurring cost to install and commission the solar panel array. 6. Annual operating and maintenance cost. 7. City licensing and permitting requirements. 8. Potential revenue stream from selling electracry to FPL. 	Project closed to feasibilty issues with installing solar panels on the roof area.	13-Jan-21	
Other			TBD	10-Feb-21
Upgrade			Closed	28 Days

UUFVB Facilities Council - Minutes Project Status Report

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Index	Description	Project Status	Assigned	Open Date
Category			Contractor	Close Date
Project Type				Status
				Days Open
G.261	Joe Hardy asked for clarification of which UUFVB organizational entity is responsible for maintaining, replacing and budgeting the following UUFVB Systems:	Woody Sutton to discuss this question with the Finance Committee and the Board and report their decisions.	Woody Sutton	10-Feb-21
Other			Self Help	
Other	1. A/V Equipment - Video Projectors, Audio Systems 2. Live Streaming System 3. Computers 4. Local Area Network system: Cabling, Wi-Fi			Open-New
				0 Days

3 Project(s) Reviewed for Other

Minutes Notes

Total Reviewed	12
Open-NC	2
Open-Mod	4
Open-New	1
Open-Hold	2
Closed	3

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, February 10, 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	
3	Project(s) This Category			
B.222	Building Exterior	08-Jan-20	Open-Mod	
1	Project(s) This Category			
C.254	Landscaping and Grounds	14-Oct-20	Closed	10-Feb-21
C.233	Landscaping and Grounds	18-Mar-20	Open-Mod	
2	Project(s) This Category			
E.256	Bridges Facility	13-Jan-21	Closed	10-Feb-21
E.257	Bridges Facility	13-Jan-21	Open-Mod	
E.258	Bridges Facility	13-Jan-21	Open-Mod	
3	Project(s) This Category			
G.255	Other	11-Nov-20	Open-NC	
G.259	Other	13-Jan-21	Closed	10-Feb-21
G.261	Other	10-Feb-21	Open-New	
3	Project(s) This Category			

12 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	196 Days
Al Parmentier	C.233	Landscaping and Grounds	Upgrade	18-Mar-20	329 Days
Al Parmentier	C.260	Landscaping and Grounds	Repair	13-Feb-21	0 Days
Al Parmentier	E.257	Bridges Facility	Replace	13-Jan-21	28 Days

4 Projects for Al Parmentier

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	399 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	329 Days
Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	399 Days

3 Projects for Kristy O'Neil

Woody Sutton	G.255	Other	Service	11-Nov-20	92 Days
Woody Sutton	G.261	Other	Other	10-Feb-21	0 Days

2 Projects for Woody Sutton

Kim McIntyre	E.258	Bridges Facility	Replace	13-Jan-21	28 Days
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1 Projects for Kim McIntyre

10 Projects This Report