

Minutes of the Facilities Council Meeting – 10 March 2021

This Meeting was conducted via Zoom at 10:00am

Members Present: Al Parmentier, Joe Hardy, Woody Sutton, Jan Mathrani, Paul Gleaves Kristy McNeal, Kim McIntyre, Jack Siplak, Lisa

Members Absent: Jim Brewer

Guests Attending: None

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

Minutes of 10 February 2021 Meeting were approved with one revision.

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 – 1 Item Closed; 1 Item Updated; No Items No Change.
- D. Equipment – No Items Closed; No Items Updated; No Items No Change.
- E. Bridges – No Items Closed; 1 Item Updated; 1 Item No Change.
- F. Sexton House – No Items Closed; No Items Updated.
- G. Other – No Items Closed; 2 Items Updated; No Items 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 – 1 Item Added – See A.262
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – No Items Added
- D. Equipment – 1 Item Added - See D.263
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – No Items Added
- H. **Number of Projects Reviewed:** 12 Projects were reviewed this meeting. There are currently 9 open projects; 2 projects on-hold; and 1 project was closed.

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Any Other Business: 65 bags of mulch for the Memorial Garden were purchased. These bags will be stored until after the oak trees complete shedding leaves and the Memorial Garden can be cleaned for the new mulch.

The Facilities Council items for the Eva Heifetz Sustainability Fund were discussed. See spreadsheet attached to these Minutes. The report was prepared by Joe Hardy and submitted to the Endowment Committee.

Items Approved by Member Vote: None.

Adjourn: The Meeting adjourned at 10:35am.

Next Meeting: The next meeting is 14 April 2021 at 10:0am on Zoom.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Four Attachments:

- Project Status Report 10 March 2021, 6 Pages
- Project Summary Report 10 March 2021, 1 Page
- Open Projects Assignments 10 March 2021, 1 Page
- Eve Heifetz Sustainability Fund Spreadsheet – 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, March 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.		427 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.		357 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				224 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, March 10, 2021

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
A.262	Glass windows in the Administrator's and Minister's Offices and the Library require replacement . The windows are fogged and some are cracked.	Al Parmentier will solicit quotations to replace the windows including installing solar reflecting film to aid in cooling the rooms.	Al Parmentier	10-Mar-21
Building Interior			TBD	
Replace	Reverend Alexander requests funds that would be donated to him as a parting gift be instead allocated to replacing the windows.			Open-New 0 Days

4 Project(s) Reviewed for Building Interior

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. The stencil is backordered.	Kristy O'Neil	08-Jan-20
Building Exterior			Self Help	
Repair				Open-Mod 427 Days

1 Project(s) Reviewed for Building Exterior

UUFVB Facilities Council - Minutes Project Status Report

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Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
C.233	The Social Justice Committee requests a bike rack be installed on the property.	The Bike rack was installed early March 2021 and dedicated the after the Sunday Service, 7 March 2021 to retiring Minister Reverend Scott Alexander.	Al Parmentier	18-Mar-20
Landscaping and Grounds			Self Help	10-Mar-21
Upgrade		The Endowment Committee funded the bike-rack project.		Closed
		Project closed		357 Days
C.260	The driveway area where the domestic water pipe was repaired requires repair. Asphalt was removed to access the damaged water pipe.	Two bids received to repair the asphalt. Bid 1 was \$3,300 and bid 2 was \$635. The Council approved Bid 2 for \$635 to repair the asphalt.	Al Parmentier	13-Feb-21
Landscaping and Grounds			TBD	Open-Mod
Repair		The contractor has not responded to inquiries and Al Parmentier will follow-up.		25 Days
		The type of repair: Cold or hot asphalt was not specified in the bids.		

2 Project(s) Reviewed for Landscaping and Grounds

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Index			Assigned	Open Date
Category				Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
D.263	There was an issue with the kitchen stove that may have resulted in the propane gas loss of two nearly full tanks.	AI will contact the propane gas service firm and determine when and how much propane was last delivered to UUFVB.	AI Parmentier	10-Mar-21
Equipment			TBD	
Other				Open-New
	Cost to repair the stove is \$282 and change, but AI Parmentier is concerned how a minor stove issue could result in so much propane gas loss.			0 Days

1 Project(s) Reviewed for Equipment

E.257	The Bridges Facility roof is badly weathered and worn.	Three bids received to replace the roof: 1. Roof Authority bid \$60,000. 2. Total Home Roofing bid \$50,000. 3. Freedom Roofing bid \$55,900.	AI Parmentier	13-Jan-21
Bridges Facility			TBD	
Replace				Open-Mod
		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.		56 Days
		The preferred firm is Roof Authority based on prior work and references. AI Parmentier will follow-up to determine Roof Authority's lead time to start work.		
		Woody Sutton stated the Finance Committee requires the work be deferred until May-June 2021.		

UUFVB Facilities Council - Minutes Project Status Report

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Index			Open Date
Category			Close Date
Project Type	Description	Project Status	Status
			Days Open
E.258	<p>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.</p>	To bids received to replace the insulation:	13-Jan-21
Bridges Facility			Kim McIntyre
Replace		<p>Sustainable Solutions of the Treasure Coast One bid \$6,694 to install 8,295 square feet of R19 insulation .</p> <p>The second bid from Breathe Kleen Aire Clean was \$4,549 to install 6,690 square feet of R30 insulation.</p> <p>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.</p> <p>This work is deferred until after the roof is replaced.</p>	TBD
			Open-NC
			56 Days

2 Project(s) Reviewed for Bridges Facility

G.255	<p>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 and volunteers completed the 13-page Questionnaire from the local office of Brown & Brown Insurance.	Woody Sutton	11-Nov-20
Other			TBD	
Service		<p>Brown and Brown will begin soliciting formal bids from insurance carriers May 2021.</p>		Open-Mod
				120 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: 1. A/V Equipment - Video Projectors, Audio Systems 2. Live Streaming System 3. Computers 4. Local Area Network system: Cabling, Wi-Fi	Discussion in the FC Meeting is the Facilities Council should be responsible budgeting and maintenance of the entire UUFVB physical plant including the items here.	Woody Sutton	10-Feb-21
Other			Self Help	
Other		Woody Sutton to discuss this question with the Finance Committee and the Board and report their decisions.		

2 Project(s) Reviewed for Other

Minutes Notes

Total Reviewed	12
Open-NC	2
Open-Mod	5
Open-New	2
Open-Hold	2
Closed	1

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, March 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	
A.262	Building Interior	10-Mar-21	Open-New	
4	Project(s) This Category			
B.222	Building Exterior	08-Jan-20	Open-Mod	
1	Project(s) This Category			
C.233	Landscaping and Grounds	18-Mar-20	Closed	10-Mar-21
C.260	Landscaping and Grounds	13-Feb-21	Open-Mod	
2	Project(s) This Category			
D.263	Equipment	10-Mar-21	Open-New	
1	Project(s) This Category			
E.258	Bridges Facility	13-Jan-21	Open-NC	
E.257	Bridges Facility	13-Jan-21	Open-Mod	
2	Project(s) This Category			
G.255	Other	11-Nov-20	Open-Mod	
G.261	Other	10-Feb-21	Open-Mod	
2	Project(s) This Category			

12 Projects This Actions Report

Facilities Council - Project Assignments

Meeting Date **Wednesday, March 10, 2021**

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.244	Building Interior	Repair	29-Jul-20	224 Days
Al Parmentier	A.262	Building Interior	Replace	10-Mar-21	0 Days
Al Parmentier	C.260	Landscaping and Grounds	Repair	13-Feb-21	25 Days
Al Parmentier	D.263	Equipment	Other	10-Mar-21	0 Days
Al Parmentier	E.257	Bridges Facility	Replace	13-Jan-21	56 Days

5 Projects for Al Parmentier

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	427 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	357 Days
Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	427 Days

3 Projects for Kristy O'Neil

Woody Sutton	G.255	Other	Service	11-Nov-20	120 Days
Woody Sutton	G.261	Other	Other	10-Feb-21	28 Days

2 Projects for Woody Sutton

Kim McIntyre	E.258	Bridges Facility	Replace	13-Jan-21	56 Days
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1 Projects for Kim McIntyre

11 Projects This Report

**UUFVB Facilities Council Accomplishments and Proposals
for the
Heifetz Sustainability Fund**

Index	Item	Description	Status
1	Install Programmable Thermostats	Installed and Programmed to Monitor Temps	Complete
2	Install LED Lighting in Bridges	Replaced Fluorescent Tubes with LED	Complete
3	Install LED Lighting in Sanctuary	Replaced Incandescent Bulbs with LED	Complete
4	Add Solar Film to Windows	Add Sun Block Film to All Fixed Glass Panes	Proposed
5	Add Solar Film to Doors	Add Sun Block Film to All Glass Door Panes	Proposed
6	Enforce Green Fellowship Policies	Cease Propping Doors Open to Reduce AC Cost	Proposed
7	Upgrade Door Weather Seals	Install High Efficiency Weather Seals	Proposed
8	Install LED Lighting in All Admin Areas	Replace Fluorescent Tubes with LED	Proposed
9	Upgrade Low Efficiency HVAC Systems	Replace Low SEER Systems with High Efficiency	Proposed
10	Upgrade Bridges Attic Insulation	Add Attic Insulation to value R30	Proposed
11	Replace Bridges Roof	Use Aluminum Backed Reflective Peel and Stick	Proposed
12	Replace Inefficient Water Heaters	Replace Tank Type Water Heaters with Tankless	Proposed
13			
14			
15			
16			