

Minutes of the Facilities Council Meeting – 14 April 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 Turano, Jim Brewer

Members Absent: None

Guests Attending: Jack Stiefel

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

Minutes of 10 March 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 – One Item Closed; No Items Updated; 2 Items On-Hold; No Items No Change.
- B. Building Exterior – No Items Closed; 1 Item Updated; 1 Item No Change.
- C. Landscaping and Grounds – 1 Item Closed; No Items Updated; No Items No Change.
- D. Equipment – 1 Item 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; No Items Updated; No Items No Change; One Item On Hold.

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 – 2 Items Added – See A.264 and A.265
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – 5 Items Added – See C.266, C.267, C.268, C.269, C.270
- 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:** 19 Projects were reviewed this meeting. There are currently 13 open projects; 3 projects on-hold; and 3 projects closed.

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Any Other Business: None

Items Approved by Member Vote: None.

Adjourn: The Meeting adjourned at 11:00am.

Next Meeting: The next meeting is 12 May 2021 at 10:0am on Zoom.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Four Attachments:

- Project Status Report 14 April 2021, 8 Pages
- Project Summary Report 14 April 2021, 2 Pages
- Open Projects Assignments 14 April 2021, 2 Pages

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, April 14, 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.		462 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.		392 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 repaired the door and replaced the lock.	Al Parmentier Self Help	29-Jul-20 14-Apr-21
Building Interior				Closed
Repair				259 Days

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
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. Reverend Alexander received a donation for \$13k to cover cost of this repair the driveway repair at Item at B.260.. Item B.260 is complete for \$4500 and will be closed this Report	A bid for \$888 per window receive from HBS windows.	Al Parmentier	10-Mar-21
Building Interior		Second bid from Vero Mirror and Glass requested.	TBD	
Replace		Al and Kim will identify which windows will be replaced.		Open-Mod 35 Days
A.264	There are several fluorescent lights in the upstairs hall that require replacing.	Al Parmentier will purchase materials and Kristy will replace the bulbs.	Kristy O'Neil Self Help	14-Apr-21
Building Interior				Open-New 0 Days
A.265	The upstairs AV Closet needs more storage racks and tubs.	Al Parmentier will purchase materials and Joe Hardy will organize the storage.	Al Parmentier Self Help	14-Apr-21
Building Interior				Open-New 0 Days
Upgrade				

6 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. The stencil is on hand. Kristy reports the work will be complete soon.	Kristy O'Neil Self Help	08-Jan-20 Open-NC 462 Days
1 Project(s) Reviewed for Building Exterior				
C.260	The driveway area where the domestic water pipe was repaired requires repair. Asphalt was removed to access the damaged water pipe.	Al Parmentier received an unsolicited bid from MW Paving and onsite agreement reached to complete this repair and other needed driveway repairs in the area for \$4500. This project funded by \$13K donation to Reverend Alexander that included this and the window project at Item A.262.	Al Parmentier TBD	13-Feb-21 14-Apr-21 Closed 60 Days
C.266	Trees around the 16th Street marquee need trimming. The marquee is partially obscured when approaching the driveway from the east.	Kristy will trim the trees.	Kristy O'Neil Self Help	14-Apr-21 Open-New 0 Days

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Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
C.267	There are dead trees in Lot A and the drainage canal.	Kristy will take action to remove the dead trees.	Kristy O'Neil	14-Apr-21
Landscaping and Grounds Service			Self Help	Open-New 0 Days
C.268	There are damaged light poles in Lot A.	Al Parmentier will contact Cliff Ruff for an estimate to replace or repair the damaged light poles.	Al Parmentier	14-Apr-21
Landscaping and Grounds Service			Cliff Ruff	Open-New 0 Days
C.269	The Memorial Garden walking paths require additional lighting.	Al Parmentier will contact Cliff Ruff for an estimate to install additional lighting in the Memorial Garden.	Al Parmentier	14-Apr-21
Landscaping and Grounds Service			Cliff Ruff	Open-New 0 Days

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

C.270	Jack Stiefel requests additional grass sod be installed in the area around the bike rack.	Jack will prepare an estimate for the sod and present it at the next meeting.	Not Assigned
Landscaping and Grounds			TBD
Service			Open-New
			0 Days

6 Project(s) Reviewed for Landscaping and Grounds

D.263	There was an issue with the kitchen stove that may have resulted in the propane gas loss of two nearly full tanks.	The faulty stove pilot light was repaired.	Al Parmentier
Equipment			TBD
Other	Cost to repair the stove is \$282 and change ,but Al Parmentier is concerned how a minor stove issue could result in so much propane gas loss.	Records confirming an invoiced propane delivery actually occurred were not conclusive. Al Parmentier negotiated a free delivery from the gas supplier to cover the missing propane.	Closed
		The original invoice will be paid.	35 Days

D.271	Joe Hardy reported an issue arose during the Sunday Service livestreaming 11 Aril 2021 where the uplink internet bandwidth was saturated by a rogue Ethernet card in the server.	The card was disconnected and the last 20 minutes of the Service was livestreamed successfully. Another issue was discovered whereby the wired Ethernet network uplink bandwidth is running at 60% of specification Investigation continues for a solution to this latter issue.	Joe Hardy
Equipment			Self Help
Other			Open-New
			0 Days

2 Project(s) Reviewed for Equipment

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.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.	13-Jan-21
Bridges Facility			91 Days
Replace		<p>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.</p> <p>The preferred firm is Roof Authority based on prior work and references. Al Parmentier will follow-up to determine Roof Authority's lead time to start work and schedule the repair. .</p>	Open-Mod

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

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. 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. This work is deferred until after the roof is replaced.	Kim McIntyre TBD
Bridges Facility			13-Jan-21
Replace			Open-NC 91 Days

2 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 and volunteers completed the 13-page Questionnaire from the local office of Brown & Brown Insurance. Brown and Brown will begin soliciting formal bids from insurance carriers May 2021.	Woody Sutton TBD
Other			11-Nov-20
Service			Open-Hold 155 Days

UUFVB Facilities Council - Minutes Project Status Report

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Index			Assigned	Open Date
Category		Project Status	Contractor	Close Date
Project Type	Description			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. Joe Hardy will prepare a list of old computers that should be replaced and send to Woody.		

2 Project(s) Reviewed for Other

Minutes Notes

Total Reviewed	19
Open-NC	3
Open-Mod	2
Open-New	8
Open-Hold	3
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

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Index	Project Category	Open Date	Status	Close Date
A.244	Building Interior	29-Jul-20	Closed	14-Apr-21
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-Mod	
A.264	Building Interior	14-Apr-21	Open-New	
A.265	Building Interior	14-Apr-21	Open-New	
6	Project(s) This Category			
B.222	Building Exterior	08-Jan-20	Open-NC	
1	Project(s) This Category			
C.260	Landscaping and Grounds	13-Feb-21	Closed	14-Apr-21
C.266	Landscaping and Grounds	14-Apr-21	Open-New	
C.267	Landscaping and Grounds	14-Apr-21	Open-New	
C.268	Landscaping and Grounds	14-Apr-21	Open-New	
C.269	Landscaping and Grounds	14-Apr-21	Open-New	
C.270	Landscaping and Grounds	14-Apr-21	Open-New	
6	Project(s) This Category			
D.263	Equipment	10-Mar-21	Closed	14-Apr-21
D.271	Equipment	14-Apr-21	Open-New	
2	Project(s) This Category			

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Index	Project Category	Open Date	Status	Close Date
E.258	Bridges Facility	13-Jan-21	Open-NC	
E.257	Bridges Facility	13-Jan-21	Open-Mod	
2	Project(s) This Category			
G.261	Other	10-Feb-21	Open-NC	
G.255	Other	11-Nov-20	Open-Hold	
2	Project(s) This Category			

19 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.262	Building Interior	Replace	10-Mar-21	35 Days
Al Parmentier	A.265	Building Interior	Upgrade	14-Apr-21	0 Days
Al Parmentier	C.268	Landscaping and Grounds	Service	14-Apr-21	0 Days
Al Parmentier	C.269	Landscaping and Grounds	Service	14-Apr-21	0 Days
Al Parmentier	E.257	Bridges Facility	Replace	13-Jan-21	91 Days

5 Projects for Al Parmentier

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	462 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	392 Days
Kristy O'Neil	A.264	Building Interior	Replace	14-Apr-21	0 Days
Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	462 Days
Kristy O'Neil	C.266	Landscaping and Grounds	Service	14-Apr-21	0 Days
Kristy O'Neil	C.267	Landscaping and Grounds	Service	14-Apr-21	0 Days

6 Projects for Kristy O'Neil

Joe Hardy	D.271	Equipment	Other	14-Apr-21	0 Days
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1 Projects for Joe Hardy

Not Assigned	C.270	Landscaping and Grounds	Service	14-Apr-21	0 Days
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1 Projects for Not Assigned

Woody Sutton	G.255	Other	Service	11-Nov-20	155 Days
Woody Sutton	G.261	Other	Other	10-Feb-21	63 Days

2 Projects for Woody Sutton

Kim McIntyre	E.258	Bridges Facility	Replace	13-Jan-21	91 Days
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1 Projects for Kim McIntyre

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Assigned

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Project Category

Project Type

Open Date

Days Open

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