

Minutes of the Facilities Council Meeting – 9 June 2021

This Meeting was conducted via Zoom at 10:00am

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

Members Absent: None

Guests Attending: None

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

Minutes of 12 May 2021 Meeting were approved with one revision for name spelling.

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; 7 Items Updated; No Items On-Hold; No Items No Change.
- B. Building Exterior – No Items Closed; 3 Items Updated; 1 Item No Change.
- C. Landscaping and Grounds – 1 Item Closed; 1 Item Updated; 1 Item No Change.
- D. Equipment – No Items Closed; 1 Item Updated; No Items No Change.
- E. Bridges – No Items Closed; 2 Items Updated; 1 Item No Change.
- F. Sexton House – No Items Closed; No Items Updated.
- G. Other – No Item Closed; No Items Updated; 2 Items No Change; 1 Item On-Hold.

New Business: These comments pertain to Projects opened during this meeting. Nine new items were added.

- A. Building Interior – No Items Added.
- B. Building Exterior – No Items Added.
- C. Landscaping and Grounds – 1 Item Added – See C.282.
- D. Equipment – 1 Item Added - See D.281.
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – No Items Added
- H. **Number of Projects Reviewed:** 23 Projects were reviewed this meeting. There are currently 21 open projects; 1 project on-hold; and 1 project 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 14 July 2021 at 10:0am on Zoom.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Six Attachments:

- Project Status Report 9 June 2021, 12 Pages
- Project Summary Report 9 June 2021, 2 Pages
- Open Projects Assignments 9 June 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, June 9, 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-Mod
Cleaning		Contractor could not perform work while Bridges is using the Fellowship Hall.		518 Days
		Kristy will discuss best available date to perform the work with Bridges and contact the contractor.		
A.235	The Green Room AC System is freezing up after a short run time.	This failure cannot be duplicated in multiple attempts to find the fault.	Kristy O'Neil Self Help	18-Mar-20
Building Interior				Open-Mod
Inspection		Joe will install Wi-Fi thermostats in each Green Room and monitor the temperature remotely.		448 Days

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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.	Vero Glass and Mirror bid \$7,000 to replace 11 windows. However, the labor cost may exceed the estimate depending upon the difficulty encountered removing and reinstalling one or more windows. The balance of funds from the donation is \$8,500.	Al Parmentier	10-Mar-21
Building Interior			Vero Glass and Mirror	Open-Mod
Replace	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	Jim Brewer Moved to approve up to \$8,500 to replace 11 windows. Lisa Turano Seconded. In discussion Al Parmentier stated the lead time to start is 4-6 weeks depending upon materials availability. The Motion passed unanimously.		91 Days
		The \$2,300 down payment was made, but the Contractor cannot provide a start date for the window installation.		
A.264	There are several florescent lights in the upstairs hall and other rooms and offices that require replacing.	Joe Hardy stated the long term economics of purchasing florescent tube bulbs is unwise. Joe recommends when a florescent tube fails, the entire fixture should be replaced with an LED fixture.	Al Parmentier	14-Apr-21
Building Interior			Self Help	Open-Mod
Replace		The Amazon price for 24" x 48" drop-in LED fixtures is \$71.25 each or \$285.00 for a 4-pack. A 4-bulb florescent tube fixture draws 160 watts power, while the same LED fixture draws 50 watts.		56 Days
		Joe will purchase the LED 4-Pack to assess how these lights perform.		

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Index			Assigned	Open Date
Category				Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
A.272	An LED bulb is out in the Sanctuary	Al Parmentier and Joe Hardy will replace the bulb.	Al Parmentier	12-May-21
Building Interior		Joe will find source for additional spare bulbs.	Self Help	
Replace				Open-Mod 28 Days
A.273	Joe Hardy introduced a discussion about keeping ceiling fans on the Lobby and Fellowship Hall while the building is occupied to improved AC cooling efficiency.	There was general agreement that both policies would improve AC efficiency and potentially reduce electricity cost in summer.	Kristy O'Neil	12-May-21
Building Interior			Self Help	
Other	A secondary discussion arose about keeping interior doors closed to further improved AC efficiency in each zone.	Kirsty will continue to monitor ceiling fan use and insure the fans are on.		Open-Mod 28 Days

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

A.280	<p>Reverend Alexander proposes to execute a major renovation of the Sanctuary Chancel by replacing the entire floor with vinyl tile and eliminating one of the three riser levels.</p> <p>This will provide more floor space for events and improve appearance of the Chancel area.</p>	<p>A Committee was formed consisting of Elizabeth Bourne, Kim McIntyre, Kelly Stephens, Jan Mathrani, Woody Sutton, Patty Walker and Al Parmentier to review ideas and develop solutions. Reverend Alexander will act as advisor.</p> <p>A design to cost budget was set at \$20,000 with a completion date for the work at 31 July 2021.</p> <p>The remodeling began 7 June 2021. Funds available estimated at \$38,000. There may be funds leftover to upgrade Sanctuary carpet.</p>	<p>Al Parmentier</p> <p>Self Help</p> <p>12-May-21</p> <p style="background-color: #00FFFF; padding: 2px;">Open-Mod</p> <p>28 Days</p>
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7 Project(s) Reviewed for Building Interior

B.222	<p>When the parking area was sealed and restriped, five Handicap Parking spaces were not lined and painted. Handicap parking signs are also missing.</p>	<p>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.</p> <p>Kristy reports two new handicap areas are complete. Kristy will inspect old handicap areas to determine if repainting these markings is needed.</p>	<p>Kristy O'Neil</p> <p>Self Help</p> <p>08-Jan-20</p> <p style="background-color: #00FFFF; padding: 2px;">Open-Mod</p> <p>518 Days</p>
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UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, June 9, 2021

Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
B.274	A fixed climbing ladder is needed to reach the upper sanctuary roof area. The current practice of using a 20' extension ladder is unsafe and contractors refuse to use the extension ladder.	Al Parmentier, Kim McIntyre and Woody Sutton will review potential locations for the fixed climbing ladder and solicit bids for the work.	Al Parmentier	12-May-21
Building Exterior			TBD	09-Jun-21
Upgrade		Two contractors contacted for interest in the work. None responded.		Open-Mod 28 Days
B.275	The lightning rod on the Fellowship Hall Steeple is damaged. Photos taken by a drone indicate several problems with the lightning rod.	Al Parmentier, Kim McIntyre and Joe Hardy will review potential contractors to replace/repair the lighting rod and solicit bids for the work.	Al Parmentier	12-May-21
Building Exterior			TBD	Open-Mod
Upgrade		One contractor surveyed the issue using Google Earth then quoted \$2,000 for an onsite inspection. Project requires an onsite survey by an interested contractor.		28 Days
B.276	The large roof mounted HVAC unit serving the sanctuary is 35+ years old. The air handler for this system is above the ceiling behind the stained glass panel. Replacing this system will be difficult and expensive.	The time is now to begin discussions with local HVAC firms for the best and most economical solution to replace this system should it fail.	Al Parmentier	12-May-21
Building Exterior			TBD	Open-NC
Replace		No onsite upper roof inspection possible until the access ladder is installed.		28 Days

4 Project(s) Reviewed for Building Exterior

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Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
C.266	Trees around the 16th Street marquee need trimming. The marquee is partially obscured when approaching the driveway from the east.	Kristy trimmed the trees.	Kristy O'Neil	14-Apr-21
Landscaping and Grounds Service			Self Help	09-Jun-21
				Closed
				56 Days
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		Site inspection by qualified arborist scheduled for 25 June 2021.	Self Help	
				Open-Mod
				56 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-NC
				56 Days

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Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
C.282	The parking lot wheel stops are dirty with mold and grime.	Kristy will pursue pressure washing the wheel stops.	Kristy O'Neil	09-Jun-21
Landscaping and Grounds		Decision pending whether to repaint the well stops white or leave them natural concrete.	Self Help	Open-New
Cleaning				0 Days

4 Project(s) Reviewed for Landscaping and Grounds

D.277	A lightning strike occurred in the vicinity of the Fellowship grounds o/a 19 April 2021. Power surges migrated to the low voltage electrical systems causing damage to computers, the local area network, and the fire alarm system.	Joe Hardy, Al Parmentier and Kim McIntyre are investigating damage and replacing/repairing 7equipment as it is tested.	Joe Hardy	12-May-21
Equipment		The UUFVB master insurance policy covers lightning strike damage with a \$1,000 deductible. Current estimates of the cost to replace/repair equipment is \$5,000 to \$7,000.	Self Help	Open-Mod
Replace		Joe and Kim will work to compete the claims list by 17 June 2021.		28 Days

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Index			Assigned	Open Date
Category				Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
D.281	Woody Sutton requests the Council pursue installing a conference room grade Zoom meeting system in the Library.	Joe Hardy will investigate equipment needs and provide cost estimate to Woody Sutton.	Joe Hardy	09-Jun-21
Equipment Upgrade	This will allow Board and Committee meetings to convene with onsite and remote members in professional setting.		TBD	Open-New 0 Days

2 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.	Al Parmentier	13-Jan-21
Bridges Facility Replace		Al Parmentier negotiated the Roof Authority bid to a reduced price of \$55,000. Roof Authority is considered the best qualified for the work. Paul Gleaves Moved to approve \$55,000 to replace the roof, Lisa Turano Seconded, In discussion the start date was set for as early as possible after 1 June 2021. The Motion Carried unanimously. Check issued for down payment. Work not started.	Roof Authority	Open-Mod 147 Days

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Index			Open Date
Category			Close Date
Project Type	Description	Project Status	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:	13-Jan-21
Bridges Facility 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>	Al Parmentier TBD Open-NC 147 Days
E.279	AC Unit #12 in the Bridges wing has undergone repeated failures and repairs in the past weeks.	<p>Bids were solicited to replace all or part of the AC unit.</p> <p>Status of completed work uncertain. Kristy and Kim will verify unit was repaired per the quotation.</p>	12-May-21 Open-Mod 28 Days

3 Project(s) Reviewed for Bridges Facility

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Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
G.255 Other Service	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	11-Nov-20 Open-Hold 211 Days
G.261 Other Other	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 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.	Woody Sutton Self Help	10-Feb-21 Open-NC 119 Days

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Index				Open Date
Category			Assigned	Close Date
Project Type	Description	Project Status	Contractor	Status
				Days Open
G.278	Member Roy Swenson proposes the Fellowship install solar panels on the sanctuary roof. He states FPL will pay some or all cost to install the solar panels.	<p>The Facilities Council has pursued this project several times and found the technical challenges beyond the Council's ability to plan without an engineering consultant and study to determine feasibility, cost and benefits. Such a study would cost several thousand dollars</p> <p>Physical access to the roof area for humans and equipment; the roof and solar panel load specifications; required roof modifications; and potential roof damage caused by wind storms are only a few of the challenges.</p> <p>Al Parmentier will discuss these challenges with Roy Swenson and request Roy pursue the project with FPL and bring a technical and cost/benefit solution to the Council for review.</p>	Al Parmentier	12-May-21
Other Upgrade			TBD	Open-NC

3 Project(s) Reviewed for Other

UUFVB Facilities Council - Minutes Project Status Report

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

Minutes Notes

Total Reviewed	23
Open-NC	5
Open-Mod	14
Open-New	2
Open-Hold	1
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, June 9, 2021**

Index	Project Category	Open Date	Status	Close Date
A.220	Building Interior	08-Jan-20	Open-Mod	
A.235	Building Interior	18-Mar-20	Open-Mod	
A.262	Building Interior	10-Mar-21	Open-Mod	
A.264	Building Interior	14-Apr-21	Open-Mod	
A.272	Building Interior	12-May-21	Open-Mod	
A.273	Building Interior	12-May-21	Open-Mod	
A.280	Building Interior	12-May-21	Open-Mod	
7	Project(s) This Category			
B.276	Building Exterior	12-May-21	Open-NC	
B.222	Building Exterior	08-Jan-20	Open-Mod	
B.274	Building Exterior	12-May-21	Open-Mod	09-Jun-21
B.275	Building Exterior	12-May-21	Open-Mod	
4	Project(s) This Category			
C.269	Landscaping and Grounds	14-Apr-21	Open-NC	
C.266	Landscaping and Grounds	14-Apr-21	Closed	09-Jun-21
C.267	Landscaping and Grounds	14-Apr-21	Open-Mod	
C.282	Landscaping and Grounds	09-Jun-21	Open-New	
4	Project(s) This Category			
D.277	Equipment	12-May-21	Open-Mod	
D.281	Equipment	09-Jun-21	Open-New	
2	Project(s) This Category			

Facilities Council Minutes - Project Summary

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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	
E.279	Bridges Facility	12-May-21	Open-Mod	
3	Project(s) This Category			
G.261	Other	10-Feb-21	Open-NC	
G.278	Other	12-May-21	Open-NC	
G.255	Other	11-Nov-20	Open-Hold	
3	Project(s) This Category			

23 Projects This Actions Report

Facilities Council - Project Assignments

Meeting Date Wednesday, June 9, 2021

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.262	Building Interior	Replace	10-Mar-21	91 Days
Al Parmentier	A.264	Building Interior	Replace	14-Apr-21	56 Days
Al Parmentier	A.272	Building Interior	Replace	12-May-21	28 Days
Al Parmentier	A.280	Building Interior	Upgrade	12-May-21	28 Days
Al Parmentier	B.274	Building Exterior	Upgrade	12-May-21	28 Days
Al Parmentier	B.275	Building Exterior	Upgrade	12-May-21	28 Days
Al Parmentier	B.276	Building Exterior	Replace	12-May-21	28 Days
Al Parmentier	C.269	Landscaping and Grounds	Service	14-Apr-21	56 Days
Al Parmentier	E.257	Bridges Facility	Replace	13-Jan-21	147 Days
Al Parmentier	E.258	Bridges Facility	Replace	13-Jan-21	147 Days
Al Parmentier	G.278	Other	Upgrade	12-May-21	28 Days

11 Projects for Al Parmentier

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	518 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	448 Days
Kristy O'Neil	A.273	Building Interior	Other	12-May-21	28 Days
Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	518 Days
Kristy O'Neil	C.267	Landscaping and Grounds	Service	14-Apr-21	56 Days
Kristy O'Neil	C.282	Landscaping and Grounds	Cleaning	09-Jun-21	0 Days
Kristy O'Neil	E.279	Bridges Facility	Replace	12-May-21	28 Days

7 Projects for Kristy O'Neil

Joe Hardy	D.277	Equipment	Replace	12-May-21	28 Days
Joe Hardy	D.281	Equipment	Upgrade	09-Jun-21	0 Days

2 Projects for Joe Hardy

Facilities Council - Project Assignments

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Assigned	Index	Project Category	Project Type	Open Date	Days Open
Woody Sutton	G.255	Other	Service	11-Nov-20	211 Days
Woody Sutton	G.261	Other	Other	10-Feb-21	119 Days

2 Projects for Woody Sutton

22 Projects This Report