

Minutes of the Facilities Council Meeting – 7 September 2021

This Meeting was conducted via Zoom at 10:00am

Members Present: Al Parmentier, Joe Hardy, Jan Mathrani, Woody Sutton

Staff Present: Administrator Kim McIntyre

Members Absent: Lisa Turano, Paul Gleaves, Jim Brewer, Jack Siplak

Guests Attending: Board President Kathy Cossa, Assistant Treasurer Diane Osiecki

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

A quorum was not present; therefore, no action was taken to approve 11 August 2021 Meeting Minutes.

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

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

- A. Building Interior – 2 Items Added; See A.287 and A.288.
- 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 – No Items Added
- H. **Number of Projects Reviewed:** 20 Projects were reviewed this meeting. There are currently 14 open projects; 1 project on-hold; and 5 projects were closed.

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Any Other Business: None.

Items Approved by Member Vote: None

Adjourn: The Meeting adjourned at 10:50am

Next Meeting: The next meeting is 13 October 2021 at 10:0am on Zoom.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Three Attachments:

- Project Status Report 7 September 2021, 13 Pages
- Project Summary Report 7 September 2021, 2 Pages
- Open Projects Assignments 7 September 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

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| Index | | | | Open Date |
|-------------------|---|--|------------|-----------------|
| Category | | | Assigned | Close Date |
| Project Type | Description | Project Status | Contractor | Status |
| | | | | Days Open |
| 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. | Joe Hardy | 18-Mar-20 |
| Building Interior | | | Self Help | |
| Inspection | | Inspection confirms the blue ground wires are not connected in the air-handlers to power Wi-Fi thermostats in the Green Rooms. | | Open-Mod |
| | | Investigation continues on methods to connect the ground wire inside each air-handler. | | 538 Days |

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| Index | | | Open Date |
|-------------------|--|--|-----------------------------|
| Category | | | Close Date |
| Project Type | Description | Project Status | Assigned 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 |
| 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. | Open-Mod 181 Days |
| | | A \$2,300 down payment was paid the contractor, but the contractor cannot provide a start date for the window installation. | |
| | | Per info in the 14 July 2021 FC meeting, contractor is having difficulty with materials backlog. | |
| | | Per info in the 11 August 2021 FC meeting, contractor has become unresponsive to telephone inquiries about status of the work. | |
| | | Per info in the 7 September 2021 FC meeting , the contractor has 9 good windows and two defective windows available. The contractor will not install any windows until all windows are on hand. The contractor has no delivery date for the remaining two windows. | |

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|-------------------|--|--|---------------|--|
| Category | | | Assigned | Close Date |
| Project Type | Description | Project Status | Contractor | Status |
| | | | | Days Open |
| A.264 | There are several fluorescent lights throughout the building that require replacing. | A 4-pack of 24"x 48" LED fixtures is on-hand. Two are proposed for the Lobby Book Nook and two for Kim's office. | Al Parmentier | 14-Apr-21 |
| Building Interior | | | Self Help | |
| Replace | | Al and Joe will schedule the work when other tasks are caught up. | | Open-Mod 146 Days |
| 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-NC 118 Days |

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|---------------------------|---|---|---------------|
| Category | | | Close Date |
| Project Type | Description | Project Status | Status |
| | | | Days Open |
| A.280 | Reverend Alexander proposed 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. | 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 approve flooring and stone selections. Reverend Alexander acted as advisor. | 12-May-21 |
| Building Interior Upgrade | This will provide more floor space for events and improve appearance of the Chancel area. | The flooring and stone work began 7 June 2021 and was reported complete 14 July 2021. Funds available were estimated at \$28,000. | 07-Sep-21 |
| | | There is a need to replace the Sanctuary carpet. Jan Mathrani reported a North Carolina contractor bid \$25K to replace all Sanctuary carpet. A second contractor in Connecticut has become unresponsive | Closed |
| | | Kathy Cossa reported the Endowment Committee will contribute \$12K towards replacing Sanctuary carpet. Source of remaining funds is TBD. | 117 Days |
| | | Jan Mathrani will request at least two references from the North Carolina firm to validate credentials and workmanship history. | |
| | | This project will be closed and a new project opened for the carpet replacement. | |
| | | Final Chancel remodeling cost at completion was not available. | |

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|---------------------------|---|--|------------------------|---------------------------|
| Category | | | Assigned | Close Date |
| Project Type | Description | Project Status | Contractor | Status |
| | | | | Days Open |
| A.287 | The Sanctuary carpet is old, worn and needs replacing. | A Committee was formed consisting of Elizabeth Bourne, Kim McIntyre, Kelly Stephens, Jan Mathrani, Woody Sutton, Patty Walker and Al Parmentier to pursue replacing all Sanctuary carpeting. | Jan Mathrani TBD | 07-Sep-21 |
| Building Interior Upgrade | | Jan Mathrani sent measurements and specifications to a contractor in North Carolina and a second contractor in Connecticut. We are awaiting quotations and lead times to begin work. | | Open-New 0 Days |
| | | Kathy Cossa reported the Endowment Committee will contribute \$12K towards replacing Sanctuary carpet. Source of remaining funds is TBD. | | |
| | | Jan Mathrani will request at least two references from the both contractors to validate credentials and workmanship history. | | |
| A.288 | We are seeing wear out issues with our “storefront” glass entry doors hinges. The model storefront door assemblies installed throughout UUFVB were made by Vista Wall. The doors are no longer supported by Vero Beach contractors; and there are no parts available. | Joe and Al repaired Door A using large washers as a quick-fix for the failed lower bearing. Joe is searching for substitute hardware manufactured by other firms. | Joe Hardy Self Help | 07-Sep-21 |
| Building Interior Repair | | | | Open-New 0 Days |

7 Project(s) Reviewed for Building Interior

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|------------------------------|--|--|----------------------------|----------------------------|
| 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 O'Neil Self Help | 08-Jan-20 |
| Building Exterior Repair | | Kristy reports two new handicap areas are complete. Kristy will inspect old handicap areas to determine if repainting these markings is needed. | | Open-NC 608 Days |
| 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. | Two contractors were contacted for interest in the work. Only one contractor responded with a bid of \$4,200 to install the ladder. | Al Parmentier TBD | 12-May-21 07-Sep-21 |
| Building Exterior Upgrade | | Joe Hardy Moved to approve \$4,200 to install the ladder. Jan Mathrani Seconded. There was no further discussion . The Motion Carried 4-0. | | Closed 117 Days |
| | | The ladder is installed and works well. Project closed. | | |

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| Category | | | Assigned | Close Date |
| Project Type | Description | Project Status | Contractor | Status |
| | | | | Days Open |
| B.275 Building Exterior Upgrade | The lightning rod on the Fellowship Hall Steeple is damaged. Photos taken by a drone indicate several problems with the lightning rod. | <p>It has become difficult to find qualified contractors willing to bid this work. One contractor surveyed the issue using Google Earth then quoted \$2,000 for an onsite inspection. No other contractors responded.</p> <p>At the 7 September 2021 meeting it was determined the only work needed is securing the grounding cables to the roof and wall down to the ground rod.</p> <p>Al Parmentier will find insulated standoffs to secure the ground cables.</p> | Al Parmentier TBD | 12-May-21 Open-Mod 118 Days |
| B.276 Building Exterior Replace | <p>The large roof mounted HVAC unit serving the sanctuary is 16+ years old.</p> <p>The air-handler for this system is believed to be above the ceiling behind the stained glass panel.</p> <p>The compressor is on the roof at the lobby entrance about 150 feet from the air handler.</p> <p>Replacing this system will be difficult and expensive.</p> | <p>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.</p> <p>One contractor stated the system is an "Air-Pack" design with air-handler and compressor in single unit. This statement requires further confirmation.</p> | Al Parmentier TBD | 12-May-21 Open-Mod 118 Days |

4 Project(s) Reviewed for Building Exterior

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|----------------------------------|--|--|---------------|---------------|
| 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. | This project has become more difficult than originally planned. | Al Parmentier | 14-Apr-21 |
| Landscaping and Grounds Service | | Al Parmentier will meet a tree removal contractor onsite 25 August 2021. | TBD | 07-Sep-21 |
| | | Responsibility and approval for removing dead trees from the Canal remains unresolved. The St. John's Water Control District claims tree removal in the canal is not their responsibility. | | Closed |
| | | Trees removed. Project closed. | | 145 Days |
| C.269 | This project was revised in the 14 July 2021 FC Meeting. | Al Parmentier will survey the area in darkness to determine how best to light the area. | Al Parmentier | 14-Apr-21 |
| Landscaping and Grounds Service | The area to the left (north) of Door A and the Portico requires additional lighting. | We will need an estimate from Cliff Ruff to install the lighting once the Scope of Work is defined. | Cliff Ruff | 146 Days |
| 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 Cleaning | | Decision pending whether to repaint the well stops white or leave them natural concrete. | Self Help | 90 Days |

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|--|---|---|---------------|-----------------|
| Category | | | Assigned | Close Date |
| Project Type | Description | Project Status | Contractor | Status |
| | | | | Days Open |
| C.285 | A neighbor complained about vegetation overgrowth on the west side of the west parking lot. | Vegetation overgrowth removed. Jack Quinn assisted with a chain saw. | Kristy O'Neil | 14-Jul-21 |
| Landscaping and Grounds | | | Self Help | |
| Cleaning | | A neighbor claimed the crew removed his avocado tree along with the vegetation overgrowth; however, the crew only removed vegetation in or near the swale not near any established property line. | | Open-Mod |
| | | Project will remain open until neighbor's complaint is resolved. | | 55 Days |
| C.286 | Overhanging trees are again substantially blocking views of the 16th Street Marquee. | Al Parmentier will work other tree removal contractors to trim the trees. | Al Parmentier | 11-Aug-21 |
| Landscaping and Grounds | | | TBD | 07-Sep-21 |
| Cleaning | | Trees trimmed. Project closed. | | Closed |
| | | | | 26 Days |
| 5 Project(s) Reviewed for Landscaping and Grounds | | | | |
| D.284 | The Balcony AC unit is not working effectively,. It takes several hours to cool the balcony four degrees. | As of 13 August the unit was totally inoperative. A Smith Services tech reported the unit must be replaced but gave no further information. | Al Parmentier | 14-Jul-21 |
| Equipment | | | TBD | |
| Repair | | Al Parmentier requested quotations to replace the system from Smith Services, Barker, and Seacoast HVAC firms. | | Open-Mod |
| | | | | 55 Days |

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

1 Project(s) Reviewed for Equipment

| | | | |
|------------------|--|--|---------------|
| E.257 | The Bridges Facility roof is badly weathered and worn. | Al Parmentier negotiated the Roof Authority bid to a reduced price of \$55,000. Roof Authority is considered the best qualified for the work. | 13-Jan-21 |
| Bridges Facility | | | 07-Sep-21 |
| Replace | | 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. | Closed |
| | | Check issued for down payment. Work scheduled to start 1 August 2021 and be complete by 15 August 2021. | 236 Days |
| | | Al Parmentier reported numerous issues were discovered under the old roof requiring an electrical contractor and carpenter to resolve. | |
| | | Water damage occurred in Bridges wing due to inadequate roof coverage during heavy rain. | |
| | | Roof work complete. Final cost at completion is \$59,000. Project closed. | |

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|--------------|--|--|--|
| 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. | <p>To bids received to replace the insulation:</p> <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 project is on-Hold until true work cost is available and funding is approved.</p> <p>Al and Joe will investigate improving access to attic mount air-handlers to prevent HVAC contractors from spoiling the replaced insulation.</p> | <p>13-Jan-21</p> <p>Open-Hold 237 Days</p> |

2 Project(s) Reviewed for Bridges Facility

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|---------------|---|--|---------------|------------|
| 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> <p>Climatic Solar Systems representative Mike Troutner surveyed the property and we are awaiting his report. However, it appears UUFVB will receive little to no monetary benefit from installing a solar electricity system, and likely must bear the entire cost of installation.</p> | Al Parmentier | 12-May-21 |
| Other Upgrade | | | TBD | Open-Mod |

1 Project(s) Reviewed for Other

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|--------------|-------------|------------|-----------|
| Category | | Assigned | Status |
| Project Type | Description | Contractor | Days Open |

Minutes Notes

| | |
|-----------------------|-----------|
| Total Reviewed | 20 |
| Open-NC | 4 |
| Open-Mod | 8 |
| Open-New | 2 |
| Open-Hold | 1 |
| Closed | 5 |

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.272 | Building Interior | 12-May-21 | Open-NC | |
| A.280 | Building Interior | 12-May-21 | Closed | 07-Sep-21 |
| 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.287 | Building Interior | 07-Sep-21 | Open-New | |
| A.288 | Building Interior | 07-Sep-21 | Open-New | |
| 7 | Project(s) This Category | | | |
| B.222 | Building Exterior | 08-Jan-20 | Open-NC | |
| B.274 | Building Exterior | 12-May-21 | Closed | 07-Sep-21 |
| B.275 | Building Exterior | 12-May-21 | Open-Mod | |
| B.276 | Building Exterior | 12-May-21 | Open-Mod | |
| 4 | Project(s) This Category | | | |
| C.269 | Landscaping and Grounds | 14-Apr-21 | Open-NC | |
| C.282 | Landscaping and Grounds | 09-Jun-21 | Open-NC | |
| C.267 | Landscaping and Grounds | 14-Apr-21 | Closed | 07-Sep-21 |
| C.286 | Landscaping and Grounds | 11-Aug-21 | Closed | 07-Sep-21 |
| C.285 | Landscaping and Grounds | 14-Jul-21 | Open-Mod | |
| 5 | Project(s) This Category | | | |
| D.284 | Equipment | 14-Jul-21 | Open-Mod | |
| 1 | Project(s) This Category | | | |

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| Index | Project Category | Open Date | Status | Close Date |
|----------|---------------------------------|-----------|-----------|------------|
| E.257 | Bridges Facility | 13-Jan-21 | Closed | 07-Sep-21 |
| E.258 | Bridges Facility | 13-Jan-21 | Open-Hold | |
| 2 | Project(s) This Category | | | |
| G.278 | Other | 12-May-21 | Open-NC | |
| 1 | Project(s) This Category | | | |

20 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 | 181 Days |
| Al Parmentier | A.264 | Building Interior | Replace | 14-Apr-21 | 146 Days |
| Al Parmentier | A.272 | Building Interior | Replace | 12-May-21 | 118 Days |
| Al Parmentier | B.275 | Building Exterior | Upgrade | 12-May-21 | 118 Days |
| Al Parmentier | B.276 | Building Exterior | Replace | 12-May-21 | 118 Days |
| Al Parmentier | C.269 | Landscaping and Grounds | Service | 14-Apr-21 | 146 Days |
| Al Parmentier | D.284 | Equipment | Repair | 14-Jul-21 | 55 Days |
| Al Parmentier | E.258 | Bridges Facility | Replace | 13-Jan-21 | 237 Days |
| Al Parmentier | G.278 | Other | Upgrade | 12-May-21 | 118 Days |

9 Projects for Al Parmentier

| | | | | | |
|---------------|-------|-------------------------|----------|-----------|----------|
| Kristy O'Neil | B.222 | Building Exterior | Repair | 08-Jan-20 | 608 Days |
| Kristy O'Neil | C.282 | Landscaping and Grounds | Cleaning | 09-Jun-21 | 90 Days |
| Kristy O'Neil | C.285 | Landscaping and Grounds | Cleaning | 14-Jul-21 | 55 Days |

3 Projects for Kristy O'Neil

| | | | | | |
|--------------|-------|-------------------|---------|-----------|--------|
| Jan Mathrani | A.287 | Building Interior | Upgrade | 07-Sep-21 | 0 Days |
|--------------|-------|-------------------|---------|-----------|--------|

1 Projects for Jan Mathrani

| | | | | | |
|-----------|-------|-------------------|------------|-----------|----------|
| Joe Hardy | A.235 | Building Interior | Inspection | 18-Mar-20 | 538 Days |
| Joe Hardy | A.288 | Building Interior | Repair | 07-Sep-21 | 0 Days |

2 Projects for Joe Hardy

15 Projects This Report