

Minutes of the Facilities Council Meeting – 8 June 2022

Meeting Location: This Meeting was conducted via Zoom at 10:00am

Members Present: Al Parmentier, Joe Hardy, Jan Mathrani, Larry Phillips, Jim Brewer

Staff Present: Administrator Kim McIntyre

Members Absent: Paul Gleaves, Jack Siplak, Woody Sutton, Jim McIntyre

Guests Attending: Kathy Cossa, Board President, Patty Walker, Emerson Center Director , Jack Stiefel

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

Previous Meeting Minutes: Minutes were approved for 11 May 2022 Meeting.

Unfinished Business:

- A. The Facilities Council reviewed 26 old projects using seven categories:
 - 1) Building Interior
 - 2) Building Exterior
 - 3) Landscaping and Grounds
 - 4) Equipment
 - 5) Bridges
 - 6) Sexton House
 - 7) Other
- B. Attachment #1 summarizes status of each project in the seven categories.
- C. Attachment #2 provides detailed information about each project.
- D. 27 Old and New Projects were reviewed this meeting. There are currently 19 open projects; 3 projects on-hold; and 8 projects were closed.
- E. Attachment #3 is the open projects assignments report.

New Business: Two New Projects Were Added:

- A. Building Interior – One Project Added – See A.329
- B. Building Exterior – No Projects Added
- C. Landscaping and Grounds: No Projects Added
- D. Equipment – No Projects Added
- E. Bridges – No Projects Added
- F. Sexton House – No Projects Added
- G. Other – One Project Added – See G.328

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Any Other Business: The Facilities Council welcomed new member Jim McIntyre.

Items Approved by Member Vote: None.

Adjourn: The Meeting adjourned at 11:37am.

Next Meeting: The next meeting is 13 July 2022 at 10:0am on Zoom.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Four Attachments:

- Summary Project Status Report, 8 June 2022, 2 Pages
- Detailed Project Status Report, 8 June 2022, 21 Pages
- Open Projects Assignments, 8 June 2022, 2 Pages
- Draft Policy for Air Conditioning Setting sand Doors, 3 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.

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, June 8, 2022**

Index	Project Category	Open Date	Status	Close Date
A.287	Building Interior	07-Sep-21	Open-Hold	
A.262	Building Interior	10-Mar-21	Open-Mod	
A.288	Building Interior	07-Sep-21	Open-Mod	
A.290	Building Interior	13-Oct-21	Open-Mod	
A.326	Building Interior	08-Jun-22	Open-Mod	
A.329	Building Interior	08-Jun-22	Open-New	
6 Project(s) This Category				
B.222	Building Exterior	08-Jan-20	Open-NC	
B.320	Building Exterior	13-Apr-22	Open-NC	
B.275	Building Exterior	12-May-21	Closed	08-Jun-22
B.321	Building Exterior	13-Apr-22	Closed	08-Jun-22
4 Project(s) This Category				
C.309	Landscaping and Grounds	09-Feb-22	Open-NC	
C.269	Landscaping and Grounds	14-Apr-21	Closed	08-Jun-22
C.311	Landscaping and Grounds	09-Mar-22	Open-Mod	
3 Project(s) This Category				

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Index	Project Category	Open Date	Status	Close Date
D.303	Equipment	09-Jan-22	Open-NC	
D.317	Equipment	09-Mar-22	Open-NC	
D.296	Equipment	10-Nov-21	Closed	08-Jun-22
D.318	Equipment	09-Mar-22	Closed	08-Jun-22
D.322	Equipment	13-Apr-22	Closed	08-Jun-22
D.325	Equipment	13-Apr-22	Closed	08-Jun-22
D.327	Equipment	11-May-22	Closed	08-Jun-22
D.276	Equipment	12-May-21	Open-Hold	
D.312	Equipment	09-Mar-22	Open-Hold	
D.306	Equipment	09-Feb-22	Open-Mod	
10 Project(s) This Category				
E.258	Bridges Facility	13-Jan-21	Open-NC	
E.323	Bridges Facility	13-Apr-22	Open-Mod	
2 Project(s) This Category				
F.319	Sexton House	09-Mar-22	Open-NC	
1 Project(s) This Category				
G.328	Other	08-Jun-22	Open-New	
1 Project(s) This Category				

27 Projects This Actions Report

UUFVB Facilities Council - Minutes Project Status Report

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Open Date

Index

Close Date

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

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	10-Mar-21
Building Interior		Vero Glass and Mirror	
Replace			Open-Mod
			455 Days

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.

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.

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.

Per info in the 13 October 2021 FC Meeting, there is no status from the contractor.

Per info in the 10 November 2021, Vero Glass and Mirror now has no record of the UUFVB order. Al Parmentier will investigate.

Vero Glass and Mirror arrived onsite 7 December 2021 to begin the work. Four windows in the Minister's office were replaced. Two windows in the Administrator's Office were found to be the wrong size and must be reordered. The crew did not have time to replace five windows in the Library and this work must be rescheduled.

The contractor arrived onsite 11 May 2022 to replace remaining seven windows. Two bronze colored windows were replaced in Kim's office, but contractor realized the five Library windows were also bronze glass. The contractor had ordered clear glass for these windows. After discussion, the contractor offered to replace all 10 Library windows with clear glass and charge for only the five windows ordered. The Council agreed to accept the contractor's offer and install 10 clear glass windows for the original cost of five bronze windows.

On 19 May 2022, the Vero Glass and Mirror owner, Dan Beard visited UUFVB and expressed his displeasure with his staff and the manner the job was handled. He remeasured the windows and committed to replacing all windows with bronze glass.

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Close Date

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

A.287	The Sanctuary carpet is old, worn and needs replacing.	Jan Mathrani	07-Sep-21
Building Interior		TBD	
Upgrade			Open-Hold
			274 Days

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 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.

Kathy Cossa reported the Endowment Committee will contribute \$12K towards replacing Sanctuary carpet. Source of remaining funds is TBD.

Per info in the 9 February 2022 meeting, a Melbourne firm, Church Interiors, Inc. submitted a bid of \$31,093 which makes this bid the best available. This firm will not charge extra for crew per diem onsite. However, UUFVB must pay for the trash dumpster. The firm reports six weeks lead time is required to begin work after receipt of an order. The likely installation date is July 2022.

A request to the Endowment Committee must be submitted to lock-in the \$12,000 verbally committed. The remaining \$4-5,000 funds must come from other sources.

Jan Mathrani will request references and validate credentials for Church Interiors, Inc. The firm is headquartered in Highpoint, NC and has a facility in Malborne, FL.

Al Parmentier stated in the 9 March 2022 meeting an anonymous donor will provide \$13,000 to fund the carpet replacement.

Per information in the 13 April 2022 Meeting, Patty Walker states our contact person at Church Interiors is no longer with the firm. Patty is working to confirm the original quotation and schedule remains valid.

Per information in the 11 May 2022 Meeting, Patty Walker stated Church Interiors was no longer responding to inquiries. Patty further stated two new firms, Discount Carpet and Tile and Storm Troopers installers had surveyed the Sanctuary and were willing to submit a proposal. However, the contractor's representative indicated they could not meet Church Interiors price and schedule due to materials cost increases and labor shortages. Patty requested the firm submit the proposal for evaluation. The project remains On-Hold.

In the 8 June 2022 FC meeting, Jan Mathrani reports that the original contractor who installed the pews in 1985 will survey the Sanctuary and provide a quotation to reupholster the pews and also remove and reinstall pews for the carpet company of our choice.

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

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.	Al Parmentier	07-Sep-21
Building Interior		Self Help	
Repair	The doors are no longer supported by Vero Beach contractors; and there are no local parts available.		Open-Mod
			274 Days

Joe Hardy purchased a door hinge set from Amazon that appears to be identical to the installed hinges.
 Joe and Al will confirm if this hinge set is acceptable for UUFVB doors.
 Per information in the 13 April 2022 and 11 May 2022 meetings Al Parmentier and Kim are seeking another contractor specifically to repair the Office door to the Lobby. The door lock pin drags on the tile when the door is opened.
 Vero Glass and Mirror owner Dan Beard stated he could repair the Office door and perhaps Door A. Al Parmentier says he has the quotation.

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Close Date

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

A.290	There are several fluorescent light fixtures throughout the facility that require replacing.	Al Parmentier	13-Oct-21
Building Interior		Cliff Ruff	
Replace			Open-Mod
			238 Days

A UUFVB member who wishes to remain anonymous donated funds to purchase 68 LED light fixtures of size 24" x 48". These were received 3 January 2022. Cliff Ruff electricians installed LED panels in the Lobby, East-West Hallway, and Green Rooms. The charge to install 28 LED panels was \$560.00 or \$20.00 per panel.

Cliff Ruff electrician installed 16 LED fixtures 7 April 2022 . Ten fixtures installed in the Office and six in Bridges. There are 24 fixtures remaining in the original lot ordered. Joe Hardy will prepare a list of the remaining fixtures to be replaced.

Per information in the 11 My 2022 meeting Joe Hardy stated all lights from the original order are installed.

Al Parmentier stated an anonymous donor contributed additional funds to complete the LED lighting conversion. Joe Hardy will order the lights and investigate how some lights in the Office area can be configured to a dimmer. These lights use a 0-10VDC circuit to control dimming and hardware store dimmers will not work to dim the lights.

Per info in the 8 June 2022 FC Meeting, sufficient LED lights are on hand to complete LED conversions throughout the Main Building.

A.326	Woody Sutton proposed to adopt a policy regarding thermostat air conditioning settings and leaving doors propped open.	Joe Hardy	08-Jun-22
Building Interior		Self Help	
Other			Open-Mod
			28 Days

Joe Hardy and Jack Stiefel prepared a proposed policy for Board review. A copy of the final Draft policy is attached to these Minutes. This project will remain open pending final Board action.

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Index	Description	Project Status	Assigned	Open Date	Close Date
Category			Contractor	Status	Days Open
A.329	Joe Hardy proposed installing a remote control lock of the Office street door to allow the door to remain locked and also provide means unlock the door remotely for known persons needing entry.		Joe Hardy	08-Jun-22	
Building Interior			TBD		
Upgrade					Open-New
Joe Hardy will find a source for the remote control lock device.					

6 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 O'Neil	08-Jan-20	
Building Exterior			Self Help		
Repair					Open-NC
<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>Per info in the 9 February 2022 meeting, Al Parmentier will purchase asphalt paint for the work when it becomes available.</p>					

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

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	12-May-21
Building Exterior		Roof Authority	08-Jun-22
Upgrade			Closed
			392 Days

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.

Al Parmentier will find insulated standoffs to secure the ground cables.

Per info in the 8 June 2022 FC meeting, Al Parmentier found that the roofing contractor fastened the grounding cables to the roof surface and no further action is needed. Project closed.

B.320	The exterior west and north walls are stained with dirt and mold .	Al Parmentier	13-Apr-22
Building Exterior		TBD	
Cleaning			Open-NC
			56 Days

Al Parmentier will find a contractor to pressure wash the north and west exterior walls. Pressure washing may not remove all the stains and painting may be required.

Per information in the 11 May 2022 Meeting, Al Parmentier' s contact has not returned calls requesting a proposal.

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Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

B.321	Gutters on the Main and Nursery Buildings require cleaning and debris removal. Some gutters may require repair.	Al Parmentier	13-Apr-22
Building Exterior		Self Help	08-Jun-22
Cleaning			Closed
			56 Days

Thomas started cleaning gutters week of 11 April 2022 and work progresses. Status of needed gutter repairs is pending. Per information in the 11 May 2022 Meeting, status of gutter cleaning and repairs is TBD. Per info in the 8 June 2022 FC meeting, Thomas completed cleaning all gutters. Project closed.

4 Project(s) Reviewed for Building Exterior

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Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

C.269	The area to the left (north) of Door A and the Portico requires additional lighting.	Al Parmentier	14-Apr-21
Landscaping and Grounds	This project was revised in the 14 July 2021 FC Meeting.	Self Help	08-Jun-22
Service	This project was further revised in the 13 April 2022 FC Meeting.		Closed
			420 Days

Al Parmentier will evaluate replacing surrounding parking area bulbs with high lumen (900+ lumens) bulbs with color 5000k to determine if brighter all white bulbs will better illuminate the area in question.

Paul Gleaves surveyed the parking area and found eight pole lights nonoperational. These will be replaced with high lumen (900+ lumens) bulbs with color 5000k. A map showing where Paul found nonoperational bulbs is attached to these Minutes.

Per information in the 11 May 2022 Meeting, the Council agreed to standardize ALL parking area lighting to LED bulbs of 5000K and at least 1500 lumens. Woody Sutton Moved to standardization parking lot lighting as stated. Larry Phillips Seconded. There was no further discussion. The Motion passed by unanimous consent. Joe Hardy will order the bulbs and volunteers will install them. This standardization is expected to delete the requirement for added lighting North of Door A.

Per info in the 8 Jun 2022 FC meeting Al Parmentier stated the new 1600 Lumen, 5000K parking lot bulbs sufficiently lights the area. Project closed.

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Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

C.309	Al Parmentier reports there are parking area wheel stops imbedded in soil and vegetation.	Jim McIntyre	09-Feb-22
Landscaping and Grounds	Corrections are needed to align the wheel stops and remove soil and vegetation.	Self Help	
Cleaning			Open-NC

Per information in the 11 May 2022 meeting, Jim McIntyre volunteered to take this project and complete the task in small increments over several weeks. Parking areas not used in the Summer months will be done first. There may be a need to purchase a truck load of gravel to place under the removed wheel stops to keep them level.

C.311	Several pole mounted yard lights are bent, broken, or rotting at the base.	Al Parmentier	09-Mar-22
Landscaping and Grounds		Self Help	
Repair			Open-Mod

Al Parmentier proposed replacing the metal poles with Schedule 80 gray PVC pipe. Al reports finding a source with only two pieces of Schedule 80 2.5" gray PVC pipe in stock. Al will purchase the pipe pieces and repair four light poles.

Per information in the 11 May 2022 Meeting, Al will select any available PVC pipe and if the colors do not match our needs, we will paint the poles to the correct color.

Per info in the 8 June 2022 FC meeting Al Parmentier stated only one light pole requires replacing in the SE Parking Lot next to Kristy's house. Work is scheduled to repair the pole.

3 Project(s) Reviewed for Landscaping and Grounds

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Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

D.276	There is a problem with the Chancel HVAC system.	Al Parmentier	12-May-21
Equipment	<p>A survey revealed The Chancel air handler is a dual unit above the ceiling behind the stained glass panel. The dual air handler is visible in the attic space above the Green Rooms lobby. It has left and right air intakes on the walls shared with the speaker lofts. The Chancel condenser is a dual compressor unit on the roof to the left of the access ladder. When the unit is turned on, only the right compressor starts. The left compressor remains off. This means the system is running at only 50% of cooling capacity.</p>	Smith Services	
Replace			Open-Hold

Smith Services submitted a bid of \$1225 to replace the left compressor cooling fan. The Smith technician reports the compressor is disconnected because the cooling fan is damaged.

When and who disconnected the compressor and why the fan was not replaced when the problem was discovered is unknown.

The Smith technician also reports the left system is low on Freon and investigation is required to determine leak location and best repair methods.

Per information in the 9 March 2022 meeting the estimated cost to repair the AC system is \$9-\$10K. This is a low priority need and the Project is placed On-Hold. However, it was noted that if the remaining 50% of the system that is operational fails, the other Chancel AC systems will not be able to fully cool the Sanctuary.

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Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

D.296	UUFVB must prepare to upgrade computer assets to support Windows 11 in the next 12 months.	Joe Hardy	10-Nov-21
Equipment	We should not miss the free upgrade period for Windows 11 and later incur cost to purchase upgrades after the grace period expires.	Self Help	08-Jun-22
Upgrade			Closed

Joe Hardy is testing computer systems and will report results periodically.

Joe Hardy reported in the 12 January 2022 meeting that a member who wishes to remain anonymous donated funds sufficient to replace aging computer systems.

Per info in the 9 February 2022 meeting, the Bookkeeper computer and monitors were replaced with upgraded Dell Systems and the AV Laptop was upgraded to Windows 11.

Per info in the 9 March 2022 meeting, the Garden Room computer will be the next upgrade.

Per info in the 13 April 2022 Meeting, three Dell Inspiron computers with monitors were ordered to replace the Box Office, the DRE Office, and the Garden Room computers. All computer upgrades are funded by the anonymous \$4,500 gift.

Per info in the 11 May 2022 Meeting, the needed new computers are on hand and the task now is to configure and install the computers. Battery backup power supplies were installed on the three Office computers to reduce the possibility of data loss in power outages.

Per info in the 8 June 2022 FC meeting, Joe Hardy stated the Administrator's computer, the Bookkeeper's computer, the Treasurer's computer, the Garden Room computer, the DRE computer and the Minister's computer were replaced and upgraded to Windows 11. The Box Office computer and the Emerson Center laptop were not replaced as these devices are seldom used and upgrades are pending additional funding.

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Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open

D.303	In late December, while replacing 2nd floor fluorescent lights, we turned off the 2nd floor circuit breaker and found the two second floor hallway emergency lights did not come on. Upon testing these lights, we found them defective.	Joe Hardy	09-Jan-22
Equipment	Suspecting this could be a bigger problem than the second floor, we tested all Fellowship emergency lights and found 20 of the 24 were defective (including upstairs). Upon further testing we found 8 EXIT lights defective. In the Sanctuary, only 2 of 8 emergency lights partially operated and one 1 of 5 EXIT lights partially operated with power off.	Self Help	
Replace			Open-NC

Al Parmentier, Larry Phillips and Joe Hardy replaced 18 emergency lights and six EXIT lights.

An estimated three emergency lights and four EXIT lights remain to be replaced.

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Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open
D.306	The 15 January 2022 functional test of the Fire Alarm System revealed several components and systems that require repair. A copy of the Final Test Report is attached to the these Minutes.	Joe Hardy	09-Feb-22
Equipment		Total Life Safety Corp	
Repair			Open-Mod
			120 Days

Discussions were held with Total Life Safety (TLC) and TLC was requested to submit proposals for the repairs.

Per info in 9 March 2022, Joe Hardy provided TLC a detailed listing of the Alarm panel sensor descriptions, we requested be updated. Kim McIntyre reported TLC has not responded to any requests.

Per info in the 13 April 2022 Meeting, Joe Hardy reports TLC remains unresponsive to requests for quotations to repair nonoperational HVAC smoke detectors. On 16 March 2022 TLC did program two detectors that are now responding to polls from the alarm panel. Two other detectors did not respond when tested. 11 HVAC smoke detectors remain nonoperational.

Per information in the 11 May 2022 Meeting, Joe Hardy is requesting two additional firms bid repairing the 13 HVAC Duct Detectors. TLC continues to be nonresponsive to our requests to complete this work.

Per info in the 8 June 2022 FC meeting, Joe Hardy stated 1st Fire and Security submitted and proposal to take-over the UUFVB fire alarm system. The proposal is under review.

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Project Type	Description	Contractor	Status
			Days Open

D.312	Emerson Center Director, Patty Walker requests the 16th Street marquee be replaced with a digital display.	Al Parmentier	09-Mar-22
Equipment		TBD	
Upgrade			Open-Hold
			91 Days

Joe Hardy reported finding a 25" x 50" double sided "Church Style" digital marquee costing about \$6,000 including shipping. Local suppliers may have other options.

The current marquee is powered by the yard light timers and are only on at night. A digital marquee will require dedicated power and perhaps an Ethernet cable for remote programming.

Per info in the 13 April 2022 Meeting, Al Parmentier reported Brister Signs in Vero Beach states the type marquee we want will cost \$20k.

Project placed On-Hold to gather more information about cost and Vero Beach sign ordinances.

D.317	Security Cameras are needed at Doors D and G.	Joe Hardy	09-Mar-22
Equipment		Self Help	
Security			Open-NC
			91 Days

The cameras can be connected to the existing local are network. Installing the cameras is not difficult or costly. Joe Hardy will purchase the cameras and schedule helpers to install the cables.

Per information in the 13 April 2022 Meeting, Joe Hardy reported the cameras we need are out-of-stock and we are awaiting notification when the cameras can be shipped.

Per information in the 11 May 2022 Meeting, Joe Hardy reported the cameras remain out-of-stock.

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Category			Close Date
Project Type	Description	Contractor	Status
			Days Open

D.318	Improved Wi-Fi thermostats are needed in some Fellowship locations. Improved thermostats display temperature and humidity to enable better management of Fellowship AV systems. Improved thermostats are also tamper proof.	Joe Hardy	09-Mar-22
Equipment		Self Help	08-Jun-22
Upgrade			Closed
			91 Days

Per info in the 13 April 2022 Meeting, three Honeywell tamper-proof Wi-Fi thermostats are on-hand. Joe recommends these be installed in the Sanctuary Front system, the Lobby, and Fellowship Hall systems. These are areas where members of the public are present in the building and some are prone to tamper with program settings at-will.

The non-tamper-proof Wi-Fi thermostats removed from these locations will be installed in Bridges. The Bridges staff can change temperature settings at-will, but the thermostats reports usage monthly and annually so Bridges use of the AC systems can be evaluated over time.

Per info in the 8 June 2022 FC Meeting, Joe Hardy stated 13 Wi-Fi thermostats are installed in the Main Building. Four thermostats remain to be replaced in the Bridges Wing and two in the Nursery Building. This project is closed and remaining work will be tracked in project A.326

D.322	Joe Hardy recommended we perform a full review of the FPL electric bills in the same manner as we did on the Comcast phone bills. Kim was able to reduce our phone bill 50% by removing unneeded services.	Joe Hardy	13-Apr-22
Equipment		Self Help	08-Jun-22
Inspection	We may be able to find electric costs savings also.		Closed
			56 Days

Kim McIntyre will gather two years of electric bills and Kim and Joe will review the bills and each meter charged on the bills looking for reductions and cost savings.

Per information in the 11 May 2022 Meeting, we have six FPL meters on the master account. We will continue to collect data about electricity usage and cost. A listing of the six meters is attached to these Minutes.

The review is complete. Project closed.

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Project Type	Description	Contractor	Status
			Days Open

D.325	<p>We learned in March 2022 that Intuit will cease supporting our QuickBooks Version 2019 in May 2022. This means there will be no tech support, no bug fixes, and security upgrades for the 2019 version.</p> <p>We also learned that QuickBooks is now sold only as an annual subscription that must be renewed each year. The subscription fee does provide free tech support, and upgrades to newer versions as they are released.</p>	Joe Hardy	13-Apr-22
Equipment		Self Help	08-Jun-22
Upgrade			Closed
			56 Days

Joe Hardy purchased the QuickBooks 2022 version and we are planning to upgrade the Treasurer, Bookkeeper and Accountant computers plus the QuickBooks database to the 2022 version.

Per info in the 8 June 2022 FC meeting, Joe Hardy stated the conversion to QB2022 is complete. Project closed.

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Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

D.327	Reverend Anderson reports that some Sunday Service attendees state they cannot hear the service spoken words well.	Al Parmentier	11-May-22
Equipment		TBD	08-Jun-22
Upgrade			Closed
			28 Days

This problem is caused by our audio speakers being placed in the old organ loft behind the Chancel wall curtains that is behind the Chancel microphones. Audio volume levels cannot be increased beyond the point where audio feedback occurs between the Chancel microphones and the loft mounted audio speakers. The best solution is to mount the audio speakers in the ceiling in front of the Chancel pointing down towards the Sanctuary pews. Al Parmentier is consulting with sound technicians to determine the best method to relocate the current JBL PRX-415M audio speakers from the organ lofts to the ceiling in front of the Chancel.

Per info in the 8 June 2022 FC Meeting, Al Parmentier stated our audio consultant "Becky" finds that hanging the organ loft speakers from the ceiling above the Chancel will produce no meaningful results. Therefore, the only method to improve audio quality in the Sanctuary is to adjust microphones for better fidelity or ask those who cannot hear where they are sitting to move to another location.

Project closed.

10 Project(s) Reviewed for Equipment

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Close Date

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

E.258	In an inspection of the Bridges attic it was found 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.	Al Parmentier	13-Jan-21
Bridges Facility		TBD	
Replace			Open-NC
			511 Days

Two 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.
 Neither firm performed an onsite inspection of the attic space. The firms likely bid the work using Googles Maps to determine only square footage. However, A detailed survey of the Bridges attic space indicates the extensive network of four air handlers with corresponding ductwork and wiring, will make insulating the attic with blow-in materials difficult and likely not very effective.
 A different approach is being considered including sprayed foam to the roof underside and insulation bats in the rafter spaces under the HVAC systems.
 Per info in the 9 March 2022 meeting, Roof Authority reports foam insulation sprayed under the roof decking inside the attic cannot be used. This process would cause the roof decking to rapidly deteriorate; because roof decking temperatures would be excessive.
 Per info in the 13 April 2022 Meeting, Al Parmentier will contact Breathe Kleen Aire and request an onsite survey and updated proposal.
 Per information in the 11 May 2022, JDL Midas Breathe Kleen Aire submitted a revised proposal with three insulating level options. The least cost option is significantly higher than the original proposal. The current proposal expires 25 May 2022, but the Council will wait until all Bridges lights are replaced with LED fixtures before hiring the firm to insulate the attic. A copy of the revised proposal is attached to these Minutes.

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Project Status

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Days Open

E.323	An inspection of the Bridges HVAC air handler units finds that the internal air filters are very difficult to service. Some filters have not been replaced/cleaned in a long time and one unit is missing an air filter for many months. The air filter access plates are blocked by water drain pipes and freon pipes.	Al Parmentier	13-Apr-22
Bridges Facility		Smith Services	
Adjustment			Open-Mod
			56 Days

Al Parmentier will contact Smith Services and request a quotation to change the four air handler internal filters to a filter in each classroom air inlet. This will enable servicing the air filters in the classrooms rather than in the attic space where the filters are difficult to access.

Per information in the 11 May 2022 Meeting, Smith Services has not responded to our request to propose converting the HVAC air filters.

Per info in the 8 June 2022 FC meeting Kristy stated Smith Services cannot install separate filters in each return air grill. Therefore, the solution is to install flexible plastic filters in each air handler. The flexible filters are needed to maneuver around filter access panels blocked by freon lines and water drain pipes. Due to installation difficulty with rigid filters, some were not serviced for a long time, or in the case of Unit 12, no filter was ever installed.

2 Project(s) Reviewed for Bridges Facility

F.319	Four old windows in the Sexton House require replacing.	Al Parmentier	09-Mar-22
Sexton House		TBD	
Replace			Open-NC
			91 Days

Jan Mathrani Moved to approve up to \$2,000 to replace four Sexton House windows. Jim Brewer Seconded. In discussion Al Parmentier stated the old windows are original from the house construction and do not open and close well. The Motion passed by Unanimous Consent of those attending the meeting.

1 Project(s) Reviewed for Sexton House

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Index	Description	Project Status	Assigned	Open Date
Category			Contractor	Close Date
Project Type				Status
				Days Open
G.328	Al Parmentier proposed to purchase first aid Blood kits for the Fellowship. These kits will be used to treat gunshot wounds and prevent excessive bleeding.		Al Parmentier	08-Jun-22
Other			TBD	
Other				
				0 Days
Al Parmentier will find a source for the Blood kits.				

1 Project(s) Reviewed for Other

UUFVB Facilities Council - Minutes Project Status Report

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Close Date

Category

Assigned

Status

Project Type

Description

Project Status

Contractor

Days Open

Minutes Notes

Total Reviewed	27
Open-NC	7
Open-Mod	7
Open-New	2
Open-Hold	3
Closed	8

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 - Project Assignments

Meeting Date Wednesday, June 8, 2022

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.262	Building Interior	Replace	10-Mar-21	455 Days
Al Parmentier	A.288	Building Interior	Repair	07-Sep-21	274 Days
Al Parmentier	A.290	Building Interior	Replace	13-Oct-21	238 Days
Al Parmentier	B.320	Building Exterior	Cleaning	13-Apr-22	56 Days
Al Parmentier	C.311	Landscaping and Grounds	Repair	09-Mar-22	91 Days
Al Parmentier	D.276	Equipment	Replace	12-May-21	392 Days
Al Parmentier	D.312	Equipment	Upgrade	09-Mar-22	91 Days
Al Parmentier	E.258	Bridges Facility	Replace	13-Jan-21	511 Days
Al Parmentier	E.323	Bridges Facility	Adjustment	13-Apr-22	56 Days
Al Parmentier	F.319	Sexton House	Replace	09-Mar-22	91 Days
Al Parmentier	G.328	Other	Other	08-Jun-22	0 Days

11 Projects for Al Parmentier

Kristy O'Neil	B.222	Building Exterior	Repair	08-Jan-20	882 Days
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1 Projects for Kristy O'Neil

Jan Mathrani	A.287	Building Interior	Upgrade	07-Sep-21	274 Days
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1 Projects for Jan Mathrani

Facilities Council - Project Assignments

Meeting Date Wednesday, June 8, 2022

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Joe Hardy	A.326	Building Interior	Other	08-Jun-22	28 Days
Joe Hardy	A.329	Building Interior	Upgrade	08-Jun-22	0 Days
Joe Hardy	D.303	Equipment	Replace	09-Jan-22	150 Days
Joe Hardy	D.306	Equipment	Repair	09-Feb-22	120 Days
Joe Hardy	D.317	Equipment	Security	09-Mar-22	91 Days

5 Projects for Joe Hardy

Jim McIntyre	C.309	Landscaping and Grounds	Cleaning	09-Feb-22	120 Days
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1 Projects for Jim McIntyre

19 Projects This Report

UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH
AIR CONDITIONING POLICY

Whereas UUFVB is a UUA recognized “Green Sanctuary” congregation, having been awarded this status in 2009, and

Whereas being a Green Sanctuary Congregation incurs specific obligations to minimize our adverse impact on the environment at all times including minimizing the use of carbon emitting resources, and

Whereas the cost of air conditioning our facilities is very significant.

Therefore, the following policies are established for:

- Thermostat types and features installed in the buildings.
- Thermostat settings when an area is **in-use** and **not-in-use**.
- Exterior and interior doors: when they may be left open and when they must be closed.
- Window coverings.
- Signage for display of policy.

I. THERMOSTATS:

A. There are 17 separate heating, ventilation, and air conditioning (HVAC) systems in the UUFVB Main Building (including the Bridges wing) and two systems in the Bridges Nursery Building.

B. Thermostats throughout the property shall be converted to Wi-Fi enabled “Smart” thermostats with the following features:

1. Provide four independent programs to automatically set temperatures when the air-conditioned area is **in-use** and **not in-use**.
2. Display percent (%) relative humidity present in the air-conditioned area.
3. Provide a “Recovery” mode whereby the thermostat will start the HVAC system before the area **in-use** time, so that the temperature will be at the programmed setting when the area becomes **in-use**.
4. Provide remote programming and monitoring.
5. Accumulate usage data for periodic reporting.

II. THERMOSTAT SETTINGS:

A. When any of the 19 air-conditioned areas are **in-use**, thermostats shall be programmed no lower than 74 degrees. However, if the displayed temperature is 74 degrees and the relative humidity is greater than 50%, the temperature may be manually set to 72 or 70 degrees for the minimum time needed to allow the HVAC system to reduce relative humidity below 50%. Normally relative humidity will be maintained at 45% plus or minus 2%.

B. During Sunday Service, the entire Main Building thermostats (except the Green Rooms and Bridges Wing) shall be programmed to 74 degrees from 9:00 AM until 1:00 PM.

C. During Emerson Center events, the Sanctuary, Lobby, Choir Room, and Green Room thermostats shall be manually set to 74 degrees from 2:00 PM until 10:00 PM.

UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH
AIR CONDITIONING POLICY

- D. When any of the 19 air-conditioned areas is **not in-use**, thermostats shall be programmed to 80 degrees, except the Green Rooms where the **not in-use** temperature shall be programmed to 82 degrees.
- E. Manually overriding a programmed temperature setting is discouraged unless there is a pressing need to set temperatures lower than 74 or higher than 80 degrees (82 in Green Rooms) on a case-by-case basis.
- F. The Administrator, the Sexton, and the Facilities Council shall have access to the thermostat programming software and may make temporary changes to the settings on a case-by-case basis.
- G. The “Hold” feature on any thermostat shall never be used. The “Hold” feature locks out the programmed settings permanently or until the “Hold” is manually released.
- H. Some thermostats may be set to a locked position to prevent tampering with the programmed settings.

III. INTERIOR DOORS:

- A. Each of the 19 HVAC systems is designed to cool only the immediate area where it is installed. Propping interior doors open in one area forces the local HVAC system to cool adjacent areas outside the design criteria and requires the HVAC system to run longer than needed.
- B. The following provisions do not apply to the Bridges Wing interior classrooms or the Nursery Building.
- C. Interior doors throughout the Main Building shall be opened only long enough to enter and leave the area. Interior doors shall never be propped open unless there is a need to move equipment or furniture through the door. In this case the door shall be immediately closed after use. This provision applies whether the area is **in-use** or **not-in-use**.
- D. An exception is granted for Sunday Service hours from 9:00 AM until 1:00 PM when all interior doors may be propped open as needed.
- E. An exception is granted for Emerson Center events up to one hour before an event and no longer than one hour after the event when the Sanctuary doors may be propped open as needed.
- F. The Sexton is responsible for monitoring interior door positions throughout the Main Building during all duty hours and shall insure interior doors are kept closed.

IV. EXTERIOR DOORS:

- A. Exterior doors throughout the Main (including the Bridges Wing) and Nursery Buildings shall be opened only long enough to enter and leave the Building. Exterior doors shall never be propped open unless there is a need to move equipment or furniture through the door. In this case the door shall be immediately closed after use.
- B. An exception is granted for Emerson Center **setup crews only** who may prop open only one set of double-doors at a time to move equipment into and out of the Main Building. Having two or

UNITARIAN UNIVERSALIST FELLOWSHIP OF VERO BEACH
AIR CONDITIONING POLICY

more sets of double-doors open at the same time is not allowed; because a draft effect occurs that quickly allows cooled air to escape.

- C. All devices attached to exterior doors to prop them open shall be removed. Suitable door blocking devices shall be stored in the Office Area, Fellowship Hall area, and the Choir Room AV Closet. These may be used to hold exterior doors open for deliveries and Emerson Center **setup work crews** on a case-by-case basis.
- D. The Sexton is responsible for storing and maintaining suitable door blocking devices in the locations specified and for making these available as needed on a case-by-case basis.

V. WINDOW COVERINGS:

- A. Vertical and horizontal blinds on windows shall be closed whenever the area is **not in-use**.
- B. When the area is **in-use**, blinds may be opened as needed.
- C. The Sexton is responsible for insuring window coverings are closed whenever an area is **not-in-use**.
- D. These Policies are necessary to prevent unnecessary solar heating inside the buildings.

VI. SIGNAGE:

- A. The Administrator and the Facilities Council shall develop appropriate signage to adequately display these Policies throughout the property.
- B. Such signage shall be professional in wording and appearance.
- C. Proposed signage shall be submitted to the Board of Trustees for review and approval.

Approved, the _____ day of _____ 2022:
Kathy Cossa, President, UUFVB Board of Trustees