

## **Minutes of the Facilities Council Meeting – 13 July 2022**

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

**Members Present:** Al Parmentier, Joe Hardy, Jan Mathrani, Larry Phillips, Wood Sutton, Paul Gleaves

**Staff Present:** Administrator Kim McIntyre

**Members Absent:** Jim Brewer, Jack Siplak, Jim McIntyre

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

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

**Previous Meeting Minutes:** Minutes were approved for 8 June 2022 Meeting.

### **Unfinished Business:**

- A. The Facilities Council reviewed 19 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. 22 Old and New Projects were reviewed this meeting. There are currently 17 open projects; 1 project on-hold; and 4 projects were closed.
- E. Attachment #3 is the open projects assignments report.

### **New Business: Three New Projects Were Added:**

- A. Building Interior – One Project Added – See A.331
- B. Building Exterior – No Projects Added
- C. Landscaping and Grounds: One Project Added – See C.330
- D. Equipment – One Project Added – See D.332
- E. Bridges – No Projects Added
- F. Sexton House – No Projects Added
- G. Other – No Projects Added

## Minutes of the Facilities Council Meeting – 13 July 2022

**Any Other Business:** None.

**Items Approved by Member Vote:** The Council approved two contracts to replace Sanctuary carpeting: (1) Woody Sutton Moved to approve \$7,644.00 Sauter Worship Seating to remove and reinstall the Sanctuary pews allowing the carpet contractor to remove and replace the carpeting. Jan Mathrani Seconded. There was no further discussion. The Motion carried unanimously. (2) Woody Sutton Moved to approve \$18,633.00 for Father and Son Carpeting to replace Sanctuary carpeting including the steps to the balcony, the open concrete at the Chancel and the Chancel steps. Paul Gleaves Seconded. In discuss Kathy Cossa requested information about funding, but the funding status is incomplete. The Motion carried unanimously. Patty Walker will provide the contracts when they are fully executed.

**Adjourn:** The Meeting adjourned at 11:15am.

**Next Meeting:** The next meeting is 10 August 2022 at 10:0am on Zoom.

Prepared by:

Joe Hardy,  
Secretary, Facilities Council

### **Three Attachments:**

- Summary Project Status Report, 13 July 2022, 2 Pages
- Detailed Project Status Report, 13 July 2022, 17 Pages
- Open Projects Assignments, 13 July 2022, 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.

# Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, July 13, 2022**

Index	Project Category	Open Date	Status	Close Date
A.262	Building Interior	10-Mar-21	Open-NC	
A.290	Building Interior	13-Oct-21	Closed	13-Jul-22
A.329	Building Interior	08-Jun-22	Closed	13-Jul-22
A.287	Building Interior	07-Sep-21	Open-Mod	
A.288	Building Interior	07-Sep-21	Open-Mod	
A.326	Building Interior	08-Jun-22	Open-Mod	
A.331	Building Interior	13-Jul-22	Open-New	
<b>7</b>	<b>Project(s) This Category</b>			
B.222	Building Exterior	08-Jan-20	Closed	13-Jul-22
B.320	Building Exterior	13-Apr-22	Open-Mod	
<b>2</b>	<b>Project(s) This Category</b>			
C.311	Landscaping and Grounds	09-Mar-22	Open-NC	
C.309	Landscaping and Grounds	09-Feb-22	Closed	13-Jul-22
C.330	Landscaping and Grounds	13-Jul-22	Open-New	
<b>3</b>	<b>Project(s) This Category</b>			
D.303	Equipment	09-Jan-22	Open-NC	
D.312	Equipment	09-Mar-22	Open-Hold	
D.276	Equipment	12-May-21	Open-Mod	
D.306	Equipment	09-Feb-22	Open-Mod	
D.317	Equipment	09-Mar-22	Open-Mod	
D.332	Equipment	13-Jul-22	Open-New	
<b>6</b>	<b>Project(s) This Category</b>			

# Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, July 13, 2022**

Index	Project Category	Open Date	Status	Close Date
E.258	Bridges Facility	13-Jan-21	Open-NC	
E.323	Bridges Facility	13-Apr-22	Open-Mod	
<b>2</b>	<b>Project(s) This Category</b>			
F.319	Sexton House	09-Mar-22	Open-NC	
<b>1</b>	<b>Project(s) This Category</b>			
G.328	Other	08-Jun-22	Open-NC	
<b>1</b>	<b>Project(s) This Category</b>			

**22 Projects This Actions Report**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

Index		Assigned	Open Date
Category			Close Date
Project Type	Description	Contractor	Status
			Days Open
A.262	Glass windows in the Administrator's and Minister's Offices and the Library require replacement . The windows are fogged and some are cracked.	Al Parmentier	10-Mar-21
Building Interior		Vero Glass and Mirror	
Replace			Open-NC
			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.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open
A.287	The Sanctuary carpet is old, worn and needs replacing.	Jan Mathrani	07-Sep-21
Building Interior		TBD	
Upgrade			Open-Mod
			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.

In the 13 July 2022 FC Meeting, Patty Walker reported that a contract was awarded to Sauter Worship Seating to remove and replace the pews in amount \$7,644.00 and a second contract will be awarded to Father and Son Carpeting in amount \$18,633.00 to remove old carpet and install with new carpeting. The carpeting color is in discussion. Work is scheduled for November 2022.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

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		Vero Glass and Mirror	
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.  
 Per info in the 13 July 2022 FC Meeting, Al Parmentier approved the Vero Glass and Mirror quotation to repair the Office Lobby door.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			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	13-Jul-22
Replace			Closed
			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.

Per info in the 13 July 2022 FC Meeting all fluorescent lights in the Building are now replaced with LED panels or LED tubes. Project closed.



# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

Index			Open Date
Category		Assigned	Close Date
Project Type	Description	Contractor	Status
			Days Open
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
<p>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.</p> <p>Per info in the 13 July 2022 FC Meeting, Woody Sutton stated the Board is reviewing the Policy and will submit it to the Committees for comment. The Policy should be approved within 90 days.</p>			
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		Self Help	13-Jul-22
Upgrade			Closed
			0 Days
<p>Joe Hardy and Al Parmentier installed the magnetic lock. The lock is wired to be ON when the Office lights are on and OFF when lights are off. Nine electric fobs are available to distribute to members and staff who need to enter when the lock is ON. Project closed.</p>			

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

Index	Description	Assigned	Open Date
Category	Project Status	Contractor	Close Date
Project Type			Status
			Days Open
A.331	There is a continuing problem with Building Door A being unlocked and left unguarded at 8:00am every Sunday morning. This presents a physical security concern that unknown persons can enter the door unnoticed.	Joe Hardy	13-Jul-22
Building Interior		Self Help	
Other			Open-New
			0 Days

The Facilities Council agreed that Kristy will be instructed to leave Door A locked until 9:00am Sunday Morning. Joe Hardy and Kathy Cossa will prepare an article for the August 2022 Congregational Record reminding all Members and Friends to remain diligent about physical security. Kathy Cossa will explore forming a Security Committee to act as door monitors when the Building is open for Services.

## 7 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	13-Jul-22
Repair			Closed
			882 Days

Kristy installed the handicap signs and poles. However, the wheelchair symbols and the tire bumpers require painting. Kristy will purchase a \$69.00 handicap wheelchair stencil to complete the markings. The stencil is on hand. Kristy reports two new handicap areas are complete. Kristy will inspect old handicap areas to determine if repainting these markings is needed. Per info in the 9 February 2022 meeting, Al Parmentier will purchase asphalt paint for the work when it becomes available. Per info in the 13 July 2022 FC Meeting, the Handicap parking spaces are painted and marked correctly. Project closed

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

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

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

Per info in the 13 July 2022 FC Meeting, Patty Walker is requesting bids to pressure wash the needed stucco and sidewalks.

## 2 Project(s) Reviewed for Building Exterior

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	13-Jul-22
Cleaning			Closed
			120 Days

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.

Per info in the 13 July 2022 FC Meeting, Al Parmentier proposed that this work is no longer needed. Other methods will be used to cordon off and inform visitors where to park.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

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

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-NC
			91 Days

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.

C.330	The grass area along 16th Street right-of-way from east of the UUFVB driveway to the 27th Ave intersection is overgrown with vegetation.	Kim McIntyre	13-Jul-22
Landscaping and Grounds		Christo's Landscape Solut	
Cleaning			Open-New
			0 Days

Kim will contact the landscaping contractor trim the vegetation.

**3 Project(s) Reviewed for Landscaping and Grounds**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

Index			Open Date
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	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.	Smith Services	
Replace			Open-Mod

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.

Per info in the 13 July 2022 FC Meeting, two options will be pursued: (1) Repair the Sanctuary front AC system making it fully operational.  
 (2) Solicit bids to replace the entire system.

# UUFVB Facilities Council - Minutes Project Status Report

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Index		Assigned	Open Date
Category			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.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

Index			Open Date
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.

Per info in the 13 July 2022 FC Meeting, Joe Hardy stated: (1) A contract termination letter was sent to TLC effective 30 July 2022. (2) A contract was signed for 1st Fire and Security to takeover monitoring, inspecting, and repairing the Fellowship Fire Alarm Systems.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

Index		Assigned	Open Date
Category			Close Date
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.



# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

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

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

Per info in the 13 July 2022 FC Meeting, Joe Hardy has a Unifi Dome Camera he will donate to be mounted at Door G inside near the AV closet door. The camera will record activity coming and going at Door G. A second and third camera will be ordered as soon as stock is available.

D.332	The Library AC Systems is shutdown. Smith Services stated the AC duct smoke detector tripped and shutdown the unit. It is unknown if the AC unit failed and generated smoke or if the duct detector failed and shutdown the system.	Al Parmentier	13-Jul-22
Equipment		Smith Services	
Repair			Open-New
			0 Days

Joe Hardy and Al Parmentier are investigating the issue.

**6 Project(s) Reviewed for Equipment**

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

Index	Description	Project Status	Assigned Contractor	Open Date	Close Date	Status
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.

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

Index		Assigned	Open Date
Category			Close Date
Project Type	Description	Contractor	Status
			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.	Al Parmentier	13-Apr-22
Bridges Facility		Smith Services	
Adjustment	The air filter access plates are blocked by water drain pipes and freon pipes.		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.

Per info in the 13 July 2022 FC Meeting, Joe Hardy stated Smith Services has done nothing to cure the Bridges HVAC filter problems.

## 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

# UUFVB Facilities Council - Minutes Project Status Report

**Meeting Date Wednesday, July 13, 2022**

			Open Date
Index			Close Date
Category		Assigned	Status
Project Type	Description	Contractor	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			Open-NC
			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

**Meeting Date Wednesday, July 13, 2022**

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

### Minutes Notes

<b>Total Reviewed</b>	<b>22</b>
<b>Open-NC</b>	<b>6</b>
<b>Open-Mod</b>	<b>8</b>
<b>Open-New</b>	<b>3</b>
<b>Open-Hold</b>	<b>1</b>
<b>Closed</b>	<b>4</b>

**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, July 13, 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	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	D.332	Equipment	Repair	13-Jul-22	0 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

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

Joe Hardy	A.326	Building Interior	Other	08-Jun-22	28 Days
Joe Hardy	A.331	Building Interior	Other	13-Jul-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

Kim McIntyre	C.330	Landscaping and Grounds	Cleaning	13-Jul-22	0 Days
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## 1 Projects for Kim McIntyre

# Facilities Council - Project Assignments

**Meeting Date Wednesday, July 13, 2022**

Assigned

Index

Project Category

Project Type

Open Date

Days Open

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**18 Projects This Report**