

Building & Grounds Meeting Agenda and Minutes for 04/18/2017

Note: There was no formal B&G Meeting today. The following updates were made by phone and email.

HVAC

- Roof water line and equipment installation expected to occur week of 4/10 – 4/14. Committee voted to run the line up the north wall of the building. – Update from Reggie
 - Reggie has had some difficulty coordinating with plumber. Found a water line at the base of the alley wall so should make the installation easier and less costly. Will continue to follow up with plumber and may get it started himself.
- Freon added – update from Howard
 - Apparently we have a very slow Freon leak. After the TC-24B controller was replaced (provided free by Slade Ross) there was no cooling. It was determined there was a slow Freon leak. This was a coincidence with the TC_24B installation. Fifty pounds of Freon was added. To determine where the slow leak is can be a very expensive and time-consuming job as it may be in a connection joint or even in the center of a factory defective pipe. There is no rush to determine this and it may be another couple of years before we need to add Freon again.
 - RoyalAire submitted an invoice for all the work. On 4/18 Howard called and reviewed the invoice which had 21 hours of labor (\$1,785.00) plus the cost of the Freon (\$465.29) for a total of \$2,250.29. No charge for the new TC-24B controller. Labor will be reduced from 21 hours to 8 hours as Howard had pre-negotiated lower cost for the TC-24B installation. Adjusted invoice will arrive soon so expect it to be \$1,145.29.
- Maintenance proposals from RoyalAire – Update from Howard
 - No decision made yet except we know we will be using them for ongoing service maintenance. Also, discovered there is an additional filter that needs cleaning inside each wall unit for the water draining from the units. There is a filter that looks like a kitchen green scrubbie that keeps junk from getting into the drain pipe and clogging it.
 - RoyalAire recommends service 4 times per year at \$985.00 per visit. As UUSP does not run all systems a high amount of time, Howard and Reggie feel we may be able to be properly maintained with only 3 visits per year. Of course, we can reevaluate as time goes by.
 - Howard recommends we adopt the maintenance program immediately with the first visit in 3 months. Note: Howard looked at one scrubbie and while they do need cleaning, they have not been cleaned in over 2 years so they will probably be OK if not cleaned for 3 more months.

Trees and parking lot roots and re arborist trimming trees and shaving roots – Update from Reggie

- Assigned to Laurie who will coordinate.
- Will also have arborist remove dead mango tree which fell in courtyard along with debris from previous yard work.
- Will discuss with arborist about trimming limbs of tree from neighbor that hang over the parking lot

- Will ask about cost to remove roots left in front of Little House to prevent tripping and injury.

Electrical and electrical lighting repairs – Update from Reggie & Tom

- Reggie said the lights for the kitchen, bathrooms and library areas have been ordered and should arrive in about 2 weeks. He and Tom will coordinate to install themselves.
- Discussing possible lights with The Lighting Factory for Conway that can dim.
- Tom installed and is completing installation of lights in Gilmour. Ran into some odd electrical issues which are being resolved.
- Discovered the light sensor for the light above Gilmour entrance not working. Will get a new one shortly. Light which illuminates the tower is broken. Will talk with The Lighting Factory about getting a new LED fixture to light the door and tower.

Conway RE Doors – Update from Howard & Reggie

- Howard met with the door guys. They said the frames are embedded in the concrete walls and would need to be cut out which would be VERY messy and require basically building plastic walls and ventilation to vent the concrete dust. (Imagine lots of talcum powder being blown all over.) Reggie spoke with our engineer who said we only need a 20 minute fire door. We will consider other options than cutting out the frames as the frames embedded in concrete are very fire protective. We hope to find a door solution that can fit on our current frames.

Follow up on downspout repair – update from Howard

- After a bit of confusion, received info from the City. We just need to submit an invoice or a quote for the work and the City will review and then pay us. Reggie will handle either doing or getting the work done and Howard will file with the City.

Status of protection of downspout and building from dumpster by installing plastic boards

- Reggie and Howard completed this. Boards are positioned so the bins can be fully opened and the lids stay open for loading. May be a bit too far away from the building but we will monitor and see how it works. Thanks to Tee Taylor for the boards idea.

Window glare and heat reduction in sanctuary for approx \$3,500 - \$4,500 – update from Howard

- No additional feedback or update on this.

Courtyard tent repair – update from Reggie

- Reggie repaired the poles and added screws for strength.

Tommy will paint the Arlington silver and black gates and new kitchen handrail – update from Howard

- Has been assigned to Tommy who will probably take care of within 30 days.

Men's bathroom smells bad. Reggie said the sewer gas has been a problem before. Unsure if a plumber for cleaning things out is best solution. Will evaluate and seek solution. – Update from Reggie

- Reggie said this has been a problem before. We have been told the P-trap dries out allowing gas back in. Since the drains are used regularly, this seems unlikely but is possible. They have poured bleach down with no long-term success. Howard said maybe there is too much gunk adhering to the sides and needs cleaning. Also discussed possible pipe-lining solution which Reggie said would be very expensive.
- Reggie will talk with plumber about really cleaning the drain pipes out with some sort of scrubber rather than just pouring stuff down the drains.
- Howard spoke with Jeri and Jeri said the sextons stated they have been pouring cleaner down the drains with no positive results.

Kitchen & Library Painting and Lighting – Update from Tee & Howard & Reggie & Tom

- Will replace lighting first using lights recommended by The Lighting Factory. Reggie feels he and Tom may be able to do it but will decide later. If not, Reggie has electricians to contact and we have a referral to one by The Lighting Factory.
 - Let's not forget to have Performance Painting also paint the lower walls in the sanctuary at the same time
- For the office and maybe first floor Conway, may consider recessed 2 x 2 LED panels and will get more info on that for later.

New Business – TBD

Kitchen grease trap needs replacement

- Reggie feels we need a new kitchen grease trap. Previously, it appears grease and other trash in trap have not been disposed of in an environmentally proper manner. Reggie will research and maybe discuss with his plumber.

Cover for sign by sanctuary entrance

- Tommy completed the cover for the sign. Unfortunately, while working on it he discovered the sign itself is separating from its backing (see photos below). The material that holds the letters is dry-rotted. We may be able to reinforce the sign to its backing with a screw and washer but it is on its last legs so replacement of this in the very near future should be expected.



New business not discussed:

Control Room needs lighting replaced

Maybe have Tommy refinish the cabinets in the Control Room.

Procedure for things like the cable dropping?

Custodian costs and duties

Suggestions for dealing with feces on exterior walls

Little House – has Reggie completed roof reinforcement? Other status of the building?

Subjects for future addressing

Development of Master Plan (inventory of building and equipment, maintenance and replacement schedules, etc.)

At 04/13/2017 Board of Trustees meeting the first steps for developing a 3 year plan for the church were taken