

Building Renovations Steering Committee Report

April 25, 2018

Present: Lamar Hicks, Bonnie Postlethwaite, Chuck Downing, Melanie Carpenter, Tom Pistorius, Jane Gilbreath, Bob Miller, and Ruth Robarge

Attendance and Quorum

We have been operating under the assumption that with 12 committee members we needed 7 present for a quorum. With spring and summer schedules this may become difficult. Under this assumption, we did not have a quorum at our last meeting. A quick internet search confirmed that a group can set its own number required for a quorum. After a brief discussion Melanie moved: Make 5 the number needed to be present for making decisions. It was seconded and with no further discussion passed unanimously.

Electrical Service

In preparing for the elevator and HVAC electrical connections we are told our system is over loaded. While we are not in danger, the current system will not meet our new demands. Concern was voiced that we were not made aware of this during the bidding or inspection process. Jane W. did speak with Amy who said this issue is not uncommon in a building 50-60 years old. Amy advised we will need a new line from the pole and installation of a new electrical panel. She felt that what was left in the contingency budget should cover the cost, given no other unforeseen issues such as replacing the transformer. Amy will get design and plans from ME Group to Straab for cost/bid. Then we can issue the change order. We do not need to replace all the wiring in the building.

Water Services Waiver

We had been told that we would need to bring water service up to the new code, and place a new tap in the street. We felt this was not necessary as the new code applies to new construction, not renovation, and that we were not advised at the time the plans were submitted. Our contractor thought there might be a chance for a waiver. Anthony Edward contacted Council Woman Jolie Justice, who made the case to the water company. Subsequently we have been contacted by the water company, who is sending the necessary waiver paperwork and are sure they can "work with us". Once the waiver application is submitted we should hear back in 2-3 days, but this sounds very positive. Great thanks to Anthony and his contact in high office.

Carpet in Bragg

Carpeting in Bragg is complete except for the trim on the stairs and the lectern bump out. This will be discussed at the next OAC meeting.

Landscape

Although Chuck was not in attendance tonight, the committee is aware he did hold a chat regarding landscaping, has promises of donations of time and funds, and formed a landscaping task force that will report to the Facilities Committee. This issue will not continue on the Steering Committee agenda.

Suggestions and Ideas

A reminder, as things take shape we have and will continue to receive ideas or suggestions for additional items. If the suggestion affects current work that is within the scope of our project, the idea should be brought to the Steering Committee. Other ideas for new or additional upgrades or changes should follow the Wish List Policy as found in the Board Policy Book. Depending on what the idea is, the person making the suggestion may also be directed to the Facilities Committee.

Finance Reports

The Finance sub-committee brought the following proposals to the Board of Trustees at their last meeting:

- Authorization of a loan for approximately \$370,000. This amount includes about \$226,000 of new funding for completion of the 2018 building renovation plus about \$137,000 for existing mortgage balance plus closing costs.
- Authorization of a short-term loan from Endowment for approximately \$120,000. The interest rate will be the same as the rate we pay our bank and will be repaid as remaining pledges are received. Any outstanding balance as of 7/1/2019 will be offset from the annual distribution for 2019-2020 fiscal year.
- Authorization of a grant from Endowment of \$400,000. this was part of the funding structure approved by the congregation at the special congregational meeting October 2, 2016 and reauthorized at the regular congregational meeting May 20, 2017.

All were approved.

Three change orders have been received, but not approved:

- #5 for sump pump in elevator pit. \$3900
- #8 for structural steel. \$4300
- #9 for stair stringer for the new outside stairs. (believe this is like flashing) \$900

If approved this will leave about \$39,000 in the contingency budget. We did not receive change order #6 or #7. Tom will follow-up.

Our next meeting would normally be Wednesday May 9. However due to several absences it was agreed to move the meeting to Tuesday May 8, 6:30pm. Lamar will chair, Tom will light the chalice and Ruth will read the covenant.