



**St. Johns/ ECS
Monthly Meeting Agenda
August 27, 2019 | 2:00 PM**

Attendees:

Rev. Tom -St. Johns
David-St.Johns
Karen -St. Johns
Wendy- ECS

McKee Commercial:

Next Meeting: September 24, 2019 at 1:00 PM-**revised time pre request of ECS**

Action Items:

• **HVAC:**

- Classrooms 17 & 18 and 7 & 8 for ECS: **Completed**
- Classroom 9 not enough cooling in room

Action- ECS to contact Air Systems to remedy-this is a ECS responsibility per the lease agreement.

• **SDGE:**

- Pole reinforcement done: St. Johns to follow up with SDGE as the reinforcement was not done well and there are palm fronds that SDGE needs to cut back away from the power lines. Sally is in the process of working on this.

Action: In Process Sally is currently working on this.

• **Termite:**

- All termite work completed. The Works to be included in all bid requests.

- **Painting:**

- Completed Windows/Gate area
- Entire Church Painting removed from Agenda at this time

- **Fountain:**

- Removed from Agenda at this time

- **Plumbing:**

- Hydrojetting completed, recommended to do on an annual basis.

Action: Ashley H to provide 3 bids for annual hydrojetting to continue maintaining the pipes.

- Toilet in ECS office is slow

Action: Recommend ECS to contact plumber to repair toilet. ECS is responsible for any clogs within the toilets/sinks as well as the toilet/sink themselves.

- **Emergency List/School Calendar:**

- Emergency Lists are needed from both St. Johns and ECS

Action: List has been received, ECS to provide school schedule to St. Johns asap.

- **Mailboxes:**

- 2 separate mailboxes to be installed side by side for St. Johns and ECS, approval from post office has been given. : St. Johns and ECS agree to pay 50% each for the cost of the install of the mailboxes. St. Johns agrees to execute the project after July 1- ECS to notify St. Johns of date/time.

Action: Pad has been poured, waiting on arrival of mailboxes.

- **Kitchen:**

- Kitchen has been clean and good this month.

Action: Wendy had mentioned needing another fridge for staff and will be adding it to one of their rooms.

- St. Johns discussed the garbage bags being too thin-

Action: Sally and Wendy to look into replacing these with a better quality bag.

- Wendy would like to add a larger warmer to help with the increase of students.

Action: ECS to wait to see if warmer is necessary.

- It has been noticed that additional trash pickups are needed

Action: Sally to coordinate with Republic services for daily trash pickups.

- **Exterior Lights:**

- Timer is set for 7 pm-David D. to provide map and look into repairing the current issues that are taking place. Mapping scheduled for June 26th at 11:00 am.

Action: Completed

- **Back Entrance Construction:**

- Ashley H to get 3 bids from contractors for opening up the back area by the dumpsters to make a legal exit in preparation for the property to be sold to St. Johns.

Action: Jacor has provided cost for Asphalt and Concrete work, however the City will require a Civil Engineer to be involved in the process and scope of work. We can have an Engineer get with Jacor to determine the cost of the scope they will provide before signing off on the actual measured scope. This would take Jacor and the Engineer meeting onsite to go over the proposed work.

Updated Action: McKee to wait on this until they hear from City on Surveyor Documentation.

- **HVAC Equipment List and Repairs:**

- St. Johns needs to have an equipment list and diagnostics of current HVAC systems for St. Johns only. 5 Diamond, Ontario Refrigeration, The Works and Air Systems to all Bid for the Preventative Maintenance for the Church Only.

Action: Contract for Preventative Maintenance has been signed with Ontario Refrigeration and will begin September 1, 2019.

- **Open discussion- Is there anything that needs to be added to the Meeting Agenda?**

- **Back lot area trespassers:**

- There have been teenagers skateboarding in the back parking area and old soccer field near ECS.

Action: Wendy or any employee of ECS is to contact the local police and notify them of this issue.

- **Nale Hall:**

- Hallway door near the kitchen facing ECS is left propped open often and always needs to remain closed.

Action: ECS to make a sign and post on this door to notify all of the ECS employees/vendors to not prop open this door.

- Bathroom in Nale hall is to be used by ECS as overflow during school hours only. ECS to make sure temporary signs are posted during this time and that the bathroom remains stocked.

No Action needed just noted as topic during meeting.

- **Lease Review:**

- ECS is asking St. Johns to review the lease and possibly amend the portion in regard to Landscaping expense responsibility.

Action: ECS and St. Johns to share information on Landscape contracts, then discuss using single landscaper for entire property.

*Meeting time has changed to 1 PM to ensure Mindy with ECS can attend the monthly meeting. This has been approved by all parties.