



**St. Johns/ ECS
Monthly Meeting Agenda
July 30, 2019 | 2:00 PM**

Attendees:

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

McKee Commercial:

Ashley Huss: Associate
Keith Herbert: Director

Next Meeting: August 27th, 2019 at 2:00 PM

Action Items:

- **HVAC:**
 - Classrooms 17 & 18 and 7 & 8 for ECS: After Ray provides quote – St. Johns to determine which vendor to use to do the necessary repairs/install of the new HVAC units for classrooms 7,8,17 and 18. Ashley H to provide the final quote from Ray asap. 17/18 is priority and needs to be done quickly. I have not received the quote from Ray and due to the time crunch and the 3 bids previously provided- Hurn has been approved to move forward with all Classroom HVAC work for 17/18 and 7/8. The Deposits have been received and the units are on order.

Action: As soon as Hurn finds out the delivery date they can set the install up. Ashley H will notify Wendy and St. Johns of this immediately. Wendy to be POC for install. Install date has been set and all have been notified. Install will take place August 15 & 16. Hurn Mechanical has Wendy's contact information for onsite direction.

- **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:**

- St. Johns has decided to fumigate the Church area and has notified ECS of this. Termite Tenting has been scheduled for Friday June 28th-Monday July 1st. GMI Securities to do security patrols during this time. This has been completed, what are the thoughts on The Works? Notes: If "The Works" does a good job on wood repair and follow through on the termite fumigation, it was suggested by St. Johns that "The Works" be used as a first bid on other future projects.

Action: St. John's was extremely pleased with the professionalism and work that was done by "The Works" and would like them to be 1st bid on future projects.

- **Painting:**

- Windows/Gate will be painted by St. Johns-Painting of entire Church Building has been added to the the request from St. Johns. Bids have been provided St. Johns to make final call and schedule when approved by Vectry. Do we have any new information or approvals on this?

Action: The bids have been received and the cost planned for 2020 budget. However, this will depend on the HVAC repairs that are to take place as the HVAC is priority.

- **Fountain:**

- Courtyard Fountain: St. Johns to hire vendor to fix and maintain the fountain.

Action: The Preventative Maintenance will be addressed in 2020- this will be removed from the future meeting agenda until then.

- **Plumbing:**

- Roots in ECS plumbing lines- Hydrojetting to take place on June 27th. Results/Video of plumbing pipes after the jetting will be provided at the next meeting. The tree roots have been deadened so this should prevent any regrowth. Hydrojetting has been completed and video provided to St. Johns. Ashley H recommends doing this on an annual basis for prevention.

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

- **Emergency List/School Calendar:**

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

Action: Wendy is to email emergency contact list and Jorge email to Sally and Rev. Tom.

- **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: This has not been fully completed as of yet, but will be shortly. At which time St. Johns will provide paid invoice to McKee Commercial and ECS will be charged the 50% agreed upon amount.

- **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.

- **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: New timer to be installed on Tuesday August 6th and will be set for 7:00 pm for the summer.

- **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: Ashley H to get 5 Diamond and Ontario in touch with Rev. Tom for proposals. Rev. Tom or Sally to schedule with The Works and Air Systems. To date 5 Diamond has provided PM and Ontario has provided repairs bid and will be scheduling a meeting with Rev. Tom to go over a PM proposal.

- **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: St. Johns to review the landscaping portion of the lease and discuss if they are willing to add an Amendment to change this portion through and Amendment. This will be discussed at the next meeting on August 27th.