

Vestry Meeting Minutes  
August 15, 2016 - Amended  
7:00 – 9:30 pm

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Attendance:

Ricci, Nedved, Dawodu, Willcox, Berghane, Jennings, Ivanov, Mealor, Williams, Fr. Sharp, Fr. Holt

Absent: None

- I. Call to Order at 7:08 pm
- II. Devotion – A Prayer of St. Chrysostom – BCP p. 126
- III. Approval of the Minutes
  - a. Edits: Items 4c, 5a, and 8a
  - b. Minutes approved with edits
- IV. Building Committee Report (Barnes)
  - a. Refer to August 15 Building Committee Report
  - b. On track for April 1 2018 completion with start in April 2017
  - c. Presented updated comprehensive estimate
  - d. Decision requested from the Vestry on how to proceed
  - e. Motion by Berghane: To remain in design development phase and move forward in a value engineering mode with the Architect and Wharton-Smith for update at September Vestry meeting; second Willcox; Discussion; Call the question Mealor; Unanimously approved
  - f. Discussion of key points for Architect meeting August 28
    - i. Timing is variable
    - ii. Design is variable - Priority is sanctuary; consider 2 stages
    - iii. Struggling with support
    - iv. We are committed to making this happen
    - v. Vestry to speak and provide information prior to architect's presentation
- V. Treasurer's Report (Berghane)
  - a. P&L is in line with previous years
  - b. Plate in Pledge is slightly ahead of this point last year
  - c. Expenses are at budget
  - d. Max Life has increased from approx. 40 after school participants to over 50; projected to be in the black for this year by end of this year
  - e. Preschool enrollment met for budget projection; additional enrollments are in addition to planned revenues
- VI. Warden's Report
  - a. Sr. Warden (Ricci)
    - i. Article for Central FL Episcopalian is in progress

- ii. Work on the field solution; Sterling Center is working with their Engineers; Positive reaction to the shared green space proposal; Sterling excited about the church expansion and is working out the details; Diocesan office is supportive
  - b. Jr. Warden (Dawodu)
    - i. Refer to Junior Warden's report – August 2016 (Vestry meeting)
    - ii. Request: Berghane -- Confirm new phone system funded with 2016 budget
    - iii. Request for staff to continue awareness that programmable thermostat functions is critical to keeping AC costs
- VII. Capital Campaign Committee Report (Mealor)
  - a. 113 participating households
  - b. 1.443 million pledged
  - c. Money is coming in; and going out to pay capital campaign costs
- VIII. Rector's Report (Holt)
  - a. Staff Vestry Retreat Friday night August 26 and Saturday, August 27
    - i. Goals is for each of the five commissions
    - ii. Objectives for 2020
    - iii. Working on securing volunteer chair for all 5 commissions by the last weekend of August
  - b. Grant to write Anglican children's curriculum program for pilot in Fall 2017 for use in Kids Church and Sunday School
- IX. Old Business
- X. New Business
- XI. Adjourn with The Lord's Prayer at 9:32pm

Submitted by Amy Jennings

# Building Committee Update for Vestry

## AUG 15, 2016

**1.0 Architectural Work in Progress:** Architect is currently in the “design development phase” (**\$21,000**) as approved by the vestry in last months meeting and scheduled to be complete by the end of August. Dickerson is preparing the video/ drawing presentation for a town hall meeting scheduled for Aug 28, 2016. This work is on schedule to be completed by the end of August.

**2.0 Civil Site Drawing:** CPH has completed the first issue of the site drawing locating the new church on the property. We have given CPH our building committee comments and are waiting for the updated issue of this drawing. Should be completed this month. ( **\$2,380**, as approved by the Vestry in June’s meeting)

**3.0 Contractor Cost Estimate:** Will Marsh’s and the company he works for “Wharton-Smith, Inc.” have provided a detailed cost estimate for our new church. Commodity prices have risen driving some costs upward. Based on this estimate our **building costs have risen from \$2,420,030 to \$3,041,200** (Includes General conditions plus Profit which were assumed included in the architect’s estimate of \$240/ft<sup>2</sup>).

**4.0 Project Schedule:** We are **on schedule** to have the first Easter service in the new facility in April, 2018. Construction must start by April 3, 2017 to meet this commitment.

**5.0 Zoning Change permit for revising the height of the New Steeple from 84 – 116’ (PUD):** We attended the first meeting with the planning department on August 10, 2016. The meeting went very smoothly. We answered all questions raised. The feeling was positive at the conclusion of the meeting. Should have approval by Oct, 2016.

**Decisions required by Vestry in August:** There are one of three major directions the vestry needs to decide upon in August to either keep this project on schedule or let it slip due to lack of funds.

**Alternative A.** If we **continue into the final stage of design** with John Dickerson (Construction Documents Phase) we will be committing an **additional \$70,000** in Architectural fees. (Approximately \$40,000 in 2016 and \$30,000 in 2017) This currently leaves only \$21,000 left in Dickerson’s contract to approve for Bidding and Construction phases. Construction Schedule not affected if approved. Just as a reminder, we are also responsible for Dickerson’s reimbursable expenses. Note: **Now that it appears the costs of the project have risen, we most likely will be raising the Architect’s fee from \$140,000 to \$212,900 for a difference of +\$72,900 in addition to funds originally requested.** This is above the dollars requested above. Civil Site Final Design (Incl. removal of retention pond) – Need approval for \$6200 to complete the civil drawings.

Total dollars requested this month:  $\$70,000 + \$6,200 = \$76,200$ . The caveat here is the Vestry will be approving, by default, the additional  $\$72,900$  ( $\$149,100$  Total) which will show up as project progresses, and will be distributed throughout next year.

**Alternative B. Stop Work or Put on Hold.** If we end the contract with Dickerson we will need to pay him an amount for the architect's anticipated profit on the value of the services not performed by him. **We will delay the construction completion date** if we stop or delay the architect's work depending on the length of time.

**Alternative C. Change Design to Eliminate/Reduce the Narthex and Eliminate the Chapel:** This would put us back into the Schematic Design Stage. Most likely would cost St. Peter's from  $\$30,000$  to  $\$40,000$  in addition to spending another  $\$21,000$  in the design development stage. **The schedule would be delayed.** We would be back at ground zero!

## Junior Warden's Report – August 2016 (Vestry Meeting)

### Complete

- Grounds - basketball court erosion/ rear of campus drainage issues repaired
- Preschool - new security cameras installed
- Admin. Office - roof-work to fix leak
- Barge Hall - push bar repaired
- Admin. Office - false alarm for critters (temporary foul odor due to excess moisture). Contractor submitting quote to remedy issue by sanitizing roof.
- Preschool - special grade playground mulch added (for new school year)
- Preschool - damaged ceiling tiles replaced in Rooms 3 & 6

### In progress

- Telephone system - transitioning to new system for campus (due Aug. 19)
- FLC & Barge Hall - Repair/ paint (after Summer Camp in mid - August) - quoted \$1100
- Signage - Premises under surveillance signage for Preschool (working with Loren Williams)
- FLC - main entrance self-shutting doors not functioning properly
- A/C - expert consulted to resolve the airflow/ cooling issue in the kitchen. Solution(s) being researched.
- Courtyard - repairing/ refinishing picnic tables in courtyard (Billy Jackson)
- Painting - paint cross on top of admin office (coordinate with cherry picker rental for parking lot LED light project)
- Policies needed
  - Written policy for
    - Keys – use and who gets them
    - Use of Church equipment/ property
    - Financial security matters
- Electrical work
  - Replacing parking lot lights with LED \$1500 (work approved Feb. 2016 – assigned to Chuck Imo)
  - Adding lighting by Memorial Gardens (estimate requested Feb. 2016 – assigned to Chuck Imo)

### Under review

- Nursery - new carpet, cabinets

### Additional campus needs brought to the Vestry's attention

Project	Estimate
Fencing for Campus*	\$22.5K - \$85K
Commercial landscaping company (improving curb appeal by supplementing annual grounds budget)	\$4,800
Rodent issue resolution campus-wide (Admin Office Complete)	\$6,318
Striping parking lot, crosswalks, etc.	\$1,150
25 – 30 additional spaces by FLC (gravel & application)	\$3,000
Campus signage (entrances & hallways)	\$2,000
Energy efficiency investment (Campus switching to LED)	\$89,486
Repairing /painting exterior walls of all buildings	Pending
Active security alarm monitoring for campus (working on estimates)	Pending
<b>TOTAL</b>	<b>\$129.3K - \$191.8</b>

Accounts

**Assets**

**Current Assets**

**Floridian**

1-100110 - Seacoast (General Operating)	\$44,005.12
1-100131 - Seacoast (General MM)	\$9,819.84
2-100115 - Seacoast (Building Fund)	\$89,031.01
2-200122 - Seacoast (Memorial Chapel)	\$30,982.79
3-100120 - Seacoast (Preschool Operating)	\$64,943.04
3-100125 - Seacoast (TE/School Reserve)	\$29,334.26
4-100123 - Seacoast (Jim Grant Endowment)	\$3,834.80
5-100195 - Seacoast (MaxLife Operating)	\$11,418.17

**Total Floridian** \$283,369.03

**PNC Bank**

1-100105 - PNC (Honduras Mission)	\$2,128.62
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**Total PNC Bank** \$2,128.62

**5/3 Bank**

1-100140 - 5/3rd Priest Discretionary	\$26.64
1-100141 - 5/3rd Asst. Priest Discretionary	\$149.11

**Total 5/3 Bank** \$175.75

**Petty Cash**

1-100150 - Petty Cash	\$100.00
3-100150 - Petty Cash (School)	\$200.00
5-100150 - Petty Cash (MaxLife)	\$150.00

**Total Petty Cash** \$450.00

**Total Current Assets**

**\$286,123.40**

**Land Assets**

**Land**

2-105110 - Land	\$250,652.00
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**Total Land** \$250,652.00

**Construction in Progress**

2-105120 - Building: Construction in Progress	\$174,309.70
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**Total Construction in Progress** \$174,309.70

**Building and Equipment**

2-105100 - Facilities Pre 2011	\$1,198,820.00
2-105101 - Family Life Center	\$604,888.97
2-105102 - Site Work	\$417,645.00
2-105200 - Furniture and Fixtures	\$118,394.52
2-105201 - AC	\$20,000.00
2-105202 - Bus	\$32,000.00
2-105203 - Van	\$32,645.00
2-106100 - Accumulated Depreciation	(\$888,431.06)

**Total Building and Equipment** \$1,535,962.43

**Total Fixed Assets**

**\$1,960,924.13**

**Other Current Assets**

1-103200 - Due From Other Funds	\$95,083.23
2-103200 - Due From Other Funds	\$618.00
4-103200 - Due From Other Funds	\$21,375.60
5-103200 - Due From Other Funds	\$6,445.50

**Total Other Current Assets** \$123,522.33

**Total Assets**

**\$2,370,569.86**

**Liabilities, Fund Principal, & Restricted Funds**

**Liabilities**

**Current Liabilities**

**Accounts Payable**

**Accounts**

1-200000 - Accounts Payable	\$40,759.35	
5-200000 - Accounts Payable	\$5,174.89	
<b>Total Accounts Payable</b>	<u>\$45,934.24</u>	
<b>Other Current Liabilities</b>		
1-205001 - Due To Other Funds	\$618.00	
1-205002 - Due To Jim Grant Fund - B&G	\$4,495.04	
2-205002 - Due To Jim Grant Fund - A/C	\$14,774.63	
2-205004 - Due To Jim Grant Fund - Van	\$2,105.93	
2-500002 - Van Loan Payable - Seacoast	\$10,326.34	
3-203205 - Deferred Revenue: Tuition	\$43,660.65	
3-205001 - Due To Other Funds	\$6,445.50	
5-205001 - Due To Other Funds	\$95,083.33	
<b>Total Other Current Liabilities</b>	<u>\$177,509.42</u>	
<b>Total Current Liabilities</b>		<u>\$223,443.66</u>
<b>Total Liabilities</b>		<u>\$223,443.66</u>
<b>Net Assets</b>		
1-299999 - General Fund	\$93,291.71	
2-299993 - Church Building	\$174,309.70	
2-299994 - Van	\$15,549.16	
2-299995 - Investment in Facility 2015	\$13,065.25	
2-299996 - Bus	\$18,285.71	
2-299997 - AC	\$2,225.37	
2-299998 - Investment in Facilities Pre-2011	\$790,001.16	
2-299999 - Investment in Facilities 2011	\$920,280.88	
3-299999 - School General Fund	\$34,457.85	
5-299999 - MaxLife	(\$62,423.65)	
Excess Cash Received	(\$22,810.34)	
<b>Total Net Assets and Excess Cash Received</b>		<u>\$1,976,232.80</u>
<b>Restricted Funds</b>		
Total Temporarily Restricted	\$145,893.40	
Total Permanently Restricted	\$25,000.00	
<b>Total Restricted Funds</b>		<u>\$170,893.40</u>
<b>Total Liabilities, Fund Principal, &amp; Restricted Funds</b>		<u><u>\$2,370,569.86</u></u>