

BUF Board of Trustees Meeting (virtual, via Zoom)
June 24, 2021

Attendees: Murray Bennett (President), Bharti Kirchner (Vice-President), Rod Haynes, David Curley, Melissa Swift, Henry Ohana, Sarah Pearson, John Stewart (Secretary)

Not Present (Excused): Debbie Boots, Paul Beckel (Ex-Officio)

Other participants: Sky Hedman, Genia Allen-Schmid, Jim Reimer, Alex Gilman, Daria Haynes

Minutes by John Stewart Secretary.

Meeting called to order by Bharti at 7:01 pm; Checkins

Approval of last meeting minutes. Minutes from the 05/27/2021 meeting were approved by email on 06/21/2021.

RE Report: Genia (report appended)

- Fewer younger participants in Zoom sessions
 - Focus this summer is to call or visit all families with younger elementary-age children.
- Teens did great -- those in Coming of Age really bonded as a group. More teens than in a normal year.
- Adults were a focus and Widening the Circle was a surprising success. 45 participants.
 - A lot of effort to put on by all presenters. Will possibly be repeated with different instructors.
- Meet-ups (in person) were fun, but short-lived.
- Very positive comments from Board members, especially about the Widening the Circle program.

Treasurer's Report: John (Summary appended below).

- Finances continue to be positive with a slight improvement on cash on hand.
- Net operating income \$1,962 for May and \$9,351 for the year to-date.
- Cash on hand at May 31 was \$33,740.

Update on the Water Damage Report: John, report and proposal appended below

- Remediation is complete and the claim has been resolved with the insurance company.
- Repairs:
 - Attached bid proposal may increase, based on the materials chosen for the tile floor and the scarcity of materials.
 - Project expected to last 4 weeks; again, possibly affected by the scarcity of materials.

- Partial replacement of only the damaged portion of the social hall floor in the elevator hallway is recommended.
 - Upgrade from marmoleum to ceramic tile is recommended
 - There is current price inflation and scarcity in obtaining flooring materials.
- Motion:

Murray moved and Bharti seconded that:

- BUF accepts the proposal for \$29,143.95 from 911 Dry LLC to cover the insured replacement and repairs to the building from the water damage incurred in February 2021 and authorizes Paul to sign jointly with the Board president. The total contract amount authorized may vary by up to 5%, based on changes in material costs.
- The Board authorizes one or more change orders in an aggregate amount not to exceed 10% of the amount of the contract. Change orders may be jointly approved by Paul and John.
- The balance of the \$61,000 not used for the contract will be placed in the Building Maintenance Fund.

Motion passed.

Report on COVID-related Upgrades: Sky and Jim, (Report with Vendor proposal, PowerPoint presentation appended below)

- Jim presented the appended Power Point presentation. Sky and Jim discussed and answered questions.
- Proposal is to move forward with project by the Board endorsing the project and calling a Congregational Meeting for July 18 2021.
- Discussion:
 - Feller was chosen as contractor form among 5 bidders.
 - Were the conference room and restrooms included in the scope of the project? Conference room yes, restrooms no, but could be included at minimal additional cost.
 - Have we considered an increased MERV rating for the filters? Jim will send a link to additional discussion on MERV filters.
 - How much will the new system filter smoke and viruses. Thinking especially of poor air quality experienced in the summer/fall fire season. MERV 13 should filter smoke and most viruses.
 - Several details need to be determined. Important to complete work as soon as possible for comfort and safety of users of the building. Will propose a project for the congregation with an allowance for additional costs as needed to a "not to exceed" maximum. Project leaders will work out details with Feller as proposed contractor.
- John moved, seconded by Henry that the Board call a special congregational meeting for July 18 to consider the *BUF Ventilation Improvement Project*, at a cost not to exceed \$38,000, and funded by deducting from the Building Account and, should the Building Account be exhausted, then from the Building Maintenance Reserve. The project is endorsed by the Board.

Motion passed.

Annual Report of Board Assignments

- Discussion by all Board members

What I Accomplished, What I Wish I Could Have Done

- Discussion by Retiring Board members Murray, Rod and David.

Next Meeting Date: July 22, 2020

Meeting adjourned at 8:48 pm.

Summary of Action Items:

- Murray moved and Bharti seconded that:
 - BUF accepts the proposal for \$29,143.95 from 911 Dry LLC to cover the insured replacement and repairs to the building from the water damage incurred in February 2021 and authorizes Paul to sign jointly with the Board president. The total contract amount authorized may vary by up to 5%, based on changes in material costs.
 - The Board authorizes one or more change orders in an aggregate amount not to exceed 10% of the amount of the contract. Change orders may be jointly approved by Paul and John.
 - The balance of the \$61,000 not used for the contract will be placed in the Building Maintenance Fund.

Motion passed.

- John moved and Henry seconded that the Board call a special congregational meeting for July 18 to consider the *BUF Ventilation Improvement Project*, at a cost not to exceed \$38,000, and funded by deducting from the Building Account and, should the Building Account be exhausted, then from the Building Maintenance Reserve. The project is endorsed by the Board.

Attachments: (below)

- RE Report
- Treasurer's Report
- Water Damage Report & Proposal
- Report on COVID-related Upgrades, Vendor Proposal
- Answers from Feller for BUF Ventilation Project
- Covid-Related Updates PowerPoint Presentation

BOARD REPORT for Spring 2021

This is a report of RE activities during the Winter and Spring of 2021

Main goal in spring

- Maintaining connections
- Pastoral Care
- Anti-racism and inclusion = Widening the Circle

CHILDREN AND FAMILIES

- Wednesday Night Children's Chapel via zoom
 - Went very well through End of March; families requested ending zoom meetings after spring break.
 - Strong connections with core group. They've also learned the elements of a UU service and how to lead Chalice Lighting, check-ins, story-telling and closings
 - Virtual game nights a big hit with families
 - Moved to in-person art and community service projects between March and June
- Occasional Pajama and hot chocolate story hours drew in more preschool-age and included a number of adult readers
- Social Justice
 - Helped with Tokitae service
 - Made map and posters for Red Totem Pole Journey on May 24

TEENS

- Coming of Age service in December; 6 kids involved and comprised entire service
- YRUU – those COA kids gave a boost to YRUU. Met on zoom all winter, and then after spring break went to outside, in-person every other week. Great attendance for these.
- Bridging service, June 6 with 2 teens. Very successful, with music, a personal reflection and slide show shared by the teens.

ADULTS

Birthday Groups

- About 4-5 groups are still meeting regularly
- A good communication model

Chalice Groups

- Going very well. Steffany Reynes, Bonnie Phinney, Kathryn Allen and I on team.
- We were better at including new folks
- We included some anti-racism topics throughout the year

Meet Ups

These sessions, open to anyone and led by anyone, were a great hit during the winter. There were about 7 or 8 of them with an average of 10 people in each. Ran their course by the spring, but a great avenue for people to connect and learn.

Widening the Circle

- Led by Paul, Mel, Rose and I
- 45 participants
- Worthwhile; increasing awareness and involvement. Seems to be fostering some momentum towards some cultural change at BUF
- Will lead to several new adult RE offerings next year, especially regarding UU Roots and Theology – As well as Multi-cultural Competency training

PROFESSIONAL DEVELOPMENT *completed during the 2020-2021 year, as of June 2021*

- General Assembly - on line (summer 2020)
- LREDA National convention – on line (Fall 2020)
- Two Renaissance RE Training Modules (30 hours each) – on line (Fall 2020, Spring 2021)
- LREDA PNWD summer retreat, 5 days – virtual (July 2020)

Monthly Treasurer's Summary Report to the Board of Trustees
May 2021 Financials (92% of the fiscal year)
Prepared for the June 24, 2021 Board Meeting

Overview of current and projected status:

- BUF's finances continue on a positive trend with a slight improvement in cash on hand.
- Net Income for fiscal year (2020-2021):
 - Month of May, 2021:
 - Pledge income decreased 13% from April.
 - Net Operating Income is \$1,962 for the month of May.
 - Year-to-date (July 2020-May 2021, 92% of fiscal year):
 - Pledge income is 93% of the year-to-date forecast.
 - Non-member donations are 125% of forecast.
 - Rental income exceeds the forecast.
 - Income exceeds budget by 7%.
 - Expenses exceed budget by 5%.
 - Net Ordinary Income for the year is \$9,351.
- Cash on Hand for April:
 - As of May 31, 2021, BUF has a Cash On Hand of **\$33,740**.
 - BUF's Emergency Operating Reserve remains at **\$43,474**.
 - BUF's goal is to have reserves to cover three months operating expense, or \$99,722.

Income and Expense:

Income and Expense	<i>Year-to-date</i>	<i>% of budget</i>
<i>Pledge Income</i>	\$ 278,296	93%
<i>Total Donations</i>	\$ 331,941	95%
<i>Fundraising Income</i>	\$ 6,498	67%
<i>Rental Income</i>	\$ 4,015	11,471%
Total Income Year to Date	\$ 378,525	99%
Total Expenses Year to Date	\$ 369,174	97%
YTD Op. Income minus Expense	\$ 9,351	

Cash on Hand

	This month	% Change	Prior month	Prior month
Checking balance	\$ 69,895	5%	\$ 66,400 (reflects Insurance claim payment)	\$ 8,016
Cash assets under Board control	\$ 215,101	2%	\$210,569	\$ 207,110
Cash on Hand	\$ 33,740	5%	\$ 32,078	\$ 29,423

Funds Activity Report

Funds Activity	This month	Prior month
Total Designated Board Funds available	0	0
Total Restricted Investment Funds	\$ 106,460	\$ 106,456
Total Restricted Bank Account Funds	\$ 90,769	\$ 90,064
Total Designated Program Funds	\$ 26,307	\$ 27,890
Total in all funds	\$ 223,536	\$ 224,409

Fundraising Summary

Fundraising Event	Income YTD	Income Goal for year	% of Goal
Dinner Auction/Gala	\$ 6,499	\$ 8,000	81%
Other Fundraising	\$ 0	\$ 0	0%
Paddle Call 2018	\$ 0	\$ 0	0%
Pandemic Grants & Income	\$ 3,454	\$ 6,954	50%
Total Fundraising	\$ 9,952	\$14,954	67%

Other Status Updates/Requests/Documentation:

1. Members of the Financial Oversight Committee are John Stewart, Frank McDonald, Brian Quick, Pam Ives and Cathy Campbell.
2. Treasurer's Summary Reports and selected Financial Reports generated by Bookkeeper are placed by bookkeeper in BUF Workroom.

*Notes on Cash on Hand: BUF's goal remains an average of 2 month operating cash flow or \$70,000 Cash On Hand.

Cash On Hand reports:

Assets that are available to Board under normal operating conditions: Checking, Savings, TIAA CD, Building Account and Accounts Receivable. (It does not include Endowment, Humanitas, A. Herrmann Social Justice Account.)

Equity that is subtracted from Assets are those that are not available under normal operating conditions: Restricted Funds and Designated Program Funds. Liabilities are adjusted to include only one month of the Principal payment for the mortgage.

Financial Reports attached:

Monthly I&E Comparison
Cash on Hand Report
Balance Sheet Prev Year Comparison
Funds Activity Report
I&E YTD Annual Budget Comparison

Water Damage Report and Proposal:

Remediation

- Church Mutual, after working with Kathy, and Lance of 911 Dry LLC, has agreed to payment of the claim for the remediation of the damage. At the last meeting, the final check for the remediation had not been received, but we understand that the payment has been approved.

Repair

- Payment:
 - Claim payment is \$60,162, agreed to, by 911Dry and Church Mutual.
 - \$55,818 received with a \$4,344 holdback by the insurance company against completion of repairs.
- Items Covered:
 - Includes drywall, ceiling, repair and replacement.
 - Bathrooms:
 - Women's: paint trim
 - Men's bathroom:
 - paint trim
 - replace ceiling in men's room
 - new floor
 - The estimate includes total replacement of the Social Hall floor (\$40,000 insurance).
- Issues and Recommendation
 - Social Hall floor is only damaged in the elevator hallway.
 - Recommendation is:
 - Not replace the entire floor, but instead replace only the damaged portion. 911Dry will create a transition between the new and existing floors (see attached pictures. This will be a significant savings over the total replacement.
 - There should be 10 years of life left in the existing bamboo floor. There is a risk that by not replacing the floor and something happens to it within the next 10 years, that the insurance co will say that they've already paid to replace it. The most likely outcome is that floor will eventually need to be replaced due to ordinary wear and tear, which will not be covered by insurance.
 - Upgrade the current marmoleum floors in the bathrooms to ceramic tile, which is more durable. This will be a slight cost increase compared to the replacement of the marmoleum. The ceramic tile chosen is a light brown pattern with some texturing to make the floor as non-slip as possible.
 - 911 Dry is recalculating their bid, based upon those assumptions. We expect some final changes to the bid, due to the current scarcity of materials.

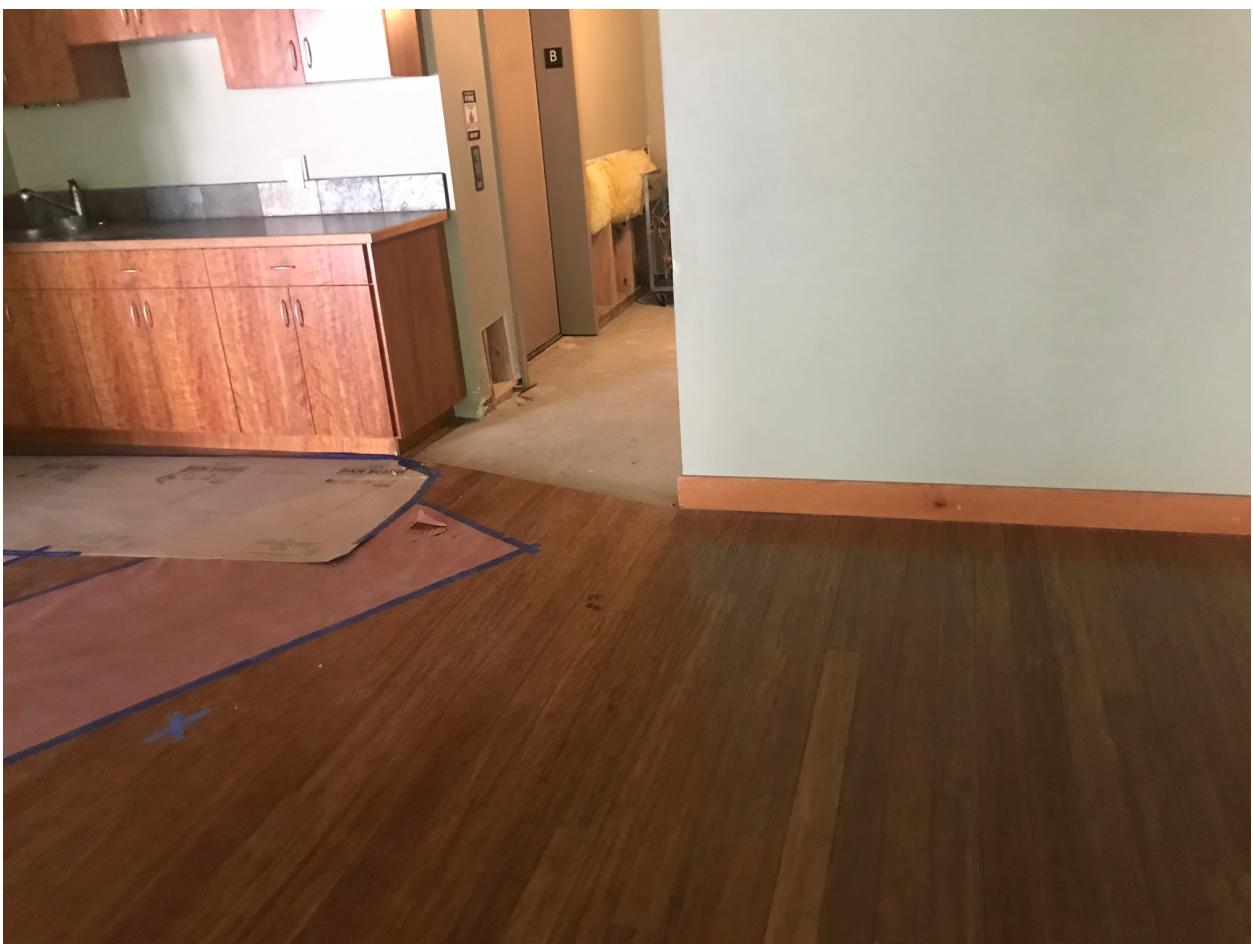
- The project is expected to last approximately 4 weeks. This time could be extended, based on the availability of some of the materials (especially ceramic tile and bamboo flooring).
- A recap of the project costs is on the following page and the detail bid from 911Dry LLC is attached.
- There will be funds remaining, probably in excess of \$30,000. We propose that these funds be placed in the Building Maintenance fund. This has also been discussed with the Financial Oversight Committee, which concurs.
- Although the bylaws require a Congregational vote on expenditures exceeding \$10,000, this is considered to fall outside of that requirement as it is to repair an insured damage and the source of the fund is the payment of insurance claim.

Motion:

_____ moves and _____ seconds that:

1. BUF accepts the proposal for \$29,143.95 from 911 Dry LLC to cover the insured replacement and repairs to the building from the water damage incurred in February 2021 and authorizes Paul to sign jointly with the Board president. The total contract amount authorized may vary by up to 5%, based on changes in material costs.
2. The Board authorizes one or more change orders in an aggregate amount not to exceed 10% of the amount of the contract. Change orders may be jointly approved by Paul and John.
3. The balance of the \$61,000 not used for the contract will be placed in the Building Maintenance Fund.

Repairs			
	Amount	Tax	Total
By Area			
Main Level			
General	2,471.90	210.12	2,682.02
Mens Bathroom	8,790.81	747.22	9,538.03
Womens Bathroom	8,745.88	743.40	9,489.28
Elevator Shaft	426.99	36.28	463.27
Elevator Hall	1,421.55	120.82	1,542.37
Missing Wall	2,862.23	243.29	3,105.52
U102	66.29	5.64	71.93
Total Main Level	24,785.65	2,106.77	26,892.42
Foyer/Entry	1,735.59	147.51	1,883.10
Labor Minimums Applied	339.57	28.86	368.43
Total Foyer/Entry	2,075.16	176.37	2,251.53
	26,860.81	2,283.14	29,143.95
Summary:			
Line Items			22,198.96
Overhead			2,219.93
Profit			2,441.92
Sales Tax			2,283.14
Total Project			29,143.95
Recap by Category:			
Cleaning			3,295.73
General Demolition			635.27
Drywall			840.68
Floor covering - Vinyl			327.52
Floor covering -- wood			691.06
Finish Carpentry - Trimwork			180.82
Hazardous Material Remediation			96.72
Insulation			339.85
Labor Only			1,566.00
Plumbing			728.37
Painting			2,381.67
Toilet & Bath Accessories			5,616.60
Tile			5,498.67
O&P Items Subtotal			22,198.96
Overhead			2,219.93
Profit			2,441.92
Sales Tax			2,283.14
Total Project			29,143.95
Payment Terms:			
Down Payment: 100% materials, 50% Labor			18,418.77
2nd Payment due upon completion of drywall and painting			3,000.00
3rd Payment due upon completion of flooring work			3,000.00
Final Payment due upon completion of job			4,728.18
Total Project			29,146.95



BUF Ventilation Improvement Project

Introduction

This summary outlines proposed modifications to Bellingham Unitarian Fellowship's building at 1207 Ellsworth St, Bellingham, WA, 98225 facility, relative to the Covid-19 pandemic. This report identifies potential projects to improve air safety within the building. The project scope and order of magnitude cost is included.

Project objectives by priority:

- Upgrade air filtration to meet post-Covid guidelines and best practice.
- Increase circulation of fresh air
- Reduce stratification and stagnation of air in sanctuary
- Implement programmable, centralized control of air handling

Project scope:

Improve Sanctuary, library, offices and classroom air quality:

- by increasing and controlling mix of fresh air
- implementing centralized control system for sanctuary/library
- upgrading filters throughout old and new parts of the building, including offices and classrooms

(Note: Upgrade to Social Hall is a future project which is not included in this proposal due to cost constraints)

Overview of proposed work, per quote from Feller HVAC, June 9, 2021:

- Install fully ducted Energy Recovery Ventilator (ERV) for the sanctuary = \$17,685.
- Upgrade for offices and classrooms = \$10,210
 - Filter upgrades to MERV 13 and ducting modification to basement (2) and attic (5)
 - Motorized fresh air dampers with ducting for attic air handler units (5)
 - Controls and 24 hour timers for basement furnaces.

Total cost would be \$27,825.

(Complete quote follows on page 3.)

Approval process: Per the Bylaws, all contracts and expenditures exceeding \$10,000 require a Congregational vote. See below:

BUF Bylaws

ARTICLE VII: Duties of the Board of Trustees, Nominating Committee, and Officers

Section 1: Board Powers: The Board shall have general charge of the affairs and property of the Fellowship, and conduct its business. It shall have the power to accept, reject, and administer gifts, bequests, and trusts, and the control of the Fellowship's policies and administration. **The Board may enter into any contract involving expenditure of up to \$10,000, and may encumber or dispose of any property of the Fellowship valued at less than \$10,000 without the approval of the congregation.**

Funding:

- BUF's "Building Account" (surplus remaining from the expansion of BUF in 2010) has a balance of \$28,343. This account is restricted to use for BUF capital projects. It has been untouched in ten years. Board approval required.

[**A Capital Project** is a **project** that helps maintain or improve an asset, often called infrastructure. ... It is a new construction, expansion, renovation, or replacement **project** for an existing facility or facilities. The **project** must have a total cost of at least \$10,000 over the life of the **project**.]

Suggested Timeline:

June 18, 2021 COVID task force endorsement (complete)

June 24, 2021 Board of Trustees review/approval

June 30, 2021 Article in MWU

July 2, 2021 Proposal sent to members

July 11, 2021 Feedback session

July 18, 2021 Congregational meeting



Bellingham Unitarian Fellowship June 9, 2021

1207 Ellsworth St

Bellingham, WA 98225

(360) 733-3837

Att: James Riemer

Feller Heating and A/C Inc. to provide and install:

1. QUOTE: Filter and outside fresh air upgrades:

- Install Two (2) 4" Merv 13 filters with filter cabinet. Modify ducting to accommodate (Basement)
- Install controls and relays with 24 hr timers for Basement furnaces (Basement)
 - Start the 2 hour purge prior to an event, continue circulation with heat during an event and have a set back mode for when the space is unoccupied
 - Controls, Timers and Labor = \$1,475.00
- Install Five (5) 2" Merv 13 filters with filter rails and door. Modify ducting to accommodate (Attic)
- Install Five (5) Motorized fresh air dampers with required ducting for attic air handler units (Attic)

Materials and Labor = \$11,975.00 - \$1,765 plus tax = \$ 10,210.

2. QUOTE: Fully Ducted ERV for Sanctuary:

- Install partially ducted HRV unit to gathering room
 - HRV sized for 1000 to 1500 SCFM. The main meeting space volume is 2600 sq ft * 14 ft (avg) ceiling. Occupancy is 177 people.
 - the title says fully ducted ERV but the description says partially ducted HRV

Materials and Labor = \$17,685.00 plus tax.

- **Exclusions:** Power wiring, required plumbing, painting, sheetrock repair, fire dampers or fire/smoke dampers if required.
- Proposal Submitted By : Steve Felbinger Date: June 9, 2021
- Acceptance of proposal:

From: "Hedman/Pharis" <hedmanpharis@gmail.com>
Subject: Answers re quote from Feller for BUF Ventilation project
Date: June 21, 2021 at 9:32:43 PM PDT
To: Board BUF <board@buf.org>

Hello all,

Below are the responses that we got from Nick at Feller in regards to the bid they submitted to BUF for upgrading the building's air quality. See you all Thursday.

From: Steve Felbinger <steve@fellerheating.com>
Sent: Monday, June 21, 2021 9:32 AM
To: jd.reimer@comcast.net
Subject: RE: Bellingham Unitarian quote

1. Please clarify the point below: is bid for a fully ducted ERV or partly ducted HRV servicing the sanctuary? If partially ducted where would the ducts draw from and return to? Fully ducted to Sanctuary meaning exposed pipe spiral down the center aisle suspended from the ceiling. The ERV unit would have to be located in the upper youth meeting room. None of this obviously is cosmetically ideal to that beautiful sanctuary. The only other possibility we would have to run by City Planning is if partial ducting would suffice. This would be side wall supply and return grilles penetrating the common wall to the sanctuary from that upper meeting room (so no exposed ducting down the center aisle ceiling). This would also lower our pricing.

2. The CDC / WHO guidelines say to provide bathroom fans. We have two bathrooms with no fan. What would the 2 addition standard (50 CFM?) bath fans add to the bid? We would need a little more information to provide pricing on this. But yes we can provide that for you. We would need to know how many stalls (occupancy load for the bathrooms and sq ft of space) Also need to make sure we can duct the exhaust out of the building without too much trouble.

3. For the scope defined (without either option for ventilators in the

“gathering room”) what is the estimated project duration and when could the (installation part of the) project start? It all depends on how large of crew I have available but I would say no more than 2 weeks once we start

4. One of the exclusions is fire dampers. Do you know if we need to add fire dampers? Especially if we are tie-ing into the old wooden ducts? No we shouldn't have to for that, it would be more for any new ducting when we have penetrate wall spaces. I excluded this because the City often looks at it from a different perspective than we do.

5. I assumed a summer circulation mode is part of the control scheme (similar to most household units)and that the HRV would also operate in this mode. Please confirm that controls will allow us to operate HRV/ERV feeding the sanctuary during summer. You will have full programmable control over the system to run at whatever schedule you determine.

*Project timing: Best guess with our current schedule would be late July or early August to start. But some of that will also be driven also by the City of Bellingham Planning Department.

I mentioned we are starting another church with ducted ERVs in mid-July. We had to wait about 7 weeks to get permit approval before we were approved to start the rest of the wait is our schedule availability.

Steve

Steve Felbinger

P. 360.733.4827 | C. 360.220.7096

steve@fellerheating.com

www.fellerheating.com



Bellingham Unitarian Fellowship

Community, Compassion, Commitment

Heating & Ventilating

Reopening BUF in a post covid world

Project Objectives

- Meet generally accepted guidelines for safe operation during and after Covid outbreak by:
- Providing a safe environment for congregants and guests, including those with lowest risk tolerance
- Continue building use as a gathering space for outside events
- Address any ongoing comfort issues that align with Covid mitigation.

CDC, WHO & ASHRAE Guidelines

- Evaluate system to confirm proper operation
- Provide maximum outside air prior to and during occupancy
- Improve central air filtration
- Increase airflow supply to occupied spaces

Findings and Recommendations

- Covid is primarily passed person to person within the space – does not live in the ducts like Legionella
- Increasing air exchange dilutes any virus and decreases exposure
- Guidelines emphasize air exchange (drawing in outside air) over disinfecting (UV) or high efficiency filters (HEPA).
- BUF's sanctuary has air distribution issues pre-dating Covid
- The existing systems circulate enough air (CFM) but may not distribute it to the desired location(s).
- Master controls to stop and start fans & dampers can be very complex *and expensive*

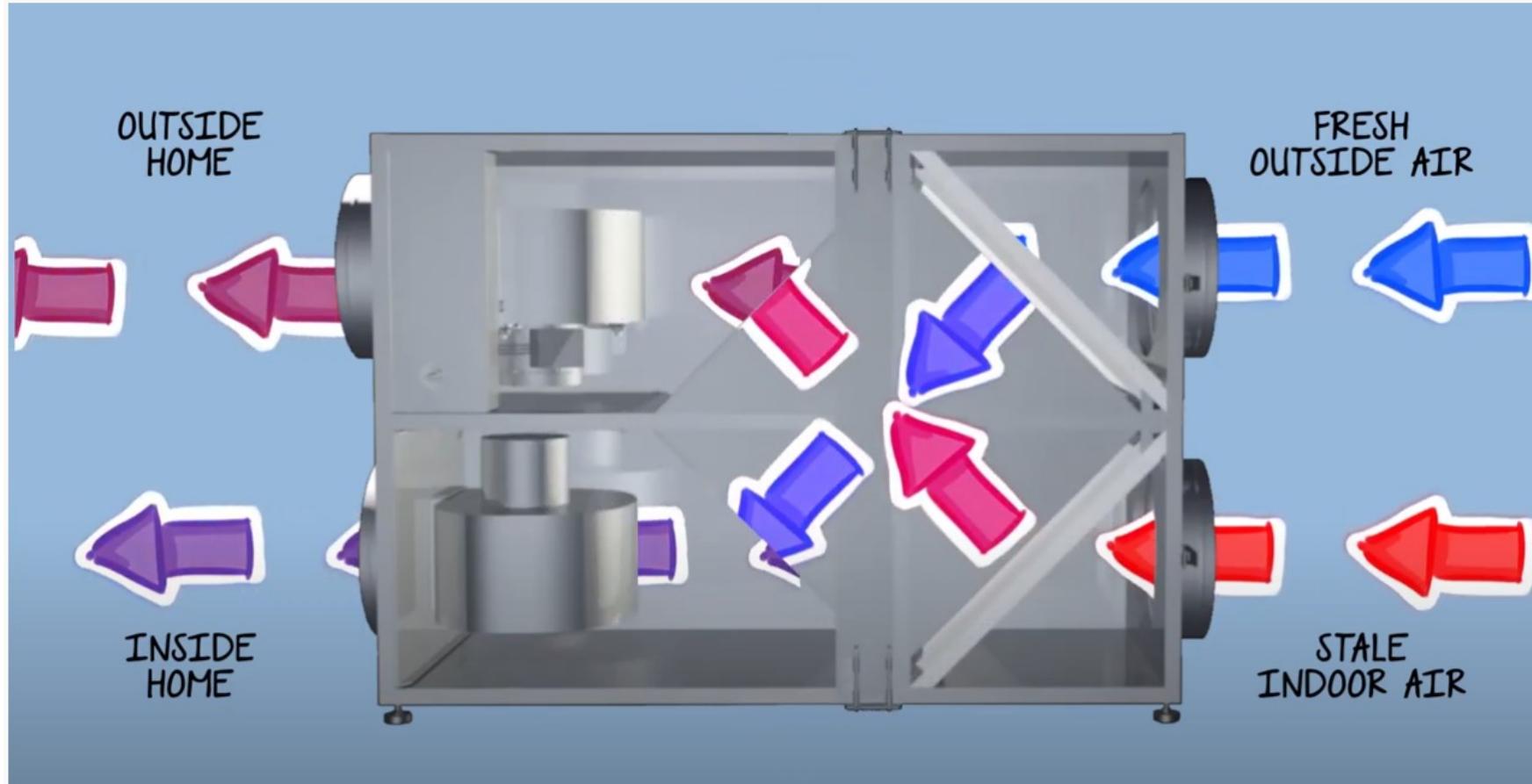
Project Scope

- Provide mechanized dampers to draw outside air into the building (new building)
- Install new heat recovery ventilator (HRV) to exchange and preheat outside air (Sanctuary and Library)
- Increase filtration by replacing current MERV-8 with MERV-13

Project estimated cost:

- Filter upgrade and motorized dampers === \$10,210
- Heat Recovery Ventilator (HVR) & ducting =====\$ 17,685

How does the HRV work?



- <https://www.youtube.com/watch?v=t-ejqk5ounE>

Possible Funding Sources

- Building fund (from 2010 expansion) - \$28,344
- Maintenance reserve (from rental income) - \$25,992

References

- <https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>
- <https://www.ashrae.org/technical-resources/filtration-disinfection#mechanical>
- <https://www.ecdc.europa.eu/en/publications-data/heating-ventilation-air-conditioning-systems-covid-19>
- <https://www.ashrae.org/file%20library/technical%20resources/covid-19/core-recommendations-for-reducing-airborne-infectious-aerosol-exposure.pdf>