

Operations Committee

Minutes of the Meeting Held May 23rd, 2017

(Taken and Transcribed by Bob Quicke)

Present: Greg Robinson (Chair), Diana Abbott, Don Wilson, Bob Quicke (Administrator).

Absent: Jen Buscall, Richard West, Lynda Clifford, Bob Westgate, Sandra Scarth, Peter Simpson.

(the numbers relate to those used in the agenda circulated to members)

1. [1905] The Meeting opened with Prayer delivered by Greg Robinson
2. In the absence of Jen, Bob passed around the printed financial reports.
 - a. YTD income is only \$68.00 that from last year, although below our budgeted expectations.
 - b. Saving grace is that expenses are below budget
 - c. Income (Jan-April)
 - i. Budgeted \$55,168 Actual \$35,924.86 Short \$19,243.14
 - d. Expenses (Jan-April)
 - i. Budgeted \$55,168 Actual \$45,207.20 Surplus \$9,960.80
1. **YTD Deficit** \$9,283.34
3. In accordance with the motion made at our last meeting, Island Basement Systems was contracted to do the work on the church crawl space.

Both phases of the contract (Vinyl Sealing of the earthen floor and Foam insulation of the crawl space) were completed by May 13th.

In May, we received written confirmation that our grant application had been approved and the final paper work was signed and submitted for us to received the \$4,000 from the BC Heritage Council.

4. Once the insulation work was completed, Dallas could move the telephone and correct the Telus installer wiring error. The phone is now working at its new position inside the front church door.

Still awaiting the RED phone set (in transit) and a sign (from Peter Simpson) stating "For Emergency Use (911) Only" and showing the church street address.

5. Tom's report on the voltage drop, in answer to the office questions raised at our last meeting, was presented by Bob Q and is attached in the Appendix.

Discussion ensued. Don pointed out that the voltage drop is only a problem for us in the cold weather (November to January) and then only if we wanted to run the furnace on all four coils. Diana commented that with the improved crawl space insulation we may not need to employ the fourth coil.

Consensus was that we delay action on this issue and monitor the changes to ambience warmth in the sanctuary this winter.

6. Bob had both Jim Laing and Price Locks visit the church and hall with regards to installing a time-lock on the front door of the church and to re-keying the Memorial Hall for improved security and key control. Laing was only able to do the hall rekey work and submit his quotation, while Laing submitted two quotes: \$1692.68 for the church and \$905.48 for the hall.

The Church installation would be comprehensive and includes:

- having a magnetic locking apparatus on the interior door and frame;
- a “panic” release button inside at the door (next to the fire alarm pull”;
- a battery back-up power source (so the door stays locked in a power failure occurs) and
- a tie-in to our fire alarm system which would un-lock the door if an alarm sounds.

Following the discussion, it was decided to install the mag-lock and Bob will contact Price to arrange for this work.

The discussion also concluded that hall security and the inability to determine how many exterior keys are in circulation is not a major problem for the committee and so no action will occur regarding the re-keying of the hall exterior doors.

7. The Countryside Pre-School have accepted the rental increase and signed their contract for the period September 2017 to June 2018.
8. Lynda purchased some battery powered motion sensor LED lamps and Bob will undertake the installation of these soon.
9. Don is working towards the installation of holders on the church pews for visitor information cards and guest envelopes.
10. There is an on-going concern from the Pre-School about the mouse infestation in the hall. (See Appendix for email traffic). Bob will contact a local pest control service for advice and possible solutions to this problem.

11. Work Carried forward:

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| a. Kitchen Floor | Heron Cleaning (Blaine), once Pre-school ends. |
| b. Church outside east wall | Karen during Summer |
| c. Old Furnace in Hall | Bob seeking quotes; summer time-frame |
| d. West ceiling Fan in church | Dis-abled (not needed, due to bell rope) |
| e. Parking Lamp (Sodium) | Asking Tom to purchase spare; installation on hold |
| f. French Drain in vestry | Carried over |
| g. Church Smoke Detectors | Bob seeking quotes (also consider them in Hall?) |

12. Bob has the back-drop screen in the office and will begin to schedule time when photos of congregation members who wish to be posted onto the Parish website directory listings.

13. This is covered in item 10 above

14. New Business:

- a. Diana had emailed the committee earlier and was concerned about hay bales under the emergency stairs at the rear of the hall. Don had already moved them after reading the email.
- b. Diana has also suggested a concrete pad might be useful on which the recycle bins could stand.

15. The Next Meeting is set for September 12th, 2017 at 7:00pm in the St. Stephen's Boardroom.

16. [2045] The meeting closed with us standing and reciting the Grace.

APPENDIX

Item #5:

Here are the questions I have:

- Where does the power feed derive from?
- I notice the panel in the church is a 100 AMP box, is that adequate for the needs of that building?
- At what point is the voltage 120 Volt reading taken?
- At what point (if known) does the voltage drop commence?
- I am told that the problem is that aluminum wiring was used rather than copper. Is this true?
 - Was that wiring of the proper gauge (size) to compensate for the lower electrical pass-through (higher ambient resistance) of aluminum over copper?
- At which point does the feed transition from copper to aluminum?
 - Approximately how much length is anticipated needing to be changed over?
 - Are the wires running underground? If yes, are they in a conduit?
 - If a change over from aluminum to copper is recommended, is it feasible to "fish" the new wiring through by using the "old" wires to pull them along?

I know these seem like trivial questions, but as the church budget is under some strain, the OPS Committee need to be able to have an accurate picture in order to cost out the various suggested solution paths.

Robert Quicke,
Administrator

Hello Robert,

I apologize for the lengthy delay in responding. I'll try to answer your questions as best I can.

- There is definitely some voltage drop from where the church service begins (the meter on the pole beside the hall) and the church panel. It falls beyond the 3% suggested in the code book. The drop is a result of the overall distance of the service.
- As I understand it, the 100-amp service was installed when the church still had an oil furnace, so it would have been more than adequate at that time. In hind-site, a larger service (or at least larger conductors should have been used, but the additional cost was likely not deemed necessary)
- The service conductors are entirely aluminium, the overhead portion to the first pole, the underground portion to the pole in the churchyard and the underground portion to the church panel. The underground portions are a direct-buried cable. This is not uncommon, as aluminum is considerably cheaper than copper. Aluminum is not as good a conductor as copper, so a larger size for service has been used to compensate. To add in the additional furnace element, would put the service loading a little over code requirements. This may likely never be an issue as there is very little additional load in the church, but I obviously must recommend sticking to the code. The portion of underground service between the churchyard pole and the church panel could theoretically be upgraded to a larger sized cable, but I'm of the opinion that there would be little benefit as this is a smaller portion of the service as a whole. Putting that money towards trying to make the building more energy efficient might be a better use of funds (although that also has its challenges!) Hope this clarifies a few things?! Thanks again for your patience.

Tom – iPhone

Item #10

May 15th

Hi Lynda,

There has been a mouse in the hall this weekend :(I see there is some mouse poop in some of the drawers in the kitchen :(Just thought I would give you a heads up. I let Peter know too.

Madelaine

May 16th

To: Lynda, Greg

I had a chat with her this morning. She is very concerned about the health/safety of her children at preschool.

Do we have a map of where the traps are set so They can be verified every day?

Bob

To: Bob

There is one in the corner behind the screen for the altar and apparently, another in the stage area, but I have never seen that one. I set two in the downstairs lounge room and one in the preschool room behind the door. There are more in the office, and Peter Simpson said he would get more when needed. There is a little gizmo that shows if there is a mouse inside. If you want to replace the ones upstairs, go ahead. Ask them to keep doors shut, as that is the best way for them to get in and food bits cleared up.

Thanks

Lynda

May 20th

Hi Bob,

Could you please bring it up at the meeting this week that the front door of the preschool has a rather large gap at the bottom, between the two doors, that a mouse could easily squeeze through. As well, there is one at the back door by the steep steps. It is not as large as the one at the front door, but still light is shining through and there is a gap.

Thank you!

Have a lovely long weekend!

Madelaine