



University Christian Church

May 26, 2020

Lindsay Klatzkin, Chair Presiding

Assembly Meeting

Draft of Unapproved Minutes

Call to order was done by Chair, Lindsay Klatzkin, at 6:32 p.m. The meeting was held by Zoom Webinar format due to the continued COVID 19 quarantine. Lindsay explained that voting will take place by poll. She thanked Chad Cline for setting up the webinar for this meeting and he will act as host. Poll for attendance taken.

Opening prayer was given by David Nolan.

Approval of January 28, 2020 minutes was received by poll of Assembly members with 100% in favor.

Senior Minister Report was given by Russ Peterman.

Russ praised the work of our incredible staff during the COVID 19 pandemic, stating that they have transformed the way we do ministry, and that he is impressed and grateful for their work. See attachment p. 6-7.

Russ reported that one of the most frequently asked questions is when will we be back in our building. The answer is, "It is way too soon." Russ reported that a group has been formed called the "Road to Reopening Task Force". See attachment p. 8.

He explained that they are wrestling with questions like "What will worship look like if we open sooner than later?" See attachment 1 p. 9. We may need to continue online worship for now. The task force is exploring small groups and faith formation groups like Bible studies as an alternative to gatherings that we have had in the past. See attachment 1 p. 10. Russ stated that as mentioned by Adam Hamilton, this is not a time to ask when will we re-open and to return to what churches were. It is a time to reboot. It is a time for us to more fully live into our vision and mission. See attachment p. 11.

Service Awards were presented to Rev. Jessica Vacketta and Rev. Kera Watts, who have both served University Christian Church for 10 years. Russ Peterman and Lindsay Klatzkin both expressed appreciation and gratitude for their ministries and for showing us new ways of doing ministry. See attachment p. 12.

Outreach Division Update Jessica Vacketta reported that especially during the COVID 19 pandemic, we have been able to live more fully into our role to be God's hands and feet through Outreach, and she thanked this gathering of the Assembly for living out Christ's amazing love through its work, generosity, and compassion. As shown in the attachment p. 13-26, many examples of how Outreach has reacted to increased need during the pandemic were noted (collecting food, sheets, towels, funds, masks, lunches, medications, lunches, etc.). Funding was used to provide rental and utility assistance, funding for the Tarrant Area Food Bank, and to the International Newcomers Academy.



We also continue support for our established ministry partners. Emails have been sent to the congregation to help with hands-on projects and to make gifts to our emerging response fund. Once again, Jessica thanked the church for its commitment to love, to shine our light, to share stories, and to listen to the needs of others. Our ability to be nimble, thoughtful, and prayerful was noted.

College Ministry Report was given by Jessica Vacketta, who reported that recently, our college students were asked what UCC has meant to them. Words that were used were refuge, home, community, anchor, love, and family. See attachment p. 27-33.

Children's Ministry Report was given by Kera Watts. See attachment p. 34-40. She described how Weekday School had a very meaningful drive-through for its students to officially end their school year and see their teachers. Through Children's Ministry, Zoom meetings, Discovery Kids games, Preschool Connections, and Children's Worship have been taking place regularly, with input from kids and parents about what fits their need best during this extended time at home. Summer programs have been changed. A Summer Fun activity box can be purchased for families to use at home. Vacation Bible School has been moved to Fall Break, October 9-12. It is felt that what is needed most is connections and relationships and Children's Ministry is working on that in all that they do.

Youth Ministry Report was given by Jamie Plunkett, who stated that their main priority during the COVID 19 quarantine has been to maintain connections, to keep people plugged in, and to share opportunities for faith formation. He reported that the recent surprise parade for graduating seniors was very well received. They continue to meet electronically for Community Groups, Social Media, Worship, Service and Prayer. See attachment p. 41-46. He is also pleased that the youth are flexible, nimble, and discerning.

Congregational Care Committee Report was given by Shannon Moore, who reported that our new CCM's are lay people who were called to care for others. They are volunteer ministers. Eleven will be commissioned soon. They are Sherron Abernathy, Shirley Branham, Jeanne Duke, Nita Gilger, Kay Higgins, Roxanne Kerr, Gay McKeever, Jan Miller, Roxanne Penix, Beverly Shockey, Judy Stempel. This ministry is supported by Michelle Groom who is greatly appreciated. They completed training earlier this year, led by Rev. Karen Lampe, and have begun their very important work providing pastoral care and developing relationships with those in need. See attachment p. 47-55.

Administrative Committee Report—Finance was given by Mark Alland. See attachment p. 56-62, which point out our operating highlights, our audit update, PPP highlights, Weekday School tuition updates, Outreach budget updates, and the encouragement for our congregation to arrange for recurring online giving, if possible, to stabilize our income during this pandemic and its personal and budgetary implications. Overall, Mark stated that our finances are OK, given the current situation, however, we will need to watch it carefully, do monthly monitoring, and make adjustments as needed.

Administrative Committee Report—Endowment was given by Tod Miller. He expressed gratitude to Kristi Hoban and to Urbin McKeever, who have completed their terms. See attachment p. 63-68 for New Endowment Funds, Legacy Society Members, Endowment Activity/Distribution, and Investment Activity.



The Board of Stewards Report was given by Lindsay Klatzkin, who reviewed the Congregational Goals for 2020. See attachment p. 69-70. In her report, she also noted the immense change this year, moving from full-speed-ahead planning for strategic planning, future ministries, and beginning phases of a capital campaign to the new hold caused by the COVID 19. Our amazing clergy pivoted to meet the needs of our members and our community, worshipping virtually, expanding outreach, and putting great efforts into maintaining connections with people through calling campaigns, pastoral care, and implementation of the Congregational Care Ministry. Lindsay expressed that she has been honored to serve alongside the leaders of UCC for the last three years and is proud of the ministries of UCC. She thanked the other leaders resent for prayerfully serving our church and community.

The Motion to Approve the BOS Slate and Officers was approved as presented by 100% poll vote of the Assembly. See attachment p. 71-72.

The Motion to Approve Ministry Division Leaders was approved by 100% poll vote of the Assembly. See attachment p. 73-74.

Moment of Appreciation was presented by Lindsay Klatzkin to the UCC leaders who are completing their terms. She thanked them for their faithful service. See attachment p. 75-76. David Nolan also voiced appreciation for the leadership of Lindsay Klatzkin as Board Chair, noting her commitment and personal investment in the duties, and doing so with warmth, care, and prayer. Important advances were made through her leadership.

Closing Prayer was given by Russ Peterman.

Meeting was adjourned by Lindsay Klatzkin at 8:10 p.m.

*\*Slides referenced in the minutes as attachment pages are available upon request and will be included with the minutes for archival purposes.*



## **Assembly Minutes – HVAC Project Special Vote via Survey – July 24, 2020**

### **Background and Questions & Answers regarding Motion from the Board of Stewards for Contract to Replace Chilled and Heated Water Piping**

Most of you probably remember that we had an overhead pipe near the boiler room on the first floor rupture and flood that area the week before Boar's Head in 2018. This was caused by a failure in a weld in the pipes that circulate hot and cold water to heat and cool the areas on both the first and second floors around that central core of the older part of our building (see room list on proposal). We were able to have that leak patched; however, leaks started appearing again about 3 weeks ago in that area and others (see photos that follow). Because there has been nobody in that part of the building, the water supply to those pipes was simply shut off and Renee engaged our HVAC maintenance contractor to determine the extent of the issue. They subsequently found multiple failures in the welds of these pipes.

There are several complications related to this piping that have caused this issue to snowball very quickly:

1. These pipes were installed a number of years ago and are insulated by asbestos. This means that we are no longer at a point where these pipes can simply be repaired; the existing pipes must be removed and replaced. The first step in that process is to remove and abate the asbestos in that area.
2. The areas of the building that are heated and cooled by these pipes include the classrooms on the first floor around that central core that are used by the Weekday School.
3. While it is far from certain, Weekday School is currently scheduled to open on August 31<sup>st</sup>.

After the extent of this issue became known, Renee worked with Zach Muckleroy (Chair of Building & Grounds) to secure bids from our HVAC contractor for the two phases of this project. Phase 1 was to remove the asbestos insulation around the existing chiller piping in accordance with all EPA, DSHS, and OSHA asbestos abatement regulations. The phase of the project was \$132,000.00. and, acting on a motion from the Finance Committee, was approved by the Board of Stewards last week. A notice that the abatement project is going to occur typically has to be posted for 10 days; however, the State of Texas considered our contractor's application for remediation urgent because of the potential impact on school children. An emergency permit was issued last Friday and work began Monday.

Phase 2 of this project is for demolition of the existing piping, installation of new piping, installation of new insulation for the pipes per City of Fort Worth code, pressure testing, balance valves on returns, and installation of new ceiling in the areas where the existing ceiling had to be removed to access areas where asbestos is located. The bid (attached) for this phase of the project came in at \$283,265.00 and was recommended to the Board for approval by Building & Grounds and the Finance Committees. This amount, however, exceeds the maximum that can be approved by the Board of Stewards (currently \$210,028. for Capital projects), and therefore requires approval by The Assembly. It is approval of this phase of the project that is coming to you as a motion from the Board of Stewards.

With the above in mind, the following motion comes to The Assembly as a motion from the Board of Stewards:



**MOTION** – The Board of Stewards recommends to The Assembly that it authorize a contract with GTP Consulting, LLC in the amount of \$283,265.00 for the demolition of the existing piping, installation of new piping, installation of new insulation for the pipes per City of Fort Worth code, pressure testing, balance valves on returns, and installation of new ceiling in the areas where the existing ceiling had to be removed to access areas where asbestos is located per their proposal dated July 10, 2020. This proposal came to the Board as a recommendation from the Building & Grounds and Finance Committees.

**Motion was received by The Assembly and approved via Survey vote on July 24, 2020.**

I'm sure you have some questions so I'm going to give you a few that we've have asked over the past week:

- **Will Weekday School actually open on August 31<sup>st</sup>?** We don't know for certain but that is the current plan that has been communicated to families. That may change with the recent shift in FWISD's plan; however, we have to operate on the assumption that will happen.
- **Aren't there alternatives areas for WDS to use if the work is not completed before 8/31?** The only WDS classrooms not impacted are in the newer north wing. The only possible option are the classrooms in the north wing of the second floor but those rooms are unsecured and not allowed under their licensing.
- **How long will this take?** The abatement portion alone will take approx. 18 days. The pipe replacement should be completed around the middle of August, which will allow time for WDS teachers to get back in their classrooms before the start of school.
- **Can we wait to do this work?** The rooms on both the first and second floors around the central core of the older part of the building can not be heated or cooled until this project is completed. WDS would not be able to open on their planned start date because the classrooms and other areas around that area will be unusable until repaired. If FWISD does open and we are not able to because of facility issues, the potential implications are significant particularly since the appearance is going to be that we have had the last several months of the church being closed to do this work.
- **Doesn't the amount of this phase of the project require multiple bids?** Per Building & Grounds policy, yes .... Zach Muckleroy, Chair of B&G, went to one of the HVAC contractors their company uses regularly and asked him for an estimate based on the scope of the work. That estimate came back \$30,000 higher than this bid. Based on that and the fact that GTP is our ongoing HVAC maintenance contractor and has put in a lot of legwork to get us to this point, Zach felt like it would be in our best interest to proceed with GTP for this phase of the project.
- **Weren't there options for dealing with the asbestos issue?** In the past, the possibility of simply abandoning the existing piping and installing new had been discussed. However, this is simply not an option as federal regulations do not allow this since the space is used for classrooms.
- **Why didn't we do this work while the church has been closed the last few months?** This work was planned to be done early in the planned capital project. It was hoped that the piping would hold up until that time. Unfortunately, it did not but these failures only became apparent a couple of weeks ago.

- **With the pending capital project, are we wasting money by doing this?** No. The routing of the new pipes may be modified from what is there now to accommodate the currently planned future layout. Unless there are significant changes, any future modifications should be minimal.
- **How will we pay for this project?** A transfer will need to be made from the Operating Budget to the Capital Fund to provide adequate funding.

## Damage to Current Piping

