

YMCA-WEIU

BUILDING & RISK MANAGEMENT COMMITTEE

Meeting Minutes

February 10, 2022

Submitted 2/15/22

Attendees: Denise Tabone, Dorothea Hughes, Bill Brown, Don Witter, Charlie Wallace, Matt Major, Rachael Stowell, Larry Liberatore

cc: all present, Jeff Munn

Auburn YMCA

1. Men's Health Club Steam Room is down because of an electrical fire in the steam generator unit. A new one has been ordered but no word on when it will be delivered.
2. The existing multi-person hot tub in the Health Club is outdated and non-compliant with current Health Department requirements. It has been deactivated since the beginning of the pandemic. A new, single-occupant unit is desirable and could be installed if budget allows.
3. Roof replacement project is under contract. Diamond Roofing is waiting for materials but can't tell when they'll be available. They are honoring their contract price of \$141,000 for the time being.
4. The budget also contains a Capital Reserve line item and will tentatively be used for purchase of fitness equipment, kayaks, and replacement of outdated IT equipment.

Y-Camp

1. Preliminary discussion regarding the replacement of the existing septic system on the south property has been taking place between the Y and the Nature Conservancy – an environmental organization dedicated to conservation and implementation of strategies to address climate change. The Y-Camp appears to fit their mission and may provide an opportunity for them to establish a presence in our region.

Dialogue is in preliminary stages, so no decisions have been made. The goal is to have a new septic system installed at no cost to the Y. The building & risk committee will be updated as discussions continue.

2. A matching grant application in the amount of \$30,000 has been submitted to address five different projects at the Y-Camp. An April 2022 decision is anticipated.

Skaneateles YMCA

1. The concession stand has been underutilized and hasn't been in operation since the beginning of the COVID pandemic. Reconfiguration is being considered in order to use most of the space for programs.
 - a. Preliminary concepts reduce it to about 1/4 its current size, removing major appliances, hoods, and the fire suppression system. Most equipment/appliances belong to the building owner; some to the vendor.
 - b. Costs for self-performing the work amounts to about \$17,000.
 - c. Concepts will be presented to building owners for authorization and funding.

2. Water is backing up on the roof in the southwest corner of the pool. Water finds its way into the wall and compromises electrical and fire alarm systems. Problems have been exacerbated since construction of the new ice ring. Ice builds up over the emergency exit resulting in a dangerous situation.
 - a. Roof dams and heat mats should be installed to alleviate the problem. Cost is estimated at \$39,000. Building owner has been made aware of the condition.

Maintenance Reserve Policy

1. The Board of Directors recommended three maintenance reserve accounts and decided that the Building and Risk Committee would be assigned the oversight of spending from them.
 - a. Accounts are to be used to address facility needs. They could be used for extreme emergency operational needs if necessary, but there are other safety measures in place, including endowment and line of credit accounts, from which the Y can draw beforehand.
 - b. Policy is attached.
 - c. Motion to approve policy as written:
Moved: L. Liberatore
Second: R. Stowell
Approved unanimously.

Next Meeting

1. The next meeting *will be held via ZOOM* on Wednesday, March 10, 2022, at 7:30 AM.

Auburn YMCA-WEIU

Maintenance Reserve Policy

Effective 1/1/2022

The YMCA-WEIU holds three Maintenance reserve Accounts; Auburn Maintenance & Reserve, Camp Y-Owasco Maintenance & Reserve and the SYCC Maintenance & Reserve. At the December 2021 Board of Directors meeting it was decided that the Building and Risk Committee would be assigned the oversight of spending from these three accounts. After a year end deposit into these accounts the balances at 12/31/2021 were as follows:

Auburn M&R	\$ 90,330
Camp Y-Owasco M&R	\$ 152,652
SYCC M&R	\$ 97,008

Future deposits into these accounts will be regulated by the YMCA Finance Committee, as determined by the ability of the Operating account to fund such transactions.

Expenses deemed necessary by the Facility Directors and/or Branch Executives will be vetted by the CEO and presented to the Building & Risks committee for evaluation and approval. Accepted projects will be related to facility repair and maintenance or improvement of property. Once approved by the committee, the money will be transferred by the CFO into the appropriate account to make funds available to pay vendors. On a quarterly basis, the CEO will share activity within these accounts with the Building & Risk committee.

Emergency Use – If the CEO feels it necessary to withdraw funds from any of these accounts due to an unforeseen emergency, or expenses other than those mentioned above, including a need for cash for operations of the YMCA, an official request must be presented to the YMCA Board of Directors for approval.

YMCA-WEIU

Building & Risk Committee

Minutes for March 10, 2022

Attendees: Denise Tabone, Dorothea Hughes, Matt Major, Bill Brown, Don Witter, Chris White, Bob Scarbrough, Jeff Munn, Rachel Stowell

Absent: Charlie Wallace, Larry Liberatore

Denise reported that the renewal of Liability Insurance was finalized with Delmonico Insurance. After getting quotes from both Redwoods & Philadelphia, we ended up renewing with Redwoods with a 3.7% Increase from last years policy. Delmonico Insurance also graciously reduced their commission on the policy from 10% to 5% to keep the YMCA costs down. Our package in total for the year is just under \$123k. One change, was the removal of the Cyber Security policy. Delmonico Insurance continues to research other possible Cyber Security policy purchases.

Bill reported that he is hopeful that the Steam Generator for the Men's Health Center Steam Room will be delivered next week. Unfortunately, we had a motor failure for the Emerson pool; the pool is now closed until replacement can be made. Bill has ordered the motor and expected delivery in about a week. The pool schedule has been adjusted and some swim lessons will have to be postponed. We are doing everything we can to get the motor here as soon as possible. Bill updated the committee regarding the septic system at camp. Eileen (Health Dept) has signed off on the plans for mitigating the septic situation that arose last summer due to extensive rainfall. With the help of Val (Soil & Water) and Bruce (engineer) a letter was signed off & stamped to the county for next steps. In addition, we have the potential of working with a group to install an advanced septic system at camp. We plan to meet with Val, Bruce and a representative from the Nature Conservancy to go over the details of the plan and what the expected costs to the YMCA will be. There is a good chance of considerable donation from the Conservancy. We will keep the committee updates and more information comes in.

Dorothea brought the committee up to date on the plans to do some renovating of the concession stand area. Matt & Dorothea have been involved with talks and getting quotes to go over with Bill Marquardt. There will be an inspection of the slide in the pool area at SYCC. The area has been closed down due to steps needing repair. Dorothea mentioned that the parking lot is one big pot hole. The lot is the responsibility of the building owners (SCC) as are the rest of the building improvement needs. The staff continues to work with the SCC on projects that they feel are important. There was a discussion regarding the Dectron unit. Matt went into some detail regarding the plan for a new system that will be different than the one currently there. As far as we are aware, the SCC is continuing to raise money and plan to start that project soon. Matt offered to bring new board members on a tour of the facilities at Skaneateles.

Next Building & Risk Committee to meet on Thursday, April 14th at 7:30am (zoom or on-site TBD)

Respectfully Submitted,

Denise Tabone

YMCA-WEIU

Building & Risk Committee

Minutes for April 14, 2022

Attendees: Denise Tabone, Dorothea Hughes, Matt Major, Bill Brown, Don Witter, Chris White, Jeff Munn, Rachel Stowell, Dale Buchberger

Guests: Justin Joban, Olivia Green

Absent: Bob Scarbrough, Larry Liberatore

Denise introduced Olivia Green from the NYS Nature Conservancy. She explained the Camp Y-Owasco Septic Project and how the Conservancy is writing a grant with the YMCA for funds to cover the entire project. The Grant is funded by the Emerson Foundation, Metcalf & French Foundations & the Columbian Foundation. The Conservancy has worked with the Cayuga County Health Department, Soil and Water, and Coastal Wastewater Solutions on this project. Olivia then introduced Justin Joban who explained the septic system and how it will remove phosphorus and nitrogen. These clean-water septic systems will help protect the lakes and the Nature Conservancy will use the site for educational purposes. Camp will be able to include this education with its campers. We expect a grant agreement shortly and plan to have the project finished before Counselors arrive on site at Camp Y-Owasco. The only cost to the Y will be the general maintenance of the septic, which the Y already currently has in the budget and sustains.

Denise then informed the committee that we did not received the YMCA of the USA Camp Grant. This is disappointing, but we still need to spend some money at camp to get it in decent shape. The Grant request was shared with the committee detailing the work to be done. There have been two generous gifts made to Camp Y-Owasco totaling \$10k. Amy has reached out to two other corporations that typically support the Y asking for donation toward the Camp projects. We have not heard back yet. Denise requested that the committee approve up to \$25k be spent out of the Camp Maintenance Reserve for these projects. If needed, she will come back to the committee with another request.

Motion made by Charlie Wallace to allow spending \$25k from Reserve

Second made by Rachel Stowell

All in Favor

Bill then discussed the fact that he spoke with Diamond Roofing and they are saying the roof project will be delayed up to a year due to supply chain issues. We are on their priority list, but have no solid start date and will need to get an updated quote due to price increases.

Dorothea brought the committee up to date on the renovation of the concession stand area. With Bill Marquardt's blessing, we have donated a grill to the American Legion and are trying to sell some of the other equipment and use proceeds toward the project. The SRCT and Y will share the cost of the project estimated at \$11k. Dorothea mentioned that she heard RFP for the Dectron went out but there has been no communication in regards to that project. The pool areas is already seeing effects of warmer weather and air quality is poor.

Next Building & Risk Committee to meet on Thursday, May 12, at 7:30am (zoom or on-site TBD)

Respectfully Submitted,

Denise Tabone

YMCA-WEIU

Building & Risk Committee

Minutes for May 12, 2022

Attendees: Denise Tabone, Dorothea Hughes, Matt Major, Bill Brown, Don Witter, Chris White, Jeff Munn, Rachel Stowell, Charlie Wallace

Absent: Larry Liberatore

Bill updated the committee on the progress at camp. Cranebrook was expected to start taking trees down. Much of the painting has been completed. Bill also mentioned that he spoke with Diamond Roofing and they are projecting that the roof project may be started this fall. We will not be able to get an actual quote until the supplies ship due to pricing fluctuations and the cost of shipping related to gas prices.

Matt brought the committee up to date on the renovation of the concession stand area at SYCC. He is short staffed, so it's a slow go. This project is being funded 50/50 between the Y and the SRCT. Dorothea mentioned that things were moving slowly with the Dectron and was expecting Marty Hubbard to be visiting with National Grid.

There was discussion around Larry Liberatore stepping down as Chair. No one has been appointed, but Rachel said she would fill in until a decision is made.

Next Building & Risk Committee to meet on Thursday, June 9, at 7:30am (via zoom)

Respectfully Submitted,

Denise Tabone

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YMCA-WEIU

Building & Risk Committee

Minutes for June 9, 2022

Attendees: Denise Tabone, Dorothea Hughes, Matt Major, Bill Brown, Don Witter, Chris White, Rachel Stowell, Charlie Wallace, Dale Buchberger, Bob Scarbrough

Absent: Jeff Munn

Meeting called to order 7:35am.

Bill updated the committee on the progress at camp. The septic project is in full swing and should be wrapped up this week with just a few follow up items next week. Renovations continue at camp. All buildings except the Emerson are pretty much ready for camp. Epoxy painting has been done, walls painted & tree work finished. The windows have been ordered. Expecting them in four weeks. Doors will be installed this fall. The deck is almost done. Denise shared photos and a spreadsheet of the expenses so far. We have had \$14k in donations and spent about \$9600 so far. Still waiting on invoices. No money has been moved from the Maintenance Reserve.

There was discussion of the Roof project and the past project. Quotes were requested for review.

Matt brought the committee up to date on the renovation of the concession stand area at SYCC. Pictures were shared of the plans and the progress so far. Marty Hubbard has been meeting with National Grid and the SCC is looking at different HVAC options for the pool to replace the Dectron.

Meeting adjourned 8:05 am.

Next Building & Risk Committee to meet on Thursday, July 14, at 7:30am (via zoom)

Respectfully Submitted,

Denise Tabone

YMCA-WEIU

Building & Risk Committee

Minutes for July 14, 2022

Attendees: Denise Tabone, Dorothea Hughes, Matt Major, Bill Brown, Chris White, Rachel Stowell, Dale Buchberger, Bob Scarbrough, Jeff Munn

Absent: Don Witter, Charlie Wallace

Meeting called to order 7:32am.

Bill updated the committee on the progress at camp. The septic project is 100% complete and sampling has begun. The project cost a total of \$48k, of which all was covered by the grant from the Nature Conservancy. Renovations are complete except for the building of two pavilion kits that were recently purchased. Bill plans to get to then in the next week or so. The windows have been ordered. No money has been moved from the Maintenance Reserve. We anticipate the total spent to be around \$25k. To date we have \$14k in donations. Once all is said and done, a transfer will be done from the camp maintenance reserve to cover the difference (approx. \$10k). Much thanks to Bill for a job well done.

The roof project was discussed. Bill has J&B meeting him Monday. Two others were consulted with but we do not plan to move forward with those vendors. Diamond has supplied an updated quote of \$162k which includes a 14% increase due to material price increases. Diamond does have supplies & materials on hand except for the insulation. Once J&B's quote is received we will bring the appropriate quote to the board for approval. Diamond plans on doing the project this fall if we choose them.

A discussion surrounding the whirlpool in the Auburn Health Center was started by Bill. We will install a sign that informs members that the current whirlpool is shut down by order of the Cayuga County Health Department as well as inform members that there is a whirlpool available to them at the Skaneateles YMCA. The decision whether or not to replace or remove the whirlpool altogether, was tabled for a later meeting. Bill invited Chris & Bob to visit the Health Center to see the current unit.

Matt brought the committee up to date on the renovation of the concession stand area at SYCC. The store front windows, ceiling tiles and LED lighting have been or will be received shortly. Much progress has been made. Thank you to Matt and Terry for their hard work on this project. There are a couple of companies interested in running the concession area. Dorothea brought the committee up to speed on the HVAC project that Marty Hubbard is overseeing for the SRCT. An installer and manufacturer have been chosen and the unit is expected to be assembled and delivered in about 24 weeks at a cost of about \$750k (SRCT responsibility).

There will be no meeting in August. Denise will send an email updating the committee on the roof project and any other topics that need to be reported.

Meeting adjourned 8:06 am

Building & Risk Committee to meet on Thursday, September 8, 2022. Location TBD.

Respectfully Submitted,

Denise Tabone

YMCA-WEIU

Building & Risk Committee

Minutes for Sept 8, 2022

Attendees: Denise Tabone, Dorothea Hughes, Bill Brown, Jeff Munn, Charlie Wallace

Absent: Don Witter, Chris White, Bob Scarbrough, Rachel Stowell

Meeting called to order 7:33am.

Bill updated the committee on the progress of the Roof. It is slated to be complete by the end of the week. He also summarized all of the work that has been done at the end of summer to prepare for the fall. Floors in both gyms, courts and classrooms have been finished. More painting has been completed. Camp is in good shape. All work is complete except for the windows which were supposed to be installed. It was since discovered that the windows delivered were the wrong size, so the installation has been rescheduled. No money has been moved from the Maintenance Reserve. We anticipate the total spent to be around \$24k. To date we have \$14k in donations. Once all is said and done, a transfer will be done from the camp maintenance reserve to cover the difference (approx. \$10k). Bill also mentioned that the Westminster Church will be undergoing a renovation that will affect our driveway area. We expect that the Y will be impacted in about a month. They will keep in close contact with us so that we are prepared for diversion of traffic and letting members know.

Dorothea mentioned that LED lighting had been installed in the pool area, which brought it up to code with the Health Department. There have been repairs done on some of the large pot holes in the sidewalk area. The Child Watch area is nearly complete. She also brought the committee up to speed in regards to the HVAC project that Marty Hubbard is overseeing for the SRCT. An installer and manufacturer have been chosen and the unit is expected to be assembled and delivered in about 24 weeks at a cost of about \$750k (SRCT responsibility). Jeff Munn discussed the project, as PASCO is involved.

Denise mentioned that Chris White has shown some interest in chairing the committee but said he would only be able to do so if the meeting time was changed due to conflict with work schedule. Denise recommends that the committee members meet to discuss when and where the next meeting should take place, with the goal of appointing a chair.

Meeting adjourned 7:52 am

Next Building & Risk Committee meeting date & time TBD.

Respectfully Submitted,

Denise Tabone

