

CSLPS Leadership Council

Meeting Minutes for September 20, 2020

CALL TO ORDER: The meeting was called to order at 1:05 PM.

INVOCATION: Rev Dr Robert Wilson gave the Invocation.

MEMBERS IN ATTENDANCE:

- Attending Board Members: Rev Eunice Chalfant, Rev Mark Accomando, George Melton, Judith Greger, Karla Fuller, Roberta Welsh and Rev Dr Robert Wilson
- Absent: Charles Anderson
- Guests in Attendance: Rev Rebecca Venkatraman

VISION AND MISSION:

Rev Eunice read the Leadership Council Vision and Mission Statements

Vision: Inspired Conscious Leadership

Mission: Ensuring the health and vibrancy of our ever-expanding spiritual community

CHECK-IN: Each attendee gave a check-in. Rev Mark explained that he is resigning from the Leadership Council because he has taken on other duties including chairing the Riverside County/Palm Springs Climate Reality Project.

SECRETARY'S REPORT/MINUTES: The August 2020 Leadership Council Minutes were accepted as presented.

SENIOR MINISTER'S REPORT: Rev Eunice gave the Senior Minister's Report. (See report)

ECCLESIASTICAL REPORT: Rev Eunice presented the Ecclesiastical Core Report. (See report.)

Both the Senior Minister's Report and the Ecclesiastical Report were accepted.

FINANCIAL REPORTS: Treasurer Roberta Welsh presented the August Financial Reports.

OTHER REPORTS:

LOGISTICS REPORT: Rev Robert presented the Logistics Report. (See report.) The Logistics Report was approved.

VOLUNTEER REPORT: Karla presented the Volunteer Core Report. (See report.) The Volunteer Report was accepted.

STEWARDSHIP AND DEVELOPMENT REPORT: No report but Rev Eunice and Roberta agreed to get together to work on the pledge cards.

OPERATIONS REPORT: No report, but George mentioned that the Palm trees which were supposed to be trimmed in June were still not trimmed. He has a quote which he will send to the Council. George

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also said the Sanctuary needs cleaning prior to October 4 – when we will have our first live stream service from the Center. (See Action Item: Sanctuary Cleaning for more information.)

RE-OPENING COMMITTEE REPORT: Judith gave the CSLPS Re-Opening report. (See report.) The September CSLPS Re-Opening Report was accepted. The revised August CSLPS Re-Opening Report was also accepted.

NEW:

- **Pledge Cards:** Rev Eunice and Roberta will get together to get started on pledge cards for 2021.
- **Sanctuary Cleaning:** Before October 4, we need to have the Sanctuary cleaned to accommodate the live streaming that will start at that time. George says Cleaning should include the carpets and blinds. George and Rev Eunice to work on this. Rev Eunice wants to speak with the cleaners before they do the work.
- **Setting up services on YouTube:** Rev Eunice and George will discuss this with Jeff.
- **Investigate changing banks:** In consideration of our likely need to finance the parking lot repairs, on-going frustration with Bank of America, and Rev Vince's suggestion that we finance with a local bank in order to obtain the best rates and service, Roberta, Rev Eunice and Charles will explore alternate banks. Pacific Premier was considered a good alternative in the past. It was decided that we should also look at other local banks including Union Bank.

ON-GOING ACTION ITEMS:

- **Add Leadership Council Minutes to CSLPS website:** Rev Robert will continue to look into adding the minutes to the CSLPS website. Karla sent Rev Robert some examples of how it can be done. Rev Eunice recommended we investigate using google docs. Rev Robert will pursue.

STATUS: ON-GOING

- **Plan a Leadership Council Retreat:** In order to allow for cleaning of the Sanctuary before our Leadership Retreat, it was decided to re-schedule the retreat. Rev Eunice will send out a doodle (online meeting scheduling tool) to set a new date. The Leadership Council was set for Friday and Saturday: 9/25-9/26/2020. The retreat will likely be re-scheduled for October or November.

STATUS: ON-GOING

- **Eblast Link and Signup on CSLPS Website:** Robert will work with Scott to set up on our website: a link to our current eblast and a signup form so that people can receive the eblast.

STATUS: ON-GOING

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- **Parking Lot Repair:**

See Addendum for information on input from Associated Engineers on alternatives. Parking Lot Update from August 23, 2020 Leadership Council: After discussion of the current bids ranging in cost from \$69,767.50 to \$73,337 and the alternate smaller scope bid George secured of \$11,420, it was agreed that two things should be done:

1. George and Charles will review the current bids and then Rev Mark, Rev Robert and George will look into arranging a zoom meeting with Jeff Pearson to discuss alternatives ranging from doing all but the handicapped portions of the work, scaling back the work and the impact of these alternative. In addition, they will discuss the long-term impact of not doing the entire scope of work immediately. Discussion will also include regulatory requirements.
2. Roberta, Rev Eunice and Charles will explore financing alternatives with Rev Vince and possibly with other banks including Pacific Premier. This might tie in discussion with moving church account to Pacific Premier Bank.

Update from September 20, 2020 Leadership Council Meeting: The above items still need to be done as of the September 20, 2020 meeting. George sent out itemized quotes of the work to be done. We also realized that we had an invoice from Jeff Pearson at Associated Engineers for the \$3,400 approved for his work. It has not yet been paid. Rev Eunice to follow-up with Margee about this.

Background: At February 16, 2020 Leadership Council Meeting it was agreed to have an action Item to obtain a contract from Jeff Pearson to oversee this project. Background: Rev Mark is exploring what needs to be done to fix the parking lot. Mark provided two bids from asphalt companies for repairing and replacing the church parking lot. Mark has also spoken with Jeff Pearson from Associated Engineering Consultants, and he will review what is needed. Mark also provided Jeff Pearson with pictures of the Parking Lot and will meet with Jeff to discuss further. Mark sent contract from Associated Engineering for \$3,400. For this amount, AE evaluated the parking lot condition and determined the scope of work. In addition, they provided plans, specifications and bid documents.

- **CSLPS Policy and Procedures:** Committee headed by Rev Robert. In addition to reviewing the current Policies and Procedures, this team will review George's Announcement Guidelines. Note: At February 16, 2020 Leadership Council Meeting Rev Eunice requested to have a new name for Leadership Council which includes the word Board. Rev. Robert confirmed it must be done in By-Laws. **STATUS: ONGOING**
- **By-Laws Committee** to be headed by Rev Eunice with committee member: George. Would like to start this at the beginning of 2020. (6/22) A possible change to the name of the board (from Leadership Council) will be included in the work of this committee. **STATUS: ONGOING**

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- **POS/Payment Processing:** We have our new POS system and will do training once stay-at-home order has ended. **STATUS: ONGOING**
- **Capital Campaign and Building Development Campaign:** At the February 16, 2020 Leadership Council Meeting the Capital Campaign was discussed briefly. A separate meeting will be needed for beginning a Capital Campaign. Building Development Campaign: Need to have Visioning and Planning – Charles to set up Visioning with Roberta, Vince, and Rev Eunice. **STATUS: ON-GOING**
- **Message Machine Recording and extra phone line.** Rev Eunice will write up a new message for the Center’s Answering machine and George will record it. **As of 8/23/2020:** George will write up the script and record it. **STATUS: ON-GOING**
- **Carpeting for Sanctuary:** We have a quote for \$14,000 to carpet the sanctuary. While this is an important improvement, it was agreed that the parking lot should be taken care of before we begin raising money for this. **STATUS: ON-GOING**

SUSPENDED ACTION ITEMS:

- **Wednesday Night Service Concierge Table:** Rev Mark and George will arrange to have a Concierge table for the Wednesday Night Services and will look for additional members for the Wednesday Night Service Team. **STATUS: SUSPENDED DUE TO CLOSURE**

NEW BUSINESS: No new business.

BENEDICTION: Rev Eunice gave the Benediction.

ADJOURNMENT: The meeting was adjourned at 3:28 PM.

Respectfully submitted,

Karla Fuller
Secretary
CSLPS Leadership Council

**September Action Items Addendum: CSLPS Parking Lot
Zoom Meeting with Jeff Pearson–Associated Engineering September 23, 2020**

Hello Beloved Core Members

In light of Roberta's email yesterday, I wanted to provide a recap of the clarification meeting held with Jeff Pearson on Zoom. Sorry for the delay, it took several days to hear back from everyone at the meeting on the accuracy of this recap. As you read it, we have yet to hear from Jeff as to the willingness and cost by one of his contractors to do the "band aide mentioned below. I also want to suggest that it may still be a good idea to fill out loan apps just to see how we are viewed by banks at this time, even the Appraisal would be a way to update our financials to be more in alignment with the current value of our property and building. It probably reflects 1987 values. It would probably make our balance sheet look much better in terms of current assets. Anyway, here is the recap: Please enter it into the minutes Karla so we have a good accounting of what is transpiring.

Rev Mark, Roberta, George and I met with **Jeff Pearson, Project Engineer from Associated Engineering Consultants, Inc** on Zoom to clarify the bid results on repairing CSL Palm Springs Parking Lot.

The attached comparison chart was updated by Jeff and we have attached it. Jeff explained that his preference was for the **Premier Paving's bid totaling, \$91,679.30 although Century's Paving's bid of \$87,939.50** is very good as well. Both companies have very good reputations and are very competitive.

We had a lengthy discussion regarding the reason Jeff included the sidewalks accommodating those in the handicap parking to the front door (items 14 – 21). For his company to be in integrity with the California regulations governing handicap parking, his bids must comply with the letter of the law, although the customer is always free to approve this inclusion. He also strongly recommended it and related an example of a previous customer who was sued for non-compliance. Jeff also explained that a wedge cut was to ensure smooth transition from asphalt to cement drainage strip running down the aisle.

When asked how long we can take before there is substantial damage due to waiting a few years. Jeff said he is supervising two larger jobs involving laying down asphalt in our area. He said he would call and see if they could piggy back a small job of filling and something the bad cracks and rough spots near the handicap space immediately next to the wall. This would be like a bandage and may buy us time to get through the pandemic and create a financial plan to raise the money. Like a band aide sometimes it sticks or not. He thought we could wait a year or two. However, money may be more expensive or the petroleum prices could increase our current bid.

He then explained the ongoing maintenance requirement to prevent a major repair like this. On the 3rd year anniversary, two coats of sealing and re-stripe paint is required, at a rough cost of **\$11,500**. Then repeat this every 5-7 years will keep the parking lot in good shape. We should budget \$400 every month for parking lot maintenance in the future.

Roberta Has already begun to look for community banks in the area. She is not only looking for better return on savings with them, but also options for financing part of this projects, interest rates tetc.

Blessings,

Rev Eunice

Rev. Eunice I. Chalfant



ASSOCIATED ENGINEERING CONSULTANTS, INC.

BID SUMMARY

SITE NAME: Center For Spiritual Living

JOB NUMBER: 20059

| | | | | City Service Paving | | Premier Paving | | Century Paving | | JB Bostick | | | |
|--------------------------|---------------------------------------|-------|----------|---------------------|--------------------|----------------|--------------------|----------------|--------------------|------------|--------------------|------------|---------------|
| Item | Description | Unit | Quantity | Unit Price | Total | Unit Price | Total | Unit Price | Total | Unit Price | Total | Unit Price | Total |
| 1 | 1.5" AC Overlay | Sq Ft | 27,500 | \$0.960 | \$26,400.00 | \$0.94 | \$25,850.00 | \$1.20 | \$33,000.00 | \$1.04 | \$28,600.00 | | \$0.00 |
| 2 | 1.5" AC Mill & 1.5" AC Inlay | Sq Ft | 4,950 | \$1.2400 | \$6,138.00 | \$1.180 | \$5,841.00 | \$1.28 | \$6,336.00 | \$2.00 | \$9,900.00 | | \$0.00 |
| 3 | Wedge Cut | LF | 1,100 | \$5.180 | \$5,698.00 | \$3.30 | \$3,630.00 | \$1.00 | \$1,100.00 | \$2.00 | \$2,200.00 | | \$0.00 |
| 4 | Construct PCC Curb | LF | 50 | \$18.000 | \$900.00 | \$40.00 | \$2,000.00 | \$42.00 | \$2,100.00 | \$40.00 | \$2,000.00 | | \$0.00 |
| 5 | Fabric Interlayer | Sq Ft | 32,450 | \$0.27 | \$8,599.25 | \$0.308 | \$9,994.60 | \$0.30 | \$9,735.00 | \$0.25 | \$8,112.50 | | \$0.00 |
| 6 | Construct PCC Sidewalk | Sq Ft | 120 | \$18.50 | \$2,220.00 | \$18.520 | \$2,222.40 | \$14.00 | \$1,680.00 | \$20.00 | \$2,400.00 | | \$0.00 |
| 7 | PCC Sidewalk Repair | Sq Ft | 108 | \$18.50 | \$1,998.00 | \$19.00 | \$2,052.00 | \$14.00 | \$1,512.00 | \$30.00 | \$3,240.00 | | \$0.00 |
| 8 | PCC Curb Repair | LF | 16 | \$29.00 | \$464.00 | \$76.40 | \$1,222.40 | \$55.00 | \$880.00 | \$50.00 | \$800.00 | | \$0.00 |
| 9 | Install Truncated Domes "Safety Step" | EA | 2 | \$420.00 | \$840.00 | \$500.00 | \$1,000.00 | \$750.00 | \$1,500.00 | \$525.00 | \$1,050.00 | | \$0.00 |
| 10 | Install Handicap Posts and Signs | EA | 4 | \$205.00 | \$820.00 | \$230.00 | \$920.00 | \$300.00 | \$1,200.00 | \$250.00 | \$1,000.00 | | \$0.00 |
| 11 | Install Handicap Signs (Wall Mount) | EA | 10 | \$65.00 | \$650.00 | \$75.00 | \$750.00 | \$80.00 | \$800.00 | \$80.00 | \$800.00 | | \$0.00 |
| 12 | Crack Cleaning and Sealing | LS | 1 | \$3,800.00 | \$3,800.00 | \$4,065.00 | \$4,065.00 | \$600.00 | \$600.00 | \$7,500.00 | \$7,500.00 | | \$0.00 |
| 13 | Paint Markings | LS | 1 | \$1,810.00 | \$1,810.00 | \$2,011.60 | \$2,011.60 | \$1,750.00 | \$1,750.00 | \$2,000.00 | \$2,000.00 | | \$0.00 |
| Total | | | | | \$60,337.25 | | \$61,559.00 | | \$62,193.00 | | \$69,602.50 | | \$0.00 |
| Construction Inspection* | | | | | \$3,500.00 | | \$3,500.00 | | \$3,500.00 | | \$3,500.00 | | |
| Contingency | | | | | \$5,000.00 | | \$5,000.00 | | \$5,000.00 | | \$5,000.00 | | \$0.00 |
| Total | | | | | \$68,837.25 | | \$70,059.00 | | \$70,693.00 | | \$78,102.50 | | \$0.00 |

*Estimated Construction Inspection costs are based on 3 days of inspection.

Alternate "A"

SITE NAME: Center For Spiritual Living

JOB NUMBER: 20059

| | | | | City Service Paving | | Premier Paving | | Century Paving | | JB Bostick | | | |
|--------------------------|---------------------------------------|-------|----------|---------------------|--------------------|----------------|--------------------|----------------|--------------------|------------|--------------------|------------|---------------|
| Item | Description | Unit | Quantity | Unit Price | Total | Unit Price | Total | Unit Price | Total | Unit Price | Total | Unit Price | Total |
| 14 | 3" AC Remove & Replace | Sq Ft | 32,450 | \$2.260 | \$73,337.00 | \$2.25 | \$73,012.50 | \$2.15 | \$69,767.50 | \$2.18 | \$70,741.00 | | \$0.00 |
| 15 | Construct PCC Curb | LF | 50 | \$18.000 | \$900.00 | \$40.00 | \$2,000.00 | \$42.00 | \$2,100.00 | \$40.00 | \$2,000.00 | | \$0.00 |
| 16 | Construct PCC Sidewalk | Sq Ft | 120 | \$18.50 | \$2,220.00 | \$18.52 | \$2,222.40 | \$14.00 | \$1,680.00 | \$20.00 | \$2,400.00 | | \$0.00 |
| 17 | PCC Sidewalk Repair | Sq Ft | 108 | \$18.50 | \$1,998.00 | \$19.00 | \$2,052.00 | \$14.00 | \$1,512.00 | \$30.00 | \$3,240.00 | | \$0.00 |
| 18 | PCC Curb Repair | LF | 16 | \$29.00 | \$464.00 | \$76.40 | \$1,222.40 | \$55.00 | \$880.00 | \$50.00 | \$800.00 | | \$0.00 |
| 19 | Install Truncated Domes "Safety Step" | EA | 2 | \$420.00 | \$840.00 | \$500.00 | \$1,000.00 | \$750.00 | \$1,500.00 | \$525.00 | \$1,050.00 | | \$0.00 |
| 20 | Install Handicap Posts and Signs | EA | 4 | \$205.00 | \$820.00 | \$230.00 | \$920.00 | \$300.00 | \$1,200.00 | \$250.00 | \$1,000.00 | | \$0.00 |
| 21 | Install Handicap Signs (Wall Mount) | EA | 10 | \$65.00 | \$650.00 | \$75.00 | \$750.00 | \$80.00 | \$800.00 | \$80.00 | \$800.00 | | \$0.00 |
| Total | | | | | \$81,229.00 | | \$83,179.30 | | \$79,439.50 | | \$82,031.00 | | |
| Construction Inspection* | | | | | \$3,500.00 | | \$3,500.00 | | \$3,500.00 | | \$3,500.00 | | \$0.00 |
| Contingency | | | | | \$5,000.00 | | \$5,000.00 | | \$5,000.00 | | \$5,000.00 | | \$0.00 |
| Total** | | | | | \$89,729.00 | | \$91,679.30 | | \$87,939.50 | | \$90,531.00 | | \$0.00 |

*Estimated Construction Inspection costs are based on 3 days of inspection.

From: Robert Jarvis

Title: Project Manager

Email: robert@paveit.com

To: Jeff Pearson
Associated Engineering Consultants
20179 Charlanne Dr
Redding CA 96002

Quote No: 1064
Fax No:
Phone:
Quote Date: 09/28/2020

We propose to furnish labor and material in strict accordance with the plans and specifications as follows:

Center for Spiritual Living Asphalt Repairs

2100 E Racquet Club Road, Palm Springs

PROPOSAL SUMMARY

| | | |
|------------------------------|----------|-------------------|
| 01 | Base Bid | \$2,613.00 |
| Total Proposal Price: | | \$2,613.00 |

| Sch No. | Item No. | Description | Quantity | U/M | |
|-------------------|----------|--|----------|-----|-------------------|
| 01 | 1 | Patch Approx 3 Locations Of Deteriorated Asphalt With 4-5 Tons Of Asphalt Concrete In (1) Move In. | 1 | LS | |
| Total for: | | 01 Base Bid | | | \$2,613.00 |

Standard Conditions

- 1 Price based upon (1) mobilization for asphalt paving
- 2 Price based upon normal working hours of Monday thru Friday 7am-4:30pm and does not include weekends, holidays or night work
- 3 Excludes removal of broken asphalt repairs.

(Continued on next page)

Date: _____

Accepted by: _____

Century Paving

Proposal (Cont'd)

General Conditions

1. This bid includes only those items indicated at unit prices unless otherwise specifically mentioned on the face of proposal. No other work is construed to be included.
2. The buyer agrees to furnish adequate plans, right of way, and access for normal heavy equipment and to establish satisfactory grade and marked stakes prior to the start of work.
3. Any permits, inspection fees or engineering costs incurred in the work will be in addition to the contract unless specifically included in the agreement.
4. Access to water for the work shall be furnished by the buyer, adjacent to or on site.
5. All agreements are subject to contingencies of manufacture, strikes, fires, embargoes regulations by government, delays in transit due to breakdown, and to any other contingencies beyond control.
6. Buyer shall cause all trenches and excavations (except those included in this bid) cut or lying within the contract work area to be backfilled to the requirements of the governing specifications or minimum 90% compaction, whichever is greater and shall cause all other contractors to maintain the typical sections, soil composition, and lot levels as they have been left by the rough grade contractor. Rock unusable for pads shall be deposited in rear yards or hauled from the site at a negotiated price.
7. Buyer shall accept lot grading at the time of completion of rough grade.
8. Quantities shall be determined by physical field measurements and in accordance with the methods of computation used by the State Division of Highway where such methods are applicable. No allowance will be made to buyer for labor, material, repairs or alterations performed, furnished or made without prior written consent and owner agrees to protect out work from others.
9. Buyer agrees to give written notice of any shortage or defect within five days after delivery of material or within five days after the completion of the contract if both labor and materials and no claims will be allowed thereafter.
10. Overdue accounts shall bear interest at the maximum rate a non-institutional lender is permitted to charge on the date this contract is signed, plus collection costs and reasonable attorney fees. If at any time in our opinion the financial responsibility of the buyer becomes impaired or unsatisfactory, or payments are not received as scheduled we reserve the right to stop work and demand payment of previous retentions and require payment in advanced for any further work.
11. Buyer to furnish required information pursuant to California State Lien Law.
12. Performance or Labor and Material Bonds will be furnished upon request. Premium paid by buyer.
13. Century Paving, Inc. will furnish appropriate evidence of insurance and releases is requested.
14. Extra work not covered on the face of this proposal may be negotiated as necessary. Buyer agrees to sign daily work tickets if extra work is to be done on time and material basis. No extra work shall be done without written authorization from buyer and is to be completed under buyer's instructions after payment method has been agreed upon.

15. CONTRACTORS ARE REQUIRED BY LAW TO BE LICENCED AND REGULATED BY THE CONTRACTOR'S STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR OF THE BOARD WHOSE ADDRESS IS:
CONTRACTOR'S STATE LICENSE BOARD
P.O. BOX 26000
SACRAMENTO, CA 95826

NOTICE TO OWNER

(Section 7019 – Contractors License Law)

"Under the Mechanic's Lien Law, any contractor, subcontractor, laborer, materialman or other person who helps to improve your property and is not paid for his labor, services or material, has a right to enforce his claim against your property." "Under the law, you may protect yourself against such claims by filing, before such work or improvement, an original contract for the work of improvement or a modification thereof, in the office of the county recorder of the county where the property is situated and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of the claims of all persons furnishing labor, services, equipment, or materials for the work described in said contract."

PAYABLE ON COMPLETION: 1 1/2%/month charged for payments made in excess of 30 days from completion.

ACCEPTANCE:

I/we accept the within proposal. You are authorized to perform the work comprehended hereunder and I/we agree to pay the said amount in accordance with the terms set forth. All of the terms incorporated

Date: _____

Accepted by: _____