

SAINT TIMOTHY'S EPISCOPAL CHURCH VESTRY MEETING MINUTES – FINAL

Wednesday, May 18 2022 – Grace House Overby Conference Room

Update Date: 06/06/2022

SUMMARY:

MOTIONS:

- **MOTION:** The St. Timothy's Vestry approved the appointment of the following people to serve on the board of the St. Timothy's **Columbarium** for the next 3 years: Jim Enes, Neal Matsunaga, Steve Oki and Sally Shea Potts
- **MOTION:** The vestry approved up to \$8000 for the **repair** of the leaks in the rectory pool (estimate: \$4000), rectory fence (estimate:\$2000) and a \$2000 contingency.
- **MOTION:** The vestry voted unanimously to approve the submitted April 2022 minutes and reports .

ACTION ITEMS:

- **By-Laws revision committee** - Pastor Todd has asked Liz Knape, Neal Matsunaga and Allen Hirashiki to review the by-laws and suggest revisions and additions. Pastor Todd has asked for the language to be gender neutral and provide more flexibility in meeting and voting.
- **December Vestry Meeting** – rescheduled from Wednesday, December 21 to Sunday, December 18 after church with lunch

Attendees: Karen Anderson, Todd Bryant, Jacque Chiavini, Gabel Chong-Horsley, Rayne Devlin, Dick Firth (NV), Susan Geissler-O'Neil (NV), Liz Knape, Scott MacDougall, Kris Manning, Steve Oki, Sally Shea Potts (NV)

Absent: Ade Adekunle, Cecilia Oduwole, Charlie Wills

1. **Opening Prayer** – Pastor Todd – read from John 14 – those who follow me will hear and follow my words
Vestry Concerns and Prayers were shared
2. **Review and Confirm Agenda**
3. **Introduction of Guests**

Neal Matsunaga – Columbarium

- Neal explained the composition of the board that manages the St. Timothy's Columbarium.
- Neal posted the Columbarium rules to the Google Drive for the vestry to review.
- The Columbarium was built when Grace House was built.
- The current price to purchase space for an urn in the Columbarium is \$1200. The price includes the urn, the cost to create a plaque for the niche and maintenance of the columbarium.
- There is room for 735 urns.
- We purchased more urns 3 years ago.
- The board maintains the space, facilitates internments by preparing the niche and adding name plates.
- The reserve account for the Columbarium was \$125,000 at the end of 2021.
- 315 spaces are available
- The person arranging for an internment must be a church member.

6. Action Items – Minutes, Treasurer’s, Rector’s, and Commission Reports

- a. Minutes from the April 20, 2022, vestry meeting.
- b. Treasurers Report, Balance Sheet and P&L through 30 April 2022, in that order
- c. Rector’s Report
- d. Commission Reports – Administration, Communications, Children and Youth, Fellowship, Noah’s Ark, Outreach, Worship

MOTION: The vestry voted to approve the submitted April 2022 minutes and reports . The motion was approved unanimously.

7. Non-Recurring Action Items

a. Columbarium Board – Neal Matsunaga

MOTION: The St. Timothy’s Vestry approves the appointment of the following people to serve on the board of the St. Timothy’s Columbarium for the next 3 years: Jim Enes, Neal Matsunaga, Steve Oki and Sally Shea Potts

b. Rectory Repairs – Scott MacDougall and Pastor Todd

See the 3 attachments about the Rectory Pool.

- Repair to the pool is estimated to be \$3000+. The work cannot start until August.
- The fence repair will be deer fence (4x4 posts and wire mesh). Scott will attempt to install a fence post. If that is successful, the fence will be done by volunteers. If he is unable to install a post, the estimate is \$2000. The fence is not visible from the rectory or the adjoining house.

MOTION: The vestry approved up to \$8000 for the repair of the leaks in the rectory pool (\$4000), rectory fence (\$2000) and \$2000 contingency.

8. Discussion Items

a. Treasurer – Dick Firth – Pledge increase campaign

- As of the vestry meeting, we have received 61 pledges and additional contributions toward the 2022 budget for an additional \$60,000.
- As of April 30, we have received almost \$19,000 in increased pledges, a little over \$9000 in new pledges and over \$26,000 in one-time gifts.
- As of April 30, 56 families have participated in the 2022 pledge-increase campaign
- Pastor Todd stated that he and Dick Firth will report to the parish on the success of the campaign and that thank you notes would go out to everyone how gave in the next month.

b. By-Laws Revision – Pastor Todd

Pastor Todd has asked Liz Knape, Neal Matsunaga and Allen Hirashiki to review the by-laws and suggest revisions and additions. Pastor Todd has asked for the language to be gender neutral and provide more flexibility in meeting and voting.

The Diocesan Chancellor will review the draft before it comes to the vestry for a vote. The current by-laws state that any changes require a 2/3 yes vote.

Link to By-Laws folder on the Google Drive –

https://drive.google.com/drive/folders/1boYQBmpx26l_timTkbiQ-rRtUIHBUa7?usp=sharing

9. FYI

a. VBS – Pastor Todd

- In conjunction with St Joan of Arc. VBS will happen on the St. Joan of Arc campus. There is a conflict with Noah’s Ark summer program.

b. 5 pm service – Pastor Todd

Tentative planning on a 5 pm service on the 1st or 2nd Sunday of the month with contemporary music.

c. December 2022 Vestry Meeting – Pastor Todd, Charlie Wills

The attendees prefer to meet after church **December 18** with lunch

d. Clergy Absences – June and July 2022

- Pastor Susan - June 8 - June 14 & July 17
- Pastor Todd - June 28 - July 16

e. File formats that the clerk can handle – Sally Shea Potts

The clerk uses a PC, iPhone and iPad but mostly a PC to manage vestry files. She discovered this month that she is unable to process “pages” documents. Please submit your reports in one of the following formats:

- Word (doc or docx)
- PDF (pdf)
- Text (txt)
- In an email message

10. Closing Prayer – Gabel Chong-Horsley

St Timothy's Calendar for Vestry as of 05/18/2022

Date	Event
Sunday, June 5 – Pentecost – One Service – 10:00 am	
Wednesday, June 15 – 6:30 pm Overby Conference Room	Vestry Meeting
JULY	THERE IS NO VESTRY MEETING SCHEDULED
Wednesday, August 18 – 6:30 pm Overby Conf Room	Vestry Meeting
Sunday, August 14 – Zoom	Fruits of the Harvest #25
Sunday, August 21 – FOTH Gathering on site after 10 service	Fruits of the Harvest #25

Submitted by Sally Shea Potts, Vestry Clerk

Next Tidings Deadline – 28 May 2022

Next Regular Vestry Meeting – Wednesday June 15, 2022

Treasurer's Report for April 2022

May 18, 2022

Financial

- As of April 30, our pledges stand at \$646,320; expected income for 2022 is now \$672,610. This figure includes new pledges, increased pledges, and one-time gifts. Of the \$26,290 we have received in one-time gifts, \$9,200 is outstanding (see below).
 - We have 150 pledges as of April 30. This compares to 141 in our 2022 budget, and 158 at the end of 2021.
- Also as of April 30, our pledge-increase campaign has raised \$54,635.
 - The components of this figure are: pledge increases -- \$18,970; new pledges -- \$9,375; one-time gifts -- \$26,290 (we have received all but \$9,200 as of month end). 56 people/families have participated so far.
- The April and YTD financials have been significantly and positively impacted by the results of the pledge-increase campaign thus far.
 - April net operating income is over \$51,500 versus budget of (\$10,574).
 - For the January through April period, net operating income is more than \$98,500 versus budget of (\$42,294).
 - Monthly and YTD expenses are less than budget, by about \$9,000 and \$25,000 respectively.

Maintenance Reserve Accounts

- Because the maintenance reserve accounts for the campus and the Ackerman property have been depleted, in the December Vestry meeting a resolution was approved to transfer funds from our TD Ameritrade (Smart Portfolios) and Schwab accounts to our two maintenance reserve accounts.
- The resolution provides for using the three-year average growth of each account. As of 12/2021, this equates to \$13,522.85 for TD Ameritrade and \$6,009.37 for Schwab. The plan is to withdraw \$13,500 from TD Ameritrade and \$6,000 from Schwab.
- It is the plan of the Property Commission to work with the Finance Committee to determine how much should go into each of the two reserve accounts.

Other

- Venmo transactions in April totaled \$3,350, which included a \$2,500 one-time donation to the pledge increase campaign. Bookkeeper verification of this deposit has been received.
- Account 62604 – Clergy Discretionary Fund activity YTD 4/30/2022: None.

Submitted by Dick Firth, Treasurer

St. Timothy's Episcopal Church

Balance Sheet

As of April 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10001 Heritage Checking	261,918.23
10002 Heritage Savings	5,000.25
17103 Schwab	194,543.76
17104 TD Ameritrade	339,664.53
Total Bank Accounts	\$801,126.77
Other Current Assets	
13000 Special Loan	950.00
Total Other Current Assets	\$950.00
Total Current Assets	\$802,076.77
Fixed Assets	
18000 Fixed Assets	
18001 Bell Tower	64,000.00
18002 Church Building	206,463.00
18003 Education Wing	29,133.00
18004 Equipment	94,354.00
18005 Furniture	283.00
18006 Grace House & Columbarium	1,800,000.00
18007 Land	12,000.00
18008 Land Improvements	62,854.00
18009 Parish Hall	117,630.00
18010 Ackerman Property	580,850.00
Total 18000 Fixed Assets	2,967,567.00
Total Fixed Assets	\$2,967,567.00
Other Assets	
17101 SSGA Endowment Fund	480,535.41
17102 SSGA Endowment Gain/Loss	195,989.83
Total Other Assets	\$676,525.24
TOTAL ASSETS	\$4,446,169.01

St. Timothy's Episcopal Church

Balance Sheet
As of April 30, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	13,610.27
Total Accounts Payable	\$13,610.27
Other Current Liabilities	
21001 Union Bank LOC	0.00
21002 Bishop's Ranch	0.00
21004 Prepaid Pledges 2018	0.00
21005 Prepaid Pledges 2019	0.00
21006 Prepaid Pledges 2020	0.00
21007 Prepaid Pledge 2021	0.00
21008 Prepaid Pledge 2022	18,080.00
21009 Prepaid Special Gift 2022	0.00
21010 Endowment Gifts Pending	0.00
22000 PPP/SBA Loan	0.00
Total Other Current Liabilities	\$18,080.00
Total Current Liabilities	\$31,690.27
Total Liabilities	\$31,690.27
Equity	
30000 Opening Balance Equity	0.00
31300 Perm. Restricted Net Assets	
31501 SSGA Endowment Fund	676,525.24
31503 Fixed Assets	2,967,567.00
Total 31300 Perm. Restricted Net Assets	3,644,092.24
31500 Temp. Restricted Net Assets	
31504 SSGA Endowment Gain/(Loss)	0.00
31510 Program	360,748.05
31520 Outreach	106,468.05
31530 Rector Search	0.00
Total 31500 Temp. Restricted Net Assets	467,216.10
32000 Unrestricted Net Assets	212,784.30
Net Income	90,386.10
Total Equity	\$4,414,478.74
TOTAL LIABILITIES AND EQUITY	\$4,446,169.01

COMMENTS ON APRIL ACTUAL TO BUDGET: BOTH MONTH AND YTD	
ACCOUNT	EXPLANATION
44300 Flower Donations	Easter Flowers
62120 Associate Rector	Extra pay while Todd on sabbatical
62300 Workers Compensation Insurance	Annual Premium
62601 Continuing Education	For Todd
63205 Music Expenses	Annual Podcast/Streaming License
65103 Software	Microsoft Software, Constant Contact and Zoom. All Annual Subscriptions
65301 Postage Meter	\$450 worth of postage purchased in first four months
66100 Campus Maintenance	April: Annual Maintenance from Valley Power
66121 Elevator, Fire & Burglar Alarms	Quarterly Fire Alarm Charges
67101 Banking Charges	On-Line Giving Fees, Check Printing Charges and Deposit Slips
67103 Corporate Fee & Expenses	\$90 to shred old financial records

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	A	B	C	D	E	F	G	H	I	J	K
1	ST. TIMOTHY'S INCOME & EXPENSES			April Actual	April Budget	Difference	YTD Actual	YTD Budget	Difference	Annual Budget	Remaining
3	TOTAL INCOME			\$108,080	\$55,274	\$52,806	\$336,828	\$221,098	\$115,731	\$663,293	(\$326,465)
5	TOTAL EXPENSES			\$56,566	\$65,848	(\$9,281)	\$238,320	\$263,392	(\$25,072)	\$790,175	(\$551,855)
7	NET OPERATING INCOME			\$51,514	(\$10,574)	\$62,087	\$98,509	(\$42,294)	\$140,803	(\$126,882)	
9	NET OTHER INCOME			\$642			(\$9,622)				
11	NET INCOME			\$52,156			\$88,887				
14				April Actual	April Budget	Difference	YTD Actual	YTD Budget	Difference	Annual Budget	Remaining
16	Pledge Income			\$97,045	\$50,298	\$46,747	\$297,247	\$201,192	\$96,055	\$603,575	(\$306,328)
18	All Other Income			\$11,035	\$4,977	\$6,059	\$39,581	\$19,906	\$19,675	\$59,718	(\$20,137)
20	Total Income			\$108,080	\$55,274	\$52,806	\$336,828	\$221,098	\$115,731	\$663,293	(\$326,465)
22	Personnel Expenses			\$33,548	\$36,633	(\$3,085)	\$136,758	\$146,531	(\$9,773)	\$439,594	(\$302,836)
24	Diocesan Assessment			\$9,644	\$9,657	(\$13)	\$38,577	\$38,627	(\$51)	\$115,882	(\$77,305)
26	Facilities			\$8,926	\$8,908	\$19	\$37,426	\$35,631	\$1,794	\$106,894	(\$69,468)
28	Administrative			\$1,680	\$2,263	(\$583)	\$6,663	\$9,053	(\$2,390)	\$27,160	(\$20,497)
30	Budgeted Outreach			\$1,500	\$1,500	\$0	\$6,000	\$6,000	\$0	\$18,000	(\$12,000)
32	All Other Expenses			\$1,268	\$6,887	(\$5,619)	\$12,896	\$27,548	(\$14,652)	\$82,645	(\$69,749)
34	Total Expenses			\$56,566	\$65,848	(\$9,281)	\$238,320	\$263,392	(\$25,072)	\$790,175	(\$551,855)
36	Net Operating Income			\$51,514	(\$10,574)	\$62,087	\$98,509	(\$42,294)	\$140,803	(\$126,882)	
38	Net Other Income			\$642			(\$9,622)				
40	Net Income			\$52,156			\$88,887				
41											
42											
43											

NOTES SUMMARY DETAIL PROGRAM & OUTREACH

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A1 ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF APRIL 30, 2022

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
	ST. TIMOTHY'S INCOME & EXPENSE STATEMENT							APR	APR		APR YTD	APR YTD		ANNUAL		
	AS OF APRIL 30, 2022							ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining	
1	INCOME															
2	40000 Donations															
3	41000 Pledge Income															
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A1 ST. TIMOTHY'S INCOME & EXPENSE STATEMENT AS OF APRIL 30, 2022

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ST. TIMOTHY'S INCOME & EXPENSE STATEMENT							APR	APR		APR YTD	APR YTD		ANNUAL	
1	AS OF APRIL 30, 2022							ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
30	EXPENSES														
31	60000 Operating Expenses														
32				61000	Diocesan Assessment		\$9,644	\$9,657	(\$13)	\$38,577	\$38,627	(\$51)	\$115,882	(\$77,305)	
34				62000	Personnel Expenses										
35				62100	Clergy Compensation										
36				62110	Rector		\$8,322	\$8,322	\$0	\$33,288	\$33,288	\$0	\$99,865	(\$66,577)	
37				62120	Associate Rector		\$7,071	\$7,071	(\$0)	\$30,415	\$28,283	\$2,132	\$84,849	(\$54,434)	
38				62198	Clergy Pension		\$3,220	\$3,220	\$0	\$12,880	\$12,880	(\$0)	\$38,641	(\$25,761)	
39				62199	Clergy Benefits		\$2,888	\$2,902	(\$14)	\$11,553	\$11,607	(\$54)	\$34,821	(\$23,268)	
40				62100	Total Clergy Compensation		\$21,501	\$21,515	(\$14)	\$88,136	\$86,059	\$2,078	\$258,176	(\$170,040)	
42				62200	Lay Staff Compensation										
43				62202	Music Director		\$3,175	\$3,440	(\$265)	\$12,701	\$13,759	(\$1,059)	\$41,278	(\$28,577)	
44				62203	Office Manager		\$1,645	\$1,782	(\$137)	\$6,785	\$7,127	(\$343)	\$21,382	(\$14,597)	
45				62204	Bookkeeper		\$965	\$1,817	(\$853)	\$4,110	\$7,270	(\$3,160)	\$21,809	(\$17,699)	
46				62205	Childcare Assistant		\$41	\$227	(\$186)	\$268	\$907	(\$639)	\$2,722	(\$2,454)	
47				62213	Office Temporary Help		\$0	\$69	(\$69)	\$0	\$274	(\$274)	\$823	(\$823)	
48				62296	Lay Payroll Taxes		\$446	\$561	(\$115)	\$1,826	\$2,244	(\$419)	\$6,733	(\$4,907)	
49				62297	Lay Pension Contributions		\$85	\$470	(\$385)	\$320	\$1,880	(\$1,559)	\$5,639	(\$5,319)	
50				62298	Lay Benefits		\$69	\$543	(\$474)	\$277	\$2,171	(\$1,893)	\$6,512	(\$6,235)	
51				62299	Noah's Ark Pension Reimbursement		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
52				62200	Total Lay Staff Compensation		\$6,426	\$8,908	(\$2,482)	\$26,287	\$35,633	(\$9,345)	\$106,898	(\$80,611)	
54				62300	Workers Compensation Insurance		\$0	\$83	(\$83)	\$661	\$333	\$328	\$1,000	(\$339)	
56				62400	Payroll Processing		\$70	\$84	(\$14)	\$280	\$336	(\$56)	\$1,008	(\$728)	

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT										AS OF APRIL 30, 2022						
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	ST. TIMOTHY'S INCOME & EXPENSE STATEMENT							APR	APR		APR YTD	APR YTD		ANNUAL		
	AS OF APRIL 30, 2022							ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining	
58	62500 Contractors															
59	62501 Musicians															
60	62511 Paid Musicians							\$900	\$1,083	(\$183)	\$2,000	\$4,333	(\$2,333)	\$13,000	(\$11,000)	
61	62512 Supply Musicians							\$0	\$83	(\$83)	\$0	\$333	(\$333)	\$1,000	(\$1,000)	
62	62501 Total Musicians							\$900	\$1,167	(\$267)	\$2,000	\$4,667	(\$2,667)	\$14,000	(\$12,000)	
64	62504 Landscaping							\$2,051	\$2,051	\$0	\$8,204	\$8,204	\$0	\$24,612	(\$16,408)	
66	62505 Janitorial							\$2,600	\$2,600	\$0	\$10,400	\$10,400	\$0	\$31,200	(\$20,800)	
68	62500 Total Contractors							\$5,551	\$5,818	(\$267)	\$20,604	\$23,271	(\$2,667)	\$69,812	(\$49,208)	
70	62600 Staff Allowances															
71	62601 Continuing Education							\$0	\$54	(\$54)	\$523	\$217	\$306	\$650	(\$127)	
72	62602 Travel							\$0	\$80	(\$80)	\$0	\$320	(\$320)	\$960	(\$960)	
73	62603 Clergy Hospitality							\$0	\$66	(\$66)	\$267	\$263	\$3	\$790	(\$523)	
74	62604 Clergy Discretionary Fund							\$0	\$25	(\$25)	\$0	\$100	(\$100)	\$300	(\$300)	
75	62600 Total Staff Allowances							\$0	\$225	(\$225)	\$790	\$900	(\$110)	\$2,700	(\$1,910)	
77	62000 Total Personnel Expenses							\$33,548	\$36,633	(\$3,085)	\$136,758	\$146,531	(\$9,773)	\$439,594	(\$302,836)	
79	63100 Altar Guild															
80	63101 Candles and Wine							\$0	\$83	(\$83)	\$195	\$333	(\$138)	\$1,000	(\$805)	
81	63102 Flowers							\$0	\$125	(\$125)	\$694	\$500	\$194	\$1,500	(\$806)	
82	63105 Other Altar Guild Expenses							\$141	\$25	\$116	\$242	\$100	\$142	\$300	(\$58)	
83	63100 Total Altar Guild							\$141	\$233	(\$92)	\$1,131	\$933	\$198	\$2,800	(\$1,669)	
85	63200 Music															
86	63215 Professional Expenses							\$0	\$83	(\$83)	\$0	\$333	(\$333)	\$1,000	(\$1,000)	
87	63216 Music Hospitality							\$0	\$17	(\$17)	\$0	\$67	(\$67)	\$200	(\$200)	
88	63205 Music Expenses							\$463	\$167	\$297	\$743	\$667	\$77	\$2,000	(\$1,257)	
89	63206 Music Repair & Maintenance							\$0	\$83	(\$83)	\$0	\$333	(\$333)	\$1,000	(\$1,000)	
90	63200 Total Music							\$463	\$350	\$113	\$743	\$1,400	(\$657)	\$4,200	(\$3,457)	

A1		ST. TIMOTHY'S INCOME & EXPENSE STATEMENT										AS OF APRIL 30, 2022				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	ST. TIMOTHY'S INCOME & EXPENSE STATEMENT							APR	APR		APR YTD	APR YTD		ANNUAL		
	AS OF APRIL 30, 2022							ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining	
92	63300 Christian Formation															
93		63301 EfM						\$0	\$42	(\$42)	\$0	\$167	(\$167)	\$500	(\$500)	
94		63302 Adult Education						\$0	\$42	(\$42)	\$89	\$167	(\$78)	\$500	(\$412)	
95		63303 Lenten Series						\$0	\$25	(\$25)	\$0	\$100	(\$100)	\$300	(\$300)	
96	63300 Total Christian Formation							\$0	\$108	(\$108)	\$89	\$433	(\$345)	\$1,300	(\$1,212)	
98	63350 Children & Youth Ministry															
99		63351 Family Ministries						\$117	\$83	\$34	\$236	\$333	(\$98)	\$1,000	(\$764)	
100		63352 Youth Ministries						\$0	\$167	(\$167)	\$20	\$667	(\$647)	\$2,000	(\$1,980)	
101		63353 Acolytes						\$0	\$42	(\$42)	\$0	\$167	(\$167)	\$500	(\$500)	
102	63350 Total Children & Youth Ministry							\$117	\$292	(\$175)	\$256	\$1,167	(\$911)	\$3,500	(\$3,244)	
104	64000 Worship & Liturgy															
105		64108 Liturgical Art						\$0	\$25	(\$25)	\$0	\$100	(\$100)	\$300	(\$300)	
106		64150 Worship Expenses						\$0	\$50	(\$50)	\$0	\$200	(\$200)	\$600	(\$600)	
107	64000 Total Worship & Liturgy							\$0	\$75	(\$75)	\$0	\$300	(\$300)	\$900	(\$900)	
109	64250 Pastoral Care							\$0	\$17	(\$17)	\$0	\$67	(\$67)	\$200	(\$200)	
111	64500 Fellowship															
112		64501 Sunday Coffee & Supplies						\$164	\$108	\$56	\$196	\$433	(\$238)	\$1,300	(\$1,104)	
113		64502 Parish Events						\$0	\$42	(\$42)	\$0	\$167	(\$167)	\$500	(\$500)	
114		64503 Receptions						\$82	\$42	\$41	\$107	\$167	(\$60)	\$500	(\$393)	
115		64504 Greeters						\$0	\$42	(\$42)	\$0	\$167	(\$167)	\$500	(\$500)	
116		64505 Invites						\$0	\$17	(\$17)	\$0	\$67	(\$67)	\$200	(\$200)	
117		64506 Vestry Expenses						\$0	\$0	\$0	\$30	\$0	\$30	\$0	\$30	
118		64508 New Episcopal Women						\$0	\$17	(\$17)	\$0	\$67	(\$67)	\$200	(\$200)	
119	64500 Total Fellowship							\$246	\$267	(\$20)	\$333	\$1,067	(\$734)	\$3,200	(\$2,867)	

A1		ST. TIMOTHY'S INCOME & EXPENSE STATEMENT					AS OF APRIL 30, 2022									
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
1	ST. TIMOTHY'S INCOME & EXPENSE STATEMENT							APR	APR		APR YTD	APR YTD		ANNUAL		
	AS OF APRIL 30, 2022							ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining	
121	65000 Administrative															
122		65100 Office Supplies						\$103	\$83	\$19	\$241	\$333	(\$93)	\$1,000	(\$759)	
123		65101 Paper						\$218	\$100	\$118	\$479	\$400	\$79	\$1,200	(\$721)	
124		65102 Advertising						\$0	\$58	(\$58)	\$0	\$233	(\$233)	\$700	(\$700)	
125		65103 Software						(\$153)	\$175	(\$328)	\$1,310	\$700	\$610	\$2,100	(\$790)	
126		65105 Telephone & Internet						\$645	\$650	(\$5)	\$2,584	\$2,600	(\$16)	\$7,800	(\$5,216)	
127		65106 Miscellaneous						\$0	\$33	(\$33)	\$0	\$133	(\$133)	\$400	(\$400)	
129	65200 Equipment															
130		65201 Hardware						\$0	\$83	(\$83)	\$0	\$333	(\$333)	\$1,000	(\$1,000)	
131		65202 Ricoh						\$549	\$917	(\$367)	\$1,206	\$3,667	(\$2,461)	\$11,000	(\$9,794)	
132		65203 Other						\$0	\$42	(\$42)	\$0	\$167	(\$167)	\$500	(\$500)	
133		65204 Risograph						\$113	\$42	\$71	\$286	\$167	\$119	\$500	(\$214)	
134		65200 Total Equipment						\$662	\$1,083	(\$421)	\$1,492	\$4,333	(\$2,842)	\$13,000	(\$11,508)	
136	65300 Postage															
137		65301 Meter						\$200	\$42	\$158	\$543	\$167	\$376	\$500	\$43	
138		65302 Other						\$0	\$33	(\$33)	\$0	\$133	(\$133)	\$400	(\$400)	
139		65303 Send Pro Lease						\$5	\$5	(\$0)	\$15	\$20	(\$5)	\$60	(\$45)	
140		65300 Total Postage						\$205	\$80	\$125	\$558	\$320	\$238	\$960	(\$402)	
142		65000 Total Administrative						\$1,680	\$2,263	(\$583)	\$6,663	\$9,053	(\$2,390)	\$27,160	(\$20,497)	
144	66000 Facilities															
145		66100 Campus Maintenance						\$3,957	\$2,917	\$1,040	\$18,214	\$11,667	\$6,547	\$35,000	(\$16,786)	
147		66110 Rectory Maintenance														
148		66111 Insurance						\$0	\$22	(\$22)	\$0	\$87	(\$87)	\$261	(\$261)	
149		66112 Landscaping						\$270	\$270	\$0	\$1,080	\$1,080	\$0	\$3,240	(\$2,160)	
150		66113 Pool						\$122	\$117	\$5	\$478	\$468	\$10	\$1,404	(\$926)	
151		66116 Maintenance						\$0	\$392	(\$392)	\$677	\$1,567	(\$890)	\$4,700	(\$4,023)	
152		66110 Total Rectory Maintenance						\$392	\$800	(\$408)	\$2,235	\$3,202	(\$967)	\$9,605	(\$7,370)	

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT										AS OF APRIL 30, 2022					
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	ST. TIMOTHY'S INCOME & EXPENSE STATEMENT							APR	APR		APR YTD	APR YTD		ANNUAL	
	AS OF APRIL 30, 2022							ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
154				61120	Services										
155				66121	Elevator, Fire & Burglar Alarms		\$1,154	\$835	\$319	\$1,756	\$3,342	(\$1,585)	\$10,025	(\$8,269)	
156				66122	Other Services		\$0	\$333	(\$333)	\$1,000	\$1,333	(\$333)	\$4,000	(\$3,000)	
157				66120	Total Services		\$1,154	\$1,169	(\$14)	\$2,756	\$4,675	(\$1,919)	\$14,025	(\$11,269)	
159				66130	Facility Supplies		\$43	\$250	(\$207)	\$519	\$1,000	(\$481)	\$3,000	(\$2,481)	
161				66140	Utilities										
162				66141	EBMUD		\$1,945	\$1,583	\$361	\$2,944	\$6,333	(\$3,389)	\$19,000	(\$16,056)	
163				66142	Garbage		\$95	\$552	(\$457)	\$1,762	\$2,208	(\$446)	\$6,624	(\$4,862)	
164				66143	PG&E Gas		\$388	\$428	(\$40)	\$4,272	\$1,713	\$2,558	\$5,140	(\$868)	
165				66144	PG&E Electrical		\$952	\$1,208	(\$257)	\$4,724	\$4,833	(\$110)	\$14,500	(\$9,776)	
166				66140	Total Utilities		\$3,380	\$3,772	(\$392)	\$13,701	\$15,088	(\$1,387)	\$45,264	(\$31,563)	
168				66000	Total Facilities		\$8,926	\$8,908	\$19	\$37,426	\$35,631	\$1,794	\$106,894	(\$69,468)	
170				67000	Finance										
171				67050	Stewardship		\$0	\$167	(\$167)	\$0	\$667	(\$667)	\$2,000	(\$2,000)	
172				67100	Benevity Fees		\$0	\$3	(\$3)	\$0	\$10	(\$10)	\$30	(\$30)	
173				67101	Banking Charges		\$210	\$220	(\$10)	\$1,656	\$881	\$775	\$2,642	(\$986)	
174				67103	Corporate Fee & Expenses		\$90	\$4	\$87	\$105	\$14	\$91	\$42	\$63	
175				67104	Property & Liability Insurance		\$0	\$2,716	(\$2,716)	\$8,148	\$10,864	(\$2,716)	\$32,592	(\$24,444)	
176				67106	Property Taxes										
177				67117	Church		\$0	\$1,510	(\$1,510)	\$0	\$6,039	(\$6,039)	\$18,118	(\$18,118)	
178				67118	Rectory		\$0	\$73	(\$73)	\$435	\$290	\$145	\$871	(\$436)	
179				67000	Total Finance		\$300	\$4,691	(\$4,391)	\$10,344	\$18,765	(\$8,421)	\$56,295	(\$45,951)	
181				68000	Budgeted Outreach										
182				68002	Budgeted Outreach		\$1,250	\$1,250	\$0	\$5,000	\$5,000	\$0	\$15,000	(\$10,000)	
183				68003	Schools & Interfaith Council		\$250	\$250	\$0	\$1,000	\$1,000	\$0	\$3,000	(\$2,000)	
184				68000	Total Budgeted Outreach		\$1,500	\$1,500	\$0	\$6,000	\$6,000	\$0	\$18,000	(\$12,000)	

ST. TIMOTHY'S INCOME & EXPENSE STATEMENT										AS OF APRIL 30, 2022							
ST. TIMOTHY'S INCOME & EXPENSE STATEMENT										APR	APR		APR YTD	APR YTD		ANNUAL	
AS OF APRIL 30, 2022										ACTUAL	BUDGET	Difference	ACTUAL	BUDGET	Difference	BUDGET	Remaining
173			67101	Banking Charges						\$210	\$220	(\$10)	\$1,656	\$881	\$775	\$2,642	(\$986)
174			67103	Corporate Fee & Expenses						\$90	\$4	\$87	\$105	\$14	\$91	\$42	\$63
175			67104	Property & Liability Insurance						\$0	\$2,716	(\$2,716)	\$8,148	\$10,864	(\$2,716)	\$32,592	(\$24,444)
176			67106	Property Taxes													
177			67117	Church						\$0	\$1,510	(\$1,510)	\$0	\$6,039	(\$6,039)	\$18,118	(\$18,118)
178			67118	Rectory						\$0	\$73	(\$73)	\$435	\$290	\$145	\$871	(\$436)
179			67000	Total Finance						\$300	\$4,691	(\$4,391)	\$10,344	\$18,765	(\$8,421)	\$56,295	(\$45,951)
181			68000	Budgeted Outreach													
182			68002	Budgeted Outreach						\$1,250	\$1,250	\$0	\$5,000	\$5,000	\$0	\$15,000	(\$10,000)
183			68003	Schools & Interfaith Council						\$250	\$250	\$0	\$1,000	\$1,000	\$0	\$3,000	(\$2,000)
184			68000	Total Budgeted Outreach						\$1,500	\$1,500	\$0	\$6,000	\$6,000	\$0	\$18,000	(\$12,000)
186			69000	Other													
187			69001	Contingency						\$0	\$833	(\$833)	\$0	\$3,333	(\$3,333)	\$10,000	(\$10,000)
188			69003	COVID 19 Expenses						\$0	\$21	(\$21)	\$0	\$83	(\$83)	\$250	(\$250)
189			69004	Suspense (Ask My Accountant)						\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
190			69000	Total Other						\$0	\$854	(\$854)	\$0	\$3,417	(\$3,417)	\$10,250	(\$10,250)
192			60000	Total Expenses						\$56,566	\$65,848	(\$9,281)	\$238,320	\$263,392	(\$25,072)	\$790,175	(\$551,855)
194				NET OPERATING INCOME						\$51,514	(\$10,574)	\$62,087	\$98,509	(\$42,294)	\$140,803	(\$126,882)	
195																	
196																	
197				PROGRAM AND OUTREACH						APR			APR YTD				
198										ACTUAL			ACTUAL				
199				Other Income All Accounts						\$1,300			\$12,115				
200				Other Expenses All Accounts						\$658			\$21,737				
202				Net Other Income						\$642			(\$9,622)				
204				NET INCOME						\$52,156			\$88,887				

	A	B	C	D	E	F	G	H	I	J
1	PROGRAM ACCOUNTS				APR		YTD			
2										
3	70051	Parish Activity	Income		\$0.00		\$0.00			
4	70055	Parish Activity	Expenses		\$225.00		\$225.00			
5										
6	70061	Maint & Improve	Income		\$300.00		\$1,300.00			
7	70065	Maint & Improve	Expenses		\$0.00		\$0.00			
8										
9	70101	Vestry Retreat	Income		\$0.00		\$0.00			
10	70105	Vestry Retreat	Expenses		\$0.00		\$136.54			
11										
12	70140	Columbarium	Income		\$0.00		\$0.00			
13	70145	Columbarium	Expenses		\$0.00		\$65.22			
14										
15	70151	Ackerman	Income		\$0.00		\$0.00			
16	70155	Ackerman	Expenses		\$0.00		\$10,710.00			
17										
18	70171	Memorial	Income		\$0.00		\$100.00			
19	70175	Memorial	Expenses		\$0.00		\$0.00			
20										
21	OUTREACH ACCOUNTS									
22										
23	80011	Adopt-a-Bike	Income		\$0.00		\$0.00			
24	80015	Adopt-a-Bike	Expenses		\$432.59		\$1,441.22			
25										
26	80021	Christmas Boxes	Income		\$0.00		\$0.00			
27	80025	Christmas Boxes	Expenses		\$0.00		\$698.74			
28	80029	Christmas Boxes	Disbursements		\$0.00		\$2,400.00			
29										
30	80101	Trinity Center	Income		\$0.00		\$2,000.00			
31	80105	Trinity Center	Disbursements		\$0.00		\$2,011.45			
32										
33	80111	Winter Nights	Income		\$0.00		\$2,460.00			
34	80115	Winter Nights	Expenses		\$0.00		\$2,048.53			
35										
36	80131	Outreach Emergency	Income		\$1,000.00		\$1,200.00			
37	80135	Outreach Emergency	Expenses		\$0.00		\$0.00			
38										
39	80161	Habitat for Humanity	Income		\$0.00		\$0.00			
40	80165	Habitat	Disbursements		\$0.00		\$2,000.00			
41										
42	89001	Other Outreach	Donations		\$0.00		\$5,054.63			
43	89005	Other Outreach	Disbursements		\$0.00		\$0.00			
44										
45										
46			OTHER INCOME		\$1,300.00		\$12,114.63			
47										
48			OTHER EXPENSES		\$657.59		\$21,736.70			

Rector's Report May 2022

Columbarium Board

On the agenda, you will see a motion to approve columbarium board members. As a pro forma issue, the motion will be contained in the consent agenda. However, you may, as a vestry member, pull that out of consent agenda for broader discussion, if needed. I have invited Neal to give a short introduction to the work of the columbarium group. His FYI needs no motion.

By-Laws

I have asked Neal Matsunaga, Liz Knapp, and Allen Hirashiki to review and update St. Timothy's by-laws. I envision this lasting no more than three months and want to keep this working group small. You will see on May Vestry folder (google drive) a working draft of the by-laws.

Goals for this group:

- Eliminate gendered language like "vestrymen"
- Give us appropriate flexibility conducting business through digital means like e-voting, video conferencing, and other necessary 'e-updates.'
- Create maximum flexibility for setting the number / quorum of the vestry year over year.
- Update any other language that would be helpful.

Mechanics

- Review and update the language of the by-laws -based on the working draft.
- Bring an updated document to the vestry for approval (in two months or less).
- Spend the last month sharing the vestry approved and updated document with the diocesan chancellor. His review will also include standing committee review. What's standing committee? Ask me!
- After all necessary review, file these documents with the diocese and state of California.
- You are welcome to bring your own observations and suggested edits to the working group.

VBS We're rolling

5pm service I am strongly considering restarting our once a month 5pm service in the Fall.

Todd

2022-05 Admin Commission Report

ParishSoft Replacement

- Sally Shea Potts has started polling outside churches for what software they use and their recommendations. Vacation plans by Steve, Dick, Sally, and Carleen have made it difficult for this team to meet. We will attempt again to meet in early June.

Paper Folder is in need of repair

- The cost and age of the paper folder to fix is too much money and a new unit is not warranted for the use we still have. We have decided to ask groups that still need this functionality to go to outside services to have it done.

Carleen Carnes requested a Process to get information about new visitors to ParishSoft

- It has been difficult to match plate offerings to someone who may be a new member, someone using Venmo, or just making a one-time donation. It would be helpful to have some mechanism to get information about people who may be in transition so offerings can be tracked.
- Carleen Carnes, Cathy Morris, and possibly Dick Firth will meet with me (S. Oki) to discuss how we might create such a process. I will try to get these members together in the next couple of weeks to discuss.

Vacation

- Rebekah on vacation from May 9th - 13th
- Sally on Vacation starting May 19th - June 1st

Submitted by Steve Oki

Children Ministry Report

May 18, 2022

- Easter was a big success with lots of kids in attendance. The service was followed with a fun scavenger hunt led by Kimberly Bryant.
- St. Timothy's will be offering Vacation Bible School in collaboration with St. Joan of Arc. The camp is from June 20-24.
- Weekly attendance is still low, but seems to be slowly returning with more families returning.
- There is hope to do a family movie night sometime in the summer.

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Communications Commission Monthly Report

May 2022

Actions taken since March 2022:

- Coordination of Website updates
- Facebook page updates
- Revision of [Web Page Responsibilities](#) document.
- Revision of [Communication Vehicles](#) document
- Revision of [Communications Handbook](#) document

Please click on links to the documents to review and provide feedback.

Submitted by:
Ade Adekunle

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Fellowship Report

May 2022

We implemented our new plan to order from a local shop (Bagel Street Cafe) Bagels, cream cheese & cookies. Bagels cut in half and cookies cut in quarters by me, gloved, after they arrived. Perhaps I could have left them whole and in the box but with the amount of people in attendance I opted to stretch them. Sally made a fruit plate; the Wills added a treat and the Bishop's stayed for coffee hour.

Ken Anderson picked up the order from Bagel Street as Vestry was meeting with the Bishop.

There were helpers for set up & breakdown. Someone set up the coffee and I successfully made hot water for tea!

The next event is June 5 for the picnic social and cookie sharing after the 10am service. Pastor Todd is suggesting no snacks over the summer and come back strong in the fall.

Submitted by Karen Anderson

Noah's Ark Commission Report

Board meeting April 28

ENROLLMENT

- Current enrollment stands at 43 students with a staff of eight full time teachers. Next years enrollment currently stands at 34. It is expected that more students will enroll through summer. An enrollment of 40 students will balance the budget.
- If enrollment is low, the idea of increasing the number of days per week that the currently enrolled students attend was floated. There is interest amongst the parents for this.

SCHOOL REPORT

Take Home Packets

Take home schoolwork packets were offered to those students who decided to remain at home for a brief period after the winter break.

Enrichment Classes

- Fridays theme-based education classes from 9:00-12:00
- Handwriting without Tears (Feb-March) 12:00-2:00 on Tuesdays. Classes worked on fine and gross motor skills included pinch and letter formation.
- All enrichment classes were a success.

Special Events

- Valentine letter surprise bags
- March: mashed potatoes & Leprechauns
- Spring: Growing plants from seed and planting in containers.
- April: Art Show

Next Noah's Ark Board Meeting is June 30

TREASURER REPORT

See attachment for report

Submitted by Kris Manning

Noah's Ark Preschool - Treasurer's Report

For the 9 Month Period Ending 3/31/2022

April 28, 2022

Financial Highlights

- Financial results through March are positive, with Net Income of \$30,987. This contrasts with the budgeted loss of -\$25,776.
- Income is higher than plan by \$31,521 due to increased enrollment, to 43 students.
- Expenses are lower than plan by \$25,242 primarily due to lower payroll costs.

Reserves

- The Preschool has about \$118,000 in reserve funds (\$86,050 in capital plus \$30,987 in net income).

Outlook for the 2022 - 2023 School Year

- Our planning for the next school year is again based on a conservative outlook for student enrollment. This budget forecast assume enrollment of 34 students - 10 red, 17 blue, 7 yellow (as opposed to the current 43), based upon current enrollment numbers.
- This results in a budgeted shortfall of not quite \$27,000.
- If no more students enroll, our reserves are more than adequate to cover this shortfall.

Outreach Update for Vestry Meeting May'22. (G. Chong-Horsley)

The Outreach Committee had a long meeting to co-ordinate all the upcoming activities for the rest of the year. A lot of updates here – you're warned. 😊

FOTH 2022 Planning:

Raising funds for Outreach for 25 years!!! It's the 25th Anniversary Celebration of THE FRUITS OF THE HARVEST (FOTH)

- Planning of the event has started. Note dates:
 - Sunday, August 14th - Zoom at Noon at home &
 - Sunday, August 21st – Party on the Patio Brunch Event after the last service
- Started Request for 30 second videos from each ministry for the video to for the event. During the last 6 weeks, we would like to have different member making a short appeal each Sunday during services.

Habitat For Humanity East Bay Build Day:

- Our Liaison, Dave Kutrosky, arranged a build day for St Timothy's at the Esperanza Site in Walnut Creek on Friday, April 22nd but was rained out. The new date was May 14 (Saturday) and we had four people from St Timothy's who turned out for the event. 👍



Current God's Hands Projects:

- Trinity Center donations of shoes and durable plastic shopping bags led by Nora Hudson is going well. Deadline is June 5 for shoes. Nora would like to ask for something else later, but we need to give other projects their turn also. Pastor Susan suggests putting the box out by the Parish Hall only on Sunday.
- CCIC (Contra Costa Interfaith Coalition) Kitchen Kit project led by Tania de Young is about the collection of kitchen gear, new or gently used, for foster youth or formerly homeless people – Tania Hanson DeYoung – no storage on St. Timothy's campus – no alcohol related items – Tidings and Announcements to contact Tania to connect with donor and she will arrange to take them to CCIC storage location.

New God's Hands Projects for Ukraine:

- **Ukraine Project with White Pony Express** lead by Colin & Gabel. St. Timothy's is teaming up with local non-profit White Pony Express to help provide medical supplies & protein bars for Ukraine.



Two ways to help:

1) Collect items May 15th - June 12th :

- **Protein bars** needed ASAP: expiration dates starting November 2022 or later - strict customs requirements – No Exceptions!
- **Medical supplies:** Tourniquets, IFAKs & blood stoppers, Large & extra-large vinyl gloves, Extra-large surgical dressings or maxi pads, Butterfly closures or sterile strips, Heavy duty Band-Aids, Large 4x4 gauze pads, Triple antibiotic ointment, Self-adhering bandages (like Coban wrap) or elastic bandage wrap (like Ace wrap), Cotton bandage roll or rolled gauze
- Right now, a table and box will be brought out with the name tags on Sundays at 8am and will be collected after the 10am services. We will get a bin from White Pony Express on June 3 and will stay out till June 12.

2) **Packing event for 10 volunteers** at White Pony Express, Saturday June 18, 2022, 11 am to 12:30 pm at 3380 Vincent Road #107, Pleasant Hill, CA 94523

Sign up: <https://www.signupgenius.com/go/10c0b4fa4a62bab9-sttimothys1>

Event is organized by youth and we would encourage 12–18-year-olds to join (they have priority, but waivers WPE and St Tim’s forms need to be signed by parents).

- **Other food collection** : Gary Hunt Project & Herb Garden still going on, and Kari Doolittle is still gathering of vegetables, herbs, and fruit from personal gardens for Monument Crisis Center
- **MCC Drive-By Food Collections on hiatus-** Food can be donated into the blue barrels and Sally and Tania will make sure it gets to MCC

Rise Against Hunger:

- Food packing in October led by Joann Oliver (Joann will not be in the state in September – we need a volunteer if we want to do it in September, and can ask for new people involved in Outreach). In the past, we have invited the high school Interact Club helped last time to get volunteer hours. The visual of St. Timothy’s doing this is good for our town visibility. We want to ensure strong St Timothy’s youth participation. We brainstormed ideas like if youth bring someone, you get to ring the gong. Incentives for young people: Starbucks card for the youth who brings the most friends etc.

Adopt-A-Family Bikes:

- Tania reports that there is still money in their account – Joe T is continuing to fix bikes – hope to do the program again this year. Tania will give Pastor Susan a place to refer people who want to donate.

Share the Warmth

- Planned for mid Dec. to mid. Jan to collect hats, scarves, mittens, socks and toiletries led by Leslie Firth. Note no coats due to a history of lice in coats. Beneficiaries: Trinity Center and Loaves and Fishes

Winter Nights Shelter

- Joann Oliver is working on dates (January and February 2023) but it is still TBD. So far, all OK with Todd – waiting for WNS to make a decision.

Donation from Family Foundation – Tania reported that this year's donation went to feed the homeless in the Walnut Creek Trinity Center Winter Shelter program. This year may have been the last due to the deaths of the wife and husband who set up the foundation.

Other Misc. items:

- **Red Bulletin Board** need to be updated – Kimberley and Leslie are working together on this project. Bring the decorated bulletin board out, to show the different calendar of events.
- **Tiny Tickets** – leftover Bart tickets collection in box is no longer a viable project due to Bart no longer taking paper tickets. Will remove the wooden box from the Red Rolling Bulletin Board.
- **Amazon Smile** program contributes 0.5% of your Amazon Prime purchases go to Outreach. We need updated new flyers, and a new write up will be in Tidings.
- **Habitat ReStores** are independently owned reuse stores operated by the local Walnut Creek Habitat group that we are supporting. They accept donations and sell merchandise to the public at a fraction of the retail price, while diverting reusable household items and building materials from area landfills. Plan to place the info on bulletin board.
- **Recycle For Change** provides a metal collection box on for items collection – Recycle for Change will collect the contents and dispose of it. Formerly homeless people are the employees. Reviews of the company are very mixed. Outreach team decided not to pursue this project.

Worship and Liturgy Report

May 2022

- Connected weekly with the entire liturgy teams for 8:00 a.m. and 10:00 a.m. services and secured substitutes when necessary.
- Updated the website weekly to reflect changes in the rota.
- Participated in some way with technology each Sunday.
- Conferred with all Acolytes and Altar Guild members before and after each service.
- Updated Attendance register weekly.
- Welcomed a new youth lector on May 8.
- Parish celebrated the life of Lucy Ketcham on April 24.
- Bishop's Visit on May 1.
- Private Baptism on May 7.
- Parish celebrated the life of Susie Wilson on May 14

Submitted by Jacqueline Chiavini

Fwd: Report / Invoice 22-293565D from Precision Leak Detection, Inc.

1 message

Todd Bryant <todd.alan.bryant@gmail.com>

Mon, May 16, 2022 at 1:35 PM

To: Charlie & Kathy Wills <willsx4@comcast.net>, Richard Firth <rwfirth@gmail.com>, Sally Potts <sallyspotts@gmail.com>, Scott MacDougall <smacdoug@gmail.com>

As I read it, pool repair is \$3067 repair: To be part of vestry to review on Wednesday.

----- Forwarded message -----

From: **Todd Bryant** <todd.alan.bryant@gmail.com>

Date: Mon, May 16, 2022 at 1:20 PM

Subject: Fwd: Report / Invoice 22-293565D from Precision Leak Detection, Inc.

To: Charlie & Kathy Wills <willsx4@comcast.net>, Richard Firth <rwfirth@gmail.com>, Scott MacDougall <smacdoug@gmail.com>, Todd Bryant <rector@sainttimothysdanville.org>

FYI

----- Forwarded message -----

From: <reports@precisionleak.com>

Date: Mon, May 16, 2022 at 1:18 PM

Subject: Report / Invoice 22-293565D from Precision Leak Detection, Inc.

To: <rector@sainttimothysdanville.org>

Precision Leak Detection, Inc.

Invoice Due: 06/06/22
22-293565D

Amount Due: **\$0.00**

Dear Todd,

Thank you for the opportunity to provide the leak detection for the pool and spa at [819 Ackerman Drive](#). Attached is the detection report, photo documentation and estimate for repair. Please call our office with any questions and to schedule the repair.

In preparation for the repair, please sign and date the Acceptance of Proposal, located at the bottom of the estimate. Please fax, mail or e-mail to our office.

Please advise the payment method for the 10% deposit. Payment may be made by credit card, Visa, MasterCard, American Express or Discover, as well as, cash or check.


Thank you for your business.


Claire Brady

President
Precision Leak Detection, Inc.
Phone 925-776-7588
Fax 925-776-7589
www.precisionleak.com

3 attachments

 **Inv_22293565D_from_Precision_Leak_Detection_Inc._2696.pdf**
130K

 **PLD Inc. TERMS & CONDITIONS-1 -2022.pdf**
118K

 **St Timothy's Episcopal Church - 819 Ackerman Drive 22-293565D Leak Detection Photos 05-06-2022.pdf**
263K

PRECISION LEAK DETECTION, INC.

2589 W 10th Street, Suite 102
 Antioch, CA 94509
 Toll Free (888) 778-5325
 (925) 776-7588 FAX (925) 776-7589
 www.precisionleak.com

State of California Contractor License
 #737147

DATE	INVOICE #
5/6/22	22-293565D

Fed. Tax I.D. #91-1822734

BILL TO:					SITE NAME AND ADDRESS:		
St Timothy's Episcopal Church 1550 Diablo Road Danville, CA 94526					Todd & Kimberly Bryant 819 Ackerman Drive Danville, CA 94526		
Cust. Order #	Terms	Due Date	Tech.	Ref.	Service Date	Billing Phone #	Site Phone #
	Due on Receipt	5/6/22	RDG&F	YELP	5/6/22	(925)937-4993	

DESCRIPTION	AMOUNT
<p>Detection: Domestic Pool and Spa Gunite 1-Skimmer w/ Diving Board</p> <p>Upon arrival to perform the testing, PLD, Inc. was greeted by homeowner, Kimberly Bryant, who provided access to the pool, spa and equipment area. The pool and spa water conditions were found to be clear, with some sediment and at approximately their normal operating levels. The pool / spa equipment filter pump was found to be in the "Run" schedule mode and operating normally. NOTE! In order to perform the testing, the equipment filter pump was placed into the "Stop" mode.</p> <p>The pool and spa suction, main drain, sweep and return lines were pressurized with Nitrogen gas and found to be free of leaks. The pool / spa equipment was pressurized with Nitrogen gas and found to leak. The area of leakage is the PVC coupling on the suction side of the filter pump. This is not a water loss issue; however, the area of leakage allows air to enter the filtration system.</p> <p>The spa jet return / air Venturi lines were pressurized with Nitrogen gas and found to leak. Electronic sonar survey readings indicate the leak to be located under the concrete deck behind the second spa jet return line outlet to the right of the top step to enter the spa. The area to excavate was identified with green paint.</p> <p>The spa water level was pumped down into the pool. NOTE! The spa structure and plaster were inspected and found to be in a state of deterioration. The spa tile, tile grout line, and spillway were inspected and found to be free of leaks.</p> <p>The spa suction cover was removed from the floor of the spa. The suction pot was inspected and found to be free of leaks. The suction cover was re-installed and secured with the existing screws.</p> <p>NOTE! The spa light could not be removed from the light niche can. The securing screw was found to be seized. Should it become necessary to inspect the light, the light would need to be removed prior to PLD, Inc.'s arrival.</p> <p>The spa jet return line outlets were inspected and found to be free of leaks. The spa was re-filled with water pumped from the pool to the normal operating level.</p> <p>The pool structure and plaster were visually inspected from the topside. The pool tile and tile grout line were inspected and found to be free of leaks.</p> <p>NOTE! The existing main drain cover is not a VGBA (Virginia Graeme Baker Pool & Spa Safety Act) compliant cover. This is a safety entrapment hazard. PLD, Inc. strongly suggests installing a new VGBA compliant main drain</p>	675.00

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Thank you for your business.

TOTAL AMOUNT DUE

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Fed. Tax I.D. #91-1822734	

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St Timothy's Episcopal Church
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	Due on Receipt	5/6/22	RDG&F	YELP	5/6/22	(925)937-4993	

DESCRIPTION	AMOUNT
cover. The pool return line outlets and the single sweep wall fitting were inspected and found to be free of leaks. The skimmer and skimmer throat were inspected and found to be free of leaks. Upon completion of the testing, the filter pump was primed and the equipment controller was placed back into the "Auto" mode. Todd and Kimberly Bryant were informed of the findings and personally shown the areas of leakage.	

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DESCRIPTION	AMOUNT
Nitrogen Gas Usage Charge	60.00
NOTE! This invoice has been paid in full by credit card. Todd Bryant has authorized PLD, Inc. to charge the credit card provided.	

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DESCRIPTION	AMOUNT
<p>Estimate: Spa Jet Return / Air Venturi Line Repair + Install VGB Compliant Pool Main Drain Cover \$3,067.00 One Technician / One Day</p> <p>The first part of the repair would entail saw cutting and jack hammering out the concrete deck at the area indicated by green paint. NOTE! When performing underground plumbing repairs, root intrusion, Gunitite rebound and/or other plumbing lines may be present and require removal and/or replacement in order to access and repair the leaking line. Additional charges for labor, and/or material costs may apply. The concrete debris would be removed. The area would be excavated to expose the spa jet return / air Venturi line. The leaking section would be cut out of the system and a new section would be plumbed into the existing line with Schedule 40 PVC pipe and fittings. The spa jet return / air Venturi line would be pressurized with Nitrogen gas and tested for additional leaks. NOTE! If further leaks are detected, and/or if the jet body is cracked, broken, or encased in the spa wall, additional charges will apply. A Change Order with the scope of work and cost would be written and presented for approval. The excavated area would be back-filled with native soil. Number 4 rebar steel dowels would be drilled and anchored into the existing concrete deck and the deck would be patched back with reinforced gray cement with a Adobe Buff, Kool Deck finish. NOTE! The concrete patch back would be matched as close as reasonably possible.</p> <p>The second part of the repair would entail diving the pool by a certified diver. The existing main drain cover would be removed. A new Waterway 10" UltraRetro adapter plate would be anchored to the existing mud-ring frame with the manufacturer supplied stainless steel hardware kit. A new, white, Waterway 10" UltraRetro VGB main drain cover would be installed and secured onto the adapter plate with the manufacturer supplied stainless steel hardware. NOTE! The pool water conditions must be clean, clear, and chemically balanced in order to perform the installation.</p>	

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DESCRIPTION	AMOUNT
<p>NOTE! THE DOWN PAYMENT MAY NOT EXCEED \$1,000.00 OR 10 PERCENT OF THE CONTRACT PRICE, WHICHEVER IS LESS. Remainder is due upon completion unless specified by the terms above. The DOWN PAYMENT is non-refundable once work begins, supplies and/or parts have been purchased. Estimate includes labor, parts, material, incidentals, equipment, insurance, workers compensation, vehicle fuel trip charge, administration, debris disposal, and taxes. Estimates on repairs do not include; replacing any floor coverings, deteriorated plumbing beyond the excavated area, additional leaks, leaks embedded in foundations or structures, leak location errors by other companies, permits, additional inspection fees and/or any unforeseen obstacles.</p> <p>NOTE! The Occupational Safety & Health Administration requires any job site excavated beyond a depth of 5' feet to either be shored with a soil retention system and/or create a step trench in order to reduce the chance of bodily entrapment. Should shoring be required, additional charges will apply for time and material.</p> <p>Concrete, asphalt, brick, stone, tiles, grout, paint, textures, and colors all vary and will be patched back as close as reasonably possible. Estimate is good for 30 days from the above date. Change orders may occur due to additional work not anticipated, building, health & safety code requirements and/or additional permitting fees required to complete the work.</p> <p>Main drain and/or suction drain covers must be replaced every five years from the date of installation unless otherwise stated on the cover(s).</p> <p>It is a company policy if a leak appears not to be at the area indicated by our company, upon notification, PLD, Inc. has the opportunity to re-identify the area of leakage, before any repairs are performed by others.</p> <p>Please see our Terms and Conditions as stated on the back of this invoice / estimate for warranty and other important information. Our Terms & Conditions cannot be altered, modified, and/or changed in order to complete the repair.</p>	

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DESCRIPTION	AMOUNT
<p>NOTE! Leak detection is a science and it is not 100% accurate. There are many factors that determine the accuracy of the sonar survey electronics; soil condition, the actual size of the leak, if there is any surrounding electrical interference from utility providers, if there is more than one leak within the same system, and the depth of the leak located underground. NOTE! For every foot in depth from the surface that the leak is located, the excavation area should be enlarged by another two (2') feet in diameter. For example, a water line leak is identified under concrete or soil, and the technician marks an X at the area to excavate; the technician does not have the ability to determine how deep the water line is unless that water line is a traceable material such as, copper or steel piping. The average depth of a domestic main water line is usually at a minimum of 18" to approximately three (3') feet in depth. There are times where water lines have been found at a depth of six (6') feet or greater. For example, if the leak identified is approximately three (3') feet in depth, and the repair technician is excavating to access and repair the leak, the repair technician should extend the excavation area by approximately two (2') feet wider for every foot in depth being excavated. Plumbers / Contractors should not expect to dig straight down a 12" x 12" excavation hole and find the leak at Top-Dead-Center of our X mark at a depth of three (3') feet. There is going to be some variance.</p>	

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DESCRIPTION	AMOUNT
<p>ACCEPTANCE OF PROPOSAL</p> <p>I have read and understand the conditions applicable to the work to be performed. I hereby authorize Precision Leak Detection, Inc. to complete the above described work at the price of \$3,067.00 and agree to the terms as described above. I agree to pay for services upon completion of work. I further agree to pay reasonable charges for collection, including finance charges in the amount of 1.5% per month (18% APR) or the maximum rate allowable by law, and attorney fees, in the event of default. It is understood that if payment is not received within these terms, PLD, Inc. may exercise its rights to place a mechanics lien on the property.</p> <p>Accepted: _____</p> <p>Date: _____</p> <p>A10% deposit is required to reserve a date for the repair service. We accept check and all major credit cards, Visa, MasterCard, Discover, and American Express. Please contact our office to secure your payment method.</p>	

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TOTAL AMOUNT DUE **\$735.00**