

Facilities Council Meeting – January 11, 2017
DRAFT MINUTES

Meeting was called to order at 10: 05 AM.

The chalice was lit and followed by a brief recitation and check-in.

Present were Al Parmentier, Lisa Murano, Jan Mathrani, Joe Hardy, Kristy O’Neal, Katrina Pascale, and Jack Stiefel.

Minutes of the last meeting were approved.

REPORTS ON CARRYOVER PROJECTS:

Still need to explore lightning protection devices for the building. (Al and Joe H.)

More testing is required before the electrical sub-panel in the lobby can be removed and the wall patched. (Al and Joe H.)

Still need to install hardware next to Door G on which to hang an “open” sign for the Fair Trade Corner. (Al)

Katrina will check with “Alex” and one other vendor to get an estimate for professional cleaning of additional sidewalks. (Kristina)

Al rented a lift; **Ladd Borne** and **Jack Jolly** assisted Al in replacing spotlights in the sanctuary. (15 volunteer hours = at least \$225 in savings)

Ceiling tile was replaced in the sanctuary by A1 Acoustic Ceilings for \$650. If lobby and entrances are done later, we will do it with volunteer labor.

Gutters and drains were installed on the north side of bridges and at Bridges entrance for \$400. We will repair the leaky gutter near entrance C when the gutter dries out. (Al)

Katrina will arrange for “Duraseal” to paint the car stops. The FC authorized up to \$1300, with pressure spraying included. (Katrina)

Katrina arranged for the mounting of the TV on the Library wall by Airtronics. The project was completed today. Exposed wires will be covered with “wire mold.” (Jack St.)

Our electrician: 1) repaired a defective chain pull light fixture in the **Bridges** nursery, 2) repaired the lighted sign on 16th St. with new ballasts, 3) brought the electrical equipment for the new AC unit near door B up to code, and 4) investigated inoperative overhead lights in rooms where automatic switches were installed (library and AV closet): the ballasts are failing in the library lights. The FC approved \$700 for Cliff to replace all 8 fixtures with T-10 fluorescent fixtures.

The installation of two programmable thermostats was postponed until the WiFi project was completed. (Joe H.)

Jack St. and Al caulked the bottom of the southwest door in Fellowship Hall. (0.5 volunteer hours = \$8 savings)

RECENTLY COMPLETED PROJECTS (not included in above):

Al and **Joe** performed a major upgrade of the UUFVB local area network (LAN) and Wi-Fi infrastructure. They constructed an equipment table for the closet in the Garden Room, rewired the building, and installed upgraded equipment. The overall project took 30 days to complete and resulted in a much more robust and reliable local area network and Wi-Fi system. See addendum for full report. (80 volunteer hours = a minimum of \$1200 savings)

Jack St. and **Dave Jansen** re-organized the storage shed and disassembled Bridges equipment to fit into the dumpster. (6 volunteer hours = \$90 savings)

Jack St. and **Tobias Van Buren** planted shrubs on the west side of Fellowship Hall. (6 volunteer hours = \$90 savings)

Jack St. watered new plants on numerous occasions, repaired post lights on three occasions, and adjusted the four auto timers for the parking lot lights to accommodate the longer days. (5 volunteer hours = \$75 savings)

On January 7, the “**Can Do Crew**” spread 225 bags of mulch, cleaned the benches in the Memorial Garden, and did a campus cleanup. Eleven people participated. (25 volunteer hours = \$375 savings)

Bridges nursery floor has been completed.

NEW PROJECTS (including all new Bridges work orders):

Al will check with Brenda to determine if there have been additional complaints about the possibility of mildew in the nursery. (Al)

The windows in the Sexton’s house need to be replaced. Katrina will get an estimate from Vero Glass and Mirror. (Katrina)

Katrina will prepare a proposed 2017-18 budget for consideration at the next meeting. (Katrina)

Jan will coordinate with Ellen Lagerquist and John Almada regarding landscape ideas, including the addition of butterfly attracting plants near Bridges entrance. (Jan)

OTHER:

Control of the temperature in the sanctuary: a designated choir member may lower the thermostat on the chancel to no lower than 72 degrees on Sundays and during choir rehearsals. She will be responsible for re-setting the thermostat to 78 when the choir leaves.

Kristy will make sure the golf cart is ready for use by Saturday’s C-Speak event.

Current expenditures versus the budget were reviewed. The FC is under budget to date.

Facilities volunteers saved the Fellowship at least \$2063 over the period covered by these minutes.

ADJOURNMENT: 12:15 PM

NEXT MEETING: Wednesday, February 8, 2017 in the Library, at 10:00 AM

Respectfully submitted,
Jack Stiefel

Addendum to the minutes: Local Area Network and Wi-Fi Upgrade Description

The UUFVB local area network (LAN) and Wi-Fi infrastructure began a slow deterioration in early 2016. Jon Levi performed several band-aid fixes changing cables and repositioning devices to keep things running. However, Wi-Fi coverage throughout the facility continued to deteriorate until it was no longer functional except in the Office and part of Fellowship Hall areas. Fair-Trade, Bridges, and the Box Office often had poor internet availability; poor access to the networked fileserver and printer; and there was no access in other parts of the facility.

In December 2016, Al Parmentier and Joe Hardy began discussing how best to upgrade LAN and Wi-Fi wiring and equipment to correct deficiencies. Joe Reed, a consultant who had worked for UUFVB setting up the original system, recommended installing five Ubiquiti Wi-Fi access points and a new router. The new equipment was ordered, but the team realized that the old Wi-Fi system consisting of several daisy-chained Ethernet cables connected to devices stuck in closets would need significant re-work. The new Ubiquiti devices require a dedicated cable to each location and the devices must be ceiling mounted in clear areas to function correctly.

As Joe and Al began looking at how to run new cables and install the needed power access points in the Garden Room computer equipment closet, they found a maze of old unused cables and equipment stuffed in the closet next to and behind the current fileserver, the Comcast cable modem, and the soon to-be-replaced router. They also found a half-cup of moldy coffee sitting on top of the fileserver power supply. This fileserver hosts UUFVB working data files including the QuickBooks financial files and critical operational data. Had the old cup leaked the remaining moldy coffee onto the power supply, bad things would likely have occurred. Al and Joe realized that to install the new items, the equipment closet would require a major cleanout and rework.

Al built a new equipment table that provided space to place equipment on shelves off the floor and better organize equipment and cabling. Joe separated the good cables to keep and removed the old unused cables.

The Ubiquiti Wi-Fi equipment arrived and Al and Joe developed a plan to string new cables. To provide Wi-Fi service throughout the facility, the team selected locations for the Ubiquiti devices in the Green Room, the Choir Room Hallway, the Fellowship Hall lobby area, the Second-Floor Hallway, and the Office. Running the new cables took three long days and required removing dozens of ceiling tiles; pulling cable from the remote locations back to the office equipment closet; then terminating and testing the cables and cleaning up the mess. Four new cables were installed and the existing Balcony Hallway cable was tested and determined to be good enough to reuse. These cables provided direct runs from the equipment closet to five new Wi-Fi access points. Installing and commissioning equipment took another day, and final testing showed the new installation provides a strong Wi-Fi signal throughout the facility including the Sanctuary, Fellowship Hall, and Bridges.

During the Wi-Fi cabling upgrade, it became apparent that the office staff computers and the Box Office computer should have dedicated Ethernet cables to the central router and switch and not rely on Wi-Fi alone for access to the fileserver and the printers. Four new Ethernet cables were installed to the Administrator's Office (1), The Treasurer's Office (2) and the Box Office (1). The two cables to the Treasurer's Office allowed removing an old min-switch and provided dedicated runs for the QuickBooks Financial Computers and the Treasurer's Office networked printer.

Overall this upgrade took about 30 calendar days and 80 volunteer labor hours to design, install, and test; however, the result is a much more robust and reliable local area network and Wi-Fi system.

Prepared by: Joe Hardy (January 13, 2017)