

Minutes of the Facilities Council Meeting – 14 October 2020

This Meeting was conducted via Zoom

Members Present: Al Parmentier, Joe Hardy, Woody Sutton, Jan Mathrani, Lisa Turano, Kristy McNeal, Kim McIntyre,

Members Absent: Bob Schroeder, Jack Quinn, Jack Siplak

Guests Attending: Kathy Cossa

Check-In: Chairman, Al Parmentier Conducted a Check-in

Minutes of 9 September 2020 Meeting were approved with no revisions.

Unfinished Business Proceedings: These comments pertain to Projects open prior to this meeting. Status of Projects without comment did not change during the meeting.

- A. Building Interior – 2 Items Closed; No Items Updated; 2 Items On-Hold; 1 Item No Change.
- B. Building Exterior – No Items Closed; 1 Item Updated; 1 Item No Change.
- C. Landscaping and Grounds – 3 Items Closed; 1 Item Updated; No Items No Change.
- D. Equipment – 1 Item Closed; No Items Updated; No Items No Change.
- E. Bridges – 1 Item Closed; No Items Updated; 1 Item No Change.
- F. Sexton House – No Items Closed; No Items Updated.
- G. Other – No Items Closed; No Items Updated.

New Business: These comments pertain to Projects opened during this meeting or discovered before the Minutes were prepared. Six new items were added.

- A. Building Interior – No Items Added
- B. Building Exterior – No Items Added
- C. Landscaping and Grounds – 2 Items Added
- D. Equipment – 1 Item Added
- E. Bridges – No Items Added
- F. Sexton House – No Items Added
- G. Other – Item No Items Added
- H. **Number of Projects Reviewed:** 17 Projects were reviewed this meeting. There are currently 8 open projects; 2 projects on-hold; and 7 projects were closed.

Minutes of the Facilities Council Meeting – 14 October 2020

Any Other Business: Al Parmentier requested an increase in his funds obligation authority from \$500 to \$1,000. Al stated there were several incidents recently where emergency repair actions were needed that exceeded his authority to obligate funds. Increasing Al's funds obligation authority to \$1,000 will allow emergency repairs quoted at less than \$1,000 to commence immediately.

Joe Hardy Moved to increase Al Parmenter's funds obligation authority from \$500 to \$1,000. Jan Mathrani Seconded. There was no discussion. The Motion passed unanimously.

Al parmentier presented Facilities Council budget status for the first fiscal quarter. Several high cost repairs caused 1Q expenses to exceed budget.

Items Approved by Member Vote:

Joe Hardy reported that the Fellowship file server and local area network equipment shares a small closet in the Garden Room with the building alarm system equipment. The file server hosts all Fellowship financial and business records, and the local area network (LAN) equipment hosts the building Wi-Fi and internet access equipment. Whenever work is required on the alarm system panel, this work must be done around the computer equipment jeopardizing critical Ethernet equipment. Joe requested permission to move the computer equipment to the Emerson closet.

Woody Sutton Moved to relocate the server and Ethernet equipment to the Emerson Center closet in the Garden Room Jan Mathrani Seconded. There was no discussion. The Motion passed unanimously. See Item D.251.

Adjourn: This Meeting adjourned at 11:05am.

Next Meeting: The next meeting is 11 November 2020 at 10:0am on Zoom.

Prepared by:

Joe Hardy,
Secretary, Facilities Council

Three Attachments:

- Project Status Report 14 October 2020, 8 Pages
- Project Summary Report 14 October 2020, 2 Pages
- Open Projects Assignments 14 October 2020, 1 Page
- Live Streaming Project Report 10 October 2020, 2 Pages

Facilities Council Minutes - Addendum

Project Status Report Information: The project status report presented here is prepared using Microsoft Access. The Access database allows us to record and report Facilities Council projects and status in one place year after year.

The Project Index in Column 1 is a database assigned identifier used for each project record. The letter left of the decimal (A-G) corresponds to the seven project categories shown in Old and New Business. The number right of the decimal is the record identifier for that project. These numbers are not sequential in a category but are sorted numerically for the specific project category.

Status of each project is highlighted in the last column. The Project status identifiers are described in the Notes at end of the report. Closed projects will not be shown in subsequent Minutes. The value under the status represents the number of days this project has been open. The "Days Open" value counts from the date the project was opened.

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, October 14, 2020

Index

Category			Open Date	Assigned	Status
Project Type	Description	Project Status	Close Date	Contractor	Days Open
A.156	Three Sanctuary ceiling lights out.	Al Parmentier used the pole device and basket that goes up to 25 feet to replace two defective bulbs., One bulb was only loose in the socket.	08-Jan-19	Al Parmentier	Closed
Building Interior	Center at base of stage steps light out.		14-Oct-20	Self Help	645 Days
Replace	East at top of balcony steps out.				
	Left side chancel light blinking.				
A.220	Fellowship Hall flooring requires stripping and refinishing.	Bid received from Regal Services LLC in amount \$1,100 to perform the work. Jack Siplak Moved to approve the bid. Woody Sutton Seconded. The Motion Carried unanimously.	08-Jan-20	Kristy O'Neil	Open-Hold
Building Interior				Regal Services LLC	280 Days
Cleaning		Contractor could not perform work while Bridges was closed. Project placed on hold indefinitely.			
A.235	The Green Room AC System is freezing up after a short run time.	Kristy will consult with Smith Systems to determine the best repair or replacement method.	18-Mar-20	Kristy O'Neil	Open-Hold
Building Interior				Smith Systems	210 Days
Inspection		Green Rooms not in use until Emerson Center reopens. Project on-hold.			

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date **Wednesday, October 14, 2020**

Index

Category			Open Date	Assigned	Status
Project Type	Description	Project Status	Close Date	Contractor	Days Open
A.244 Building Interior Repair	The door and lock on the upstairs HVAC closet next to the toilet is broken. Door skin is peeled away and the lock is loose. This is a safety hazard as it allows unauthorized persons into the HVAC closet	AI reports the door is severely damaged and may require replacing the door. AI will investigate repair methods.	29-Jul-20	AI Parmentier Self Help	Open-NC 77 Days
A.247 Building Interior Repair	We are installing smart thermostats on four Sanctuary HVAC systems and the Office system. To install the thermostats, Joe and AI found the air handler power wiring is not correct. The blue common wire is not property connected to the transformer.	Smith Systems installed three smart thermostats in the Sanctuary: The balcony and the two rear thermostats left and right. Smith Systems states the large Sanctuary system over the Chancel cannot support a smart thermostat because the wiring is antiquated and must be updated to power a new thermost. We have two spare smart thermostats in reserve.	12-Aug-20 14-Oct-20	Kristy O'Neil Smith Systems	Closed 63 Days
5 Project(s) Reviewed for Building Interior					
B.222 Building Exterior Repair	When the parking area was sealed and restriped, five Handicap Parking spaces were not lined and painted. Handicap parking signs are also missing.	Kristy installed the handicap signs and poles. However, the wheelchair symbols and the tire bumpers require painting.	08-Jan-20	Jack Siplak Can-Do-Crew	Open-NC 280 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, October 14, 2020

Index

Category

Project Type

Description

Project Status

Open Date

Assigned

Status

Close Date

Contractor

Days Open

B.250	The main building roof has several leaks where roofing material has become loose at the overlap points.	Roof Authority quoted \$1,380.00 to repair the roof. Rebecca Hornbuckle approved the funds and repairs are scheduled.	09-Sep-20	Kim McIntyre	Open-Mod
Building Exterior Repair		50% deposit paid to contractor. Roof leaks partially repaired; however, recent rain revealed more areas where the roof is leaking. Work continues.		Roof Authority	35 Days

2 Project(s) Reviewed for Building Exterior

C.233	The Social Justice Committee requests a bike rack be installed on the property.	Kim provided details for purchasing the rack. Rack must be cemented in place to prevent theft. Jan will donate pavers to go under the rack.	18-Mar-20	Al Parmentier	Open-Mod
Landscaping and Grounds Upgrade		Jack and Nancy Stiefel returning to Vero Beach soon. Al will discuss best location for the rack with Nancy.		TBD	210 Days

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, October 14, 2020

Index

Category

Project Type

Description

Project Status

Open Date

Assigned

Status

Close Date

Contractor

Days Open

C.236	Two parking area speed bumps are loose.	Jack Siplak and the Can-do-Crew reattached the speed bumps.	18-Mar-20	Jack Siplak	Closed
Landscaping and Grounds			14-Oct-20	Can-Do-Crew	210 Days
Repair					
C.245	Marquee sign at 16th Street stained from sprinkler water. Sprinkler out of adjustment.	Kristy adjusted the sprinkler to keep water off the sign.	12-Aug-20	Kim McIntyre	Closed
Landscaping and Grounds		Quotations from Brister Signs to replace the stained plastic panels were excessive (~ \$1,200).	14-Oct-20	Brister Signs	63 Days
Replace		Kristy cleaned and painted the marquee and all looks well.			
C.246	There are multiple problems two irrigation zones requiring parts and labor to repair. Original bid was \$890 which seems excessive.	Kim received a second bid from a firm Woody recommended . Al reviewed the bids and selected the best.	12-Aug-20	Al Parmentier	Closed
Landscaping and Grounds		Work complete. All irrigation issues corrected.	14-Oct-20	TBD	63 Days
Repair					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, October 14, 2020

Index

Category

Project Type

Description

Project Status

Open Date

Assigned

Status

Close Date

Contractor

Days Open

C.253	Kristy reports there are palm trees on the property that require trimming and removing dead fronds.	Kim will arrange to have the palm trees trimmed and the dead fronds removed.	14-Oct-20	Kim McIntyre	Open-New
Landscaping and Grounds				TBD	0 Days
Cleaning					

C.254	Kristy reports there are four dead oak trees that require removal. It is unknown if the Vero Beach site plan requires these trees to be replaced.	Kim will arrange to have the dead trees removed Kristy will contact the City Arborist and the Fellowship Site Plan to determine if the trees must be replaced.	14-Oct-20	Kim McIntyre	Open-New
Landscaping and Grounds				TBD	0 Days
Cleaning					

6 Project(s) Reviewed for Landscaping and Grounds

D.238	Reverend Alexander proposes to begin live streaming Sunday Services when the sanctuary reopens for services later this year.	Live streaming system in place and ready to begin streaming Sunday Services 18 October 2020. See Joe Hardy's report to the Board attached to these Minutes.	01-May-20	Joe Hardy	Closed
Equipment			14-Oct-20	Self Help	166 Days
Other					

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, October 14, 2020

Index

Category

Project Type

Description

Project Status

Open Date

Assigned

Status

Close Date

Contractor

Days Open

D.251

Equipment

Adjustment

Joe Hardy reported that the Fellowship file server and local area network equipment shares a small closet in the Garden Room with the building alarm system equipment. The file server hosts all Fellowship financial and business records and the local area network (LAN) equipment hosts the building Wi-Fi and internet access equipment. Whenever work is required on the alarm system panel, this work must be done around the computer equipment jeopardizing critical equipment. Joe requested permission to move the computer equipment to the Emerson closet.

The other closet is used by the Emerson Center, and items in this closet can be moved to the main Emerson Center storeroom elsewhere in the building.

Woody Sutton Moved to relocate the server and Ethernet equipment to the Emerson Center closet in the Garden Room Jan Mathrani Seconded. The Motion passed unanimously.

Kristy committed to clearing this closet and moving Emerson Center items to the Emerson storeroom.

When the Emerson closet is cleared Joe, with Al's assistance, will move the computer stand and Ethernet equipment to the new location. A new 24-port switch will be installed to upgrade the patchwork of other devices. This move must be completed on a weekend to avoid disrupting the Office Staff access to the server and the internet. The move will be scheduled for November.

14-Oct-20

Joe Hardy

Self Help

Open-New

0 Days

2 Project(s) Reviewed for Equipment

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, October 14, 2020

Index

Category			Open Date	Assigned	Status
Project Type	Description	Project Status	Close Date	Contractor	Days Open
E.248 Bridges Facility Upgrade	The Bridges Nursery building requires a third toilet commode to allow Bridges to move certain classes from the Main Building to the Nursery Building.	<p>Al contacted Thomson Construction and Snyder plumbing to determine best method to remove the bathtub in one toilet and add a commode.</p> <p>Thompson Construction not responding and seems uninterested in the job. Al will contact Thompson again.</p> <p>Woody will contact Bridges Committee and determine if this modification is still needed.</p>	12-Aug-20	Al Parmentier Thompson Construction	<div style="background-color: yellow; padding: 2px;">Open-NC</div> 63 Days
E.249 Bridges Facility Cleaning	<p>Bridges requires a method to purify the classroom air and kill Coronavirus in six HVAC systems.</p> <p>UV-C lights in the air handlers is an economical method to clean air as it enters the air handler</p>	<p>Al received a quotation for \$390 each to install UV-C bulbs in six air handlers. Woody Moved to approve \$2,340 to install the UV-C bulbs. Joe Seconded. The Motion carried unanimously.</p> <p>UV Lights installed and tested.</p>	12-Aug-20 14-Oct-20	Al Parmentier TBD	<div style="background-color: red; color: white; padding: 2px;">Closed</div> 63 Days

2 Project(s) Reviewed for Bridges Facility

UUFVB Facilities Council - Minutes Project Status Report

Meeting Date Wednesday, October 14, 2020

Index

Category

Open Date

Assigned

Status

Project Type

Description

Project Status

Close Date

Contractor

Days Open

Minutes Notes

Total Reviewed	17
Open-NC	3
Open-Mod	2
Open-New	3
Open-Hold	2
Closed	7

Project Status Explanation

There are five Project Status Levels used in this Minutes report

1. Open-NC: Project previously opened but there is no change in this report
2. Open-Mod: Some Project information changed in this report from last Minutes report.
3. Open-New: New Project opened not previously reported.
4. Open-Hold: No action planned for this project; it remains open for now.
5. Closed: Project information updated and closed this report period.

Facilities Council Minutes - Project Summary

Meeting Date Wednesday, October 14, 2020

Index	Project Category	Open Date	Status	Close Date
A.244	Building Interior	29-Jul-20	Open-NC	
A.156	Building Interior	08-Jan-19	Closed	14-Oct-20
A.247	Building Interior	12-Aug-20	Closed	14-Oct-20
A.220	Building Interior	08-Jan-20	Open-Hold	
A.235	Building Interior	18-Mar-20	Open-Hold	
5 Project(s) This Category				
B.222	Building Exterior	08-Jan-20	Open-NC	
B.250	Building Exterior	09-Sep-20	Open-Mod	
2 Project(s) This Category				
C.236	Landscaping and Grounds	18-Mar-20	Closed	14-Oct-20
C.245	Landscaping and Grounds	12-Aug-20	Closed	14-Oct-20
C.246	Landscaping and Grounds	12-Aug-20	Closed	14-Oct-20
C.233	Landscaping and Grounds	18-Mar-20	Open-Mod	
C.253	Landscaping and Grounds	14-Oct-20	Open-New	
C.254	Landscaping and Grounds	14-Oct-20	Open-New	
6 Project(s) This Category				
D.238	Equipment	01-May-20	Closed	14-Oct-20
D.251	Equipment	14-Oct-20	Open-New	
2 Project(s) This Category				

Facilities Council Minutes - Project Summary

Meeting Date **Wednesday, October 14, 2020**

Index	Project Category	Open Date	Status	Close Date
E.248	Bridges Facility	12-Aug-20	Open-NC	
E.249	Bridges Facility	12-Aug-20	Closed	14-Oct-20
2	Project(s) This Category			

17 Projects This Actions Report

Facilities Council - Project Assignments

Meeting Date Wednesday, October 14, 2020

Assigned	Index	Project Category	Project Type	Open Date	Days Open
Al Parmentier	A.244	Building Interior	Repair	29-Jul-20	77 Days
Al Parmentier	C.233	Landscaping and Grounds	Upgrade	18-Mar-20	210 Days
Al Parmentier	E.248	Bridges Facility	Upgrade	12-Aug-20	63 Days

3 Projects for Al Parmentier

Kristy O'Neil	A.220	Building Interior	Cleaning	08-Jan-20	280 Days
Kristy O'Neil	A.235	Building Interior	Inspection	18-Mar-20	210 Days

2 Projects for Kristy O'Neil

Joe Hardy	D.251	Equipment	Adjustment	14-Oct-20	0 Days
-----------	-------	-----------	------------	-----------	--------

1 Projects for Joe Hardy

Jack Siplak	B.222	Building Exterior	Repair	08-Jan-20	280 Days
-------------	-------	-------------------	--------	-----------	----------

1 Projects for Jack Siplak

Kim McIntyre	B.250	Building Exterior	Repair	09-Sep-20	35 Days
Kim McIntyre	C.253	Landscaping and Grounds	Cleaning	14-Oct-20	0 Days
Kim McIntyre	C.254	Landscaping and Grounds	Cleaning	14-Oct-20	0 Days

3 Projects for Kim McIntyre

10 Projects This Report

UUFVB Live Streaming Project Report to the Board – 10 October 2020

1. Current Status:

- a. We successfully demonstrated the full system with two cameras by recording the services on 30 September and part of the service on 7 October 2020. However, this was not entirely successful, because the services were executed in a start and stop mode for recording with the old system. We have not fully established camera presets and transitions for when we go live on 18 October 2020.
- b. The third camera is on order, and the USA distributor reports they are expecting a large shipment in the next 10 days. We expect our delivery within three weeks.
- c. We demonstrated a live stream test to YouTube and our Comcast internet service appears adequate for live streaming in real time.
- d. We successfully connected the digital output from the Midas M32 Mixer to the Live Stream computer and to the streaming output. The streaming output has audio; however, we cannot hear the audio stream in the computer headphones. This is a technical problem we are researching.
- e. We have a problem with cameras shaking when someone walks on the balcony above the cameras, and we are investigating methods to stabilize the cameras.

2. Documentation and Training:

- a. We have a 90% complete live streaming procedures document that will be used to train additional operators in due course.
- b. The volunteer director working with the operator to cue him/her for the next events is not yet successful. We need a person to coordinate with the choir director and pulpit host to inform the live stream operator who is doing what, when and where during the service. The operator must know where to move the cameras and when to display PowerPoint slides and videos in the live stream. When the services were recorded for later viewing, the video editor corrected mistakes by cutting and splicing the video file which is not possible with a live stream, because viewers will see mistakes in real time.
- c. This process may not be needed when operators become accustomed to how the service flows and he/she can anticipate requirements in advance.

3. Producing a Quality Live Streamed Service:

- a. Al Parmentier and Joe positioned the pulpit, the piano and chancel furniture then marked the positions with tape on the floor, so the camera presets capture service activity correctly in each service.
- b. All persons involved with the service each week must adhere to these settings and not make uncoordinated changes.
- c. Kristy must be tasked to check chancel equipment placement each week and move items to the marked locations by 9:00am each Sunday.
- d. The pulpit host must prompt speakers using the pulpit to be in position at the pulpit BEFORE the current activity ends. The current method whereby speakers begin moving towards the pulpit only when the choir or other activity ends leaves the pulpit empty when the camera is switched to the pulpit after the preceding activity.
- e. All choir members must be prepared for the next song and standup together. We often see some choir members starting to stand as the music starts.
- f. There should be no purses, notebooks or other extraneous materials visible anywhere in the camera view.

4. Expense Report:

- a. The attached chart describes funds expended to date. This is the final estimated cost at completion.
- b. This report is \$200 more than the September report for estimated cost at completion. However, this should be the final cost at completion.

Prepared by

Joe Hardy
Live Streaming Project Lead

One Attachment:

- Current Expenses (1 page)

UUFVB Live Streaming Project Report to the Board – 10 October 2020

UUFVB Live Stream Project Current and Forecast Expenses			
Index	Item	Model	Cost
1	Camera 1	PT30X-NDI-HX	\$2,199.00
2	Camera 2	PT20X-NDI-HX	\$2,199.00
3	Camera Controller	PTZOptics 4D IP Joystick	\$649.00
4	Camera Mounts	All Parmentier fabricated the mounts	\$0.00
5	Computer	OMEN by HP Obelisk Desktop	\$1,999.99
6	Monitor 1	HP VH240a	\$109.99
7	Monitor 2	HP VH240a	\$109.99
8	Monitor Cable 1	High-Speed HDMI Cable, 6 Feet	\$6.99
9	Monitor Cable 2	Display Port to HDMI	\$11.99
10	Software	VMIX-4K	\$700.00
11	8 Port POE Managed Switch	Netgear 16 Port SwitchGS510TPP	\$139.99
12	55" Computer Desk	Amazon Special	\$179.00
13	Misc Ethernet Cables and Connectors	Various	\$500.00
14	Camera 3	PT12X-NDI-HX	\$2,199.00
15	Replace the Obsolete LAN Router	Edge Router 4	\$177.00
16	Estimated Equipment Cost	Three Camera System	\$11,180.94