

**St. Cecilia Parish
Facilities Committee
Meeting Minutes**

Date: August 22, 2012

Time: 7:00 PM

Location: Sun Room

Attendees: Al Joensen, Mark Hanson, Char Van Kerckvoorde, Ben Kellen, Larry Joel, Mike Vaclav, Jeff Jorgensen, Ed Fawkes, Jon Weber, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. Education HVAC improvements – Efforts continue to correct the issues with these systems.
 - i. AHU-2 serving the classrooms is now functioning as it should after repair of numerous issues. Siemens came in and verified air flows. The AHU is providing design air flows to the classrooms, but the exhaust fan is not pulling this air from the classrooms. Al did some calculations and found the exhaust fan is not capable of exhausting air from all the classrooms as it should. Al provided a summary report to the committee members. A review of the system design is needed. The committee decided to bring in an HVAC engineer to review the design of this system and make recommendations of changes to make it function properly. An RFP will be developed to hire an engineer.
 - ii. The kitchen fan coil unit was found to not be operating, so there was no cooling. Parish staff or Mechanical Comfort were not aware this unit was there. Mechanical Comfort came in and made repairs and the unit is now operating properly.
 - iii. AHU-4 for the office areas is functioning as best it can. The computer lab will always be a cooling problem. This space was designed as a conference room and the system cannot provide adequate cooling to displace the heat generated by all the computers.
 - iv. Siemens provided a proposal for \$2849 to replace the three-way valve that converts the system from heating to cooling. This proposal does not include mechanical work to install the valve

which would need to be done by a mechanical contractor. The committee approved replacing this valve. Char will sign the proposal to get this going. The valve is a 2-3 week lead time and will be installed when it is received.

- v. Siemens provided a proposal for \$958 to review and change the system programming to allow the system to switch from heating to cooling automatically in the spring and fall. This would let the system switchover as outside air temperature changes. This could happen as often as needed without calling in a contractor or changing this manually with Parish staff. The committee approved this change. Char will sign this proposal to get this going.
 - vi. Char and Jeff have put together some operating guidelines for Education Center HVAC systems. These have been given to the staff and posted by some of the equipment so they know how to operate the systems in the best manner possible.
- b. Sanctuary lighting upgrades – Jeff Jorgensen plans to complete this work in the next couple of weeks.
 - c. South parking lot lighting upgrade – Contract has been awarded to Jaspering Electric. Lights and poles are ordered and work should be completed by the end of September.
 - d. Burke Chapel Chairs – Char reported that she has been contacted by a donor who wants to donate the funds to replace all of the chairs in the chapel with new wooden chairs. This is great news.
 - e. Digital Signage – Components have been ordered to install digital signage in the Narthex and at the Ed Center entrance. All components should be received soon. Jaspering Electric provided a proposal for \$560 to install the power and data cables needed to make these screens functional. The committee approved this expenditure and Char signed the proposal. Jeff Jorgensen will coordinate the installation with Randy Dalhoff.
 - f. Noise from Pre-School room – Char reported that Don Hahn had installed door sweeps to try and reduce the noise levels. This item is completed.
 - g. Room Dividers in Social Hall – This item is still outstanding but is part of the current evaluation of space needs for the parish. This may be something that is done sooner rather than later once these committees get going.
 - h. Cabinets in the Ed Center – We are still trying to find a carpenter to reinforce these cabinets. The cabinets are starting to sag and will eventually fail if something isn't done.
 - i.

3. New Business

- a. Catholic Mutual insurance inspection – Char had previously shared the inspection report from the recent inspection. She reported that all the small items had already been addressed or were nearly done.
- b. Concrete Repairs at Education Center – The major item identified in the insurance inspection was needed concrete repairs around the north and east sides of the Education Center. Some sections of concrete have settled, creating trip hazards. Char and staff had received proposals for replacement of sections and also for mud-jacking. There was a discussion and it was pointed out that the proposals had different work scopes. The committee decided to award a contract to J & J Remodeling to make repairs on only the north side at this time. Other repairs would be included in future budget planning. The committee asked J & J Remodeling to review the work scope to make sure we were adequately addressing the issues and if needed adjust their proposal. Mark, Jeff & Char will review this and let the committee know of the final scope and cost. Work will be done this fall and coordinated around school activities.
- c. Emergency Exit Lights – The insurance inspection report noted some exit lights not functioning properly. Jeff Jorgensen will review these lights and replace those that not functioning.
- d. Lights Behind Altar – The insurance inspection noted several wall mounted light fixtures that were missing covers. These fixtures are original and finding new covers is not likely. Jeff Jorgensen will take a look at these and see if repairs can be made and if not, look at replacing the fixtures.

4. Facilities Update

- a. Church AHU Report – The church condensing unit still continues to have some problems. For a while, the unit would trip out every time it rained. Mechanical Comfort found a loose wire in the unit and fixed that. Thought this had solved the problem but the unit tripped out again on Saturday August 25th about 2 pm during the rain. Will get Mechanical Comfort back to look at it again.

5. Other Issues

6. Next meeting – The next meeting will be held on September 19th at 7 pm in the Sun Room.