

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

Date: August 16, 2018

Time: 7:00 PM

Location: Social Hall

Attendees: Jeff Witt, Jeremy Hess, Barb Reed, Mark Hanson

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. **Ed Center Restrooms** – Work has been completed. Kids seem to be pretty excited
  - b. **Solar Power** – Jeff will be attending the next Pastoral Council meeting to provide an update on the project. The Parish will need to officially commit to the project soon.
  - c. **Faith Formation Space Needs** – A 14x16 shed has been installed east of the Oscar Romero Room. Jon Weber modified the fencing, poured a concrete ramp and completed the landscaping. Jeremy has moved the tables and chairs into the shed and the St. Teresa room has been turned over to the Catechesis of the Good Shepard program
  - d. **Ed Center HVAC Valves** – The replacement valves have been installed and the piping insulated. Siemens will be in on Friday of this week to commission the valves and ensure they are working properly. This work is completed.
  - e. **Ed Center HVAC Damper Actuators** – The actuators were received this week. Siemens started installation on Friday and will finish next week.
  - f. **3<sup>rd</sup> Grade Classroom** – The old carpet and VCT tile has been removed and new VCT tile installed. This work is completed
3. New Business
  - a. Jeremy reported that there is a desire to do some major painting in the Ed Center next summer. The new principal is working on a potential funding campaign.
4. Facilities Update

- a. Jeremy reported that Jessica Johnson is the new custodian and is working out well. She will be working from 10 am till 6 pm at the school to support school and Faith Formation needs. Vince Dahl will continue to come in from 5:30 am till 9 am for the school.
- b. Jeremy reported that Bill Klein has been released from the hospital and is at home. He may start working a handful of hours per week.
- c. Re-stripping of all the parking lots has been completed
- d. Jeremy has completed preventive maintenance work including belts, filters and greasing equipment
- e. JCI was in last week and has completed software updates for the Church & Social Hall building automation system
- f. The fire inspection has been completed and backflows checked. No issues were found
- g. Our water treatment provider tested the Ed Center system and we do not need to add corrosion inhibitor or glycol.
- h. School starts on August 23<sup>rd</sup>. Jeremy reported that we are in pretty good shape and ready for the start of the school year.

5. Church remodel

- a. The next meeting will be scheduled in September

6. Next meeting – The next meeting is scheduled for September 12, 2018 in the Parish office.