

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

Date: January 16, 2013

Time: 7:00 PM

Location: Sun Room

Attendees: Al Joensen, Larry Joel, Mike Vaclav, Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. Burke Chapel Chairs – The new chairs were delivered and moved in over Christmas break. Don Hahn also cleaned carpets in the Chapel before the new chairs were installed. The old chairs went to St. Andrews Lutheran Church, they paid \$400 for all the chairs. This item is completed.
 - b. Cabinets in the Ed Center – The cabinets in the classrooms are completed. Char wasn't sure who did the work. We still need to do the cabinets in the office area. This will be a summer work item.
 - c. Church Sanctuary Lighting – Work is completed, looks great. Jeff Witt has the City of Ames rebate forms and will work with Jeff Jorgensen to complete the rebate paperwork to submit to the City of Ames.
 - d. Electrical Rates – Char is working with staff to reduce energy consumption. Several things are in discussion. We will need to stay on top of this.
 - e. HVAC PM Program – Mechanical Comfort was onsite for a couple days over break, working through the systems. There is more work to do. Jeff Witt will follow up with Mechanical Comfort
 - f. Rectory HVAC – The committee approved replacing the heating and cooling systems last month at a cost of \$8,400. Cyclone Contracting will do the work. A proxy is in process to get this work authorized by the Archdiocese.
 - g. AHU-6 for the Narthex – We had a few issues with this unit shutting down last month. All damper actuators were replaced and seemed to solve the problem. We also had problems with excessive temperatures. JCI corrected the actuator position on the heating water valve and that has seemed to solve the problem.

- h. Budget Planning – The committee budget recommendations for FY14 have been submitted. We will be awaiting the outcome of the budget process to see which projects are approved.
- i. FCU-2 in the Administration Area – Cyclone Contracting removed the abandoned fan coil unit in the Admin area and has sealed the floor duct. They reported the coil was very dirty and had quite an odor. We still need to work with JCI to eliminate this unit within the Metasys control system.

3. New Business

- a. Altar Lighting – Father is interested in doing the lighting above the altar next. Mike Vaclav pointed out that this lighting is set up as stage lighting and will require some evaluation.
- b. Staff has been reporting odor in the Admin area. Removal of FCU-2 may help with this. Jeff has set up FCU-1 to operate continuously to move air across the air purifier that Cyclone Contracting installed in this unit. Larry Joel also provided three portable air purifier units which are running as well. We will continue to monitor this and see if we need to do more.

4. Facilities Update

- a. Parish staff is still discussing changes in security at the parish complex. The staff invited the Ames Police Department in to look at security and they have made some recommendations. Char is working on some estimates. This item will need further discussion in the near future.

5. Upcoming Meetings

- a. The next meeting of the Facilities Exploration Committee is scheduled for January 17th at 7 pm. The parish has hired RDG to help the parish sort through the differing space needs. This meeting will be the first meeting by the architect with the FEC committee. The meeting is open to all.
- b. The next meeting of the St. Cecilia's "Councils, Commissions and Committees" (CCC) is scheduled for Thursday January 24th at 7 pm. The topic will be a continuation of discussion from the first meeting and to answer questions on the committee organizational structure. The meeting is open to all.

- 6. Next meeting – The next Facilities Committee meeting will be held on February 14th at 7 pm in the Sun Room.