

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

Date: January 12, 2020

Time: 7:00 PM

Location: Social Hall & WebEx

Attendees: Jeremy Hess, Brian Wildeboer, Ayinde Popo, Bill Klein, Father Don & Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Ed Center Chiller** – Mechanical Comfort has been on site and is onsite again today, working on piping. They have recovered the chiller refrigerant and removed refrigerant and water piping. The water quality looked great and the piping is in excellent condition, indicating our water treatment program is working well. Good water treatment ensures efficiency and maximizes the life of our HVAC equipment. They are onsite this week to install the new water piping in the boiler room and cut wall openings for the piping to extend outside to the new chiller to be installed this spring.
 - b. **HVAC Software Upgrades** – Work is nearly completed and we are down to a handful of items on the punch list. Woodman will be onsite on January 13th and hope to complete the remaining items. Over Christmas break, Jeff spent time training Jeremy on the use of the new system, he is becoming quite familiar with the system. Woodman has completed as-built documentation and those final documents are being prepared for St. Cecilia. We expect this project to be completed soon, but they will need to return for some more system tuning when we get into the cooling season.
 - c. **Long-term Maintenance Planning** – Jeff, Sly and Bill have developed a long-term maintenance plan for minor maintenance (\$10k - \$25k) and major maintenance (greater than \$25k) of parish facilities. These preliminary plans were shared with Lois Lehmkuhl from Pastoral Council and Father Don earlier today. We are proposing move a portion of

existing parish financial reserves into restricted accounts to be used as a fund source for all parish facilities for the long term. There was a good discussion and we have some cleanup and edits to do to the plan before we can move forward.

- d. **Additional Security Cameras** – Walsh has been given approval to proceed with installation of additional security cameras in the Church and Narthex areas. We expect work to begin in February.
- e. **Columbarium** – Father Don reported that design of the Columbarium project will begin soon. He is assembling the parish committee that will oversee this project. The Facilities Committee will be involved in design reviews. The goal is to complete the project this summer.

3. New Business

- a. **Ed Center Boiler Room Doors** – These doors have significant corrosion issues and do not seal well, leaving pathways for mice and other pests to enter the facility. Jeremy will be getting pricing from a couple of vendors to replace these doors. Work will not be done until after the chiller replacement project is completed to prevent damage to the new doors.
- b. **St. Cecilia Energy Consumption** – Jeff has started to put together historical energy consumption data on both the church and school, which have separate electric and gas services. The purpose of pulling this data together is to document how much energy savings we see from the new HVAC control systems. We will need a year's worth of operating data with the new system to calculate the savings.

While pulling this information together, Jeff was able to calculate the cost savings of installing power factor correction systems in both the church and school. The church system was installed in 2016 and the school system in 2018. Because of these systems, the church is saving \$135 per month in the winter months and the school is saving \$242 per month in the winter months.

- c. **Exterior Lighting** – Given the recent break-in and the need for additional security, Father Don and Jeremy have identified some locations for additional exterior lighting. We are awaiting pricing from Jaspering Electric to do this work. Jeff will follow up with Jaspering on the status.
- d. **Parking Lot Lighting Controller** – We are experiencing issues with the time-clock controller for the parking lot lighting. Jeremy has talked with

Jaspering Electric on a solution and is awaiting pricing. Jeff will follow up with Jaspering on the status.

4. Next meeting – Tuesday February 9, 2021