

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

Date: March 9, 2020

Time: 7:00 PM

Location: Social Hall & Zoom

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

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Ed Center Chiller** – The new pumps are installed and operating. Work is done as far as we can go till the new chiller arrives. The chiller was scheduled to ship on March 5th, but has now been delayed till March 22nd. Once the chiller is set into place, the contractor will need a few days to complete the piping, power and control wiring and get the chiller in service.
 - b. **HVAC Software Upgrades** – We are down to three remaining punch list items and the final as-built documentation. Woodman will have a technician onsite Thursday of this week to complete these items.
 - c. **Ed Center Boiler Room Doors** – Walsh Door has materials ordered and will come to install once Jeremy contacts them. This work will be done after the new chiller is installed, to prevent damage to the new doors.
 - d. **Columbarium** – Design is progressing. Father Don is considering building a mockup to give parishioners some perspective on what the columbarium may look like.
 - e. **Additional Exterior Lighting** – Jaspering provided a proposal for \$2,800 to install five additional exterior lights in some secluded locations on the site. They have been told to proceed and will get this work done once they get materials.

- f. **Parking Lot Lighting Controller** – Jaspering will eliminate the existing time clock controller and install lighting contractors controlled by photocells. This will be a much simpler setup and eliminate the need for the time clock. Work is supposed to be completed this week.
- g. **Replace Mower and Snowblower** – Jeremy and Brian have researched and gotten pricing for a direct replacement of the current lawn tractor as well as options for a small utility tractor. The lawn tractor option is about \$9,500 which the utility tractor option is around \$23,000. The utility tractor option is more expensive, but the equipment is much more robust, will last probably twice as long and will retain trade-in value when replaced. They are recommending one of the options for a utility tractor. Staff are deciding if they want other attachments beyond the mower deck and snowblower. Jeremy will share this information with the mowing team for their input and bring this all back to the next meeting for a final decision.
- h. **Replace Obsolete HVAC Control Valves and Actuators in the Education Center** – We received a proposal from Woodman Controls for \$7,002, well under our estimate of \$15,000. We will proceed with this project.
- i. **Expand Security Camera Installation** – Bill reported that the work is completed, except for resolve a question with software versions.
- j. **Prelim Design for Replacing Church AHU** – We have received a proposal from Resource Consulting Engineers, a small engineering firm located in Ames. Their proposal is for \$4.500 to complete this study. This firm comes highly recommended by one of Jeff’s former co-workers. The study will look at options for providing heating and cooling of the church and give us budgetary costs for the different options. We will proceed with this study with the goal of completing the study by May 1st.
- k. **City of Ames Rebates** – Jeff has contacted the City of Ames for rebates for the HVAC controls project and the new chiller at the Education Center. Rebates for commercial projects are custom for each project. Jeff and the City of Ames staff have agreed on how the savings will be calculated. It will be based on our energy usage for the summer of 2019 vs summer of 2021. We will revisit this at the end of summer.

3. New Business

- a. **Update on Narthex Roof** – Jeremy reported he is getting the run-around a bit on resolving some issues with the shingles on the Narthex roof. This roof was warranted for 50 years. He is pushing to get a resolution.

- b. **Elevated CO₂ Levels in Social Hall Kitchen** – Our new control system has CO₂ detectors in all spaces. Over the past 3-4 weeks we have started to see high CO₂ levels in the social hall kitchen, we had not seen that before. The CO₂ levels have been as high as 1800 ppm, which is a concern. We have found this was caused by lighting the pilot lights on the stove so the Knights could do their fish fries. The pilots had been off since the pandemic started, which is why this had not shown up earlier. Jeff and Jeremy have changed the HVAC and exhaust fan operation to run all the time which has brought CO₂ levels back to normal. This eliminates the concern for now, but we need a long-term solution. Jeremy will contact our vendor to see if we can replace the pilot lights with electronic ignition to eliminate the problem permanently.

4. Facilities Update

- a. Jeremy and Bill reported that someone backed into one of the garage doors, damaging most of the door. The door will likely need to be replaced. The individual did report the incident, so their insurance should cover it.

5. Next meeting – Tuesday April 13, 2021