

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

Date: June 14, 2018

Time: 7:00 PM

Location: Ed Center Library

Attendees: Jeff Witt, Jeremy Hess, Mark Hanson, Mike Dolan

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Ed Center Restrooms** – Work is progressing, the contractor will start installation of floor tile next week. The project is on schedule. There have been several changes to the base contract that have been authorized. Jeremy reported that there was a request to change the size of the mirrors, he was awaiting pricing. The Facilities Committee is supportive of this change. After the meeting, we received a list of all the changes. These total \$3697, which is about 4.6% of the contract. All are owner requested changes.
 - b. **Power factor correction** – Work is completed and the capacitor unit is in service. Power factor is about 0.97, which is very good. Jaspering will be sending an invoice and the necessary paperwork for the Parish to submit to the City of Ames for a rebate. Due to the structure of the City of Ames electric rates, it will be several months before we start to see the reduction in costs on our electric bills. This project is completed.
 - c. **Rectory Landscaping/grading** – Contract in place with Hawcott. Work has started but heavy rains today will delay completion.
 - d. **Solar Power** – No change
 - e. **Faith Formation Space Needs** – The parish is going to allow the Catechesis of the Good Shepard to use the Sun Room and the South Social Hall for their program. We will need to relocate the tables, chairs and other items in the Sun Room to another storage area. The best solution seems to be a pre-fabricated storage shed. Jeremy will get some pricing. We have a couple thoughts on where to locate the shed and make it reasonable accessible for moving tables and chairs back and forth to the Social Hall.

- f. **Ed Center HVAC Issues** – Jeff & Jeremy met with Siemens last week to talk about the issues with the Ed Center HVAC. They provided the attached proposal to address the most critical needs which is to replace the valves and damper actuators. The valves are priced as Phase 1 and will cost \$2,911, plus the cost of installation (estimated at \$5,000 to \$7,000). Jeremy is going to get pricing from Converse to install the valve and re-insulate the piping. This is a critical need and the Facilities Committee recommends getting this work done yet this summer. The damper actuators are priced as Phase 2 for a total cost of \$17,459. These repairs are less critical than the valves, but the committee also recommends these be done this summer, however they could be delayed to next summer if needed. There are some other items with the Siemens system that will need attention in the next couple of years. Siemens will also be providing pricing on these items for our budget planning purposes.
- g. **Library Relocation** – This work has been completed, went well and was done in the morning last Saturday.

3. New Business

- a. **Ed Center Chiller Issues** – we have had some issues with the chiller serving the Ed Center. There are two compressors, but only one is operational at this time. Converse was in on an emergency call on Memorial Day to get the unit running as best they could. One compressor circuit was low on refrigerant and the other was empty. We also found the condenser was dirty and it was cleaned. Jeff talked with Converse and pointed out that some of this should have been caught on their spring PM visit in early May. Converse agreed and will treat us fairly. Jeremy will contact Converse about getting in to finalize repairs to the chiller.
- b. **Parish Staff Changes** – Bill Klein is the new Business Manager. He starts officially on July 1st, but is in and out helping when he can. Sara Rooney is the new Principal, she also starts on July 1st.
- c. **3rd Grade Classroom** – Jeremy shared that the carpet squares in this room are coming up, and when he pulls the square up, it also pulls up the VCT tile underneath. This room is the former art room and the carpet squares were laid on top of the original tile. He is getting pricing to pull up the carpet and old tile and to reinstall tile in this space. Ultimately, this room may become the art room again and tile will be easier to maintain.
- d. **Board of Ed Representative** – this was the last meeting for Mike Dolan to serve as the rep from the Board of Education. Mike shared that Barb Read will be taking over that role. Barb's email is bkreaddc@hotmail.com.

4. Facilities Update

- a. Jeremy reported they have seven resumes for a custodian and will be looking to hire someone soon.
- b. Jeremy reported there were a couple roof leaks in the heavy rain, the largest one in the Ed Center kitchen. The leak has been repaired and Jeremy will need to replace some ceiling tile and one light fixture that was damaged.
- c. Jeremy reported that the south parking lot is beginning to have some issues, probably something we need to add to our project list for the next 2-3 years.

5. Church remodel

- a. Mark shared that two committees have been formed, a facilities committee and liturgical committee. The committees are just getting started.

6. Next meeting – The next meeting is scheduled for July 11, 2018 in the Parish Office.