

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

Date: July 8, 2020

Time: 7:00 PM

Location: Social Hall & WebEx

Attendees: Jeremy Hess, Steve Heideman, Bill Klein, Brian Wildeboer, Sara Rooney, Sly Upah & Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
  - a. **Solar Power** – The City of Ames groundbreaking for the solar farm is scheduled for July 24<sup>th</sup>. They are asking those who pledged to make payments at this time. Bill reported that we have pledges of about \$4,500, well short of our goal of \$12,500. Finance and Pastoral Council will need to determine if we reduce our commitment to the City of Ames or make the full pledge to the City of Ames and continue to seek contributions from parishioners.
  - b. **Columbarium** – No updates
  - c. **Ed Center Chiller** – We have a budgetary proposal from one contractor for \$271,850 with some optional additional items to consider. This is higher than anticipated as new chillers are significantly different than what we have today, which means significant piping modifications. Lead time to complete the project including bidding, approvals, contract award, equipment procurement and installation is probably 22-24 weeks. This means if we want a chiller installed in the spring for summer operation, we need to be bidding the project in the fall. After some discussion, the committee decided to proceed with obtaining bids. Jeff will start putting bid documents together.
  - d. **Building Automation System Software Replacement** - Woodman has completed design. We have gone through two drawing reviews and Woodman has ordered materials. We expect to have a construction timeline soon.
  - e. **Church Roof Replacement** - Central States is working on a final not-to-exceed proposal to ensure transparency in the project. We expect that

proposal next week. They expect to start work sometime in the 2<sup>nd</sup> or 3<sup>rd</sup> week of September. Roof work should not impact the use of the church.

- f. **Planning for fall school opening** - Sara shared that their plans are to split classes into alternate days, but to hold classes onsite. They will do as much outside as possible and will open windows to mitigate risks. Masks will be required for all. They are trying to determine whether to use Plexiglas dividers between desks or possibly purchase desks available from a Catholic school that is closing. They will be marking floors for social distancing.

### 3. New Business

- a. **Capital Renewal Fund** - There was a lengthy discussion on the concept of setting aside dollars to fund major renewal needs such as roof and HVAC replacements. A starting point would be to develop a Capitalization Policy. All are supportive of this concept, so work will begin to develop a policy and a list of items to be included. This will take some time to put together.
- b. **HVAC System Operation & COVID-19** - There was a lengthy discussion on ideas to improve or operate our HVAC systems differently to help to mitigate the risks of transmission of COVID-19. Sara indicated this was a topic of discussion in webinars with the Archdiocese. Steve had found a National Institute of Standards and Technology (NIST) software tool that could be helpful to predict the impact of HVAC operational changes on transmission of the virus through the air. Jeff will gather building design information and Steve will input this information into the tool so we can evaluate what our options may be. Efforts will be ongoing. Changes can help our parishioners and school parents be more comfortable with our opening plans.

### 4. Facilities Update

- a. **Live-streaming of Mass** - Things seem to be going well. The camera we ordered is still on back-order, so we are using a temporary camera. Attendance is probably 70-80 on Saturday evenings and 120-150 on Sundays.
- b. **Ed Center Condenser Fan Motors** - We have not heard from Converse on replacing the failed motors. Jeff will follow up.
- c. **Parish Office Air Conditioning** - We have had some issues with the mini-split system that serves several spaces in the parish offices. There was a bad circuit board that was replaced, but there was a wiring short as well. It looks as though we have this issue corrected.

### 5. Next meeting – The next meeting is scheduled for August 12, 2020