

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

Date: August 12, 2020

Time: 7:00 PM

Location: Social Hall & WebEx

Attendees: Jeremy Hess, Steve Heideman, Bill Klein, Ayinde Popo, Sara Rooney, Sly Upah, Mark Hanson & Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Solar Power** – The City of Ames contractor has broken ground on this project and it is projected to be operational yet in 2020. At this point, funds from parishioners total around \$4,500. Pastoral Council needs to determine our level of commitment to the solar project such that St. Cecilia can make payment to the City of Ames.
 - b. **Columbarium** – No updates
 - c. **Ed Center Chiller** – Jeff had prepared a preliminary Request for Proposal Document for review by the committee. Jeff will incorporate some final changes to this document and we will be able to send this out for bids. Once we have bids, Jeff will put together a total project budget for final approvals. The project budget will include additional costs that must be paid by St. Cecilia and some contingency for unanticipated items that could come up. The goal is to award a contract by around October 1st so the contractor can order equipment and be ready for installation in March/April of 2021. Father Don is supportive of this project.
 - d. **Building Automation System Software Replacement**
 - i. Woodman is onsite working in the Education Center. They are on schedule to complete the Education Center by August 24th, prior to the start of classes. Then they will begin work on the church, narthex and social hall.
 - ii. Woodman noted that we do not have control valves on the fan coil units as they thought. To add these valves would increase

expenses by \$15-\$20,000 and would remove local control of the fan coil units by the teachers, but would save some energy costs. The committee decided not to add the control valves. The controllers that Woodman installed have the capacity to handle the control valves, should the Parish decide to add those at a future date.

- iii. Woodman also found some original installation issues on AHU-4, which has never performed very well. These were corrected and we should have better humidity control and space conditions in the office area. We will check the other air handlers for the same problem.

e. Church Roof Replacement

- i. We received a not to exceed proposal from Central States for a total cost of \$178,545 for the church room. This price is in the middle of the preliminary budget range. Work is expected to begin sometime in September and will be completed before cold weather. Roof work should not impact the use of the church.
- ii. One item that is included in the proposal is covering the existing clerestory windows located between the sanctuary and altar roof elevations. Mark described why this was proposed due to ongoing challenges keeping this area weather-tight. These challenges are caused by excessive deflection of the support structure in this area, an inherent design issue. This item needs to be taken to Pastoral Council as it will change the amount of natural light in the church but will eliminate a source of glare for those on the altar.
- iii. Mark has some alternatives that could also work in this area and will be prepared to share more information with Pastoral Council.

f. Planning for fall school opening

- i. Sara shared that the school board has voted to start classes on August 24th as per the original schedule. Sara and her team are focusing their efforts on getting everything ready.
- ii. HVAC changes are pretty much in place, we have increased outside air to about 20% in the office area and Library and noticed no ill effects. We will look to do more once Woodman is complete and we can better monitor system performance.
- iii. Filters have been replaced in all the air handling units. Jeremy has the filter media for the fan coil units and unit ventilators and will have those replaced prior to the start of school.
- iv. Air purifiers have been ordered for the three south classrooms and will be delivered in late September. We need to attach some shelves to the walls to mount the purifiers so they perform the

best. Ben Kellen has indicated he would help with that. Jeff has given Ben the information he needs.

- g. **Capital Renewal Fund** - Jeff has not made much progress on this item. Bill indicated he has set up an initial set of accounts. He has also talked with the Archdiocese about this concept and they are quite supportive. This subject will be part of a broader discussion on processes and procedures with Pastoral Council, Finance and Facilities.

3. New Business

- a. **Project Processes and Procedures** - Some conversations have been happening over the last 2-3 months on what the process should be for project approvals, etc. Jeff will be meeting with Finance and Pastoral Council leadership in the next week to begin to define this process.
- b. **Conversation with Father Don** - On August 3rd, Jeff met with Bill Klein and Father Don to introduce the Facilities Committee and our activities to Father Don. The attached summary of recent, current and planned projects was shared. Father was appreciative of the conversation and has interest in Facilities issues. He wants to be kept abreast of issues and will be included in Facilities correspondence. He may attend Facilities meetings on occasion as his schedule allows.
- c. **Playground Mulch** - Concerns have been raised about the amount of mulch under the swings and some other areas in the playground. Three semi-loads of mulch were installed a couple years ago to address this issue. Jeremy is looking to see if we need additional mulch or just need to redistribute the existing mulch to these areas.

4. Facilities Update

- a. **Ed Center Condenser Fan Motors** - Two motors had failed and have been replaced. It took a while because existing motors and fans are obsolete and Converse needed to find a suitable alternative.
- b. **Narthex Chiller Condenser Fan Motors** - We also had a motor fail on the Narthex condenser. Converse may have replaced this already as the Narthex system performed well this weekend during the hot conditions. Jeremy will confirm.
- c. **Damage to Pews** - We have noted that the use of sanitizing wipes has accelerated the degradation of the finish on the backs of the pews. This finish was not in good condition, but the use of wipes has removed most of the finish on the tops of the pew backs.
- d. **Storm Damage** - The storm on August 10th caused significant tree damage on the grounds. Staff and volunteers pretty much have this all

cleaned up and the debris placed on the curb for pick up by the City. Power was out till Tuesday afternoon. Internet and phone service was not restored till Thursday evening. Woodman reported water coming in to the mechanical penthouse at the Education Center. This appears to have been wind-driven rain coming in through flashing. Jeremy is working with Central States to look at this issue. It does not appear that we had any structural damage to our facilities.

5. Next meeting – September 9, 2020

The following summary was shared with Father Don on 8/3/2020

Summary of recent, planned and anticipated Facilities Projects

2015 Completed Projects

- Installed A/V systems in social hall for parish meetings, etc.
- Remodeled Oscar Romero room to serve as additional meeting space
- Installed power factor correction system in Church/Narthex/Social Hall electrical system to reduce electricity costs

2016 Completed Projects

- Repairs on Narthex exterior EIFS panels
- Replaced movable partition wall in social hall

2017 Completed Projects

- Major masonry repairs to the Narthex front façade

2018 Completed Projects

- Remodeled all restrooms in education center
- Installed power factor correction system in Education Center electrical system to reduce electricity costs
- Replaced garage door and opener at Rectory
- Installed storage shed to store tables and chairs, making more space available for programs
- Rectory landscaping and grading improvements
- Partial replacement of obsolete control valves and damper actuators in Ed Center HVAC systems
- Replaced public address system in Education Center

2019 Completed Projects

- Replaced roof and gutters at Rectory
- Rebuilt rectory deck
- Replaced lighting and lighting controls for the church altar area
- Major chiller failure at Education Center, temporary repairs made to get chiller operating
- Installed electronic access control for parish facilities
- Installed security cameras for school, link hallway, and chapel
- Major concrete repairs in Ed Center playground area
- Replaced parish phone system
- Air compressor failure at church, short term repairs completed

2020 Projects

- WIFI added to church - completed
- Replace HVAC controls for entire facility - Project is approved. Contract in place and engineering is completed. Materials received, installation to begin soon. Work completed by October 2020. Estimated project cost is \$170,000
- Replace roof on Church - Existing roof was installed in 1991 and is beyond its life expectancy and we are experiencing many leaks. Project is approved, should have final not-to-exceed pricing any time. Work is planned for September. Estimated project cost is less than \$200,000.

Upcoming Projects

- **Replace Education Center chiller** - This chiller is failing and temporary repairs were made in the summer of 2019. This project will be around \$275,000 because new chillers are significantly different than what is currently installed. Pastoral and Finance councils are aware of the project but not the final costs. Need to obtain final approvals. We have put together bid documents to obtain bids from contractor, these are in final review. Hope to obtain bids by October 1 so we can award a contract and have time for the contractor to receive equipment for installation in March/April of 2021
- **Columbarium** - there is a Columbarium committee working on a project to install a columbarium at the parish, northeast of the Narthex. Facilities has had input into the project design, but this committee is proceeding on its own path.
- **Security Cameras** - We planned to expand security camera coverage to include the Church/Narthex/Social Hall areas
- **Church Remodeling Project** - This project has been discussed for several years by Pastoral Council, but not much has happened. Indecision on this project has delayed some maintenance needs, but we are proceeding with some items such as the Church roof anyway. Facilities has had input into this project. At this point, there is no clear direction on how or when this project may happen. This may be delayed even further because of financial issues caused by the pandemic.

Future Projects - next five years

- **Wireless Sound System for Multipurpose Room in Education Center** - this has been discussed but not much progress has been made
- **Replace HVAC system serving the Church** - This system is pretty much original to the church and we have continued to spend dollars to keep it going. It is well beyond design life and needs to be replaced. An engineering study needs to be done to determine how best to proceed. We will also likely find that we need to bring systems up to current building code requirements which will impact the design and costs. We are at the point we need to do this project, and not wait till decisions are made on a remodeling project.
- **Education Center Life Cycle Replacements** - The Education Center, link hallway and Burke Chapel were all built in 1995, so the facility is now 25 years old. We are at the point where we need to be thinking about replacing HVAC equipment, the roof and

other typical life cycle items. We have some obsolete items already and are planning to replace the chiller, but there is more needing attention.

- **South Parking Lot** - This lot is degrading in some areas and will need attention soon.
- **Education Center HVAC Improvements** - As part of preparing for school to start in a pandemic environment, Facilities has done a detailed review of our HVAC systems in the Education Center. We have identified weaknesses and short term plans to deal with these. Ultimately, we could re-design systems for some spaces and improve the environment for our staff and students. Current plans to require masks and social distancing is the first step and will do more than upgrading systems would do. Upgrading systems would be an expensive undertaking, so we really need a broad discussion with Parish leadership to determine if this is something we want to pursue or not. We need to remember that our HVAC systems are much better than those present in many schools around the state.

Capital Renewal Planning and Funding

Bill Klein, Sly Upah (Chair of Finance) and Jeff Witt have talked about the need to put together a capital renewal plan and funding strategy to deal with facility maintenance issues. Currently we just do these when we are forced to do something and do not have a formal plan in place. These conversations have really just started in the last few months. We have started to put together some planning documents. We would like to have Father Don involved in these conversations.