

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

Date: December 8, 2020

Time: 7:00 PM

Location: St. Louis Room & Zoom

Attendees: Jeremy Hess, Brian Wildeboer, Steve Heideman, Ayinde Popo & Jeff Witt

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Ed Center Chiller** – Submittals on the chiller and pumps have been approved and the equipment ordered. Mechanical Comfort was onsite and increased the glycol levels to 30% which is required for the new chiller installation. Not much will happen for a while, though Mechanical Comfort may come in and remove the existing chiller and make preparations to receive the new equipment this spring.
 - b. **HVAC Software Upgrades** – Installation is essentially complete and Woodman is working through final bugs and tuning. Woodman worked through last weekend on the air handler serving the school offices and made a lot of progress, this system is now working well. We have found a number of issues with our equipment and are repairing those as we find them as part of the project. These are extra cost items and must be addressed for systems to function properly. We are still within our approved project budget, even with these items added. There are 85 pieces of equipment that are covered by this system. The new system will alarm and alert us to problems so they can be addressed in a timely manner in the future. Jeremy and Jeff are meeting with Woodman's field manager on Wednesday to talk through the punch list of remaining items.
 - c. **Church Roof Replacement** - This project is completed; we came in under budget.
 - d. **Church Security Cameras** – Walsh contacted Bill and offered the parish a \$1500 discount if we would schedule the installation now. We are

proceeding, once the proxy is signed, we will schedule Walsh. Work will likely occur in February or March.

- e. **FY21-22 Project List** – The final project list has been submitted to Finance and Pastoral Council for use as they develop the budget for next fiscal year.

3. New Business

- a. **Facilities Project Processes** - Jeff met with Lois Lehmkuhl, Sly Upah, Bill & Father Don to review the documents we have developed. It was a good discussion and the processes document and matrix were approved with one minor modification. Copies are included with these minutes. Once our annual project list is approved, we will not need to go back before Finance and Pastoral Councils unless something significantly changes. They will keep track of projects through our meeting minutes. Unplanned projects greater than \$10,000 will still need to be brought to these two groups.
- b. **Long Term Maintenance Fund** – Finance and Pastoral Council leadership, Bill and Father Don are supportive of the concept of setting aside a portion of parish financial assets to support major maintenance needs. The question is how much is needed. Our next steps are to finalize our Long-Term Maintenance planning document so we can identify the needs and determine how much needs to be set aside to cover these needs. We will take the planning document and split it into two portions, one for projects between \$10,000 and \$25,000 and one for projects exceeding \$25,000. The American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE) has published a document that delineates the life expectancy of HVAC equipment. We will use the ASHRAE information as the basis for our document.

4. Facilities Update

- a. **Ed Center Boiler Room Doors** – Jeremy shared that he and Father Don had looked at the doors on the ed center boiler room. These doors have significant corrosion issues and likely will be added to our list of projects for next fiscal year.

5. Next meeting – Tuesday January 12, 2021