

St. Martin de Porres Building Committee

Meeting Minutes—10/30/2017

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1. Deacon Rositas opened the meeting with a prayer.
2. Attendees: Michael, Marty, Flint, Judy, Deacon Rositas, Carroll, Stacy, and David. Guests: Francis Zordilla and Cristina Marrero (Claycomb Architects).
3. Judy gave a report on the meeting that she and Fr. Charlie attended with several people from the Diocese, including stewardship (Scott Whitaker), finance, and facilities (Patrick Baker). Stewardship team was pleased with the results of our capital campaign to date. Facilities team is satisfied with the design and wants to remind us not to skimp on materials, because this could increase long-term maintenance costs. Facilities also asked whether we had gotten our permit from the city. (We have not yet gotten the permit.) Finance team confirmed that we are approved for a total loan amount of up to \$2M and our total project cost can't exceed \$4.8M based on their analysis and projections.
4. Judy also reported that our parish finance committee has written a letter to the Bishop requesting that we get relief from the 10% assessment taken by the diocese for future donations to the capital campaign. The diocese personnel said that the Bishop is unlikely to allow this. In addition, the diocese is starting a capital campaign. Fr. Charlie is concerned that overlapping capital campaigns could cause donors to become fatigued and less likely to donate. He requested that the diocese move our parish to one of the latter phases of the diocese campaign (which will allow enough time for our parish capital campaign to be near conclusion).
5. David expressed concerns about the latest estimate and how it exceeds our budget. We need to make sure the parish is informed about the status of estimate and the loan amount. Judy and Deacon Rositas will discuss this with Fr. Charlie. Carroll also expressed concerns about the latest estimate and about the chances of the final estimate exceeding our budget and leaving us with no money left for furnishing the building.
6. Francis discussed the changes that have been made since the last meeting and how this will impact the estimate:

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- a. Utilities- The engineer has changed the design for the sewer line to a gravity flow line, so we don't have to use a force main with a lift station. This will eliminate the \$40K utility allowance that was shown in the previous estimate.
 - b. HVAC system-The engineer has implemented several value engineering options and the cost has been reduced to around \$395K.
 - c. Electrical-Francis is working with the engineer to try and reduce the costs of the electrical fixtures and system.
7. Michael want the committee to start working on getting realistic estimates for furniture & fixtures (chairs, table, office equipment, etc), so we can see how this will impact the overall budget.
 8. Final bids are due on Nov. 10.
 9. Next committee meeting will be on Nov. 21 at 3:00 PM for presentation and discussion of final bids.
 10. Deacon Rositas led the committee in a closing prayer at the end of the meeting.