St. Joseph's Parish Council  
Meeting Minutes  
Thursday, April 21 2016

Opening  
The regular meeting of the St. Joseph's Parish Council was called to order at 6:10 PM on Thursday, April 21, 2016 by Fr. Jorge.

Members Present  
Fr. Jorge, Fernando Villalpando, Emilio Gonzalez, America Hernandez, David Dore, Rosanne Lampariello (via phone), Sonja Bush.

Absent  
Juan Alvarado

Other Attendees  
Stacie Boran, Kathy Cage, Tom Cage, Thomas Clark, Josefina Martinez, Shannon Clark.

Opening Prayer  
The group was led in prayer by Father Jorge and readings by David Dore.

Review and Approval of Minutes  
There were not minutes to review.

Agenda  
The only item on the agenda was the Parish Hall. Kathy Cage led the discussion:

- **History of Project Review (high level overview):** Fr. Andy initiated the project along with a fundraising campaign where ~$1.8M was raised. Kathy was able to renew interest in the project with the arrival of Fr. Paul and research was done to determine what could be built with the funds on hand. In 2014 the project was presented and approved by the Diocese. An architect was hired and $12k paid - personal issue resulted in the loss of the $12k and one year of progress. In 2015 a new architect was hired, Robert Creasy, and he has been working on the project based on the priorities and direction of the Building Committee. Current situation is to determine if we should move forward. Fr. Jorge asked if we should put to a vote of the parishioners. Discussion and consensus was feedback should be solicited but no vote.

- **Plan Review:** Kathy led the group in a review of the exterior (plot plan, exterior location, structure, parking, etc). Next the interior was reviewed including overall floor plan, options for wall configuration, kitchen design (benefits of commercial kitchen are we can serve food to public), storage, heating (ground source heating), electrical (solar). Questions and discussion from the group were part of the plan review. Prior to Thomas Clarks departure (he had to leave early) he expressed concern about the location of the Parish Office. Thomas feels it should be in the Hall while others feel it should remain in the current location.

- **Operating & Maintenance Budget:** $200k of the total budget will be set aside for operating and maintenance costs for the Hall. Based on the estimated budget this should cover seven (7) years of operating costs. Discussion regarding the estimates and possible unexpected costs. Heating and electricity will be $0 because of ground water heat and solar. Current budget does not include staffing.
to move the collapsible walls or increased admin need if the Parish Hall is booked frequently for events. Discussion determined if there are increased costs there should be increased revenue (event/venue fees) to offset the staffing costs.

**Review of Role of the Parish Council:** Specifically what is the job of the council? The Parish Council is the "top of the heap" in terms of setting policy and direction with Fr. Jorge's approval.

**Review of Design Direction Document (Attachment A):** Changes include the updated construction cost projections. Discussion included several ideas for usage beyond the current plan for fees. Revenue projections not included in any planning documents. Additional discussion regarding ideas to address future use of Parish Hall and revenue generation (i.e. AV cable from Church to Parish Hall for overflow seating on busy holidays, fundraising pavers, Bingo).

Dave asked if there was a motion to accept/approve the Design Direction Document. Sonja motioned to accept and Rosanne seconded the motion. Unanimous consensus from Council Members.

**Construction Cost Projections (Attachment B):**
Dave asked if there was a motion to accept/approve the Construction Cost Projections. Emilio motioned to accept and America seconded the motion. Unanimous consensus from Council Members.

**Star Building Systems (Attachment C):**
Fr. Jorge consulted the council about paying a $22,562 non-refundable deposit to Star Building Systems. This money is non-refundable if the building is cancelled but will be applied to the total cost of the project. Discussion regarding how much has been spent over the years. The Parish Council consents to payment of this deposit.

**CTS Contract (Attachment D):**
Kathy's company, Cage Technical Services/CTS, has been working without a contract. Finance Council members have requested a Diocese approved contract and required insurance. Kathy is not willing to spend the $10k on insurance and feels the letter of Engagement for Third Phase Project Management should suffice. Discussion regarding what is the exposure for no liability insurance (miscommunication to architect, bill erroneous hours, etc.). Clarified that CA state law requires contractors (those doing the physical work) to have a valid license, workers comp and liability insurance.

Dave asked if there was a motion to approve CTS Engagement Letter for Third Phase Project Management of St. Joseph's Parish Hall. America motioned to approve and Fernando seconded the motion. Unanimous consensus from Council members.

**Construction Timeline:**
Discussing regarding project into two phases (Phase 1 in 2016: Site Work and Phase 2 in 2017: Construction). Council consented to two phase approach to Parish Hall assuming approval from Finance Council, Diocese, TOML permitting process.

**Other Business:**
Discussion regarding changes to worship space. There has been activity towards new carpet and new pews. Learned there is a process in the Diocese for changing the worship space as it greatly impacts parishioners experience. Members discussed concerns about timing of the projects because it could be too much to have the parking lot torn up and no pews (only folding chairs) at the same time. In addition, with the dirt/paving materials from the parking lot it would be a good idea to wait until after that is complete before getting new carpet. In addition, there should be coordination with colors/design of Parish Hall for consistency.

**Next Meeting:**
Thursday, May 19 at 6 PM in the Rectory.

**Final Prayer**
Fr. Jorge led the closing prayer.

**Adjournment**
Meeting was adjourned at 8:43 by Fr. Jorge.

Minutes submitted by Sonja Bush, Secretary
For the LORD your God is bringing you into a good land
land with streams and pools of water, with springs
flowing in the valleys and mountains.
Deut. 8:7

Parish Hall
Design Direction Document

Objective:
To provide guidance from St Joseph parishioners, pastor, Pastoral Council and Building Committee
to the architect of the project for the detail design and construction of a new parish hall in Mammoth
Lakes, California.

Discussion:
St. Joseph parish has been raising money for many years with the hope of funding the construction
of a new parish center that would meet all many of the parish unmet facility needs. Several designs
were commissioned over the years but insufficient funds have been raised to date to build any of the
concepts. The current effort acknowledges the limitation of funds for both construction and
operation and maintenance (O&M) costs and thus reflects interest in constructing a smaller, reduced
scope building which can be built with money on hand and run with money reasonably expected to
be generated by parishioners and visitors. A preliminary design was presented to the parish in
March of 2012 and approved to proceed through the design and approval process. Since not all of
the parish facility needs will be met with this new smaller building, choices will have to be made as
to which building features to include and which to abandon at this time. It is the purpose of this
document to provide such direction. A parish Building Committee has been formed of interested
parishioners (both full time and part time residents) who have committed to providing input for the
prioritization of building features to include as finances allow. Now that the parish has a fully
functioning Pastoral Council and a new pastor, this revised document reflects their review and
approval.

Preliminary Design:
The reduced scope concept is for a 3000 sq ft (50 ft x 60 ft) single story structural steel building
finished with siding to either match or complement the existing church and rectory. It would have a
concrete slab floor and as much passive and active solar design as can reasonably be included. It has
been preliminarily sited just outside the rectory and church to allow shared use of existing parking
and to be easily accessible for activities directly after services. The floor plan includes an open
assembly area (1800 sq ft, 120 persons max) with a full commercial quality kitchen. Single story,
ground floor design allows easy handicapped accessibility. Preliminary design features include
double French doors on the south side of the building to allow for indoor/outdoor events which could
effectively increase the maximum event capacity in good weather.

Preliminary cost estimates did NOT include the cost of room dividers for the creation of separate
classroom spaces within the assembly area; outfitting the kitchen with pots & pans, etc.; tables and
chairs; the cost of built-in cabinetry for storing teaching materials; audio/visual equipment.
Final Design:
Based upon direction from the Bishop in his Phase 2 approval letter dated April 25, 2014, and a more detailed investigation of site constraints and costs by the project architect Robert Creasy, the location of the hall was moved to the south end of the parish parking lot and the building size was increased. The rest of the preliminary design description above remains.

Financial:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parish Hall building fund balance</td>
<td>$1,740K</td>
</tr>
<tr>
<td>Recommended set aside for first 10 yr O&amp;M costs</td>
<td>$200K</td>
</tr>
<tr>
<td>Preliminary design cost estimate</td>
<td>$947K</td>
</tr>
<tr>
<td>Balance remaining</td>
<td>$593K</td>
</tr>
<tr>
<td>Building Budget</td>
<td>$1,540K</td>
</tr>
</tbody>
</table>

Parish Hall fund balance                              $1,839,000
Recommended set-aside for O&M costs:                 <$ 200,000>
Building Budget                                      $1,639,000*

*or balance of parish hall building fund at the end of the project

Major Governing Building Design Principles:
1. All construction to be accomplished with money on hand or verifiably committed. NO DEBT.
2. Built features which minimize O&M costs will be of the highest priority.

Prioritized Building Uses:

Parish:
1. Religious Education classroom and storage space
2. Parish ministry group meeting space
3. Adult continuing religious education & catechesis
4. Coffee and donuts after morning mass
5. Parish office expansion in rectory (use building fund monies to expand/modify existing office in rectory to have an independent entrance to separate living quarters from business area)
6. Parish dinners, lunches and breakfasts
7. Parish social events
8. Wedding receptions
9. Baptism parties
10. Quinceañera parties
11. Staging for wedding attendants
12. Catered rehearsal dinners
13. Periodic soup kitchen
Community:
• Catered dinners
• Local service group meetings (i.e. Lions, Rotary, Women’s Club, Scouts, etc.)
• Musical events
• Cultural events and performances
• Voter Registration
• Government forums
• Political gatherings
• Business seminars
• Homeowners meetings

The following prioritized list of Building Features corresponds to the above prioritized list of potential Building Uses
(i.e. Building Features with a ___1___ support the highest prioritized Building Uses)
The goal will be to add Building Features as long as money remains available.

Prioritized Building Features (consensus):

Minimum Required Building Features:
• Classroom space
• Large event assembly space
• Commercial kitchen
• Single story handicapped accessible

___1___ Ceiling-hung Movable Walls to create smaller rooms
  • 3 classrooms
  • At least one classroom must accommodate 40 students with tables and chairs

___1___ Bigger building size

___2___ Built-in storage for classroom & ministry group supplies

___2___ Tables & Chairs (classes and events)

___2___ TV monitors, projectors, etc. on AV carts

___2___ Whiteboards on wheels

___3___ Built-in sound system

___3___ Ceiling-mounted drop screen

___4___ Modification of parish office in rectory to have a private entrance

___5___ Exterior Porch (around 3 sides of building)

___5___ Outdoor furniture

___5___ Kitchen dishes, silverware, cups, pots & pans, utensils

___5___ Portable stage
Other general design/siting input:
1. Have highest ceiling that would be practical and have ceiling fans in assembly room (if possible with movable partition walls for classrooms)
2. Use bottom of flat ceiling for additional seasonal storage (use drop ladder).
3. Have LOTS of electrical outlets.
4. Change building location/orientation to accommodate keeping as many aspen trees as possible
5. Landscape the area between the church, rectory and parish hall in as a courtyard area, perhaps with a belltower.
## CAGE TECHNICAL SERVICES

**CONSULTING ENGINEERS**

**ST. JOSEPH PARISH HALL**  
**UPDATED CONSTRUCTION COST PROJECTIONS**  
**4/20/16**

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Site Work (includes new paved parking lot)</td>
<td>237,000</td>
<td></td>
</tr>
<tr>
<td>Metal Building</td>
<td>295,000</td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td>50,000</td>
<td></td>
</tr>
<tr>
<td>Interior &amp; Exterior Finishes</td>
<td>205,000</td>
<td></td>
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<tr>
<td>Kitchen</td>
<td>50,000</td>
<td></td>
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<tr>
<td>Electrical</td>
<td>51,000</td>
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<tr>
<td>Plumbing</td>
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<tr>
<td>HVAC system</td>
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<tr>
<td>PV System</td>
<td>42,000</td>
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<tr>
<td>Operable partition walls</td>
<td>200,000</td>
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<tr>
<td>ToML fees</td>
<td>78,000</td>
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<tr>
<td>Contingency (10% of projected total construction cost)</td>
<td>150,000</td>
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<tr>
<td><strong>Construction Cost</strong></td>
<td><strong>1,501,000</strong></td>
<td></td>
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<tr>
<td>Architect fees (including $12K to T Schaniel)</td>
<td>85,000</td>
<td>45,540</td>
</tr>
<tr>
<td>Consultants (not included in Architect fees)</td>
<td>13,000</td>
<td>1,688</td>
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<td>Project Management</td>
<td>40,000***</td>
<td>21,578</td>
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<tr>
<td><strong>138,000</strong></td>
<td><strong>68,806</strong></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$1,639,000</strong></td>
<td><strong>$68,806</strong></td>
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</tbody>
</table>

Total built area = 4962 sq ft
Unit construction cost = $330 / sq ft  (including project management & design costs)
= $302 / sq ft  (w/o project management & design costs)

*or balance of parish hall fund, if additional donations are made in the interim
**industry standard for project management includes all design costs and typically runs about
10% of the total construction budget. In our case that would be $163,900. Our projected
expenditure is $138,000 (about 84%). This is due to the level of professional services donated
to the parish hall development effort to date.
***preliminary design = $8640 (actual, from a budget allocation of $10,000)
detail design = $24,000 (budget allocation, $12,938 spent to date)
permitting and construction management = $7361 (budget allocation)
total = $40,000

Highlighted values are authorized amounts to be monitored for budget compliance
### Jobsite

<table>
<thead>
<tr>
<th>Project ID</th>
<th>Parrish Hall</th>
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<tbody>
<tr>
<td>StarBiz Inquiry</td>
<td>N/A</td>
</tr>
<tr>
<td>Project Status</td>
<td>Approval</td>
</tr>
<tr>
<td>Estimator</td>
<td>Brent Allen</td>
</tr>
<tr>
<td>Estimate Date</td>
<td>3/29/2016</td>
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<tr>
<td>City Limits</td>
<td>Inside</td>
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<tr>
<td>Commitment Number</td>
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<td>Quote Number</td>
<td>Secondary to Primary Conn.</td>
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<tr>
<td></td>
<td>Welded Clips</td>
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<tr>
<td>Mix. BW Anc. Rod Dia.</td>
<td>3/8</td>
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<tr>
<td>SBS Complexity</td>
<td>8</td>
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<tr>
<td>Estimated Complexity</td>
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<tr>
<td>MBMA Complexity</td>
<td>10</td>
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<tr>
<td>Multiplier Authorization</td>
<td>Millay</td>
</tr>
<tr>
<td>Address</td>
<td>Old Mammoth Lakes Rd. Mammoth Lakes, CA, 93546</td>
</tr>
<tr>
<td>County</td>
<td>Mono</td>
</tr>
</tbody>
</table>

Using Builder System generated Anchor Rod Plan (Order must contain Anchor Rod Plan and Design Report) No

### Owner

| Name | N/A |
| Contact | Brent Allen |
| Business | N/A |
| End Use of Building | 4D COMMUNITY - HOUSES OF WORSHIP |
| Address | Old Mammoth Lakes Rd. Mammoth Lakes, CA, 93546 |
| County | Mono |

### Shipping

| Shipping Point | Atwater, CA |
| Shipping Terms | Truck |
| Freight Terms | Pre-Paid |
| Carrier | Best |
| Contact | Brent Allen |
| Phone | N/A |
| Night Phone | N/A |
| Truck Tarp | No |
| Address | Old Mammoth Lakes Rd. Mammoth Lakes, CA, 93546 |
| County | Mono |

### Drawings

| Licensed Engineering Seal | CA, United States |
| Method Mailed | Folded |
| Corp of Engs, DOD, DOF Fed | No |
| UFC 4-01-01 Anti-Terrorism requirements | No |
| Overnight | No |
| Carrier | N/A |
| Account Number | N/A |
| Jobsite Sign Quantity | 0 |
| E-Drawing Size | Size D (22" x 34") |
| E-Drawing Erection Type | Standard |

### Summary

<table>
<thead>
<tr>
<th>Anchor Rod Plan</th>
<th>Final</th>
<th>Sealed</th>
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<tbody>
<tr>
<td>Size D (22&quot; x 34&quot;)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Grand Total**: $196,292.13
- **Total Weight (lbs)**: 148,674.15
- **Multiplier**: 0.425000

### Incomplete Pricing

* Not all NET additive weights are included in the freight calculation.
* Job will have pricing confirmed at time of release for fabrication. Please protect yourself with escalation clause to protect yourself for steel cost increases. If you cannot include an escalation clause please contact Star to confirm pricing and delivery.
* Excluding Applicable tax.
* Freight rate shown is estimated and based on expectation of available backhaul.
* Buyer responsible for freight charges that are calculated based on carrier rates at time of shipment.

Of the Grand Total, $22,562.92 will be invoiced at the time of approval drawing mailings.
April 20, 2016

Rev. Jorge Roman
Pastor of St. Joseph’s Catholic Church, A Corporation Sole
PO Box 372
Mammoth Lakes, CA  93546

Subject: Engagement letter for Third Phase Project Management
          St. Joseph’s Parish Hall

Fr. Jorge,

I propose to act as Project Manager for the parish of St Joseph during the third phase (detailed
design development) of the Parish Hall project to the completion of final working drawing
approval to keep the project in compliance with the Diocese of Stockton Building and
Maintenance Policy and direction of the parish as identified in the most recent version of the
parish hall Design Direction document and the overall budget authorization for the project. In
this capacity I will represent the interests of the parish to the building architect, Robert Creasy of
RDC Architecture of Mammoth Lakes, CA in the final detailed design of the building and
communicate the progress of the project to the parishioners of St Joseph per the direction of the
pastor. I will report directly to the pastor, Fr. Jorge Roman in these efforts.

My fee for this effort will be $90/hr (billed amount) for time spent on the project discounted to
$45/hr (paid amount) as my donation to the effort to build a new parish hall in my parish. Actual
costs authorized by pastor related to the project (including but not limited to travel expenses,
printing & sub-consultant costs less than $1000) shall be reimbursable under this agreement.

The budget allocation for this phase of work should be an amount not to exceed $24,000 (paid
amount, not billed amount).

Invoices for time spent on the project after July 1, 2014 should be included in this phase.

Work to support permitting, final bid negotiations and build phases shall be contracted
separately.

Kathleen R. Cage, P.E.
Cage Technical Services

Approved

_______________________________   ________________
Rev Jorge A. Roman,                   date
Pastor, St. Joseph’s Catholic Church