

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



Saint Joseph Catholic Church

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

58 Ranch Road P.O.Box 372 Mammoth Lakes, CA 93546 Phone. (760) 934-6276

October 7, 2013

Rev 1 June 4, 2014

Rev 2 April 21, 2016

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:

Parish Hall building fund balance:	\$1,740K
Recommended set aside for first 10-yr O&M costs:	\$200K
Preliminary design cost estimate:	\$947K (\$316/sq ft)
Balance remaining:	\$593K
Building Budget	\$1,540K

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

		To date
1. Site Work (includes new paved parking lot)	237,000	
2. Metal Building	295,000	
3. Foundation	50,000	
4. Interior & Exterior Finishes	205,000	
5. Kitchen	50,000	
6. Electrical	51,000	
7. Plumbing	33,000	
8. HVAC system	110,000	
9. PV System	42,000	
10. Operable partition walls	200,000	
11. ToML fees	78,000	
12. Contingency (10% of projected total construction cost)	150,000	
	Construction Cost	
	1,501,000	
13. Architect fees (including \$12K to T Schaniel)	85,000	45,540
14. Consultants (not included in Architect fees)	13,000	1,688
15. Project Management	40,000***	21,578
	138,000**	68,806
	Total	
	\$1,639,000*	\$68,806

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



Pricing Report

Attachment C

Star Building Systems
8600 S. I-35
Oklahoma City, OK 73149

SBS 11.0 sp1
03/30/2016
54404

Jobsite	
Project ID	Parrish Hall
StarBiz Inquiry	N/A
Project Status	Approval
Estimator	Brent Allen
Estimate Date	3/29/2016
City Limits	Inside
Commitment Number	
Quote Number	Q-841-16, DNK
Secondary to Primary Conn.	Welded Cilps
Min. EW Anc. Rod Dia.	5/8
SBS Complexity	8
Estimated Complexity	10
MBMA Complexity	10
Multiplier Authorization	Millay
Address	Old Mammoth Lakes Rd. Mammoth Lakes, CA, 93546
County	Mono
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 Tarps	No
Address	Old Mammoth Lakes Rd. Mammoth Lakes, CA, 93546
County	Mono

Payment	
Contact	Brent Allen
Phone	N/A
P.O. Number	N/A
Credit Terms	Star Established Terms
Tax Exempt Status	Taxable
Tax Exempt Number	N/A

Drawings	
Licensed Engineering Seal	CA, United States
Method Mailed	Folded
Corp of Engs, DOD, DOE 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

Sustainability and Energy Efficiency	
Sustainability Goal	None
Climate Controlled Building	Yes
Energy Efficiency Code	California 2013
Has Panel Air Infiltration Requirements	Yes

Summary	
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Grand Total	\$196,292.13
Total Weight (lbs)	148,674.15
Multiplier	0.425000

Incomplete Pricing

- * Not all NET addline 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 final 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.**

Qty	Type	Purpose	Seal	Size
3	Anchor Rod Plan w/ Reactions	Final	Sealed	Size D (22" x 34")
3	Enhanced Erection	Approval	ID Note	Size D (22" x 34")
1	Enhanced Erection	Approval	ID Note	Size D (22" x 34")
3	Hard Copy of Calculations	Final	Sealed	
1	Standard Product	Final	None	Size D (22" x 34")
1	Letter of Cert.	Final	Sealed	

- * Note - Star Building Systems will automatically provide one (1) set of Final Erection Drawings and one (1) set of Standard Product Drawings in the crating accompanying the shipment in addition to the quantities specified above.
- * Note - Approval Drawings will be invoiced at the time of mailing.



Attachment B

CAGE TECHNICAL SERVICES
CONSULTING ENGINEERS

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,
Pastor, St. Joseph's Catholic Church

date