

Facilities Fund Sub-Committee Minutes

Madison Campus Room 6
4:30 pm - February 16, 2026

Attending: Steve Frei (Chair), Rick Blum, Jeff Boardman, Josh Enslin, Spencer Johnson, Mike Harper, Brent Marshall

The meeting started at 4:30.

Review Charter

Steve started with a review of the sub-committee charter (attached.)

- Occasionally do 20-year plan
- Occasionally create list of how old everything is. (use a site plan to create a list of roofs and parking lots). This would include:
 - a. Installation dates for parking lots and roofs
 - b. Installation dates, model numbers, serial numbers and installers for mechanical, plumbing and electrical systems - *Hooper has the spreadsheet for the mechanical list (Rayanna – Hooper)* Jeff talked about a software that allowed you do inventories with QR codes (\$450/year)
 - c. Keep our building plans organized. Jeff asked whether we can scan our blueprints into the computer. Steve said he'd check with Rayanna) Rick suggested asking for a Foundation grant to pay for the service.

Review FAQ document

Discuss overall approach for determining fund distribution recommendations

Steve suggested we should approach the issue by thinking of it as two buckets:

- a. **Proposed** expenditures, like Parking lot or roofing repairs (i.e. things we can plan ahead for)
- b. **Anticipated** expenditures, like replacement of furnaces, that will likely fail due to age (Things we can't plan for)
- c. Rick B. suggested there was a third bucket, which is the budget for **Facilities in the General budget**

Review of possible initial projects

- a. **HVAC Controls:** *Jeff explains the benefits of new HVAC controls. Jeff also explained the problem we had with the compressor failing a few weeks ago. Steve asked whether occupancy sensors part of the HVAC bid? Jeff said he'd check. Steve also asked how much of the building is still managed with pneumatic controls? After discussion, best estimate is 70%. Brent explained the biggest problem is the control system in the office. The warning about the HVAC controls is if we go with Hooper, we're stuck with Hooper. Steve is wondering why we are pushing through. Josh Agreed. Brent didn't care.*

Motion: Rick moved that the Facilities Fund Sub-Committee recommends that the board does not ask the congregation for approval of an \$110,000 for an HVAC Control System upgrade for Madison at the March 8 Congregational Meeting, in order for us to get other bids on the project and get more clarification on what is in the proposal. Steve seconds. All in favor except for Rick.

(note: after the meeting, it was determined that the new Carrier control system does NOT require us to use Hooper equipment exclusively in the future. Therefore, Steve determined in his mind that delaying this work

was no longer necessary and that the recommendation for the board not to ask for approval for HVAC controls should be rescinded.

*Because of that, a new motion was made that was approved unanimously online: **Motion: I move the committee votes to rescind the previous motion from 2/16/26 about delaying the HVAC control system upgrade, and instead recommends proceeding with asking the congregation to approve the Hooper HVAC Control Upgrade, while adding a contingency of 10% on the project, making the cost \$123K to be approved at the March 8th Congregational Meeting.**")*

Confirm dates for information flow to Facilities Committee and Board

It was decided the next meeting would be Monday, March 16 at 4:30 p.m. The final meeting would happen in early May.

Jeff had questions defining proposed v. anticipated that will be addressed in the March 16 meeting.

We finished with Lord's Prayer just before 6 p.m.

Facilities Fund Sub-Committee Charter

The Facilities Fund Sub-Committee is a subcommittee to the Facilities Committee. Following the Mission of Good Shepherd, the primary responsibility of this group is to annually recommend to the Facilities Committee and in turn the Good Shepherd Board of Directors how the Facility Fund should be spent or reserved for expenses within the next fiscal year.

To accomplish this responsibility, the Facilities Fund Sub-Committee shall:

1. Meet 2-3 times annually
2. Have 4-5 members, including the Director of Administration, Director of Facilities, a Board Member and other interested members.
3. Make recommendations to the Facilities Committee on retaining outside organizations or qualified members of Good Shepherd to develop reports on the condition of our facilities.
4. Encourage and support Facilities Staff to keep updated records on facilities, including:
 - a. Installation dates for parking lots and roofs
 - b. Installation dates, model numbers, serial numbers and installers for mechanical, plumbing and electrical systems
 - c. Keep our building plans organized.