

DRAFT
First Unitarian Church of Des Moines
Board of Trustees Minutes
Monday, February 6, 2023

In attendance (all via Zoom):

Board Members: LeeAnn Back, Kevin Boeckholt, Reba Eagles, Jeremy Guenther, Andrea LeMeuse, Crystal Loving, Sally Merritt, Greg Nichols and Fern Stewart

Staff: Rev. Victoria Safford, Alice Stewart, Director of Finance and Administration

The meeting was called to order at 6:03 p.m. by Board President Reba Eagles.

Replacement of North Geo-Thermal Heat Pump: Al Powers reported two geo-thermal heat pumps serve the staff offices and Stonewall Conference Room and each were installed seventeen years ago. The north geo-thermal heat pump serving the north area including the two north offices stopped working in late November. Lozier Heating and Cooling (the authorized service tech for the system) was contacted, the expansion valve was replaced in mid-December and by the next morning it had failed. Lozier concluded the compressor had failed which was confirmed by a second company, Roberts Heating and Cooling. Both companies recommended a complete replacement of the geo-thermal heat pump unit rather than replacing the compressor due to the age and complexity of the equipment. The new unit would be totally enclosed and sealed, several options were reviewed, resulting in not including the expensive, supported by both vendors, dehumidification cycle. The resulting competitive bids were \$18,500 from Roberts and Lozier's was \$18,000 minus \$2,884, the cost of the expansion valve replacement, resulting in a bid of \$15,500. The unit is both heating and cooling and would take approximately eighteen weeks. Al Powers recommended acceptance of the Lozier bid.

Crystal Loving provided the governance policy guidelines for the Capital Maintenance Fund:

"The purpose of the Capital Maintenance Fund is for non-routine repair, improvement or replacement of items of significance with the existing building, grounds and equipment. "Items of significance" are defined as items for which the cost of non-routine repair, improvement or replacement would equal or exceed \$2,500. Documentation on compliance with this policy when expending funds will be reported to the Board in the monthly Executive Report.

Funds may be transferred to other church funds in accordance with the Executive Limitations included in Board policy. These funds will be budgeted and expended by the

Executive in accordance with Board policy (current policy requires two informal quotes required for expenditures from \$2,500 - \$4,999.99 and two competitive bids or sole source justification for expenditures over \$5,000) and reported in the financial statements of the church.”

The Capital Maintenance fund currently is \$24,300, after this expense it would be \$8,814.

It was moved by Crystal Loving, seconded by Andrea LeMeuse to approve the replacement of the north geo-thermal heat pump in accordance with the operating policy of the Capital Maintenance Fund. Adopted via Zoom visual vote.

Al Powers responded to questions regarding the potential replacement of the south unit in the future. The Board thanked Al for his assistance.

It was moved by Fern Stewart, second by Crystal Loving to move into Executive Session at 6:22 to discuss a topic that warrants special treatment requiring confidential discussion. Adopted via Zoom visual vote.

It was moved by Andrea LeMeuse, seconded by LeeAnn Bach to move out of Executive Session at 7:19 p.m.

The meeting was adjourned at 7:20 p.m. (Submitted by Fern Stewart, Secretary)