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**Union WELL Inc.  
Budget and Finance Committee**

March 29, 2017  
WELL Shoreline Room

**Minutes**

1. The meeting was called to order by Kisanet Woldeyohannes at 7:41 am. She notated that there were not enough members in attendance to have quorum. Therefore, Kisanet postponed action on required items 3 and 4 until the next meeting on April 5, 2017.
  - a. Members present: Cater Sun, Kisanet Woldeyohannes, Alyssa Trejo
  - b. Also present: Jill Farrell, Bill Olmsted, Amy Jacobsen, Tori Butler
2. Public Comment: None
3. Approval of Minutes of March 3, 2017 **(Postponed until April 5, 2017)**
4. 2016-2017 Capital and Plant addition updates and approvals: Action Requested **(Postponed until April 5, 2017)**
  - a. Although postponed for action, Farrell reviewed the project list on the request for approval that was included in the handout. She begins by explaining that the items listed in black were approved at the last meeting, on March 3, 2017. She provided an update on a variance for the replacement of two domestic water heaters in the Union listed in red; the committee had approved a budget of \$30,000 but the pricing came in at \$43,795. Farrell then discusses a new item that is listed in red, and explains that this study is a result of the electrical panel replacement in Burger King, which was out of compliance with electrical code. A survey of the entire food court electrical was deemed prudent to provide a thorough inspection of all electrical panels in the food court prior to proceeding with the Burger King electrical panel replacement project in order to insure compliance in all food court electrical areas. Lastly, Farrell states a recent issue that has arisen, which is listed in green, which is a feasibility study for the conversion from steam provided heat to boiler provided heat in the Union. Olmsted discusses the project in further detail and explains that the building is heated by steam from central plant, as are many buildings on campus. The current system converts steam to create hot water that runs through loops to generate heat to the building. The Union has two loops, one was installed '75, and the other in '98, and the mechanics in the older side of the building have failed. While, the equipment could be replaced, phasing out the use of steam in the buildings is preferred. Olmsted adds that this is something that campus is trying to phase out as well and now is

an opportune time to phase it out in the Union. The study would consist of engineers and a peer review group coming in and figuring out what will be able to be done, how to do it, and how much it would cost. Then they would create the scope of work for the project and at that point the full project would be presented for approval. Olmsted states we must move forward immediately with the feasibility study, and notes that the project itself would not proceed without additional approval. Farrell explains that an estimated cost of the project will be in the 2017-2018 TBU01 budget as place marker, but how much it will be or how we will fund it, whether with TBU01 or Capital & Plant funds, is not known at this time. Olmsted says we have time to study how the project will come together and then go through the procurement process of purchasing equipment by, hopefully, October. The goal is to establish a heating system prior to the colder months. Farrell states we are at a critical point and must move forward with the survey in order to avoid a delay on this time sensitive project.

5. 2017-18 Budget

Farrell presented on the 2017-2018 major budget variances from the 2016-2017 and key issues impacting the budget for 2017-2018. The current minimum wage increase, future minimum wage increases, outside custodial services contract and utilities were discussed in greater detail. The committee was given the proposed budget in summary and expanded formats. Farrell notated that there would be some minor adjustments for the final budget presentation at the April 5<sup>th</sup> meeting for recommendation to the BOD. Farrell also covered in detail all of the expenditures and projects planned for the Capital and Plant Fund for 2017-2018.

6. Capital Repair and Replacement (TBU01)

Farrell presented and reviewed capital repair and replacement items and projects in detail. Total project cost carryover from 16-17 to 17-18 is \$416,790. Total capital repair and replacement (TBU01) is \$723,765, including Union air walls panel replacement, carpeting and chair replacement in Hinde Auditorium. Farrell did notate that at the April 5<sup>th</sup> meeting, the final TBU01 budget will have an addition of \$300,000 as an estimate for the UU conversion from steam provided heat to boiler provided heat as mentioned in item 4.

7. The meeting was adjourned at 8:36am

Respectfully submitted:

Kisarae Woldeyhanes  
Name

04-05-17  
Date