

Facilities Committee Charter

Purpose

The Facilities Committee oversees the development and implementation of an ongoing comprehensive care and maintenance program for all ACLT owned and Board-designated managed physical structures, including but not limited to: the main office, the historical and rental houses, barns, sheds, pavilion, and similar structures as well as hardscape infrastructure (roads and driveways).¹ The Committee advises the Board of Directors on facilities management matters, particularly with respect to major expenditures, future needs, and funding requirements.

2. Organization

- A. Standing Committee: The Facilities Committee is a standing committee of the ACLT composed of five to seven persons.
- B. Members: Pursuant to the ACLT Roles and Responsibilities of the Board of Directors, Committees and Staff, in addition to individuals requested to serve on the Committee by the President of the Board of Directors, the Committee chair may nominate other eligible individuals to serve on the Committee.
- i. Committee members shall be approved by the Board of Directors for three (3) year terms. The terms of the Committee members shall expire on a rotating basis with no more than one-third of the Committee members' terms expiring at any one time. Terms are renewable with no limits.
 - ii. The Board President shall be an *ex-officio* voting member and the Executive Director shall be an *ex-officio* non-voting member.
 - iii. Any Committee member may be removed by the Committee chair or Board of Directors for failure to participate, non-performance of duties, or other cause deemed sufficient by the chair or Board upon recommendation of the Board President.
 - iv. Because of the physical nature of the work overseen by the committee, it is advantageous if members have facilities maintenance skills and/or experience in contracting for building construction and/or maintenance projects.
 - v. Non-ACLT members may be asked to serve on the Committee although they may not be voting members.
- C. Officers: The President of the Board nominates a current Board member to serve as the Committee chair. The Committee chair shall be appointed by the Board of

¹ The committee works in conjunction with the Land Management Committee's Farm Subcommittee to maintain the high tunnel, farm shed, and farm infrastructure. Trail structures, e.g., bridges and boardwalks, are under the purview of the Land Management Committee. Further, Actions affecting facilities owned by the Department of Natural Resources (DNR) are subject to the provisions of the lease arrangement between ACLT and DNR.

Directors for a three (3) year term, renewable with no limits. The Committee chair shall appoint a Committee recorder and any other officers deemed necessary.

- D. Subcommittees: The Committee may establish subcommittees as needed. The Committee chair shall appoint the chairs of any subcommittees from amongst the members of the Committee as a whole. The conduct of the subcommittee shall follow the same general guidance as for committees.
- E. Meetings: The Committee shall meet at least four times a year and, additionally, at the request of the Committee chair or the Board of Directors. Committee meetings are open to ACLT members and other invited guests. The Committee chair has the authority to call for an executive session as deemed necessary. Workdays may be considered meetings at the discretion of the Committee chair.
- F. Quorum: A quorum consists of a majority of the voting Committee members. A quorum of members must be present to conduct official business. Action on any issue requires approval by a majority of the voting members present.

3. Responsibilities

- A. Prepares a Building and Equipment Reserve Inventory. The inventory will include the estimated and replacement values, age to date and useful life expectancy, annual operating cost, and required reserve. Annually, the Committee:
 - i. Compiles and maintains a list of buildings, structures, equipment, etc., owned by ACLT and as designated by the Board on properties managed for the Department of Natural Resources which is used to calculate the reserve fund requirements, including new capital items purchased. The Committee updates the estimated items value by an inflation factor, which then updates the funding needed for the annual budget.
 - ii. Recommends to the Board capital improvements to facilities as well as funding options (potential grants or other funding sources), particularly in emergency situations.
- B. Supervises the scheduling and maintenance of all buildings, equipment, and hardscape: The committee:
 - i. Establishes and/or approves building, equipment, and hardscape maintenance schedules, including routine maintenance as well as capital improvements or renovations. For each structure, the committee establishes a baseline state-of-the structure, an assessment of routine maintenance as well as future repairs/replacement, and a schedule for such work.
 - ii. Works with the Executive Director and/or the ACLT Land Manager to identify resources necessary to complete the maintenance schedules, including staff, Committee members, volunteers, and contractors, and ensures that the work is completed.

- iii. Working with ACLT staff, schedules or supports projects or workdays for volunteers to assist in major maintenance or renovation projects.
 - iv. Recommends to the Executive Director and/or the Board as appropriate, the purchase of new/replacement equipment and minor structures not covered by the master Facilities Plan.
- C. Prepares recommendations to the Board on major repairs/replacements (purchase of more than \$2,500). In situations where Board approval of expenditures is required, the Committee is responsible for working with the Executive Director to recommend these purchases to the Board. In conjunction with the Executive Director, the committee:
- i. Participates in the preparation of requests for proposals, statements of work, and evaluation criteria if contracted support is necessary; reviews contractors' proposals, and makes an initial determination of contractor selection.
 - ii. Prepares justification of recommendations to the Executive Director and/or the Board the action to be taken.
 - iii. Participates in the oversight of the contractor's work and evaluation of its acceptability.
- D. Oversees the strategic facilities management planning and provides input on long-range master planning for ACLT. The Committee is responsible for:
- i. Developing and executing a Facilities Management Plan which incorporates the ongoing management, maintenance, and repair/replacement activities of the committee as well as near-term procurements and mandatory long-term tasks.
 - ii. Providing input to and recommendations for the ACLT Five-Year Plan as well as the annual report to members.

4. Records

- A. Minutes of the Committee's meetings shall be prepared and distributed to Committee members in a timely manner. Once approved by the Committee, the Committee recorder shall provide a copy of the approved minutes to the ACLT office, which shall maintain them as permanent records.
- B. The Committee shall prepare and submit an Annual Report of its activities for the membership (to be incorporated in the ACLT Annual Report and reported at the Annual Meeting). As needed, it shall provide status reports at the bi-monthly Board of Directors' meetings and such other reports as requested by the Board.
- C. The Committee is responsible for maintaining the Facilities Management Plan, the Master Facilities Plan (when completed), the facilities inventory, maintenance schedules, contracts, and equipment documentation (e.g., maintenance and instruction manuals) at the ACLT office.

5. Charter Review

The Committee shall review its charter every five (5) years for validity and appropriateness.

Adopted by the Board of Directors on September 18, 2021