**VMNH Facilities Committee**

**10 February 2023**

**8:30am, at Virginia Museum of Natural History**

Attendance: Lisa Carter, Lauren Woodson, Tom Benzing, Abby Gump, Joe Keiper, Ryan Barber, Jonathan Martin, Mary Zell Galen

Virtual: Jennifer Burnett

Absent: Cord Cothren

1. Welcome
2. Projects & needs
3. Jean S. Adams Education Pavilion

Joe Keiper:

* Jonathan Martin has been in touch with contractor and are starting to move dirt.

Jonathan Martin:

* Delay because of contractor finishing other project, but the issue is being addressed.
* Tom Benzing: Asked about penalty for the delay.
	+ Jonathan Martin: That’s on the contractor, and they owe $5,300 in construction bond.
1. New phone system installation

Joe Keiper:

* New phones will be installed later this month.
	+ Lisa Carter: Asked about company cellphones.
		- Joe Keiper: Explained landlines are a state requirement.
1. Plumbing upgrade bids

Joe Keiper:

* During a few festivals, ran out of water. Will be installing a second water pump.
	+ Lisa Carter: Asked if they will be installed before next festival.
		- Joe Keiper: No, but VMNH has updated continuation of operations plan to have plan for staff.
1. New camera system, Douglas Ave.

Joe Keiper:

* Investing $8,000 into new security system to keep an eye on break-ins.
1. Term contract, Douglas Ave.

Jonathan Martin:

* Worked with DGS and DEB to contract an entire firm to do the entire building. Firm is able to work on all elements of the project, and don’t have to put each individual projects out to bid.
1. Science Outreach Experience trailer

Joe Keiper:

* Project is coming along. VMNH will be doing more on the inside. Ribbon cutting with chamber of commerce went well. Waiting for better weather to compete painting and other repairs. State reached out about resources to fix the trailer, including roof repair, hydraulics, and electric system.
* Ryan Barber: Wrap team coming back in April to finish wrap.
* Tom Benzing: Asked if VMNH can do a similar term contract?
	+ Joe Keiper: Yes, confirmed.
* Lisa Carter: Will it be opened soon?
	+ Tom Benzing: Will open on April 27 for Riverfest and will also open regularly during the farmer’s market.
	+ Joe Keiper: Asking Len Poulin’s wife, Mary, to serve as the volunteer coordinator. Mary Zell Galen created an online sign-up system.
* Lisa Carter: Are exhibits interesting to the local community?
	+ Joe Keiper: Yes, thinks they are. Have various fossils, etc.
* Lisa Carter: Is it close to the farmer’s market?
	+ Tom Benzing: Yes, it’s in walking distance and can run a power cord from there.
* Lauren Woodson: Is there concerns about vandalism?
	+ Joe Keiper: Some concern, but it’s in a cenral location and right across from the fire station.
* Tom Benzing: Asked for update on the property transfer?
	+ Jonathan Martin: Ready to move when construction begins.
1. Limitations of main building size

Joe Keiper:

* Eventually, VMNH will need to expand the capacity of this building. YMCA is building a new building.
	+ Jonathan: Harvest will announce proposal soon and will need to raise 80% of project costs. Harvest is also giving the YMCA money to buy lot and other intangibles.
* VMNH will need to get outside funding to purchase the building. Harvest is in the position to give it to us.
* Lisa Carter: Does VMNH need to go through the General Assembly for this purchase?
	+ Jonathan Martin: VMNH will have to follow an involved state process, pay all of the state’s transfer fees, etc.
* VMNH needs to ensure they will have maintenance reserve coverage. Since VMNH has a 90,000 square foot building, and would need to add 20,000 more.
* Lisa Carter: Encouraged board to visit the building, as it’s 10-15 feet from VMNH.
	+ Joe Keiper: A lot of advantages of buildings, including having more space. Can look using space for overnight stays.
1. Energy savings

Jonathan Martin:

* VMNH saved money on the energy saving project and are at 40% of saving for the year. Everything is going to plan according ot building sensors.
* VMNH works with the city on a large general service rate, so the museum can save several cents per kilowatt, in addition to Siemens savings.
	+ Lisa Carter: Why wasn’t the museum on it to begin with?
		- Jonathan Martin: He just discovered it, and switched.
* Lisa Carter: Are people using the EV chargers?
	+ Joe Keiper: Yes, sees them consistently used.
* Tom Benzing: In update, it says the parking lot needs resealing.
	+ Joe Keiper: Yes, needs to be done.
	+ Lisa Carter: Asked if this can be maintenance reserves?
		- Jonathan Martin: Needs to be over a $25,000 project.
		- Joe Keiper: First time VMNH put tents in, the company drilled holes into the parking lot and that also needs to be repaired.
1. Open Discussion

Tom Benzing:

* Do we need to report anything to the board?
	+ Lisa Carter: Should share about the energy savings, new cost rate, and all the work by staff to make it happen.
	+ Joe Keiper: Building is now 17 years old. It’s holding up pretty well. There was previously a lot of problems, and when he arrived in 2010, no permanent occupancy certificate. Working very well, and HVAC issues can be fixed.
	+ Jonathan Martin: In regards to ESCO project, many elements are on a 2-5 year warranty, and savings will be for 15 years.
1. Adjourn