

**Facilities Committee of the Board of Trustees Quarterly Meeting  
Saturday, May 17, 2025, 8:30 AM  
Virginia Museum of Natural History  
Fully Remote Meeting**



**Present In-Person:** Ms. Lauren Hall  
Ms. Lauren Coleman (OAG Representative)  
Dr. Joe Keiper (Ex Officio)  
Mr. Jonathan Martin (Staff)  
Ms. Jennifer Whitlow (Staff)

**Present Remote:** Dr. Tom Benzing (Chair)  
Dr. David Furth  
Ms. Lisa Carter  
Mr. Zach Ryder (Staff)

**Absent:** Mr. Cord Cothren  
Ms. Jennifer Burnett

Dr. Tom Benzing opened the meeting at 8:30 with a welcome to Board members, the Office of the Attorney General Representative, and staff. It was determined that there was not a quorum. No votes will be taken today.

**ONGOING PROJECTS**

Mr. Martin reported that staff is waiting on asbestos and lead paint abatement studies for the Douglas Ave. project. Those reports are expected by the end of next week. A schematic design drawing will be completed by staff to show in which areas collections will be stored.

Mr. Martin also reported that a change order was completed for enhanced railings on the pavilion project. The installation of railings is ongoing. Very soon following the construction phase, exhibits will be installed.

The shelving in the library remains on the VA surplus site. There have been a few interested parties, staff have reduced the price of the shelving to entice buyers. Mr. Barber has submitted a Federal Funding request for the Young Explorers Center renovation project.

The parking lot project is at substantial completion. It has been sealed, striped, and decorative rock added around curbing.

Staff are waiting on the scope of work report for renovations to the mobile science outreach trailer. Once the scope is determined, staff will move quickly to advertise for bids for the project.

Earlier this month the Facilities and Research and Collections Committees held a joint meeting to discuss the Douglas Avenue project. Curators have completed a quantitative projection for future space needs. Staff are currently waiting for an asbestos and lead paint abatement report. This should be received soon. The architect believes asbestos is in the basement ceiling tiles, floor, and around the HVAC unit. Another joint meeting will be held when approximately 60% of the design phase has been completed.

Staff reported the revised Emergency Action Plan Manual was updated to comply with AAM requirements. The full Board will vote on the changes at the next meeting.

Staff noted the increased spending on the museum's electrical utilities. The museum has already used 100% of the electrical utility budget with 1.5 months to go in this fiscal year. This can be attributed to 1) rate hikes by our provider, the City of Martinsville. 2) inoperable electric usage monitoring equipment. Upon further investigation our monitoring agent, Sieman's had not been adequately monitoring our system due to a modem outage. The modem has now been replaced. Additionally, five variable flow drives were found to be inoperable. All variable flow drives throughout the museum will be replaced using maintenance reserve funds to be sure the HVAC system is operating at peak performance. Mr. Martin is in conversations with Sieman's to determine if the museum can be reimbursed for some of the increase in electric costs due to the inoperative monitoring system.

The pavilion grand opening hasn't been set yet, but there will be an official ribbon cutting event when construction and exhibit installation is completed.

With no further business or announcements, the meeting was adjourned at 8:55 AM.

The next meeting of the Facilities Committee will be held on Saturday, August 9, 2025, at 8:30 AM.