



**Executive Board Virtual Special Meeting Minutes  
July 28, 2021**

<b>Officers Present</b>	<b>Board Members Present</b>	<b>Board Members Not Present</b>	<b>Centralina Staff and Guests Present</b>
Bobby Compton, Chairman Jay McCosh, Vice Chairman Jarvis Woodburn, Secretary William Morgan, Treasurer	Karen Alexander Deloris Chambers Gene Houpe Corinthia Lewis- Lemon Christine Poinsette Elaine Powell Troy Selberg Jennifer Stepp Amelia Stinson- Wesley	Peter Asciutto Cathy Davis Larken Egleston Bill Feather Bob Hovis Pedro Morey Lynn Shue David Williams	Savannah Cooper Geraldine Gardner David Hollars Hillary Kaylor Narissa Knight Linda Miller Michelle Nance Emily Parker Dominique Sanders Denise Strosser Latosha Walker Kelly Weston Venecia White  <b>Guests</b> Keith Bell, Cushman & Wakefield Piers Wates, Cushman & Wakefield

**Call to Order**

Chairman Bobby Compton, Town of Mooresville, called the meeting to order.

Kelly Weston, Clerk to the Board, called roll.

**Moment of Silence**

Chairman Compton called for a moment of silence.

**Amendments to the Agenda.**

There were no amendments to the agenda.

**1. Centralina Office Space Options Presentation**

Geraldine Gardner, Executive Director, explained that the purpose of the special meeting is to inform the Board of the progress in identifying office space options, to present facts and observations for each site option, answer questions and receive input from the Board, and outline next steps in the process. She presented an overview of the attributes Centralina is looking for including, a cost-effective, five-year or seven-year lease; an inviting, well-maintained and professional-looking building with on-site maintenance and janitorial services; an easily accessible location in the University area; a work area with a lot of natural light and modern finishes; flexible meeting spaces; a large, well-equipped training room; and storage space. She presented a recap of the process to date, noting that Centralina is working with Cushman & Wakefield and over the past few months has evaluated the available properties,

including conducting test fits of the square footage, reviewing construction estimates and initiating negotiations. She noted that negotiations will continue through the summer, and she will present a recommendation for the Executive Board to approve at its September 8<sup>th</sup> meeting. She further noted Centralina's current lease requires notice of intent to renew by September 30<sup>th</sup>. She added that she will use feedback from department directors and a staff committee to prepare the recommendation. She noted the three factors she will weigh in developing the recommendation are complete cost, quality of environment, and organization needs. She outlined the staff engagement aspect of the process, which has included regular updates, a survey, and formation of the staff committee.

Keith Bell, Cushman & Wakefield, presented an overview of the locations of the candidate sites. He noted the University area has the lowest rental rates in the Charlotte commercial real estate market. He also presented a comparison of the square footage, amenity space, and parking space for each site.

Piers Wates, Cushman & Wakefield, presented details of the Grove Building 5 site located at 8520 Cliff Cameron Drive. He noted that the office space and large conference room would be on separate floors. He also noted that the office space has windows on three sides, allowing for ample natural light.

Emily Parker, Senior Planner, highlighted the staff committee's feedback from a tour of the Grove Building 5 site. She noted the large windows and natural light were a positive point, but the low ceilings made the space feel smaller than it is. She also noted the large conference room is easily accessible from the parking lot, but the rest rooms are located some distance from the room. She further noted that the office space is smaller than Centralina's current space, which allows for reduced cost and less wasted space, but does not allow room for growth. She added that the location is close to Centralina's current office and has plenty of parking, but it is located at a busy intersection, so entering and exiting the property is challenging.

Mr. Wates presented details of the Resource Square 4 site located at 10735 David Taylor Drive. He noted the large conference room would fit within the office space, adding that there would also be additional unused space for future growth. He also noted the building's ground floor has a resource amenity space with food service, lounge area, conference rooms, and a gym.

Latosha Walker, Senior Community Service Employment Program Specialist, highlighted the staff committee's feedback on the Resource Square 4 site. She noted the space's large windows allow for a lot of natural light, but it feels confined. She also noted that there is room for organizational growth. She added that the reduced square footage lowers costs and wasted space, but the large conference room's location within the office space detracts from the cubicle space. She noted that the staff committee had concerns about visitors having trouble navigating the space, but overall, many of the committee members liked the space.

Mr. Bell explained that Centralina's current location is still under consideration, and a space planner has been working to identify ways to upgrade the space and determine if the best option is to remain at that location. He noted proposed upgrades include new carpet and lighting, additional access card readers, and Americans with Disabilities Act improvements. He noted a site in University Executive Park is also under consideration, adding that the square footage layout is under review.

In response to questions from Secretary Jarvis Woodburn, Anson County, Ms. Gardner noted that Centralina's workforce has remained between 40 to 45 employees for some time, adding that the space plan factors in growth. She noted that the building utilization rate is being

taken into consideration because not all staff members are in the office all the time. She also noted that staff have differing opinions about the location of the large conference room.

In response to a question from Council Member Troy Selberg, Town of Harrisburg, Ms. Gardner noted that she will present a current building utilization report for July 1<sup>st</sup> through September 1<sup>st</sup> at the September 8<sup>th</sup> Executive Board meeting.

In response to questions from Commissioner Gene Houpe, Iredell County, Ms. Gardner noted she is considering the difference between renting space in a professionally managed building versus an owner-occupied building. She added that at the current location she, the Finance Director, and the HR and Operations Manager, spend a lot of time on maintenance and operations issues that would be handled by a management company at a professionally managed building. She noted she will present a full assessment of the current location's advantages and disadvantages at the September 8<sup>th</sup> Executive Board meeting.

Vice Chair Jay McCosh, Town of McAdenville, noted that reducing costs is one reason for the move, adding that this savings could allow Centralina to serve its members better and offer members lower rates on services.

Commissioner Houpe added that knowing what staff recommends will help him make an informed decision.

Vice Chair McCosh noted that after touring the Grove and Resource Square sites, he was impressed with both. He further noted that the Resource Square site has room for growth while the Grove site does not. He added that staff's needs were his key consideration.

Chairman Compton noted that the Grove site's parking lot was difficult to access due to the street's divided medians.

In response to a question from Mayor Karen Alexander, City of Salisbury, Ms. Gardner noted that staff helped develop a list of concerns about the current site, adding that she is in negotiations with the landlord on improvements to address those concerns.

Mayor Pro Tem Deloris Chambers, Town of Badin, added that she is in support of the option that would be most feasible for staff.

In response to a question from Council Member Selberg, Ms. Gardner noted that Centralina will work with its managed IT services provider on an assessment of each candidate site and provide a report during the September 8<sup>th</sup> Executive Board meeting.

Mr. Wates presented a comparison of the financial details for the current site, the Grove, and Resource Square. He noted that despite having the lowest rental rate, the current location is the most expensive due to its square footage. He also presented a comparison of the construction budgets, tenant improvement allowances, project management fees, and other financial incentives.

In response to a question from Council Member Selberg, Ms. Gardner noted that she will explore the possibility of grant funding for the upfit costs.

Mayor Alexander suggested that the cost savings from the reduced square footage could help offset the furniture and upfit costs.

Ms. Gardner added that moving costs will also be factored into the financial analysis.

Secretary Woodburn expressed support for whichever option Ms. Gardner's and staff recommend, adding that he looks forward to hearing their preference at the September 8<sup>th</sup> Executive Board meeting.

**Comments from the Executive Board and Centralina Staff**

There were no comments from the Executive Board or Centralina staff.

**Comments from the Executive Director**

There were no comments from the Executive Director

**Comments from the Chair**

Chairman Compton reminded the Executive Board that the Board of Delegates will meet on August 11<sup>th</sup> in a hybrid format with in-person and virtual attendance options.

**Adjournment**

With no further business to be discussed, Chairman Compton adjourned the meeting at 6:06 p.m.