

NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

Board Meeting, March 18, 2021

7:30 p.m.

The meeting took place online via ZOOM

The meeting was live streamed on YouTube at:

<https://www.youtube.com/channel/UCcKufx1dafi-b2lsgGeMyDA>

MINUTES

ATTENDANCE:

Members Present:

Cate Magennis Wyatt, Chair
Paul Baldino
James Bonfils
Mark Chandler
Paul Ferguson (joined meeting at 8:37 p.m.)
Patricia Harrison
Stella Koch (joined meeting at 8:17 p.m.)
Brian Knapp
Sean Kumar
Michael A. Nardolilli
Scott Price
Jeffrey Tarbert

Members Absent:

None

Staff Present:

Paul Gilbert, Executive Director
Christopher Pauley, Director of Operations
Kim McCleskey, Budget Administrator
Lauren Weaver, Director of Finance
Brian Nolan, Director of Planning & Development
Danielle Endler, Human Resources Administrator
Blythe Russian, Park Operations Superintendent
Mark Whaley, Park Operations Superintendent
Todd Hafner, Senior Project Manager
Jake Bumbrey, Project Manager
Patrick Wells, Budget Analyst
Andrea Reese, Land Planning & Grants Administrator
Diane Creasey, Administrative Assistant

OPEN SESSION:

OPENING STATEMENT:

At 7:31 p.m., Chair Cate Magennis Wyatt read the following:

The Governor has declared a state of emergency in Virginia for the Coronavirus. It is impracticable and unsafe for the Authority to assemble in a single location, so the meeting will be held electronically pursuant to the 2020 Appropriation Act. The purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the Authority and the discharge of its lawful purposes, duties, and responsibilities.

On March 19, 2020, NOVA Parks adopted a policy on electronic participation for board meetings that includes section 2.2-3708.2 for states of emergency.

On April 14, 2020, the Fairfax County Board of Supervisors adopted Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in Fairfax County Government and Conduct of Meetings of Boards, Authorities, Commissions, and Regional and Interjurisdictional Public Bodies within Fairfax County Government During the Novel Coronavirus Disease 2019 (COVID-19) Emergency.

To minimize exposure to the virus, NOVA Parks is holding the November 19, 2020 Board meeting with remote electronic participation by Board Members.

This meeting addresses emergency matters, and critical functions of NOVA Parks.

Notice of this meeting has been posted. Video of this meeting is being both recorded and livestreamed on YouTube, for public access.

CALL TO ORDER:

The Chair called the meeting to order at 7:33 p.m.

Report on Actions from the Executive Committee Meeting on March 5, 2021

Nomination of Representative for Linear Parks and Trails Committee for Loudoun County:

Cate Magennis Wyatt nominates Jim Bonfils to be the NOVA Parks representative for the Linear Parks and Trails Committee for Loudoun County if a position on that committee is available. The nomination was seconded by Mike Nardolilli:

VOTE: No opposition or abstention, UNANIMOUSLY APPROVED

NOVA Parks Audit Committee:

Brian Knapp, Treasurer, reported that Paul Baldino will continue to serve on the Audit Committee, and that Jeff Tarbert has volunteered to serve as well. Their next meeting will be in November, 2020.

Establishment of Ad Hoc Committee on Strategic Initiatives:

The Chair noted that this type of committee has worked with staff before to come up with “big ideas” for the agency such as the Meadowlark Winter Walk of Lights, the rebuilding of Occoquan and the Ropes Course at Upton. She noted that Mark Chandler, Mike Nardolilli and Brian Knapp have volunteered to serve on this Committee.

Establishment of Ad Hoc Committee on Personnel Handbook:

This committee will review the current personnel handbook and will make suggestions for any necessary changes. The document will be reviewed by our attorneys and then be taken to the full Board of Directors for a vote. Paul Baldino and Pat Harrison have volunteered to serve on this committee.

PRESENTATION ON PROPOSED FY2022 OPERATING BUDGET:

Kim McCleskey, Budget Administrator, and Patrick Wells, Budget Analyst, reported on the FY2022 proposed budget. Ms. McCleskey noted that if no action is taken on the Proposed Budget, it becomes effective July 1, 2021 as the Adopted Version. The Proposed budget is based on the FY21 Proposed Budget submitted prior to the pandemic, because those assumptions were based on normal operations rather than pandemic operations. Because of continuing changes due to the pandemic, there has been a slight decrease based on pre-COVID numbers, but also an increase from the FY21 Adopted budget which reflected the initial phase of the pandemic operations. She also noted that we are receiving our lowest level of appropriations from our member jurisdictions in history this fiscal year.

In addition to pandemic-related adjustments in budgets, Ms. McCleskey noted that other budget assumptions have been examined such as debt service payments, salaries and benefits, and reserve fund transfers. She reported that this year’s reserve fund transfer will be \$5.9 million above our 15% average level and the highest ever. She recommended that the additional funds be designated to a “Strategic Opportunity Reserve Fund” instead of the current Sustainability Fund. Jeff Tarbert motioned that revenue in excess of the 15% be added to a designated set-aside for Strategic Opportunities, and Mike Nardolilli seconded the motion. After questions from Mark Chandler regarding the funds and their accessibility, Mr. Tarbert deferred the motion and Mr. Nardolilli seconded the deferral. The motion was withdrawn and tabled until the next meeting for additional investigation.

Mr. Knapp had several questions about line items in the budget and commended Ms. McCleskey and Mr. Wells for their hard work and the Distinguished Budget Award they received.

PRESENTATION ON NEW W&OD BRIDGE AT RT. 29 IN ARLINGTON:

Mr. Nardolilli reported on the ribbon cutting ceremony for the opening of the W&OD Trail Bridge over Rt. 29 in Arlington. The opening was attended by numerous local officials, VDOT representatives and several NOVA Parks Board Members. This project was funded by VDOT and managed by NOVA Parks’ Land Manager Mike DePue. He noted that this project is a great advantage for bikers,

pedestrians and vehicular traffic in the area, and includes metro station connection as well as good lighting for safety. Board members asked about the priorities for other W&OD Trail bridges and repairs to those structures and staff reported that those projects are on-going.

UPDATE ON W&OD DUAL TRAILS IN FALLS CHURCH:

Brian Nolan, Director of Planning and Development and Jake Bumbrey, Project Manager, reported on the progress of the installation of Dual Trails for bicyclists and pedestrians over a one-mile stretch of the W&OD Trail in the City of Falls Church. The project includes widening the trail, installation of street crossings, grading and storm water management systems as well as native plants and wildlife habitats. Detours for work are being carefully scheduled to minimize impact according to the paving schedule. Despite the addition of utility work in several locations and the discovery of unmarked subsurface utilities and unsuitable soils, the project should be mostly complete on schedule in June.

Mr. Nolan and Mr. Whaley also reported on other W&OD Trail projects including Bridge Repairs currently being engineered.

UPDATE ON SUFFRAGIST MEMORIAL:

Mr. Gilbert reported that the Turning Point Suffragist Memorial at Occoquan Regional Park is in the final stages of completion and that a Dedication is scheduled for May 16, 2021.

ADMINISTRATIVE ITEMS:

A. Approval of Minutes from January 21, 2021 Meeting

RECOMMENDATION: That the minutes from the **January 21, 2021** Board meeting be approved, as circulated.

B. Approval of Minutes from Executive Committee Meeting on March 5, 2021

RECOMMENDATION: That the minutes from the Executive Committee Meeting on March 5, 2021 be approved, as circulated.

C. Approval of Award of Contract for Meadowlark Atrium Rooftop Equipment Replacement

That staff be authorized to award a contract in the amount of \$400,000.00 to McCloskey Mechanical Contractors for the Meadowlark Botanical Garden Atrium Rooftop Equipment Replacement, and that the Executive Director be authorized to execute the contract and approve contractor payments.

Mr. Knapp motioned to approve all Administrative Items as written, seconded by Mr. Nardolilli.

VOTE: No opposition or abstention, **UNANIMOUSLY APPROVED**

OTHER BUSINESS:

Mr. Knapp noted that he will begin providing a Treasurer's Report to the Board again at the next meeting.

Mr. Baldino asked that staff also provide a revised Profit Management Report that breaks out the revenue sources by category for evaluation. He also suggested that the Strategic Plan which currently expires in FY22 be developed by a team of staff with more Board Member involvement. Ms. Magennis Wyatt agreed with this recommendation.

At 9:13 p.m., motion by Mr. Knapp, seconded by Mr. Nardolilli, to move into closed session to discuss real estate matters.

VOTE: No opposition or abstention, **UNANIMOUSLY APPROVED**

CLOSED SESSION:

Real estate matters, in accordance with Code of Virginia, Section 2.2-3711-(A)(3).
Real estate matters were discussed.

At 10:37 p.m., motion by Mr. Knapp, seconded by Ms. Koch, to move out of closed session and reconvene in open session.

VOTE: No opposition or abstention, **UNANIMOUSLY APPROVED**

OPEN SESSION:

The Chair read the following certification:

I certify that, to the best of my knowledge, only public business matters lawfully exempted from the open meeting requirements prescribed by the Virginia Freedom of Information Act and only such matters identified in the motion to convene closed session were heard, discussed or considered by this Board during closed session.

The certification was **UNANIMOUSLY APPROVED** by roll call vote.

Mr. Tarbert moved to approve granting of an easement at the Upper Potomac Properties to DC Water. Seconded by Ms. Koch.

VOTE: No opposition or abstention, **UNANIMOUSLY APPROVED**

Ms. Magennis Wyatt moved to direct the HR Administrator to amend the Executive Director's employment contract to modify the performance evaluation timeline as discussed in closed session. Seconded by Ms. Koch.

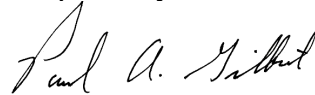
VOTE: No opposition or abstention, **UNANIMOUSLY APPROVED**

ADJOURNMENT:

A motion was made by Mr. Knapp, seconded by Mr. Nardolilli, to adjourn the meeting.

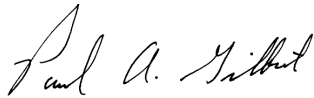
VOTE: UNANIMOUSLY APPROVED. The meeting was adjourned at 10:40 p.m.

Respectfully submitted,

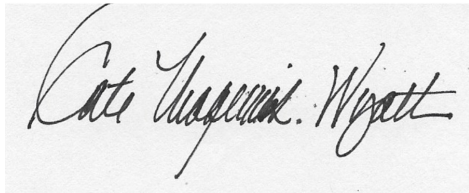


Paul A. Gilbert, Secretary

Approved by the Northern Virginia Regional Park Authority Board
on May 20, 2021



Paul A. Gilbert, Secretary



Cate Magennis Wyatt, Chair