

Admin Item a:

NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

Board Meeting, September 16, 2021
7:30 p.m.

The meeting took place at The Atrium at Meadowlark Botanical Gardens
9750 Meadowlark Gardens Court, Vienna, VA 22182

MINUTES

ATTENDANCE:

Members Present:

Cate Magennis Wyatt, Chairman
Scott Price
Patricia Harrison
Paul Ferguson
Paul Baldino
James Bonfils
Stella Koch
Brian Knapp
Michael A. Nardolilli
Jeffrey Tarbert

Members Absent:

Mark Chandler
Sean Kumar, Vice Chairman

Staff Present:

Mike DePue, Planning Administrator
Danielle Endler, HR Administrator
Paul Gilbert, Executive Director
Kim McCleskey, Budget Administrator
Brian Nolan, Director of Planning & Development
Chris Pauley, Director of Operations
Blythe Russian, Park Operations Superintendent
Mark Whaley, Park Operations Superintendent
Lauren Weaver, Director of Finance
Kiley Christian, Planning & Development Assistant
Todd Hafner, Senior Project Manager
Chelsea Mahaffey, Botanical Gardens Manager

OPEN SESSION:

CALL TO ORDER:

The Chairman called the meeting to order at 7:35 p.m.

PROPOSED UPDATE TO FY2022 OPERATING BUDGET- KIM McCLESKEY, BUDGET ADMINISTRATOR:

Ms. McCleskey presented proposed increases in net revenue from a number of operations that are performing well. They totaled \$444,164 of net revenue increases. The proposed budget also included the elimination of a transfer from the Capital Budget of the same amount to offset debt service. The overall budget did not change from what was previously adopted.

Motion by Mr. Knapp, seconded by Mr. Nardolilli, that the FY 2022 Enterprise Fund Operating Budget be amended as presented and include the changes listed on the *FY22 Budget Revision – September 2021* attachment, with no changes in the total amount of the FY 2022 Budget.

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

CAPITAL BUDGET - BRIAN NOLAN, DIRECTOR OF PLANNING AND DEVELOPMENT:

Mr. Nolan presented the five-year Capital Budget. Additionally, he presented the need for additional funds from the Restricted Fund to offset planned repairs to bridges and abutments along the W&OD Trail.

Motion by Mr. Knapp, seconded by Mr. Nardolilli, that the FY2022 Restricted Fund Budget be amended to increase the proposed transfer to the FY2022 Capital Budget/W&OD Trail Improvements Line Item from \$300,000 to \$600,00.

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

Motion by Mr. Nardolilli, seconded by Mr. Knapp, that the Capital Budget for FY2022 through FY2026 be adopted as presented.

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

APPROPRIATIONS FOR FY2023:

Ms. McCleskey presented the annual Operating and Capital per capita contributions from our member jurisdiction forecasted for Fiscal Year 2023.

Motion by Mr. Tarbert, seconded by Mr. Bonfils, to adopt a per capita rate of \$2.77 for Capital and \$2.04 for Operating and adjust amounts based on latest population for each jurisdiction.

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

Motion by Mr. Tarbert, seconded by Mr. Bonfils, to adjust the Capital Budget, General Planning line item to reflect additional Capital revenues.

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

SELECTION of STRATEGIC PLANNING FACILITATOR, - PAUL GILBERT, EXECUTIVE DIRECTOR:

Mr. Gilbert summarized the scope of service and responses to the RFP for Strategic Planning Facilitation. In discussions it was agreed that the scope of service would be expanded to include calls to Board members and other meetings if necessary.

Motion by Mr. Ferguson, seconded by Mr. Baldino, to award the contract for Strategic Planning Facilitation to Brandstetter/Carroll.

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

PERFORMANCE INCENTIVE PLAN DISCUSSION:

Mr. Knapp requested a discussion on the Performance Incentive Plan regarding the amount allocated from net revenues. Mr. Gilbert provided a memo outlining how the performance incentive system currently works. Based on previous Board action 20% of annual net revenue is used as a pool for incentives for those employees who have achieved their performance goals. After discussion, no vote was taken.

ADMINISTRATIVE ITEMS:

1. Minutes from July 15, 2021 Board Meeting
2. Minutes from August 17, 2021 Strategic Initiative Meetings
3. Award of Contract – Cameron Run Wave Pool Renovations
4. Treasure’s Report

Motion by Mr. Tarbert, seconded by Mr. Ferguson, to approve all Administrative Items as written.

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

CLOSED SESSION:

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

--Land Acquisition

Personnel matters, in accordance with Code of Virginia, Section 2.2-3711-(A)(1)

--Employee's annual review

Ms. Harrison left the meeting during closed session.

Motion by Mr. Tarbert, seconded by Ms. Koch, to move out of closed session and re-convene in open session. **UNANIMOUSLY APPROVED.**

OPEN SESSION:

The Chairman 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.

Actions following closed session:

Motion made by Mr. Nardolilli, seconded by Ms. Koch, that the salary and deferred compensation of the Executive Director be updated in accordance with Scenario 2 of the Quatt Study (FY2022 100% Plan), effective July 1, 2021.

No discussion on the motion.

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

Motion made by Mr. Tarbert, seconded by Mr. Bonfils, to award the Performance Incentive Program Shares to the Executive Director as determined using the FY21 Score Calculation discussed in Closed Session.

No discussion on the motion.

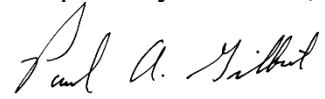
VOTE: No opposition or abstention, **UNANIMOUSLY APPROVED**

ADJOURNMENT:

A motion was made by Mr. Ferguson, seconded by Ms. Koch, to adjourn the meeting.

VOTE: UNANIMOUSLY APPROVED. The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

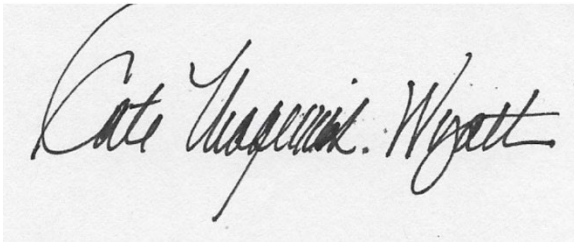


Paul A. Gilbert, Secretary

Approved by the Park Authority Board
on November 26, 2021:



Paul A. Gilbert, Secretary



Cate Magennis Wyatt, Chairman