

AGENDA

NOVA Parks Board Meeting
Atrium – Meadowlark Gardens
Thursday January 19, 2023 @ 7:30 pm

- 6:15 Tour of Volgenau Conservatory** **Jeff Hill**
- 6:30 Buffet Dinner**
- 7:30 Call to Order** **Chair, Cate Magennis Wyatt**
Roll Call
Amendments to the Agenda
Approval of Minutes
November 17, 2022 Board Meeting
- 7:40 Election of Officers** **Paul Ferguson**
- 7:55 Auditors Report – Introduction by Paul Baldino** **Michael Lupton**
- 8:25 Executive Director’s Report** **Paul Gilbert**
Introducing new team member Anh Phan, Community Engagement Manager
Presentations to two Arlington Commissions
Black History Month Event – Balls Bluff
Isler Dare, a law firm specializing in personnel law is drafting the Personnel Handbook to then be reviewed by the Ad Hoc Committee
- 8:40 Operations** **Blythe Russian/Mark Whaley**
Report on Bull Run Festival of Lights
Report on Meadowlark Winter Walk of Lights
Report on Cameron Run Ice & Lights
- 9:20 Marketing and Communications** **Kelly Gilfillen**
Report on Light show marketing and upcoming efforts
- 9:35 Administrative Items**
A. Treasurers Report
B. Bid Award - Algonkian Golf Course Renovations
C. Bid Award - Brambleton Golf Course Renovations
D. Bid Award - NOVA Parks Headquarters Lobby Renovations
- 9:40 Adjourn**

NOVA Parks

Board Meeting, November 17, 2022

7:30 p.m.

NOVA Parks Headquarters

5400 Ox Road

Fairfax Station, VA 22039

MINUTES

ATTENDANCE:

Members Present:

Cate Magennis Wyatt, Chair

Paul Baldino

James Bonfils

Sean Kumar

Michael Nardolilli

Jeff Tarbert

Paul Ferguson

Scott Price

Members Present via Zoom:

Mark Chandler

Patricia Harrison

Stella Koch

Staff Present:

Paul Gilbert, Executive Director

Kelly Gilfillen, Director of Marketing & Communications

Chris Pauley, Director of Park Operations

Lauren Weaver, Director of Finance

Brian Nolan, Director of Planning & Development

Kim McCleskey, Budget Administrator

Mark Whaley, Park Operations Superintendent

Blythe Russian, Park Operations Superintendent

Danielle Endler, Human Resources Administrator

Mike DePue, Planning & Grants Administrator

John Bell, Senior Planner

Kiley Christian, Planning & Development Assistant

CALL TO ORDER:

The Chair called the meeting to order at 7:46 p.m.

RECOGNITION OF BRIAN KNAPP'S SERVICE ON THE BOARD:

Ms. Magennis Wyatt recognized Brian Knapp and his outstanding service on The NOVA Parks Board for 15 years. Ms. Magennis Wyatt read the plaque in which will be presented to Mr. Knapp.

Brian Knapp

2007 – 2022, Board Member

2008 – 2009, 2021 – 2022, Treasurer

2009 – 2011, Vice Chair

2012 – 2014, Chair

2018 – 2020, Executive Committee Member at Large

In appreciation for his outstanding dedication to the residents of Northern Virginia in the preservation and conservation of parks and open space and for his significant contributions to regional recreational opportunities for all, during his distinguished service as a member of the NOVA Parks Board representing the City of Fairfax.

November 17, 2022

Ms. Magennis Wyatt stated that we are donating this plaque to recognize Mr. Knapp. Ms. Magennis Wyatt stated that Mr. Knapp was a great chair and board member, and his contributions will be greatly missed. Ms. Magennis Wyatt noted that Mr. Knapp was asked to join and be recognized, but in his absence, minutes are being kept and the Ms. Magennis Wyatt asked if anyone would like to add anything.

Mr. Baldino remarked that Mr. Knapp represented his jurisdiction skillfully and willfully and always supported NOVA Parks mission.

Mr. Kumar stated that Mr. Knapp always asked the tough questions, put in the hard work, he was always very detail oriented, without him the slack will need to be met. Everything that he has done, has made the Board better.

Mr. Chandler remarked that Mr. Knapp helped him acclimate to all of the policies, his shoes will be big to fill and that he hopes his next chapter is full. He will really be missed along with all his board contributions.

Mr. Tarbert remarked that along with his positive contributions, tough questions will really be missed. He was a great Chair; he was always complimentary.

Mr. Gilbert stated in addition to his wealth of knowledge, he was a great member. He showed a tremendous love for the parks, he was passionate he showed appreciation for staff and was always engaged. He will really be missed.

Ms. Magennis Wyatt summarized with Mr. Knapp will be greatly missed, and we are saddened.

APPROVAL OF MINUTES:

- A. Minutes from the September 15th Board Meeting
- B. Minutes from the November 1st Executive Committee Meeting

Motion made by Mr. Tarbert, second by Mr. Bonfils to approve the Administrative Items. Mr. Kumar abstained, due to not being present during the September 15, Board Meeting.

Motion passed, with Mr. Kumar abstaining.

EXECUTIVE DIRECTOR'S REPORT, PAUL GIRLERT, EXECUTIVE DIRECTOR:

Mr. Gilbert discussed NOVA Parks events, including W&OD sign unveiling in September, the NAACP Award awarded from The Freedom Fund Community Advocate Award from the Fairfax Branch to NOVA Parks. He also discussed weekly tours that of the Bull Run site that were hosted by the NAACP and the planning of Juneteenth. Mr. Gilbert also discussed Brian Knapp and Mark Chandler's presentation of NOVA Parks Strategic Plan to Fairfax City Council and remarked that Councilman Tom Ross called it a "trail to the future."

Mr. Gilbert also discussed the latest update on Beaverdam Reservoir Park. He stated construction has begun and is anticipated to be completed in the spring of 2024. Mr. Gilbert provided an update on Winkler Botanical Preserve and a new on-site manager has been hired. NOVA Parks will be setting up early coordination with city and schools and the Operating Endowment has been established.

Mr. Gilbert provided an update on Hemlock Overlook. He summarized that Virginia Outdoors operated there over the summer with day camps. NOVA Parks has a new RFP out to identify the next operator.

Motion made by Mr. Ferguson, seconded by Mr. Tarbert to appointment Mr. Baldino as the Interim Treasurer.

Unanimously approved.

AUDIT COMMITTEE REPORTS, PAUL BALDINO, INTERIM TREASURER:

Mr. Baldino gave an analysis of the Audit Committee's meeting. He reported that Michael Lupton, Partner with Robinson, Farmer, Cox Associates, issued an audit opinion that the ACFR Report for FY22 was "unmodified." The ACFR will be final on November 29, 2022. Mr. Upton will present the auditors findings in January 2023.

Mr. Baldino summarized the Ad-Hoc Personnel Committee meeting. The Ad-Hoc Personnel recommendation was that the personnel handbook be completely re-written. Mr. Gilbert suggested a consultant be hired to assist with the handbook project.

Danielle Endler, Human Resources Administrator, stated that she has had multiple meetings regarding the compensation study. At the January meeting the Board will conder a Compensation Philosophy.

COMMUNITY FOUNDATION FOR NORTHERN VIRGINIA, PAUL GILBERT, EXECUTIVE DIRECTOR/LAUREN WEAVER, DIRECTOR OF FINANCE:

Ms. Weaver summarized NOVA Parks Pooled Funds and Endowments held with Community Foundation for Northern Virginia and a summary of portfolio performance.

Mr. Gilbert reported that the Board of the Community Foundation has given their staff authorization to approve up to 10% withdraws from the NOVA Parks Capital Endowment annually if requested by NOVA Parks.

FISCAL YEAR '23 AND '24 FEES AND CHARGES, CHRIS PAULEY, DIRECTOR OF OPERATIONS:

Mr. Pauley discussed the proposed fee changes to the following: Boat Rental & Launch; Boat & RV Storage; Family Camping & Cottages; Event Sites (2024); Shelters; Bull Run Shooting Center; Bull Run Special Events; Carlyle House & Golf Courses.

Mr. Pauley also discussed a proposed 2023 Golf Membership Program.

Mr. Pauley stated there are no recommended changes at this time to the following: Waterparks; Light Shows: Climb Upton; Temple Hall Festival & Sandy Run.

Motion made by Mr. Baldino, seconded by Mr. Baldino to approve '23 and '24 fees and charges.

Unanimously approved.

ADMINISTRATIVE ITEMS:

- C. Treasurer's Report
- D. Comprehensive Insurance Coverage Renewal
- E. Bid Award – NOVA Parks – Headquarters Restroom Renovations

Motion made by Mr. Bonfils, second by Mr. Tarbert to approve the Administrative Items.

Unanimously approved.

Motion made by Mr. Nardolilli, seconded by Mr. Bonfils to go into closed session to discuss contract negotiations and personnel under Code of Virginia, Section § 2.2-3711.

Moved into closed session at 8:54 p.m.

Mr. Price exited the room during a section that related to Dominion.

CLOSED SESSION

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

OPEN SESSION:

Chair Magennis Wyatt read: I certify that, to the best of my knowledge, only public business matters lawfully exempted from 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.

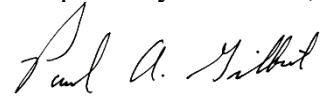
The certification was UNANIMOUSLY APPROVED by roll call vote.

ADJOURNMENT:

A motion was made by Mr. Bonfils, seconded by Ms. Tarbert, to adjourn the meeting.

VOTE: UNANIMOUSLY APPROVED. The meeting was adjourned at 9:37 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Paul A. Gilbert".

Paul A. Gilbert, Secretary

Approved by the NOVA Parks Board
on January 19th, 2023.

Paul A. Gilbert, Secretary

Cate Magennis Wyatt, Chair

ADMINISTRATIVE ITEM

Award of Construction Contract – Algonkian Golf Course Improvements

Staff recently solicited bids for improvements to the Algonkian Golf Course. The proposed work includes various tee box improvements and cart path renovations designed to enhance the appearance and playability of the course.

The following bid was received for this work on November 12, 2022:

McDonald and Sons, Inc. \$76,109.50

Because of the special skills required for golf course construction, it is sometimes difficult to obtain bids for this type of work – especially on small projects like this one. McDonald and Sons, Inc. has worked previously for NOVA Parks and their work was exceptional. Staff has evaluated the bid and believe that it is fair and reasonable given the scope of work required.

The FY2023 Capital Budget includes \$250,000 under the Park Golf Course Improvements line item and sufficient funds remain in this account to complete this project.

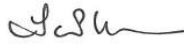
RECOMMENDATION: That staff be authorized to award a contract in the amount of \$76,109.50 to McDonald and Sons, Inc. for the Algonkian Golf Course Improvements, and the Executive Director be authorized to execute the contract and approve contractor payments.

NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

January 11, 2023

To: Paul Baldino, Treasurer (Acting)

From: Lauren Weaver, Director of Finance



Subject: Status of Funds

NORTHERN VIRGINIA REGIONAL PARK AUTHORITY

| | |
|---|---------------|
| NVRPA Checking (SunTrust Bank) | 3,524,330.64 |
| Credit Card Receivable Account (SunTrust Bank) | 2,226,755.46 |
| Carlyle House Garden Guild Savings (Burke and Herbert) | 1,851.65 |
| Carlyle House Docents Savings (Burke & Herbert) | 1,427.98 |
| FSA - SunTrust - Flexible Spending Account | 14,443.70 |
| Imprest Fund - Special Event Center at Bull Run (BB&T) | 12,226.73 |
| Imprest Fund - Meadowlark Light Show (BB&T) | 8,019.82 |
| Local Government Investment Pool - NVRPA - Capital Fund | 16,388,608.51 |
| TD Ameritrade- Capital Fund | 2,174,042.52 |
| Local Government Investment Pool - Deirdre J. Turnage Endowment Fund | 120,695.42 |
| Local Government Investment Pool - Daman Account | 444,428.00 |
| Local Government Investment Pool - Designated Set Aside - General Fund | 485,052.56 |
| Local Government Investment Pool - Designated Set Aside & Strategic Opportunity - Enterprise Fund | 5,384,535.50 |
| Designated Set Aside Sub-Total (RESERVES) | 5,869,588.06 |
| LGIP Month of Dec Effective Yield 4.312% | |

TOTAL NVRPA CASH

30,786,418.49

LOAN PROCEEDS

| | |
|--|---------------------|
| VRA Resources from Construction Loan for Upton Hill -Par | - |
| VRA Resources from Construction Loan for Upton Hill -Net Premium | 231,636.30 |
| VRA Resources from Construction Loan for Occoquan -Par | - |
| VRA Resources from Construction Loan for Occoquan -Net Premium | 822,708.94 |
| | <u>1,054,345.24</u> |

RESERVE

| | |
|--|-------------------|
| Local Government Investment Pool - Stribling Debt Service Reserve Fund | 129,162.12 |
| | <u>129,162.12</u> |

TEMPLE HALL FARM

| | |
|-------------------------------------|----------|
| Temple Hall Endowment TD Ameritrade | - |
| | <u>-</u> |

TOTAL TEMPLE HALL CASH

RESTRICTED FUND

| | |
|--|---------------------|
| Local Government Investment Pool - Restricted Account | 132,822.71 |
| TD Ameritrade- Restricted Fund | 1,797,941.99 |
| (W&OD Friends portion of this balance = \$16,271.24) | |
| (Wetlands Mitigation Fund portion of this balance = \$64,652.43) | |
| TOTAL RESTRICTED FUND CASH | <u>1,930,764.70</u> |

CARLYLE HOUSE FRIENDS

| | |
|--|-------------------|
| Local Government Investment Pool - Carlyle House Friends | 355,499.14 |
| | <u>355,499.14</u> |

TOTAL CARLYLE FRIENDS CASH

Since the last Status of Funds report submitted to you on November 8, 2022 the following major deposits were collected:

| | | | |
|-----------------|------------------------|--------------------------------|------------------------|
| | Checks | | |
| 11/8/22 | Cox Communications | Construction deposit | 5,000.00 |
| 11/28/22 | Virginia Risk Sharing | Insurance proceeds | 74,563.35 |
| 11/30/22 | Capital Auto | Equipment auction proceeds | 7,378.50 |
| 12/13/22 | Level 3 Communications | Fiberoptic license fee | 89,105.78 |
| 12/21/22 | Cox Communications | Construction deposit | 5,000.00 |
| 12/21/22 | Rudy, Coyner & Assoc | Mitigation credits | 49,920.00 |
| 1/4/23 | Wright Farms | Property lease | 20,250.00 |
| | ACH's Received | | |
| 11/17/22-1/6/23 | Eventbrite | Online light show ticket sales | 2,490,539.29 |
| 12/13/22 | Nodal Exchange | Holiday party | 24,189.35 |
| | | TOTAL | \$ 2,765,946.27 |

ADMINISTRATIVE ITEM

Award of Construction Contract – Brambleton Golf Course Improvements

Staff recently solicited bids for improvements to the Brambleton Golf Course. The proposed work includes various bunker improvements and play area renovations designed to enhance the appearance and playability of the course.

The following bid was received for this work on November 12, 2022:

McDonald and Sons, Inc. \$83,121.00

Because of the special skills required for golf course construction, it is sometimes difficult to obtain bids for this type of work – especially on small projects like this one. McDonald and Sons, Inc. has worked previously for NOVA Parks and their work was exceptional. Staff has evaluated the bid and believe that it is fair and reasonable given the scope of work required.

The FY2023 Capital Budget includes \$250,000 under the Park Golf Course Improvements line item and sufficient funds remain in this account to complete this project.

RECOMMENDATION: That staff be authorized to award a contract in the amount of \$83,121.00 to McDonald and Sons, Inc. for the Brambleton Golf Course Improvements, and the Executive Director be authorized to execute the contract and approve contractor payments.

DATE: January 10, 2023

TO: NOVA Parks Board

FROM: Paul Gilbert

RE: Annual Schedule of Board Actions

Annually, there are a series of actions that the Board generally has on the agenda for certain months. Below are those regular actions that aid in conducting the business of NOVA Parks.

January:

Board Officer Elections
Auditor's Report to the Board
Report on Light Shows

March:

Proposed Budget Presented

May:

Operating Budget Approved
Set Executive Director Goals for the coming year

July:

Report on First-Close of the financial year
Designate percentages for end-of-year surplus

September:

Member Jurisdiction Appropriation Rate
Capital Budget Approved
Review Executive Director Goals for the past year

November:

Audit Committee Meeting
Fees & Charges
Report on Community Foundation

Periodic Board action items:

- Board approval of any budgetary changes
- Board approval of contracts over Executive Director approval threshold
- Approval of license fees over \$250,000 moved to Community Foundation to invest
- Board Retreat (if needed) – often held in May, but not necessarily on the third Thursday

2023 regular Board Meeting dates:

January 19th, March 16th, May 18th, July 20th, September 21st, November 16th

ADMINISTRATIVE ITEM

Award of Construction Contract – NOVA Parks Headquarters Lobby Renovations

In early 2022, Planning and Development staff began planning and designing renovations to the front entrance lobby at headquarters to include functional and aesthetic updates such as lighting, millwork, furnishings, wall treatments and improved access to the adjacent conference room. The project scope was developed with a budget of \$100,000. The resulting architectural plans were approved by staff and Fairfax County. Staff received the following three proposals for the work:

| | |
|----------------------|-----------|
| Harry Braswell, Inc. | \$164,397 |
| PBS Contracting | \$99,544 |
| TMG Construction | \$407,000 |

The FY2023 Capital Budget includes \$300,000 for various planned improvements to the Headquarters lobby, restrooms, carpet replacement, furnishings, and other miscellaneous items. Based on the amount of FY2023 expenses to date, staff anticipates needing additional funds to complete this project and other planned Headquarters improvements in FY2023. Upon evaluation of the FY2023 Capital Budget and expenses to date, staff recommends a Budget Adjustment to transfer \$200,000 from the \$400,000 approved budget for Pohick Bay Golf Waterline project. The waterline project has progressed slower than anticipated due to engineering and staffing challenges and will not require the entire amount of funds allocated for FY2023. With this proposed Budget Adjustment, there will be adequate funds to complete the Headquarters Lobby Renovations. PBS Contracting has completed several successful projects for NOVA Parks in the past.

RECOMMENDATION: 1.) That staff be authorized to make a Capital Budget adjustment of \$200,000.00 from the FY2023 budget line item for Pohick Bay Golf Waterline to the Headquarters Building Renovations line item to cover the cost of the lobby renovation and other planned improvements, and 2.) That staff be authorized to award a contract in the amount of \$99,544 to PBS Contracting for the Headquarters Restroom Renovations, and the Executive Director be authorized to execute the contract and approve contractor payments.



**Great Employees Delivering
Memorable Experiences!
Monthly Report | January 2023**



ABOUT NOVA

In the late 1950's, the Northern Virginia Planning District Commission and a group of citizens from several local jurisdictions came together to protect Northern Virginia's rich heritage of woods, meadows, lakes and streams from the threat of suburban sprawl. These citizens, working with their local governments--Fairfax County, Arlington County and the City of Falls Church--organized under the Virginia Park Authorities Act in 1959 as the Northern Virginia Regional Park Authority (NVRPA). They came together to plan, acquire develop and operate a system of regional parks for all Northern Virginians to enjoy.

Today, NOVA Parks (as the organization came to be known in 2014) represents three counties and three cities -- Arlington County, Fairfax County, Loudoun County, the City of Alexandria, the City of Falls Church and the City of Fairfax. NOVA Parks staff, volunteer board members appointed from each jurisdiction and many friends of the regional parks working together have preserved over 12,000 acres of rolling and wooded Virginia countryside for you and created a priceless legacy for future generations.

Through your regional parks, NOVA Parks provides almost two million citizens with some of the finest recreational facilities in the country. By pooling their funds, these local governments find that each dollar they contribute to NOVA Parks is multiplied by contributions from other member jurisdictions and sometimes augmented even more by state and federal grants and private donations. Being a member of NOVA Parks is a good economic investment.

From a wavepool to nature trails, from golfing to boating, there's a regional park that is just right for you. Come for the day, a weekend or a week. The NOVA Parks are yours to enjoy!

MONTHLY UPDATES FROM:

Paul Gilbert, Executive Director
Kelly Gilfillen, Marketing and Communications Director
Chris Pauley, Operations Director
Blythe Russian, Park Operations Superintendent
Mark Whaley, Park Operations Superintendent

| | |
|---|---|
| Aldie Mill, Mt. Zion, and Gilbert's Corner | Tracy Gillespie, Site Manager |
| Algonkian | Reid Nebergall, Park Manager |
| Ball's Bluff | Ben Bilko, Park Manager |
| Beaverdam | Dustin Betthausen, Park Manager |
| Brambleton | Dustin Betthausen, Park Manager |
| Bull Run | Eric Ferguson, Park Manager |
| Bull Run Shooting Center | Laurelyn Rawson, Park Manager |
| Cameron Run | Paul Price, Park Manager |
| Carlyle House | Rebecca Super, Historic Site Manager |
| Fountainhead | Kate Irwin, Park Manager |
| Meadowlark Atrium | Wayne Hager, Atrium Facilities Manager |
| Meadowlark Botanical Gardens | Jeff Hill, Botanical Gardens Manager |
| Occoquan | Ryan Corder, Park Manager |
| The River View at Occoquan | Deri Collingwood, Hospitality & Event Sales Manager |
| Piscataway Crossing | Ben Bilko, Park Manager |
| Pohick Bay Park | Brad Jackson, Park Manager |
| Pohick Bay Golf Course | Jon Mendez, Assistant Park Manager |
| Potomac Overlook | Rachel Doody, Park Manager |
| Red Rock | Ben Bilko, Park Manager |
| Rust Manor | Alexandra Gordon, Facility and Event Sales Manager |
| Sandy Run | Kate Irwin, Park Manager |
| Temple Hall | Ben Bilko, Park Manager |
| Upton Hill | Evan McGurrin, Park Manager |
| Winkler Botanical Preserve | Rachel Doody, Park Manager |
| W&OD Trail | Kevin Casalenuovo, Park Manager |

An Update from the Executive Director



Paul Gilbert, Executive Director

- Cate Magennis Wyatt, Jim Bonfils, Dan Kaseman, and I attended the services for former Board Member Joan Rokus.
- Our discussions with Dominion and the companies interested in underground fiber have been productive and ongoing.
- I attended a meeting of the Virginia Trails Association, and an organization in Richmond had recently visited Northern Virginia specifically to learn more about Dual Trails on the W&OD.
- We had a meeting recently with Jeung Hwa Elmejjad-Yi and the new manager of Meadowlark, Jeff Hill, to discuss ongoing efforts around the Korean Bell Garden.
- We have started working with George Mason University on a grant to do a study on policies and procedures that might adversely affect the diversity of our park patrons. This effort is also directly connected to one of our strategic goals.
- NOVA Parks, Arlington NAACP, Arlington Master Naturalist, Audubon Society of Northern Virginia, and the Boys & Girls Club all partnered to provide a great nature education program for disadvantaged youth at Upton Hill Regional Park. Evan McGurrian received an award as Strategic Champion for his work building this coalition of organizations.
- Michael Nardolilli and Paul Ferguson participated in presentations I gave to both the Arlington Park & Recreation Commission and the Arlington Forestry and Natural Resources Commission.

Kelly Gilfillen, Marketing and Communications Director

- Executed one-month fundraising communications campaign including email, social media and digital promotion, yielded increased donations over previous comparable years.
- Developed and executed Strategic Communication Plan for January 1 launch of Heron's Choice Golf Subscription, including brand development; keytag; on-site banners, signs and takeaway cards; dedicated webpage; digital banners; and paid and organic social media plan.
- Produced and deployed training to acclimate new and existing staff with NOVA Parks' approach to Marketing and Communications, as well as its structure, processes, and tools.
- Developed and executing Strategic Communication Plan for Ice Skating at Cameron Run, including new dedicated webpage, new program series featuring Alexandria Public City Schools (ACPS) elementary and middle schools, targeted emails, and development and promotion of new Ice Skating Birthday Party packages.

An Update from the Operations Team

Chris Pauley, Operations Director

- Will be working closely with park staff through the month of January on the FY24 budget
- Participated in interviews for several full-time positions including a new Central Maintenance Administrator. I would like to recognize and thank the current Administrator Todd Benson who will be retiring after almost 29 years with NOVA Parks. We wish him well in his upcoming retirement.

Blythe Russian, Park Operations Superintendent

- Attended Ice & Lights, Winter Walk of Lights, and Bull Run Festival of Lights.
- Attended the Waterpark Winter Retention and Recruitment Party at the Bull Run Festival of Lights carnival—it was a great turnout!
- Participated in campaign planning discussions for waterpark marketing, Heron's Choice golf subscription, and ice skating at Cameron Run.
- Participated in interviews for Occoquan Park Manager and Pohick Bay Assistant Park Manager. Congratulations to Ryan Corder and Cameron Cardinal on their promotions!
- Accepted Requests for Proposals for Hemlock Overlook operations.

Mark Whaley, Park Operations Superintendent

- Attended the Waterpark Winter Retention and Recruitment Party at the Bull Run Festival of Lights carnival.
- Participated in interviews for Park Manager, Assistant Park Manager and Park Specialist.
- Finalized all details of new golf subscription program with staff and implemented the program on January 1st.
- Coordinated with staff in preparation for FY24 budget meetings in January.
- Met with NOVA Parks' capital team about potential improvements to the cart shed at Algonkian and the installation of solar panels on the roof.



Dennis Charlton, Food & Beverage

- During the winter season, catering provided services for various company holiday parties at all event sites.
- Brickmakers Café continues to host a number of private rentals.
- Worked with site chefs on 2023 tasting menus.
- Worked on presentation and new packaging ideas for concession food items.

Aldie Mill, Mt. Zion, and Gilbert's Corner – Tracy Gillespie, Site Manager

- Aldie Mill and Mt. Zion are now closed for the winter season. The mill's last visitors were two groups of Girl Scouts enjoying a nature walk around the mill property and a look inside at the mill machinery.
- Met with a Gilbert's Corner volunteer to plan the next StoryWalk and staff of Virginia Piedmont Heritage Area to continue planning for next year's 160th anniversary of the Civil War battles of Aldie, Middleburg, and Upperville.
- Presented outreach program to a regional Daughters of the American Revolution group.
- Attended a zoom meeting of Virginia's commission formed to commemorate the 250th anniversary of the founding of America and have started a local committee in Loudoun County to coordinate partnerships for programs and events in the coming few years.

Algonkian – Reid Nebergall, Park Manager

- Staff collected and itemized more than 50 waypoints (signs, bridges, benches, picnic tables) on NOVA Parks properties to contribute to the 2022/2023 Corridor Analysis of Northern Virginia's portion of the Potomac Heritage Scenic Trail, in conjunction with the Northern Virginia Regional Commission.
- Worked with partners at Troon Golf Management to rollout the golf membership changes.
- Met with the golf committee to finalize the Heron's Choice Golf Subscription details.
- Woodlands team has been preparing for the bridal show on January 15.
- Woodlands staff has been coordinating and planning with local vendors on creating a successful winter open house on January 28.
- The riverfront cottages have received interior amenity upgrades including new TV's, artwork, and furniture.
- Staff reconstructed several foot bridges in Seneca Regional Park.

Ball's Bluff – Ben Bilko, Park Manager

- Staff spent several weeks clearing dead or fallen trees throughout the park.
- Friends of Ball's Bluff conducted several workdays to mulch trails.

Beaverdam – Dustin Betthausen, Park Manager

- Management and operations met with Loudoun Water and the key stakeholders for the monthly construction progress meeting.
- A base layer of asphalt has been laid for the first half of the park entrance road. The crew storage building pad has been graded and is ready for concrete. Asphalt operations were suspended due to weather and holidays. Concrete operations continue.

Brambleton – Dustin Betthausen, Park Manager

- The cool December temperatures reduced play, with busy warmer weather days. The course is still in great shape and being enjoyed by our customers, evidenced by a recent review stating “Good public course. Probably the best in Loudoun and Fairfax County.”
- Management has been working on new procedures and programs including a new member booking engine and the new Heron’s Choice golf subscription, including a promotional plan and marketing materials.
- Online gift card sales experienced a slight uptick vs. 2021 with \$900 in gift card sales.
- The golf committee worked with representatives from Troon Golf to develop our marketing, promotion, and event plan for 2023, including collateral for all 2023 in-house events.

Bull Run – Eric Ferguson, Park Manager

- Maintenance crew is working on tree removal and equipment servicing.
- Light show has had a very good year and closed on January 8t.
- Staff attended the campground and waterpark committee meetings.
- Campground site renovation projects have been finalized and are scheduled to begin in late January.



Bull Run Shooting Center – Laurelyn Rawson, Park Manager

- Hosted the last 2022 Archery Tournament in December. Concessionaire, Fairfax Archery, held the JOAD Tournament (Junior Olympic Archery Development program). Several age group records were broken.
- Park Specialist Rich Kolodzinski spent two days off-site taking a target setters course from one of the best setters in the country and returned anxious to apply what he learned to our sporting clays course.
- The National Sporting Clays Association (NSCA) 2023 calendar has been set to offer nine tournaments in 2023 including the very popular 3-Bird shoots. Discussions are underway with an NSCA board member about also hosting focused shoots this year (i.e. Women’s shoot or Junior and Sub-Junior shoots).



Cameron Run – Paul Price, Park Manager

- Ice rink has yielded nice group outing results during off-peak times.
- Off-season repairs are on-going throughout the facility.
- The City of Alexandria has installed their sport court in the parking lot for winter season use. Take down will be mid-May prior to the waterpark opening.
- Ice & Lights has been busy and was able to play host to two engagement proposals.
- News Channel 4 did a live remote in early December.
- January and February ice skating promotions have been created and implemented.
- 2023 Waterpark planning is now underway.



Carlyle House – Rebecca Super, Historic Site Manager

- Crowds returned to Old Town Alexandria on December 3 for the annual Scottish Walk Christmas Parade. Carlyle House hosted our annual open house that afternoon. Visitors were lined up from the front door of the house to the sidewalk all afternoon. 497 visitors were on the grounds and 372 of those toured the house. It was a great day and nice to see the events returned to almost pre-pandemic numbers.
- On January 21, a program celebrating Ann Carlyle's birthday will be held the day of her actual birthday to include games and hot chocolate.

Fountainhead – Kate Irwin, Park Manager

- Staff recently worked to clear and re-blaze hiking trails within the park.
- Park Specialist and Site Supervisor have surveyed and recruited returning staff, developed a training calendar, and updated training documents for the 2023 season.
- Park Specialist assisted with Ice and Lights and Festival of Lights operations.
- We joined with Central Maintenance staff for a holiday lunch.

Meadowlark Atrium – Wayne Hager, Atrium Facilities Manager

- In the month of December, the Atrium hosted 10 private events: Four corporate holiday parties and six Wedding Ceremony/Reception events.

Meadowlark Botanical Gardens – Jeff Hill, Botanical Gardens Manager

- New Botanical Garden Manager, Jeff Hill, has begun working on-site and is immersing himself in all aspects of Garden Management.
- Seasonal staff and volunteers had their last day for the 2022 growing season and we look forward to having them all back next season.
- Meadowlark's Winter Walk of Lights continues to be well attended.
- Initial site surveys have taken place for a new maintenance facility to be built on-site to support light show and garden operations.

Occoquan – Ryan Corder, Park Manager

- Hosted a volunteer cleanup group from Troon Golf with 20 attendees focused on trail and shoreline cleanups.
- Several special events have been planned for the 2023 season.
- Worked in conjunction with our neighbors at Fairfax County Waste Management to clear better access to multiple groundwater monitoring stations throughout the park.
- Welcomed our new full-time custodian Nate Miller to the team at Occoquan.
- We are excited to welcome Ryan Corder as the new Park Manager at Occoquan Regional Park.



The Riverview at Occoquan – Deri Collingwood, Hospitality & Event Sales Manager

- In December 2022, six events were hosted, concluding a successful event season: three corporate events and three weddings. 62 tours were scheduled for December 2022.
- Hosted the 2022 Association of Wedding Professionals of Greater Washington, DC (AWP) fourth annual collaborative editorial shoot competition. Judging criteria includes diversity and representation of marginalized and overlooked communities. Photographer and team lead, Victoria Hamilton, depicted persons with disabilities at The River View, her submission titled "Team Engaging the Five Senses: An ADA Love Story" won "The Inclusivity Award." The photos are amazing and provided great visibility to the venue.

Piscataway Crossing – Ben Bilko, Park Manager

- Working with Audubon Society of Northern Virginia to install a barn owl box in a silo at the park.
- Park use has slowed significantly with the colder weather.
- Field leaseholders finished harvesting corn.

Pohick Bay Park – Brad Jackson, Park Manager

- Winter improvement projects continue at Pohick.
- Staff have been working to enhance annual budget processes in preparation for January's planning meeting.
- Continued to coordinate contract work with planning and development for projects occurring this year.
- Conducted interviews for Pohick Bay Assistant Park Manager.
- Tree work occurring in the campground and park.

Pohick Bay Golf Course – Jon Mendez, Park Manager

- Pro Shop restroom renovations are nearing completion.
- Staff is working on the implementation of the new subscription program and the development of an annual revenue playbook.



Potomac Overlook – Rachel Doody, Park Manager

- This year's holiday scavenger hunt, Search for Santa's Critters, was adapted to include the winter habits of common wildlife at the park and was extended through December.
- Nature Center Birthday Parties continue to be very popular on weekends.
- Two new custom-built timber-framed kiosks have arrived with plans for them to be installed in the Organic Vegetable Garden before the end of the year. The kiosks were from a donation to the OVG to help inform the public on what makes it an organic garden, who maintains it, and the importance of protecting local pollinators.
- The Roving Naturalist has been busy bringing the very popular Critter Corner table to the Winter Walk of Lights, Ice and Lights, and the Festival of Lights giving guests a chance to meet and learn more about local wildlife.
- This year, the Roving Naturalist participated and recruited more volunteers to visit six different NOVA Parks to participate in the Audubon Society's 122nd annual Christmas Bird Count.
- On December 8, the Roving Naturalist joined the Upton Hill staff and Arlington Master Naturalists to present a program on native wildlife for youth involved in the Boys & Girls Clubs.

Red Rock – Ben Bilko, Park Manager

- Park remains popular with local users.
- Staff conducted a trail audit and has been clearing trees and reblazing trails.

Rust Manor – Alexandra Gordon, Facility and Event Sales Manager

- Outdoor events concluded at the end of November; the Event Tent has been removed and stored for the winter.
- A number of interior house events are scheduled over the next several months.
- Staff is planning for the Bridal Expo at Eagle Bank Arena in January.

Sandy Run – Kate Irwin, Park Manager

- Contractors are currently working on the restroom facelift, office renovations and high-speed internet installation.
- Currently making reservations for 2023 team spring break training.
- Administrative Assistant is working to collect and update Rack Space Agreements and 2023 Team Documentation.
- Park Manager assisted with Ice and Lights and Festival of Lights operations.
- An Eagle Scout built nine moveable benches for the boathouse aprons.

Temple Hall – Ben Bilko, Park Manager

- Staff have been working on small maintenance and organization projects during the off season.
- Groups have started booking spring field trips.
- Met with Lockett's Ruritan Club to discuss partnership opportunities.
- Worked with NOVA Parks' Historian Paul McCray on a display about the history of Temple Hall for Balch Library in Leesburg that was recently installed.
- Field leaseholders finished harvesting all corn and soybeans.

Upton Hill – Evan McGurrin, Park Manager

- Staff attended a Holiday Party at Winkler Botanical Preserve with Upton Hill, Potomac Overlook, and Winkler staff.
- Attended Waterpark Winter Retention and Recruitment Party at the Bull Run Festival of Lights carnival with a number of potential recruits.
- Attended Aquatics Team Meeting, started planning for 2023 lifeguard classes and swim lessons.
- All operations are now fully winterized for the season, and staff are working on improvement projects for the spring opening.
- Hosted another event in the Black & Latin/Hispanic Birder & Naturalist Walk series.
- Received NOVA Parks' first Strategic Champion Award from Executive Director Paul Gilbert.



Winkler Botanical Preserve – Rachel Doody, Park Manager

- Park staff have been working on creating lists of short- and long-term projects needed at the Preserve.
- Former Meadowlark Gardens Manager Keith Tomlinson led two nature walks around the preserve for the public: Winter Tree Identification at the Preserve and Secrets of the Preserve: Natural History meets Urban Forest.
- The Roving Naturalist included Winkler Botanical Preserve in this year's annual Audubon Christmas Bird Count.



W&OD Trail – Kevin Casalenuovo, Park Manager

- Detour occurring at Smiths Switch Rd. due to prep work for new transmission towers near the W&OD.
- The foot bridge project in Vienna has been completed.
- Working to secure contractor to repair asphalt in Purcellville and other areas.
- Attended meeting in Leesburg to discuss installation of new distribution poles.
- Met with the Town of Leesburg's Residential Traffic Commission to discuss upgraded signage through the town as it relates to the W&OD.
- Attended meeting at Wiehle Ave. to discuss logistics related to the new overpass that is planned.



