

## **NOVA Parks**

Occoquan Regional Park  
9751 Ox Road,  
Lorton VA 22079

**Board Meeting, September 21, 2023**  
**7:30 p.m.**

### **MINUTES**

#### **ATTENDANCE:**

##### **Members Present:**

Sean Kumar, Vice Chairman  
James Bonfils  
Paul Baldino  
Jeff Tarbert  
Stella Koch  
Michael Nardolilli  
Patricia Harrison - arrived at 7:47  
Douglas Stewart  
Paul Ferguson

##### **Members Absent:**

Cate Magennis Wyatt, Chairman  
Scott Price  
Mark Chandler

##### **Staff Present:**

Paul Gilbert, Executive Director  
Mike DePue, Planning Administrator  
Danielle Endler, HR Administrator  
Lauren Weaver, Director of Finance  
Kelly Gilfillen, Director of Marketing and Communications  
Kim McCleskey, Budget Administrator  
Brian Nolan, Director of Planning & Development  
Chris Pauley, Director of Operations  
Anh Phan, Community Engagement Manager  
Blythe Russian, Park Operations Superintendent  
Mark Whaley, Park Operations Superintendent  
Kiley Christian, Planning & Development Admin.

##### **Guests:**

Dave Gustafson, Falls Church potential new Board member

**CALL TO ORDER:**

The Vice Chairman called the meeting to order at 7:45 p.m.

Mr. Tarbert introduced Mr. Dave Gustafson, Falls Church potential new Board member and gave a brief introduction and surmised he may potentially be taking over his seat on the Board for the City of Falls Church.

**APPROVAL OF MINUTES:**

**A Motion was made by Mr. Bonfils, seconded by Mr. Stewart to approve the July 2023 Board Meeting Minutes. Mr. Nardolilli added that he would also approve, with the condition that he was not present during the July meeting as he was out of town.**

**UNANIMOUSLY APPROVED.**

**APPROVAL OF EXECUTIVE COMMITTEE MINUTES:**

**A Motion was made by Mr. Ferguson, seconded by Mr. Bonfils to approve the Executive Committee Meeting Minutes.**

**UNANIMOUSLY APPROVED.**

**UPDATE ON FINAL CLOSE FOR FY2023, LAUREN WEAVER, DIRECTOR OF FINANCE :**

Ms. Weaver presented updated information on the final close for the FY2023 fiscal year. NOVA Parks had the second-highest net income in a fiscal year, trailing only behind the previous year. Furthermore, we reached a historic high in total revenue, amounting to \$38 million, surpassing the annual budget by an impressive 12.7%. Ms. Weaver expressed expenses also reached a peak high, which was expected, due to inflation, personnel, and operational costs.

In FY2023 most park categories exceeded budget expectations.

**FY2023 Surplus**

July Projection of End of Year Net Revenue		\$4,829,821
The Surplus Calc at FY'2023 year-end		\$5,136,899 (\$300k higher than projected)
Capital Fund	– 70% =	\$3,595,830
Performance Incentive Plan	– 20% =	\$1,027,380
Strategic Opportunity Reserve	– 10% =	\$513,690

**ADOPTION OF CAPITAL BUDGET FY2024-FY2028 BRIAN NOLAN, DIRECTOR OF PLANNING & DEVELOPMENT:**

Mr. Nolan discussed the Capital Budget process and how the input is gathered and compiled. Mr. Nolan presented the Capital Budget FY2023 actuals and discussed current and future.

**\$21,803,811 in Revenues from appropriations, prior year surplus, bond financing, grants, fund transfers, carryover of unspent prior year project funds  
\$8,717,357 in Expenses \$13,086,454 difference is carried over to beginning balance in Revised FY2024 revenues.**

A motion was made by Mr. Nardolilli, seconded by Mr. Bonfils that The Capital Budget for FY2024 through FY2028 be adopted as presented.

**UNANIMOUSLY APPROVED.**

**EXECUTIVE DIRECTOR'S REPORT – PAUL GILBERT, EXECUTIVE DIRECTOR:**

Mr. Gilbert reported on the successful first year of Winkler Botanical Garden's Operation. He spoke regarding the six weeks of camps at Winkler Botanical Garden, the 56 children served, the scholarships partnered with both the City Manager's office and school social workers to identify & provide free summer camp to children in need. He also discussed work with schools and developing SOL programs for field trips, starting with the nearby school with the goal of an all-school program.

Mr. Gilbert reported on the sign honoring Catherine Winkler, and that the dedication is scheduled for mid to late October. He also reported that a parking lot is currently being engineered.

Mr. Gilbert also presented a Report on Demographics of NOVA Parks Employees.

Mr. Gilbert reported on the upcoming Sign Dedication at which is to be held at Temple Hall on September 26, 2023 at 2:00 p.m. The First Lafayette Trails sign in Northern Virginia. Interpretive sign that includes Lafayette's abolitionist views. Including Chair Phyllis Randall, Deputy Consul, of the French Embassy, Revolutionary Color Guard.

**MEMBER JURISDICTION, KIM McCLESKEY FINANCE ADMINISTRATOR:**

The appropriations level requested from our jurisdictions is based on the following formula:

Population x per capita rate

For FY 2025 it is recommended that the appropriations from jurisdictions be adjusted by:

Population change in each jurisdiction

Overall population is over 2 million and the increase is only 3,701.

Four of the six jurisdictions had a slight decrease in population

Per capita rate adjusted for inflation

Latest CPI released for the Washington DC area is 1.8%

Per capita rate adjusted for inflation

1.8% based on most recent CPI for Washington DC Area (July)

\$3.03 for Capital Appropriations

\$2.23 for Operating Appropriations

Contribution of \$5.26 per person, per year to NOVA Parks

Total Change in Appropriation

Change in appropriation is \$199,920 compared to FY 24

There is less than a 2% increase in total appropriations for FY 25

**A motion was made by Mr. Ferguson, seconded by Ms. Harrison, move adoption of a per capita rate of \$3.03 for Capital and \$2.23 for Operating for FY'2025.**

**UNANIMOUSLY APPROVED.**

**Recognition of 18 years of service by Jeff Tarbert**

Jeff Tarbert Tribute

Dear Jeff,

Of all the meetings I had to miss, I am so terribly sorry to miss the opportunity to share these thoughts, and my thanks, with you, in person.

Jeff, it is impossible to quantify the enormity of your contributions ~ to this Board; to our NOVA Parks Organization; and to the 2 million users of our parks each year.

Your unfailing commitment to your responsibilities as a Board Member, over a period spanning 18 years, is matched only by your inimitable intellect ~ and, I know I speak for every Board Member as I share my appreciation for the means by which you've shared your inimitable intellect ~ always with gentle persuasion, when you might have otherwise have thrown up your hands and rolled your eyes at some of our more wooden-headed "suggestions"!

We have all been the beneficiaries of your quick wit, we've learned from your vast knowledge of good governance and have been inspired by your selfless dedication to public service.

While your presence on this Board will be sorely missed, I hope you will long enjoy the satisfaction of knowing we are, and all future Boards will be, forever better and eternally grateful, for your leadership, vision and passion to create magnificent places for all to enjoy.

Thank you, thank you so very much Jeff, and God Speed,

Your Partner in All Things Worth Doing,

Cate Magennis Wyatt, Chair

Paul Ferguson – Jeff quickly became well respected by the other Board Members, quickly took on tough jobs. He brought much leadership and knowledge .

Stella Koch – Jeff is always calm, low-key, he has brought much guidance and leadership to his position.

Sean Kumar – When I came on and finished my Ethic’s Book, it was difficult, hard work. Jeff gave me advice and governance.

Paul Baldino – I learned a lot from him about Governance NOVA Parks, extensive history of volunteering, perspective, wisdom, insights, this organization.

Mike Nardolilli – Jeff has been a sounding board, wisdom, responsiveness and much more.

Paul Gilbert presented Jeff Tarbert with a signed commemorative plaque and thanked him for his countless years of service and dedication to NOVA Parks.

**Treasurer’s Report:**

**A motion was made by Mr. Ferguson, seconded by Mr. Tarbert to approve the Treasurer’s Report.**

**UNANIMOUSLY APPROVED.**

**CLOSED SESSION**

**A motion made by Mr. Bonfils, seconded by Mr. Tarbert to go into closed session to discuss personnel and real estate acquisition allowed under Code of Virginia, Section § 2.2-3711.**

Moved into closed session at 8:52 p.m.

A motion was made to exit Closed Session by Mr. Nardolilli, seconded by Mr. Tarbert.

**UNANIMOUSLY APPROVED.**

**Sean Kumar Vice Chairman 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.**

**Roll Call Vote: All responded in the affirmative.**

Reconvene in Open Session at 9:57 p.m.

**Real Estate Motion:** Move to Authorize the Executive Director to enter into an option agreement for the terms and land discussed in closed session.

A motion was made to approve by Mr. Ferguson, seconded by Ms. Harrison.

**UNANIMOUSLY APPROVED.**

A motion made to award performance incentive program shares as determined using the FY'23 score calculation made by Mr. Nardolilli, seconded Ms. Harrison.

**UNANIMOUSLY APPROVED.**

**ADJOURNMENT:**

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

**UNANIMOUSLY APPROVED.**

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,



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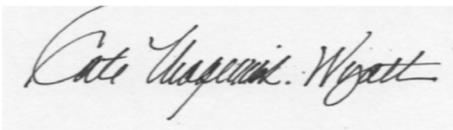
Paul A. Gilbert, Secretary

Approved by the NOVA Parks Authority Board  
on November 16, 2023:



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Paul A. Gilbert, Secretary



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Cate Magennis Wyatt, Chairman