

NOVA Parks
NOVA Parks Headquarters
5400 Ox Road
Fairfax Station, VA 22039

Board Meeting, September 19, 2024
7:30 p.m.

MINUTES

ATTENDANCE:

Members Present:

Paul Baldino, Vice Chairman
James Bonfils
Mark Chandler
Dave Gustafson
Patricia Harrison
Michael Nardolilli
Douglas Stewart
Stella Koch (via Zoom)
Sean Kumar (via Zoom)
Cate Magennis Wyatt (via Zoom)

Members Absent:

Paul Ferguson
Scott Price

Staff Present:

Paul Gilbert, Executive Director
John Bell, Senior Planner
Mike DePue, Planning Administrator
Danielle Endler, HR Administrator
Kim McCleskey, Budget Administrator
Brian Nolan, Director of Planning & Development
Chris Pauley, Director of Operations
Blythe Russian, Park Operations Superintendent
Lauren Weaver, Director of Finance
Mark Whaley, Park Operations Superintendent

OPEN SESSION:

CALL TO ORDER:

The Vice Chairman called the meeting to order at 7:30 p.m.

Mr. Baldino informed the in-person participants as to the medical reasons of the three Board members who were absent from the physical meeting and participating via Zoom.

APPROVAL OF MINUTES:

Mr. Nardolilli identified two items to be corrected in the minutes provided to the Board in advance of the meeting. On Page 2, the minutes needed to be amended to include "in recognition of service". On Page 3 at the

bottom, it needed to state in conclusion instead of inclusion. These two edits were in addition to edits made by Mr. Stewart directly to Mr. Gilbert in advance of the Board meeting.

Motion by Mr. Bonfils, seconded by Mr. Stewart, to approve the July 18, 2024 Board Meeting Minutes as amended by Mr. Nardolilli and Mr. Stewart. UNANIMOUSLY APPROVED.

APPROVAL OF EXECUTIVE COMMITTEE MEETING MINUTES:

Motion by Mr. Bonfils, seconded by Mr. Kumar, to approve the September 10, 2024 Executive Committee Meeting Minutes. UNANIMOUSLY APPROVED.

TREASURER'S REPORT/STATUS OF FUNDS:

Motion by Mr. Bonfils, seconded by Mr. Nardolilli, to accept the Treasurer's Report/Status of Funds. UNANIMOUSLY APPROVED.

POLICY ON VIRTUAL PUBLIC MEETINGS:

Mr. Gilbert informed the Board of the change to the Virginia Code that took effect July 1, 2024 that allows the Board or its committees to conduct 2 or 50% of their meetings (whichever is greater) virtually. The Executive Committee adopted the virtual meeting policy at the September 10, 2024 Executive Meeting. This policy must be adopted each year and it will become part of the recurring items for the Board's review and approval at the January meeting.

In addition to virtual meetings, the legislation also allows for remote participation to a physical meeting when there is a physical/medical issue. In that situation the Board member counts towards quorum and is able to vote on action items. Section 7 of the proposed policy defines the instances in which an individual Board member may participate virtually. Mr. Gilbert drew the Board's attention to items c and d of Section 7 of the policy. Item c allows remote participation if the meeting is more than 60 miles away from the Board member's principal residence. Item d allows for remote participation due to a personal matter, but the Board member may not use remote participation for more than 2 meetings per calendar year or 25% of the meetings held per calendar year (whichever is greater). Mr. Gilbert requested the Board review item d to determine if this option should be included in the policy.

Mr. Gilbert confirmed that the policy as presented was modeled off a policy adopted by a Fairfax County committee.

Mr. Nardolilli feels that items c and d would provide some flexibility within defined parameters for participation. Mr. Gustafson supports this policy and including both c and d as it allows for flexibility for the Board members. Mr. Gustafson asked if we have a remote audio/video system that we use for an off-site meeting. Mr. Gilbert confirmed that our IT team has an audio/video kit that can be used at any location with Wi-Fi for a meeting with remote participation. Mr. Baldino asked what happens if we adopt d and an individual misses more than 2 meetings. Mr. Gilbert stated that he believes they would be able to watch the meeting, but would not count toward quorum or be able to vote.

Motion by Mr. Nardolilli, seconded by Mr. Gustafson, to adopt the Policy on Virtual Public Meetings as presented. UNANIMOUSLY APPROVED.

ANNUAL MEMBER JURISDICTION APPROPRIATION LEVELS:

Ms. McCleskey presented on the FY26 appropriations from jurisdictions. Ms. McCleskey explained that the Board approves the appropriations in September to provide the information to the jurisdictions before they begin preparing their budgets.

The population of the participating jurisdictions is over 2 million, but the increase was only 5,081. Fairfax County and the City of Fairfax had a slight decrease in population.

The FY25 per capita rate is \$3.03 for capital and \$2.23 for operating appropriations. The Budget team looks at the July – July numbers for the CPI for the DC area. The current rate is 3.7%. While this may seem higher than inflation numbers currently being reported, it is because the number is based off of July to July and the CPI in July 2023 was unusually low. Using this percentage, the increase to the appropriations will be \$3.14 per capita for Capital and \$2.31 per capita for Operating for a total of \$5.45 per capita. The FY25 appropriations is \$10.5 million and the increase in total appropriations is just over \$400,000 for FY26. Ms. McCleskey showed the overview of the appropriations revenue by jurisdiction.

Motion by Mr. Chandler, seconded by Mr. Bonfils, to adopt for Fiscal Year 2026 a per capita rate of \$3.14 for Capital and \$2.31 for Operating and adjust based on the latest population for each jurisdiction.
UNANIMOUSLY APPROVED.

EXECUTIVE DIRECTOR’S REPORT:

Update on W&OD 50th Anniversary Events

There have been many different events and articles that have occurred in recognition of the 50th anniversary of the W&OD. NOVA Parks hosted a “First Ride” on September 7th. Mr. Gustafson brought in the Falls Church News-Press from September 9, 2024 which included a story on the 50th Anniversary on the front page. Mr. Gilbert provided an overview of the upcoming events taking place in October.

Opening of Reservoir Park

On October 21, 2024 Loudoun Water would like to have the official ribbon cutting and opening of Reservoir Park. Mr. Gilbert requested available Board members to attend the event that would include media and public. A project that has been worked on for almost a decade will be ready to be opened. Mr. Gilbert recognized that Mr. Bonfils has been instrumental on both the NOVA Parks Board and the Loudoun Water Board to help get this project finished.

Goose Creek Bridge Report

Goose Creek Bridge is a 200 year old stone bridge along Route 50 that was a Civil War battlefield site. It was used until 1950 as a bridge on Route 50. In the 40s and 50s VDOT did a lot of bolstering and reinforcing on the bridge. Loudoun County has agreed to a \$180,000 engineering study on the bridge to review it and see what the structural status is. Loudoun County is also considering a one-time \$400,000 grant to NOVA Parks for future engineering or maintenance.

NOVA Parks had the bridge inspected in 2019 and the recommendation at the time was some maintenance and repointing some of the stones, but no structural work.

Update on Dual Trail Planning

Mr. Gilbert notified the Board that the \$650,000 grant for the design of the dual trails was returned because the funds had not been used in the required timeframe. In the Capital Budget, there is \$100,000 for planning and

community engagement on the dual trails. Arlington County is looking to find the same amount in their budget to work on the engagement and planning. After the civic engagement and planning are complete, NOVA Parks would reapply for construction. NOVA Parks is working with Vienna who is very excited about dual trails through their section.

Planned Cameron Run Improvements

Mr. Gilbert suggests investing \$1.5 million in 2028 to give the site a fresh look. Mr. Gilbert suggests having a discussion with the City in the coming year about a future lease extension.

Mr. Bonfils asked about usage of the park and the light show. Mr. Gilbert indicated that waterparks came back a little slow, but this year were at or above the 2019 levels. Ice & Lights continues to do better every year by considerable leaps and bounds.

Mr. Pauley shared that the City installs a futsal court in the waterpark off season for the residents. Mr. Gilbert also reminded the Board that the City has the right to do other items (farmers market, fairs, etc.) in the parking lot. Mr. Pauley confirmed that the Girl Scouts distribute cookies to the Scout troops there. Ms. Russian shared that this past weekend the fire department used the parking lot to roll out all their hoses. Mr. Kumar asked if the City's usage of the parking lot can be tracked because if something else goes there, the City would not be able to use it in that way anymore.

Mr. Gustafson went to Cameron Run with his family and had a wonderful experience with the staff and watching them interact with the customers. Ms. Russian indicated that previously there were Cameron Run Rocks items. Individuals could also be added to the database to solicit support in the negotiations with the City.

CAPITAL BUDGET:

Mr. Gilbert reviewed the process for creating the capital budget. The process starts with soliciting feedback from staff and those suggestions are reviewed by the Director of Operations and the Park Operations Superintendents. There are two full days of budget meetings to discuss the projects and determine the cost of the project. Every feature in the park is looked at when decisions are made on what to include in the budget. This is used to develop the capital budget which looks at all the projects (ongoing and future). Nothing is set in stone, so items in future years will be looked at multiple times and presented for approval.

Mr. Nolan provided an overview of the capital budget process and how the carry forwards from prior years are built into the new budget. In the past years, there has been a surplus from the general and enterprise funds which has provided additional funding for a lot of great projects to be completed.

The proposed capital budget documents for FY2025 – FY2029 were provided to the Board in advance of this meeting and that is what is being voted on. The document sent earlier (separate from the Board packet) is the worksheet that provides more details for the Board members.

FY2024 actuals were a little over \$32 million in revenues which is a new high. This amount comes from multiple places to include appropriations, bond financing, grants, and fund transfers. There were \$17 million in expenses in FY24. The \$15 million difference is carried over to the beginning balance of FY25.

Mr. Nolan discussed success stories from the past year from FY24 to include the Pohick Marina dock, Reservoir Park, infrastructure at Brambleton to support the electric golf course fleets, Fountainhead marina building interior remodel, and Algonkian Cottages exterior remodel of the cabins. Funds have also been invested in new cart paths at the golf courses and Cameron Run to keep it operating.

The proposed FY25 budget contains revenues of \$25.8 million and expenses of \$23.7 million. The \$2.1 million difference will carry over to FY2026 and be used for future projects.

The FY2025 – FY2029 budget includes strategic initiative projects. Many of these projects are currently in engineering/design. A few of the projects that will be worked on are Gateway wetland park, new light show storage building at Meadowlark, W&OD bridge abutment repairs, building a parking lot with a bus turnaround and drop off with stormwater facilities at Winkler, and the EV charging station at HQ. Mr. Nolan stated that EV charging stations will be put into a minimum of 5 parks in the next 3 to 5 years and will be starting with Meadowlark and Algonkian. Mr. Nardolilli asked if Upton Hill was on the list and Mr. Nolan confirmed it is. Mr. Baldino asked if the new units will also be capable of charging bicycles and, if not, can that be looked into. Mr. Nolan stated the vendor we are using is a pretty popular company in EV charging, so it will be reviewed if they have that feature available. An additional project being worked on is a new waterplay structure at Algonkian.

Mr. Chandler asked if the EV charging stations in the parks would be for fleet vehicles only or public use. Mr. Nolan confirmed it would be for public use.

Mr. Nardolilli brought up access for the lap lanes at Upton Hill. Mr. Gilbert indicated that the lift was the solution to accommodate for disabilities. Staff will research if there are better options than the current ladder to supplement the lift. A new and improved lift for this pool is in the budget.

Motion by Mr. Nardolilli, seconded by Mr. Bonfils, to adopt the Capital Budget for FY2025 through FY2029 as presented. UNANIMOUSLY APPROVED.

Mr. Nolan thanked the whole team for their assistance in the budget process and mentioned all who were involved. Ms. Magennis Wyatt asked that the minutes reflect the recognition of the staff and their work/dedication on the capital budget.

Motion by Mr. Nardolilli, seconded by Mr. Bonfils, to go into closed session to discuss a real estate matter and a personnel matter allowed under Code of Virginia, Section § 2.2-3711. UNANIMOUSLY APPROVED.

CLOSED SESSION:

Moved into closed session at 8:40 p.m.

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

Real estate matter was discussed. No action was taken.

Staff were excused. The HR Administrator remained in the room.

Personnel matter, in accordance with Code of Virginia, Section 2.2-3711-(A)(1)
-- Employee's Annual Review

Personnel matter was discussed. No action was taken.

Motion by Mr. Chandler, seconded by Mr. Bonfils, to move out of closed session and reconvene in open session. UNANIMOUSLY APPROVED.

Reconvene in open session at 9:15 p.m.

OPEN SESSION:

The Vice Chairman read the following certification:

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.

Mr. Gilbert was invited back to the meeting room.

ACTIONS FROM CLOSED SESSION:

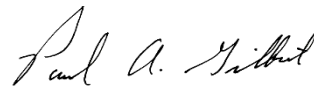
Motion by Mr. Nardolilli, seconded by Mr. Bonfils, to award performance incentive program shares as determined using the FY24 score calculation. UNANIMOUSLY APPROVED.

ADJOURNMENT:

Motion by Mr. Chandler, seconded by Mr. Bonfils, to adjourn the meeting. UNANIMOUSLY APPROVED.

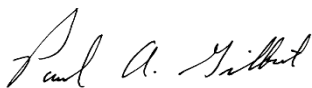
The meeting was adjourned at 9:18 p.m.

Respectfully submitted,



Paul A. Gilbert, Secretary

Approved by the NOVA Parks Authority Board
on November 21, 2024:



Paul A. Gilbert, Secretary



Sean Kumar, Chairman