

NOVA PARKS

Board Meeting, May 15, 2025

7:30 p.m.

Potomac Overlook Regional Park

2845 N. Marcey Road

Arlington, VA 22207

MINUTES

ATTENDANCE:

Board Members:

In Attendance:

Paul Baldino, Vice Chairman

Mark Chandler

Dave Gustafson

Stella Koch

Michael Nardolilli

James Bonfils

Patricia Harrison

Absent:

Sean Kumar, Chairman

Douglas Stewart

Paul Ferguson

Scott Price

Cate Magennis Wyatt

Staff:

Paul Gilbert, Executive Director

Chris Pauley, Director of Operations

Lauren Weaver, Director of Finance

Brian Nolan, Director of Planning and Development

Kelly Gilfillen, Director of Marketing and Communications

Blythe Russian, Park Operations Superintendent

Kevin Casalenuovo, Park Operations Superintendent

Danielle Endler, HR Administrator

Mike DePue, Planning Administrator

John Bell, Senior Planner

Patrick Wells, Budget Administrator

Anh Phan, Community Engagement Manager

Leslie Preble, Planning and Development Administrative Assistant

Guests:

Susan Cunningham, Arlington County Board liaison to NOVA Parks

Yolanda Howze, BakerTilly via Zoom

OPEN SESSION

CALL TO ORDER

Mr. Baldino (Vice Chairman) called the meeting to order at 7:34

Mr. Nardolilli introduced Susan Cunningham, Arlington County Board Liaison to NOVA Parks

Susan Cunningham talked about her background and her engagement with NOVA Parks over the years.

Ms. Cunningham left the meeting after this brief discussion.

Approval of Minutes

Mr. Baldino made a motion to approve the March 20th Board meeting minutes

Mr. Nardolilli seconded the motion

Unanimously approved

Treasurer's Report/Status of Funds

Mr. Bonfils reviewed the status of funds

Executive Director recruitment timeline and interview committee With Yolanda Howze via Zoom

Ms. Howze reviewed the timeline and process for interviewing and recruiting an Executive Director. She explained they will make a semi-finalist report by mid-June and she will meet with the hiring committee in the week of June 23rd to further explain the next steps in more detail.

Ms. Howze left the meeting at the end of this discussion

Mr. Baldino and Mr. Gilbert led the discussion on who was available for the upcoming interviews.

FY2026 Operating Budget Approval Patrick Wells

Mr. Wells said that there were no significant changes from the budget presented at the previous Board meeting. Minor updates are as follows:

The final retirement contribution rate of 21.22% is slightly lower than the 22.3% rate included in the Proposed Budget. It is recommended to keep the 22.3% rate in the budget.

The Proposed Budget includes \$65,000 in Compensation Funding Initiatives in the event the minimum wage was increased in the State of Virginia.

Contingency in the FY 2026 Proposed Budget remains at \$275,000, an increase of \$125,000 from the FY 2025 Budget.

Mr. Chandler made a motion to adopt the FY 2026 Operating Budget in the amount of \$41,143,743, with an Enterprise Fund of \$35,149,351 and General Fund of \$5,994,392.

Mr. Nardolilli seconded

Unanimously approved

Mr. Nardolilli made a motion that the Board adopt the FY 26 Budget as presented for the Restricted License Fee Fund and the Carlyle House Friends Budget

Ms. Koch seconded

Unanimously approved

Goals and Retirement Party for the current Executive Director

Mr. Gilbert explained that due to his approaching retirement, he would not be setting updated annual goals but would continue to work on the strategic plan goals and help with the transition with the new Executive Director.

Update – W&OD Visitor Center

Mr. Gilbert updated the Board on the plan to build a Visitor Center for the W&OD trail in Vienna next to the Town Green. He explained that Vienna may purchase the property and lease it back to NOVA Parks. He then discussed possible funding options to build the Center. The next step will be joint planning with the town of Vienna for the Visitor Center and dual trails.

Ms. Koch made a motion to approve the recommendation to design the W&OD Visitor Center to cost between \$2.5 and \$4.5 million, using the Strategic Opportunity Reserve plus annual proceeds from the Capital Endowment.

Mr. Bonfils seconded

Unanimously approved

Admin Items

VDOT Drainage Easement at Bull Run

Modification to the goal to create a trash-free park

Transfer of funds from the Bull Run Cell Tower Contract to the Capital Endowment

Mr. Nardolilli made a motion to approve all three admin items

Mr. Chandler seconded

Unanimously approved

Mr. Nardolilli made a motion to move into closed session

Ms. Koch seconded

Unanimously approved

CLOSED SESSION (as allowed by § 2.2-3711)

Legal matters, in accordance with Code of Virginia, Section 2.2-3711-(A)(7)

Legal matters were discussed. No action was taken.

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

Real estate matters were discussed. No action was taken.

Mr. Nardolilli made a motion to move out of closed session and reconvene in open session.

Mr. Bonfils seconded the motion

Unanimously approved.

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

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 FROM CLOSED SESSION:

No actions from closed session.

ADJOURNMENT:

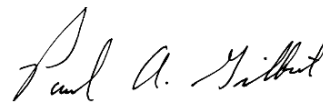
Mr. Chandler made a motion to adjourn the meeting

Mr. Gustafson seconded

Unanimously approved

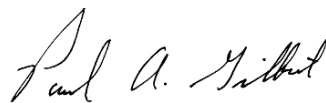
The meeting was adjourned at 9:16

Respectfully submitted,



Paul A. Gilbert, Secretary

Approved by the NOVA Parks Authority Board
on July 17, 2025



Paul A. Gilbert, Secretary



Sean Kumar, Chairman

