

NOVA PARKS

Board Meeting, July 17, 2025

7:30 p.m.

NOVA Parks Headquarters

5400 Ox Rd

Fairfax Station, VA 22039

MINUTES

ATTENDANCE:

Board Members:

In Attendance:

Sean Kumar, Chairman

Paul Baldino, Vice Chairman

Mark Chandler

Dave Gustafson

Douglas Stewart

Paul Ferguson

Michael Nardolilli

Stella Koch

James Bonfils

Patricia Harrison

Scott Price arrived at 7:35

Absent:

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

OPEN SESSION

CALL TO ORDER

The Chairman called the meeting to order at 7:33 p.m.

AMENDMENTS TO THE AGENDA

Mr. Baldino shared that Stella Koch was recently recognized by the Fairfax County Board of Supervisors for her outstanding service on the Environmental Quality Advisory Committee.

Mr. Kumar recognized Paul Gilbert for 20 years of service to NOVA Parks.

Mr. Kumar called attention to the fact that it was the birthday of Danielle Ender, HR Administrator.

TREASURER'S REPORT/STATUS OF FUNDS

Mr. Bonfils reviewed the status of funds.

REPORT ON FIRST CLOSE FOR FY25

Lauren Weaver

Ms. Weaver, Director of Finance reported to the Board on the 1st close of the 2025 Fiscal Year. She indicated that numbers will change as they continue to close out the year with 2nd and 3rd closes.

PROPOSAL FOR END OF YEAR ALLOCATION

Paul Gilbert

Mr. Baldino made a motion to approve the recommendation that we allocate the net revenue from FY'25 in the following way: 70% to the Capital Fund, 20% to performance bonus pool, and 10% to retirement plan

Mr. Bonfils seconded

Unanimously approved

ADMIN ITEMS

- a) Retirement Plan Resolution
- b) Comprehensive Insurance Coverage Renewal
- c) Approve May 15, 2025, Board Minutes
- d) Approve June 23, 2025, Board Minutes
- e) Approve July 14, 2025, Board Minutes
- f) Approve July 15, 2025, Board Minutes

Mr. Bonfils made a motion to approve the Retirement Plan Resolution

Mr. Nardolilli seconded the motion

Unanimously approved

Mr. Bonfils made a motion to approve the Comprehensive Insurance Coverage Renewal
Mr. Nardolilli seconded the motion

Unanimously approved

Mr. Bonfils made a motion to approve May 15 Meeting minutes
Mr. Gustafson seconded the motion

7 voted in favor to approve

Sean Kumar, Douglas Stewart, Paul Ferguson, and Scott Price abstained

Mr. Gustafson made a motion to approve June 23rd meeting minutes
Ms. Harrison seconded the motion

6 voted in favor to approve

Stella Koch, Mark Chandler, Scott Price, Douglas Stewart, and
Mike Nardolilli abstained

Mr. Bonfils made a motion to accept the meeting minutes of July 14th and 15th
Mr. Baldino seconded the motion

8 voted in favor to approve

Mr. Nardolilli, Mr. Price and Mr. Stewart abstained

Mr. Nardolilli made a motion to enter closed session
Mr. Bonfils seconded

Unanimously approved

CLOSED SESSION (as allowed by § 2.2-3711)

Entered Closed Session at 7:58

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. Price stepped out of the meeting at 8:30

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

Legal matters were discussed. No action was taken

Mr. Nardolilli made a motion to exit closed session and reconvene in Open Session
Mr. Bonfils seconded the motion

10 voted in favor to approve the motion

Scott Price abstained

Exited closed session 8:56

Reconvene in open session at 8:56 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:

Paul Ferguson moved to authorize staff to seek legal counsel and take actions discussed in closed session.

Jim Bonfils seconded the motion

10 voted in favor of the motion

Scott Price abstained

Staff (with the exception of Ms. Endler, HR Administrator) were told that they were dismissed from the meeting.

After staff left the room, the Chair provided an update to the Board members on the recruitment process for the new Executive Director.

Mr. Nardolilli, Mr. Price, and Mr. Stewart left the meeting at 9:08 p.m.

At 9:10 p.m., motion by Ms. Koch, seconded by Mr. Ferguson, to move into closed session to discuss personnel matters. **UNANIMOUSLY APPROVED.**

CLOSED SESSION:

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

Personnel matters were discussed. No action was taken.

At 10:00 p.m., motion by Mr. Bonfils, seconded by Mr. Chandler, 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.

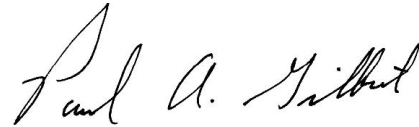
ACTIONS FROM CLOSED SESSION:

Motion by Mr. Bonfils, seconded by Ms. Koch, to authorize the Chair to make an offer of employment not to exceed the advertised salary range. **APPROVED 7-1** (voting yes: Mr. Baldino, Mr. Bonfils, Mr. Ferguson, Mr. Gustafson, Ms. Harrison, Ms. Koch, Mr. Kumar; voting no: Mr. Chandler)

ADJOURNMENT:

Motion by Ms. Koch, seconded by Mr. Chandler, to adjourn the meeting. **UNANIMOUSLY APPROVED.** The meeting was adjourned at 10:05 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Paul A. Gilbert", written in black ink.

Paul A. Gilbert, Secretary

Approved by the NOVA Parks Authority Board

on September 18, 2025

A handwritten signature in cursive script, reading "Paul A. Gilbert", written in black ink.

Paul A. Gilbert, Secretary

A handwritten signature in cursive script, reading "Sean Kumar", written in black ink.

Sean Kumar, Chairman