

NOVA Parks Board Meeting
Thursday July 16, 2026
Temple Hall Farm Regional Park
15855 Limestone School Road
Leesburg, VA 20176
7:30 P.M.



ATTENDANCE

Board Members:

In Attendance:

Sean Kumar, Chairman
Paul Baldino, Vice Chairman
James Bonfils
Mark Chandler
Michael Nardolilli
Douglas Stewart
Dave Gustafson
Paul Ferguson
Patricia Harrison
Stella Koch

Absent:

Scott Price
Eric Woodall

Staff:

Justin Wilson, Executive Director
Blythe Russian, Director of Operations
Brian Nolan, Director of Planning and Development
Lauren Weaver, Director of Finance
Kelly Gilfillen, Director of Marketing and Communications
Kevin Casalenuovo, Park Operations Superintendent
Dustin Betthausen, 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
Adam Melton, IT Administrator

City of Alexandria

Sean Kumar
Scott Price

Arlington County

Paul Ferguson
Michael A. Nardolilli

Fairfax County

Patricia Harrison
Stella Koch

City of Fairfax

Mark Chandler
Douglas Stewart

City of Falls Church

Paul Baldino
David Gustafson

Loudoun County

James Bonfils
Eric Woodall

OPEN SESSION

CALL TO ORDER

The Chairman called the meeting to order at 7:04

Introductions

Justin introduced Eric Ferguson, Park Manager of Temple Hall Farm

Amendments to the Agenda

No amendments to the agenda

Bonfils made a motion to accept the agenda as presented

Mr. Nardolilli seconded

UNANIMOUSLY APPROVED

Approval of Minutes

Mr. Ferguson acknowledged that he was absent for the May 21st meeting, but said he read them and made a motion to approve the May 21, 2026, Board meeting minutes

Mr. Baldino seconded the motion

UNANIMOUSLY APPROVED

Mr. Bonfils made a motion that the NOVA Parks Board convene in closed session pursuant to 2.2-3711 (A) 3 of the Code of Virginia to discuss the acquisition of real property for a public purpose.

Mr. Nardolilli seconded the motion

UNANIMOUSLY APPROVED

Moved into closed session at 7:07

CLOSED SESSION (as allowed by § 2.2-3711)

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

Mr. Bonfils made a motion to move out of closed session
Mr. Nardolilli seconded the motion.

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

This certification was **unanimously approved** by roll call vote

Closed session ended at 7:42

OPEN SESSION

Open session reconvened at 7:45

ACTIONS FROM CLOSED SESSION

Mr. Chandler made the motion that the Executive Director be authorized to sign amendments to the lease agreement on behalf of NOVA Parks, as determined by the Board during Closed Session

Mr. Baldino seconded the motion

UNANIMOUSLY APPROVED

Ms. Koch made a motion to authorize the Executive Director to execute the sale of property as discussed during Closed Session at the appraised price.

Mr. Chandler seconded the motion.

UNANIMOUSLY APPROVED

Treasurer's Report/Status of Funds

James Bonfils

Mr. Bonfils reviewed the status of funds and stated that everything is in order

Admin Items

- Construction of Algonkian Waterpark Interactive Equipment
- Promotional & Community Contributions Policy
- End of Year Surplus Allocation

Mr. Baldino made a motion to approve the admin items

Ms. Koch seconded the motion

UNANIMOUSLY APPROVED

Part-Time/Seasonal Workforce Presentation

Blythe Russian

Ms. Russian spoke about NOVA Parks part-time and seasonal employees. NOVA Parks has just over 1000 seasonal and part-time staff. She explained various methods of recruitment such as onsite hiring events, high school recruiting and word of mouth referrals. Ms. Russian then covered compensation of part-time and seasonal employees and reminded the Board that NOVA Parks rates exceed Virginia minimum wage. She discussed that in future fiscal years they will have to re-evaluate responsibilities of positions and keep an eye on compression. At the November 2025 meeting, fees and charges for FY27 were presented. In coming fiscal years, fees and charges will have to be carefully evaluated to ensure that revenues continue to cover the rising cost of doing business.

Capital Endowment Policy

Justin Wilson

Mr. Wilson reviewed the history of the NOVA Parks Capital Endowment and noted that it has reached the funding threshold necessary to begin drawing upon the endowment. He stated that NOVA Parks is now positioned to utilize those funds.

The new policy will include a withdrawal of 4.5% of the average of the previous 8 quarters in FY 27 and the average of the previous 12 quarters in FY 28 and beyond. This maintains the endowment and accounts for market appreciation/depreciation.

Additionally, the new policy will have non-recurring revenues of less than \$250,000 deposited to and budgeted in the Capital Fund at NOVA Parks. Non-recurring revenues at or more than \$250,000 will be considered by the Board for investment in the Capital Endowment.

Mr. Baldino made a motion to approve the proposed Capital Endowment Policy and request annual reporting on the status of the endowment.

Mr. Bonfils seconded the motion

UNANIMOUSLY APPROVED

Employment Policy Manual

Danielle Endler

Mr. Wilson and Ms. Endler both thanked Board members, Pat Harrison and Paul Baldino for their hard work and input with the new personnel policies.

The policies were reviewed by the Human Resources Administrator, Executive Director, and legal counsel. The personnel committee also reviewed the policies and provided feedback.

Once approved, the Executive Director and Human Resources administrator will determine the effective date.

Policies will be reviewed/updated annually or as legislation requires.

Ms. Koch made a motion to approve the NOVA Parks Employment Policy Manual
Mr. Bonfils seconded the motion

UNANIMOUSLY APPROVED

Mr. Stewart made a motion to adjourn the meeting
Mr. Bonfils seconded the motion

UNANIMOUSLY APPROVED

ADJOURNMENT

The meeting adjourned at 8:32

Respectfully submitted



Justin M. Wilson, Secretary

Approved by the NOVA Parks Authority Board
On September 17, 2026



Justin M. Wilson, Secretary



Sean Kumar, Chairman