

**NOVA Parks**  
5400 Ox Road  
Fairfax Station, Virginia 22039

**The meeting of the Executive Committee of the Board of Directors  
took place at NOVA Parks Headquarters,  
5400 Ox Road, Fairfax Station, VA 22039  
March 19, 2020  
7:30 p.m.**

## **MINUTES**

### **ATTENDANCE:**

#### **Executive Committee Members Present:**

Michael A. Nardolilli, Chairman  
Paul Baldino  
Brian Knapp

#### **Staff Present:**

Paul Gilbert, Executive Director  
Chris Pauley, Director of Operations  
Kim McCleskey, Budget Administrator  
Danielle Endler, Human Resources Administrator  
Diane Creasey, Planning & Development Administrative Assistant

### **OPEN SESSION:**

#### **CALL TO ORDER:**

The Chairman called the meeting of the Executive Committee to order at 7:27 p.m.

The Chairman explained that the purpose of the Executive Committee meeting with only the 3 of the 4 Executive Committee members present due to the current COVID19 virus outbreak was:

1. Passage of the Policy on Individual Participation in Northern Virginia Regional Park Authority Meetings by Electronic Means under Virginia Code §2.2-3708.2
2. To trigger the Policy by invoking the State of Emergency as declared by the Governor of Virginia that prohibits gatherings of more than 10 people.

The Chairman called for a vote of the Executive Committee; Mr. Knapp moved to pass the Policy on Individual Participation in Northern Virginia Regional Park Authority Meetings by Electronic Means under Virginia Code §2.2-3708.2; Seconded by Mr. Baldino; ALL Executive Committee Members voted AYE; UNANIMOUSLY APPROVED.

The Chairman called for a vote of the Executive Committee; Mr. Knapp moved that a finding that a Governor declared State of Emergency exists in Virginia, and due to the nature of that emergency, that it is against health officials' advice for the full Board of Directors to meet in one location. Therefore, NOVA Parks Board Meetings during the State of Emergency should be conducted with the assistance of electronic communications as allowed by Virginia Code §2.2-3708.2. Seconded by Mr. Baldino, ALL Executive Committee Members voted AYE; UNANIMOUSLY APPROVED.

Mr. Knapp moved to approve adjournment of the Executive Committee of the NOVA Parks Board of Directors. Mr. Baldino seconded the motion, All Executive Committee Members voted AYE; UNANIMOUSLY APPROVED. The Executive Committee meeting was adjourned at 7:35 p.m.

**NOVA Parks**  
5400 Ox Road  
Fairfax Station, Virginia 22039

**Board Meeting March 19, 2020**  
**7:30 p.m.**

**The meeting of the Board of Directors of NOVA Parks  
took place at NOVA Parks Headquarters,  
5400 Ox Road, Fairfax Station, VA 22039  
And by Electronic meeting**

## **MINUTES**

### **ATTENDANCE:**

#### **Members Present:**

Michael A. Nardolilli, Chairman  
Paul Baldino  
Brian Knapp

#### **Staff Present:**

Paul Gilbert, Executive Director  
Chris Pauley, Director of Operations  
Kim McCleskey, Budget Administrator  
Danielle Endler, Human Resources Administrator  
Diane Creasey, Planning & Development Administrative Assistant

#### **Members Participating Electronically:**

Cate Magennis Wyatt, Vice Chairman  
James Bonfils  
Mark Chandler  
Paul Ferguson  
Patricia Harrison  
Stella Koch  
Brian Knapp  
Sean Kumar  
Scott Price  
Jeffrey Tarbert

#### **Guests: (Electronically)**

Edwin Rivera, Recreation Leisure Services

**Staff Present Electronically:**

Lindsay Burleigh, Planning Manager  
Mike DePue, Land Manager  
Todd Hafner, Senior Project Manager  
Brian Nolan, Director of Planning & Development  
Andrea Reece, Planning and Grants Manager  
Blythe Russian, Park Operations Superintendent  
Lauren Weaver, Finance Director  
Mark Whaley, Park Operations Superintendent

**OPEN SESSION:**

**CALL TO ORDER:**

The Chairman called the meeting to order at 7:36 p.m.

**PRESENTATION ON PANDEMIC PLAN:**

Mr. Pauley presented a detailed plan for the 5 stages of operations for NOVA Parks during the COVID19 pandemic. Mr. Pauley answered questions regarding operational issues and financial implications. Ms. Magennis-Wyatt suggested that we investigate funding sources for emergency situations under the current federal stimulus packages. Mr. Gilbert will ask the NRPA for suggestions and contact local representatives.

**RETIREMENT PLAN ACTUARIAL ASSESSMENT:**

Mr. Gilbert presented a recent assessment of the NOVA Parks retirement plan that offers a change in the assumptions based on new mortality tables. Mr. Knapp suggested that we seek another actuarial assessment to support the findings.

**PRESENTATION ON THE BUDGET FOR FY2021:**

Ms. McCleskey presented the FY21 Budget and noted that was developed before the COVID19 Outbreak and assumed normal operations. New projections have been included. She answered questions and offered re-assessment of the financial situation prior to the next scheduled Board Meeting in May when approval of the proposed Budget will be brought to the Board.

**UPDATE ON BROADBAND LEGISLATION IN THE VIRGINIA LEGISLATURE:**

Mr. Gilbert presented an update on the efforts to ensure NOVA Parks' land rights for broadband installation on the W&OD Trail.

**PRESENTATION ON NOVA Parks INTERNSHIPS AND MENTORING PROGRAMS:**

Mr. Pauley presented a new program to expand our paid internships and mentoring programs in the field.

**PRESENTATION BY RECREATION LEISURE SERVICES RECRUITMENT:**

Mr. Edwin Rivera, CPRP detailed a partnership with NOVA Parks to assist with minority recruitment.

**PRESENTATION ON TEAM UP EMPLOYEE ASSISTANCE PROGRAM:**

Ms. Endler explained a new employee resource for assistance in partnership with Northern Virginia Family Services.

**PRESENTATION ON TUITION ASSISTANCE PROGRAM:**

Ms. Endler showed data from our jurisdictions on their employee tuition assistance programs. Members of the Board discussed various suggestions for our program. Mr. Baldino moved to approve the tuition plan as written with the inclusion of the requirement that the employee maintain a grade of “C” or above in order to receive the tuition assistance. Seconded by Mr. Knapp, All Board Members voted AYE; UNANIMOUSLY APPROVED.

**ADMINISTRATIVE ITEMS:**

a) **Approval of Minutes, January 16, 2020 Board meeting -**

RECOMMENDATION: That the minutes from the January 16, 2020 Board meeting be approved, as circulated.

b) **Award of Contract –Algonkian Regional Park ADA Parking and Route Improvements:**

RECOMMENDATION: (1) That staff be authorized to award a contract to McGee Civil Construction for the Algonkian Regional Park ADA Parking and Route Improvements in the amount of \$99,000. and (2) that the Executive Director be authorized to execute the contract and approve contractor payments.

c) **Award of Contract –Brambleton Regional Park Golf Course Parking Renovations**

RECOMMENDATION: (1) That staff be authorized to award a contract to Espina Paving, Inc. for the Brambleton Regional Park Golf Course Parking Lot Renovations in the amount of \$105,261.00. and (2) that the Executive Director be authorized to execute the contract and approve contractor payments.

Mr. Knapp moved to approve the Administrative Items, seconded by Mr. Ferguson; all Board Members voted AYE: UNANIMOUSLY APPROVED.

At 9:15 p.m., Motion by Mr. Knapp, seconded by Mr. Baldino, to move into closed session to discuss real estate matters, all Board Members voted AYE: UNANIMOUSLY APPROVED.

**CLOSED SESSION:**

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

Real estate matters were discussed.

At 9:35 p.m., Motion by Mr. Knapp, seconded by Mr. Bonfils, to move out of closed session and reconvene in open session, all Board Members voted AYE: 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 following closed session:**

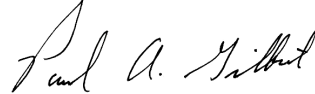
Mr. Kumar moved, seconded by Mr. Price, that (1) the sale of the Bank of Alexandria to Historic BOA Building, LLC be approved subject to the terms and conditions of the executed Letter of Intent dated January 30, 2020, and (2) the Executive Director be authorized to execute all related sale documents including the Purchase and Sale Agreement, the Lease Agreement and the Declaration of Easement and Restrictive Covenants. All Board Members voted AYE: UNANIMOUSLY APPROVED.

Ms. Harrison moved, seconded by Ms. Koch, to accept the 31-acre land donation adjacent to Occoquan Regional Park. All Board Members voted AYE: UNANIMOUSLY APPROVED.

**ADJOURNMENT:**

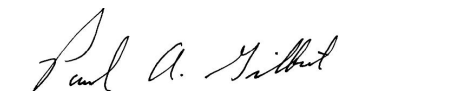
Mr. Knapp moved, seconded by Mr. Baldino, to adjourn the meeting. All Board Members voted AYE: UNANIMOUSLY APPROVED. The meeting was adjourned at 9:40 p.m.

Respectfully submitted,



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Paul A. Gilbert, Secretary

Approved by the Park Authority  
Board on May 21, 2020

  
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Paul A. Gilbert, Secretary  
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Michael A. Nardolilli, Chairman