

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

**Board Meeting, April 2, 2020**  
**7:30 p.m.**

**The meeting took place online via ZOOM.**

## **MINUTES**

### **ATTENDANCE:**

#### **Members Present:**

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

#### **Staff Present:**

Danielle Endler, HR Administrator  
Paul Gilbert, Executive Director

### **OPEN SESSION:**

#### **OPENING STATEMENT:**

The Chair read the following statement:

The Governor has declared a state of emergency in Virginia for the Coronavirus.

On March 19, 2020, NOVA Parks adopted a policy on electronic participation for board meetings that includes section 2.2-3708.2 for states of emergency.

To minimize exposure to the virus, NOVA Parks is holding the April 2, 2020 Board meeting with remote electronic participation by Board Members.

This meeting addresses emergency matters.

Notice of this meeting has been posted.

**CALL TO ORDER:**

The Chairman called the meeting to order at 7:31 p.m.

At 7:32 p.m., motion by Mr. Baldino, seconded by Ms. Koch, 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 8:39 p.m., Motion by Mr. Knapp, seconded by Ms. Koch, to move out of closed session and reconvene 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 following closed session:**

A motion was made by Mr. Tarbert, seconded by Mr. Knapp, that the Board accept the Executive Director's proposal regarding a reduction in the Executive Director's compensation due to the current pandemic and as discussed in closed session.

The vote on the motion was ten (10) approved and two (2) against. Ms. Koch and Mr. Ferguson voted against.

A motion was made by Mr. Knapp, seconded by Mr. Bonfils, that the Board adopt the Resolution and Appendix A for the early retirement program.

Mr. Tarbert requested that the motion be amended to indicate that the Board adopt the Resolution and the Third Amendment for the early retirement program. Appendix A is part of the Third Amendment. UNANIMOUSLY APPROVED.

**OTHER BUSINESS:**

The Chairman notified the Board that the Attorney General has provided clarification regarding the use of online meetings by public agencies. The Executive Director provided additional clarification stating that online meetings should only be for issues related to the state of emergency and not routine/normal business.

Mr. Tarbert requested a review of the content of the Executive Director’s memo to the Board regarding efforts to control expenses. The Executive Director provided an overview of each item listed in the memo and the status of each of those items.

Mr. Baldino asked the Executive Director if the Board needed to take additional action authorizing use of the Restricted License Fund. Mr. Chandler asked clarification on what these funds would be used for. The Executive Director confirmed that these funds would be used for full-time payroll expenses and essential operational expenses. At the request of Mr. Chandler, the Executive Director provided further clarification that these funds would not be used for travel, training, or new equipment purchases. All expenses are at the minimal level and would only cover essential expenses and emergency vehicle repairs.

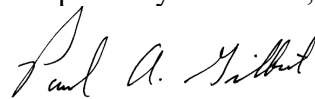
A motion was made by Mr. Baldino, seconded by Mr. Tarbert, that the Board authorize the Executive Director to use the restricted license fund for the operations of the organization as needed during the pandemic. UNANIMOUSLY APPROVED

The Chairman asked the Executive Director to extend the Board’s appreciation on the willingness of the staff to support the organization in this time of trouble.

**ADJOURNMENT:**

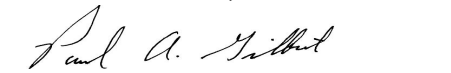
A motion was made by Mr. Bonfils, seconded by Mr. Tarbert, to adjourn the meeting. All Board Members voted AYE: UNANIMOUSLY APPROVED. The meeting was adjourned at 9:04 p.m.

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