

NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

Board Meeting, January 16, 2020
7:30 p.m.

**The meeting took place at NOVA Parks Headquarters,
5400 Ox Road, Fairfax Station, VA 22039**

MINUTES

ATTENDANCE:

Members Present:

Michael A. Nardolilli, Chairman
Cate Magennis Wyatt, Vice Chairman
Paul Baldino
James Bonfils
Paul Ferguson
Stella Koch
Brian Knapp
Sean Kumar
Jeffrey Tarbert

Members Absent:

Patricia Harrison
Scott Price

Staff Present:

Brian Bauer, Marketing & Communications Administrator
Diane Creasey, Planning & Development Administrative Assistant
Mike DePue, Land Manager
Danielle Endler, Human Resources Administrator
Paul Gilbert, Executive Director
Kim McCleskey, Budget Administrator
Brian Nolan, Director of Planning & Development
Chris Pauley, Director of Operations
Andrea Reece, Planning and Grants Manager
Blythe Russian, Park Operations Superintendent
Lauren Weaver, Finance Director
Mark Whaley, Park Operations Superintendent

Guests:

Andrew Grossnickle, Robinson Farmer Cox & Associates

Pre-Meeting Remarks honoring Daniel Kaseman, Art Little and Heidi Bates

OPEN SESSION:

CALL TO ORDER:

The Chairman called the meeting to order at 7:35 p.m.

REPORT OF AUDITORS:

Andrew Grossnickle presented the results of the annual independent audit and provided a management letter. Ms. Weaver commented on the results of the audit.

Mr. Baldino moved to accept the Auditor's Report as presented, Ms. Koch seconded the motion, all Board Members voted AYE: UNANIMOUSLY APPROVED.

LIGHTSHOW REPORTS:

Mr. Whaley and Ms. Russian presented reports on the 2019-2020 Bull Run Regional Park Festival of Lights, Meadowlark Botanical Gardens Winter Walk of Lights and the new Ice and Lights at Cameron Run Regional Park.

PRESENTATION ON PART TIME AND SEASONAL LABOR PAY RATES:

Mr. Pauley presented information on current rates of pay for part time and seasonal employees.

Mr. Tarbert moved to approve the salary adjustments as presented, Mr. Knapp seconded; all Board Members voted AYE: UNANIMOUSLY APPROVED.

PRESENTATION ON FEES AND CHARGES:

Mr. Pauley presented proposed fees and charges for FY 2020/2021.

Mr. Tarbert moved to adopt the recommended fee changes, Ms. Magennis-Wyatt seconded; all Board Members voted AYE: UNANIMOUSLY APPROVED.

UPDATE ON TURNING POINT SUFFRAGIST MEMORIAL: Mr. Gilbert presented an update on the Turning Point Suffragist Memorial at Occoquan Regional Park. Mr. Gilbert explained the funding shortfall the group is experiencing and plans to value engineer the construction of the project for completion before the August 2020 100th Anniversary of the ratification of the Nineteenth Amendment.

Ms. Koch moved to approve the gift of NOVA Parks' unrestricted donation funds in the amount of \$30,000 to the Suffragist Memorial, Ms. Magennis-Wyatt seconded; all Board Members voted AYE: UNANIMOUSLY APPROVED.

Ms. Koch moved that NOVA Parks use Capital funds to move the sewer line that runs under the site of the Suffragist Memorial to aid in the construction efforts, Mr. Knapp seconded; all Board Members voted AYE: UNANIMOUSLY APPROVED.

BOARD OF DIRECTORS ELECTIONS: Mr. Ferguson, Chairman of the Elections Committee, expressed that all current Board officers would be willing to continue to service another year in their positions.

Mr. Ferguson moved that Mr. Nardolilli continue to serve as Chairman of the Board of Directors. Mr. Knapp seconded the motion; all Board Members voted AYE: UNANIMOUSLY APPROVED.

Mr. Bonfils moved that Ms. Magennis-Wyatt continue to serve as Vice-Chairman of the Board of Directors. Mr. Ferguson seconded the motion; all Board Members voted AYE: UNANIMOUSLY APPROVED.

Mr. Tarbert moved that Mr. Baldino continue to serve as Treasurer of the Board of Directors. Mr. Knapp seconded the motion; all Board Members voted AYE: UNANIMOUSLY APPROVED.

Ms. Koch moved that Mr. Knapp continue to serve as Member at Large of the Executive Committee. Mr. Tarbert seconded the motion; all Board Members voted AYE: UNANIMOUSLY APPROVED.

OTHER BUSINESS:

Mr. Gilbert suggested to the Board that the annual Board Retreat be held on May 22, 2020 at the Harris home in Leesburg, an historic site. Discussion was held about the date of the retreat and Mr. Knapp moved to schedule the Board Retreat on May 15, 2020 at the Harris Home with a potential follow-up meeting on June 18, 2020; Mr. Baldino seconded the motion; all Board Members voted AYE: UNANIMOUSLY APPROVED.

Discussion was held about the 1863 Fund initiative. Mr. Bonfils moved to create the title of “1863 Fund Ambassador” for former Board Member Mr. Kaseman to continue his involvement with NOVA Parks in a different role. Mr. Knapp seconded, all Board Members voted AYE: UNANIMOUSLY APPROVED.

ADMINISTRATIVE ITEMS:

- a) **Approval of Minutes, November 21, 2019 Board meeting** - RECOMMENDATION: That the minutes from the November 21, 2019 Board meeting be approved, as circulated.
- b) **Treasurer’s Report** - RECOMMENDATION: That the report of the treasurer be approved, as presented.
- c) **Undergrounding of Dominion Power lines at Fountainhead and Bull Run Marina** - RECOMMENDATION: That, subject to staff review and approval of the construction plans, methods and schedules for the utility undergrounding, the Board authorize the Executive Director to execute the necessary documents for the undergrounding of powerlines within Fountainhead Regional Park and Bull Run Marina.
- c) **Aldie Mill Historic Dam Renovations**- RECOMMENDATION: That (1) staff be authorized to award a contract to Avon Corporation in the amount of \$305,599.95 for the Aldie Mill Historic Dam Repairs, (2) the Executive Director be authorized to execute the contract and approve payments according to the contract.

- d) **W&OD Trail Emergency Gabion and Culvert Repair at Carlin Springs Road - RECOMMENDATION:** That (1) staff be authorized to award a contract to Environmental Quality Resources (EQR) in the amount of \$111,043 for the W&OD Embankment Repairs at Carlin Springs Road, and (2) the Executive Director be authorized to execute the contract and approve contractor payments.
- e) **Approval of Acceptance of Artifacts loaned to NOVA Parks by the Department of the Interior - RECOMMENDATION:** That the Board accept the loan of artifacts from the Department of the Interior.

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

At 9:17 p.m., Motion by Mr. Knapp, seconded by Mr. Tarbert, 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)
--Land Acquisition

Real estate matters were discussed.

At 10:03 p.m., Motion by Mr. Ferguson, seconded by Mr. Kumar, to move out of closed session and re-convene 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:

Ms Koch moved, seconded by Mr. Knapp, to allocate \$322,000 from the Restricted Fund for the acquisition of the Lott Property, and seek to close on that property as soon as the other grant funds are available. All Board Members voted AYE: UNANIMOUSLY APPROVED.

Mr. Kumar moved, seconded by Mr. Tarbert, to execute a term sheet for 133 N. Fairfax Street, Alexandria VA consistent with the terms discussed in closed session. All Board Members voted AYE: UNANIMOUSLY APPROVED.

ADJOURNMENT:

Ms Koch moved, seconded by Mr. Tarbert, to adjourn the meeting. All Board Members voted AYE: UNANIMOUSLY APPROVED. The meeting was adjourned at 10:05 p.m.

Respectfully submitted,



Paul A. Gilbert, Secretary

Approved by the Park Authority Board
on March 19, 2020



Paul A. Gilbert, Secretary



Michael A. Nardolilli, Chairman