

NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

Board Meeting, May 16, 2019
7:30 p.m.

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

MINUTES

ATTENDANCE:

Members Present:

Michael Nardolilli, Chairman
Paul Baldino
Paul Ferguson
Patricia Harrison
Dan Kaseman
Brian Knapp
Sean Kumar
Art Little
Cate Magennis-Wyatt, Vice Chair
Scott Price
Jeff Tarbert

Members Absent:

Stella Koch

Staff Present:

Heidi Bates, Executive Secretary
Brian Bauer, Marketing & Communications Administrator
Lindsay Burleigh, Planning Manager
Danielle Endler, HR Administrator
Paul Gilbert, Executive Director
Kim McCleskey, Budget Administrator
Brian Nolan, Planning & Development Director
Chris Pauley, Operations Director
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 7:30 p.m. and announced that Mrs. Koch would not attend tonight's meeting due to a scheduling conflict.

ADOPTION OF FY 2020 BUDGET:

Mrs. McCleskey noted that a few changes to the budget had been made since March when she had presented the proposed FY 2020 budget. The retirement contribution rate has changed from 17.4% in March to 18.78% now, and the lifeguard rates were increased. Mr. Baldino had a question about the W&OD Trail, and he also asked where he could find the value of the endowment. There were no other questions.

Motion by Mr. Kaseman, seconded by Mr. Tarbert, to adopt the FY 2020 Operating Budget with an Enterprise Fund of \$24,715,294 and General Fund of \$5,337,488. UNANIMOUSLY APPROVED.

Motion by Mrs. Magennis-Wyatt, seconded by Mr. Baldino, to adopt the FY 2020 Special Fund Budgets as submitted. The Special Fund Budgets are the Friends of the W&OD, the Friends of the Carlyle House, the Temple Hall Farm Endowment Fund and the Restricted License Fee Fund. UNANIMOUSLY APPROVED.

10-YEAR FORECASTING PRESENTATION:

Mrs. McCleskey noted that the 10-Year Financial Forecast should be viewed as a starting point in placing a strategic focus on NOVA Parks' long-term financial decisions. She explained the various forecast scenarios she had included and the methods she had used to develop the Base Model 10-Year Forecast. She said that the FY 2020 Proposed Budget, which was presented at the March 2019 Board meeting, is the forecast base year.

STRATEGIC PLAN REVIEW AND UPDATE:

The various goals under each strategic focus in the current strategic plan were discussed. The current plan became effective in 2018 and will conclude in 2022. There is a "vision" for 2022, which includes being even better known in our region, continuing to be an innovator in our field, setting the benchmark for customer service, keep on growing our parkland and becoming more central to the identity of the whole region.

The Executive Director reported that a great number of goals for the following have been completed at this point (74.5%):

- Customer Experience
- Conserving and Protecting Natural and Historic Resources
- Communicating our Story
- Growing Financial Resources

- Developing our Human Resources and
- Pursuing Excellence in Governance

The HR Administrator presented an update on Diversity Initiatives, and the upcoming 60th Anniversary of NOVA Parks (later in the year) was also discussed.

Following the strategic plan and working on completing the remaining goals will remain a top priority for everyone at NOVA Parks.

ADMINISTRATIVE ITEMS:

- a) Approval of Minutes, March 21, 2019 Board meeting -
RECOMMENDATION: That the minutes from the March 21, 2019 Board meeting be approved, as circulated.
- b) Treasurer's Report -
RECOMMENDATION: That the report of the treasurer be approved, as presented.
- c) Pohick Bay Regional Park Lott Property Acquisition – Land & Water Conservation Fund (LWCF) Authorizing Resolution -
RECOMMENDATION: That NOVA Parks submit a Land & Water Conservation Fund grant application in an amount of \$500,000 toward acquisition of the Lott Property in Fairfax County, with NOVA Parks providing the 50% matching funds, and that the Board adopt the authorizing resolution, which is attached.
- d) Award of Contract for Meadowlark Greenhouse –
- e) Award of Contract – Bull Run Regional Park Paving and Road Widening –
RECOMMENDATION: That staff be authorized to award a contract in the amount of \$389,776.00 to Arthur Construction Company, Inc. for the Bull Run Regional Park Paving and Road Widening, and the Executive Director be authorized to execute the contract and approve contractor payments.

Motion by Mr. Ferguson, seconded by Mr. Kumar, to discuss item c) but approve items a), b) d) and e).

Administrative item c):

After a brief discussion and a few questions about the acquisition of the Lott property in Fairfax County, which Mr. Nolan answered, the motion to approve all administrative items was UNANIMOUSLY APPROVED.

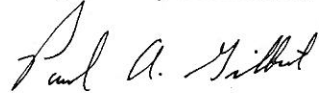
OTHER BUSINESS:

- Two Board members, Mr. Nardolilli and Mr. Kaseman, will attend the NRPA Annual Conference in September, which will take place in Baltimore
- VRPS meeting – Two Board members can attend; no decision has yet been made who will go
- The Carlyle House Friends Group meeting on June 21 – Mr. Kumar and Mr. Nardolilli are considering going to that meeting

ADJOURNMENT:

A motion was made and seconded, to adjourn. The motion was UNANIMOUSLY APPROVED, and the meeting was adjourned at 9:45 p.m.

Respectfully submitted,



Paul A. Gilbert, Secretary

Approved by the Park Authority Board
On July 18, 2019



Paul A. Gilbert, Secretary



Michael Nardolilli, Chairman