

# **NOVA Parks**

5400 Ox Road  
Fairfax Station, Virginia 22039

**Board Meeting & Retreat, May 11, 2018**  
**9 a.m.**

**The Workhouse Arts Center, 9601 Ox Road, Lorton, VA 22079**

## **MINUTES**

### **ATTENDANCE:**

#### **Members Present:**

Michael Nardolilli, Chairman  
Paul Baldino  
Paul Ferguson  
Patricia Harrison  
Brian Knapp  
Stella Koch  
Sean Kumar  
Cate Magennis Wyatt, Vice Chair  
Scott Price  
Jeff Tarbert

#### **Members Absent:**

Daniel Kaseman  
Arthur Little

#### **Staff Present:**

Heidi Bates, Executive Assistant  
Brian Bauer, Marketing & Communications Administrator  
Mike DePue, Land Manager  
Danielle Endler, HR Administrator  
Sandra Garduno, Social Media & Video Coordinator  
Paul Gilbert, Executive Director  
Todd Hafner, Sr. Project Manager  
Dan Iglhaut, Deputy Director of Planning & Grants  
Kim McCleskey, Budget Administrator  
Brian Nolan, Planning & Development Director  
Chris Pauley, Director of Operations  
Blythe Russian, Park Operations Superintendent  
Lauren Weaver, Finance Director  
Mark Whaley, Park Operations Superintendent

**Guests:**

John Mason, former Mayor of the City of Fairfax

**OPEN SESSION:**

**CALL TO ORDER:**

The Chairman called the meeting to order at 9:15 a.m. and advised that Messrs. Kaseman and Little would not attend today’s meeting due to illness. At this point, the new Board member, Mrs. Patricia Harrison, representing Fairfax County, was introduced.

**ADMINISTRATIVE ITEMS:**

- a) Approval of Minutes, March 15, 2018 Board meeting -  
RECOMMENDATION: That the minutes from the March 15, 2018 Board meeting be approved, as circulated.
- b) Treasurer’s Report -  
RECOMMENDATION: That the report of the treasurer be approved, as presented.
- c) Award of Contract – Pohick Bay Regional Park Campground Electrical Upgrades -  
RECOMMENDATION: That (1) staff be authorized to award a contract to PBS Contracting, Inc. in the amount of \$437,770 for the Pohick Bay Regional Park Campground Electrical Upgrades with project funding as presented by staff, and (2) the Executive Director be authorized to execute the contract and approve contractor payments.
- d) Award of Contract – Fountainhead Regional Park Marina Access Stair Replacement Project -  
RECOMMENDATION: That staff be authorized to award a contract in the amount of \$46,500 to MS Park Construction for the Fountainhead Regional Park Marina Stair Replacement, and the Executive Director be authorized to execute the contract and approve contractor payments.
- e) Award of Contract – Occoquan Regional Park Playground -  
RECOMMENDATION: That staff be authorized to award a contract to Site Concepts / Miracle Recreation in the amount of \$182,746.00 for the Occoquan Playground and the Executive Director be authorized to execute the contract and approve contractor payments.
- f) Award of Construction Contract – W&OD Trail Improvements -  
RECOMMENDATION: That staff be authorized to award a contract in the amount of \$361,708.00 to Espina Paving, Inc. for the W&OD Trail Improvements, and the Executive Director be authorized to execute the contract and approve contractor payments.

**SEXUAL HARASSMENT AND WHISTLEBLOWER POLICIES**

The current policies were discussed but the Board determined that they are not adequate; they need to be revised and re-written. Specificity and on reporting on response need to be clarified; our attorney’s guidance needs to be sought, and an HR committee should perhaps be formed. The Executive Director will take up the issue and re-write the policies and bring back to the Board at a later date.

**MAINTENANCE AND OPERATIONS MANAGEMENT STANDARDS:**

Mr. Pauley began his presentation by reviewing the current maintenance structure and spending. He provided examples of the operating budget of individual cost centers at Bull Run Regional Park and said that the total maintenance dollars allocated are budgeted at more than \$2 million.

Mr. Pauley then explained who actually does the work (Park Maintenance Staff and Central Maintenance) and that we have 48 full-time maintenance employees. Approximately 60,000 hours (\$765,000) are dedicated to part-time/seasonal positions annually. Mr. Pauley continued with a Maintenance Expense History from FY 09 – FY 17 and provided examples of what a NOVA Park is supposed to look like, how it is very different from any other park, and what we need to do to keep it that way.

Mr. Pauley noted that the Operations Standards are organized into four categories, buildings, grounds, equipment and vehicles, and also explained the purpose and the goal for a new Maintenance and Operations Standards Manual, which is being completed and which will be implemented in July. He then briefly spoke about how the various categories will relate to the customer experience by providing a long list of features, either already in place or still to be added. At this point, he concluded his presentation.

**FISCAL YEAR 2019 BUDGET APPROVAL:**

Mrs. McCleskey advised the Board that there was only one budget change since the last meeting due to the Stribling Property acquisition and asked that the FY 2019 Operating Budget with an Enterprise Fund amount of \$22,966,038 and a General Fund amount of \$5,108,858 be adopted. She further asked that the Board adopt the FY 2019 Special Fund Budgets as submitted.

Motion #1) by Mr. Baldino, seconded by Mrs. Koch, to adopt the Operating Budget and Motion #2) by Mr. Baldino, seconded by Mr. Price, to adopt the Special Fund Budgets as submitted.

Both motions were UNANIMOUSLY APPROVED.

**UPDATE ON SNOWWORLD INDOOR SKI FACILITY NEXT TO OCCOQUAN:**

The Executive Director updated the Board on the current status on NOVA Parks' relationship with a Dutch company, which is interested in building an indoor snow facility on the east coast of the U.S. They also operate waterparks, zip lines, mountain coasters and gondolas, among others. Meetings with this company are ongoing – these people want to build something in 2020 or 2021 but no action is required at this point.

A motion was made and seconded to move into closed session to discuss real estate matters and a personnel matter. UNANIMOUSLY APPROVED.

**CLOSED SESSION:**

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

Personnel matter, in accordance with Code of Virginia, Section 2.2-3711-(A)(1)  
--Employee's annual review

Real estate matters were discussed. No action was taken.  
A personnel matter was discussed. No action was taken.

Motion by Mr. Knapp, seconded by Mrs. Magennis Wyatt, to move out of closed session and re-convene 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 in closed session were heard, discussed or considered by this Board during closed session.

The certification was UNANIMOUSLY APPROVED by roll call vote.

### **Actions from closed session:**

Motion by Mr. Baldino and seconded by Mrs. Koch to accept the recommendations of the Executive Committee regarding the Executive Director's compensation and the performance incentive plan. UNANIMOUSLY APPROVED.

It was also agreed that the performance goals for the Executive Director for FY 2019 will be reviewed and approved during the July 2018 Board meeting. An adhoc committee consisting of Mrs. Magennis Wyatt, Mr. Nardolilli, Mrs. Koch and Mr. Tarbert was created and was tasked with reviewing the Executive Director's draft goals which had been sent to the Board members.

### **PARK TOUR:**

The Board members and staff left the meeting venue and drove or were driven to Occoquan Regional Park to tour the new and very impressive Jean R. Packard Center, which is still under construction but nearing completion. Following the tour, lunch was served at one of the shelters and John Mason, the former Mayor of the City of Fairfax, shared his views and ideas regarding future funding for NOVA Parks.

Board members and staff returned to the Workhouse Arts Center, and the meeting continued.

### **DISCUSSION ON LONG-TERM CAPITAL:**

Various option and ideas were discussed. No action was taken.

**ADJOURNMENT:**

A motion was made and seconded to adjourn. UNANIMOUSLY APPROVED.

The meeting was adjourned at 2:50 p.m.

Respectfully submitted,



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Paul A. Gilbert, Secretary

Approved by the Park Authority Board  
on July 19, 2018



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Paul A. Gilbert, Secretary



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Michael Nardolilli, Chairman