

NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

Board Meeting, September 19, 2019
7:30 p.m.

The meeting took place at Bull Run Regional Park
7700 Bull Run Drive, Centreville, VA

MINUTES

ATTENDANCE:

Members Present:

Michael A. Nardolilli, Chairman
Paul Baldino
Paul Ferguson
Patricia Harrison
Daniel Kaseman
Brian Knapp
Sean Kumar
Art Little
Scott Price
Jeffrey Tarbert

Members Absent:

Cate Magennis Wyatt, Vice Chairman
Stella Koch

Staff Present:

Brian Bauer, Marketing & Communications Director
Brian Bui, Marketing Assistant
Danielle Endler, HR Administrator
Paul Gilbert, Executive Director
Todd Hafner, Senior Project Manager
Kim McCleskey, Budget Administrator
Brian Nolan, Director of Planning & Development
Chris Pauley, Director of Operations
Blythe Russian, Park Operations Superintendent
Lauren Weaver, Finance Director
Mark Whaley, Park Operations Superintendent

Guests:

Danny Smith, Co-Chairman, Historic Alexandria Resources Commission

OPEN SESSION:

CALL TO ORDER:

The Chairman called the meeting to order at 7:30 p.m.

ADDRESS FROM HISTORIC ALEXANDRIA RESOURCES COMMISSION:

Danny Smith from the Historic Alexandria Resources Commission addressed the Board of Directors about the Bank of Alexandria's history and future plans.

PRESENTATION ON THE 2020 – 2024 CAPITAL BUDGET:

Brian Nolan, Director of Planning and Development, presented an overview of the 2020 – 2024 Capital Budget. Mr. Nolan highlighted the funding sources and projects that will be started with this budget, as well as addressing the W&OD Dual Trails projects. Mr. Knapp thanked the staff for their time spent on the budget and for discussing his questions with him. Mr. Kaseman noted that Aldie Mill and Rust Sanctuary do not have a large amount of future projects budgeted, and that the Headquarters office could use refreshing. Mr. Nolan added that the bathrooms at Headquarters are current budget priorities. Mr. Tarbert thanked staff for an excellent budget document.

Motion by Mr. Tarbert, seconded by Mr. Knapp, that the Board approve the Capital Budget as presented. UNANIMOUSLY APPROVED.

WORKFORCE FOR TOMORROW: Mr. Gilbert walked the Board members through various points in the report, highlighting the Retirement Plan vesting schedule, employee survey, turnover rate tables and unemployment rate. Mr. Pauley emphasized educating and developing our internal talent as a priority and expanding the number of college majors recognized for recruiting efforts. Mr. Gilbert noted that at the recent _____ conference, almost all groups recognized the issue of diversity as a challenge. He noted that NOVA Parks started using Diversity Post earlier this year to help increase diversity and added that we have seen progress in this area and will study additional methods, such as tuition assistance, to help promote career growth.

Motion by Mr. Baldino, seconded by Mr. Kaseman, that Staff provide a brief outline of the recommended tuition assistance program for the next Board Meeting. UNANIMOUSLY APPROVED.

Mr. Price asked that the 2019 EEO-4 Report data be provided in table format broken down by ethnicity and gender. This data will then be compared to the 2020 data and provided to the Board at the September 2020 meeting. Mr. Kumar asked that we review the EEO information from other jurisdictions for comparison even though they may not be strictly park employment figures. Mr. Nardolilli noted that even the National Park Service has diversity issues within their system. Mrs. Harrison mentioned that NRPA might be able to provide comparison statistics and that their accreditation process may require diversity information.

ADMINISTRATIVE ITEMS:

Administrative Items:

- a) Approval of Minutes, July 18, 2019

RECOMMENDATION: That the minutes from the July 18, 2019 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 – Upton Hill Site Renovations and Parking Improvements

Award of Contract –Upton Hill Regional Site Renovations and Parking Improvements

Staff has recently re-bid the site and parking renovations at Upton Hill Regional Park. The scope of this project includes renovations to parking, stormwater management facilities, and other miscellaneous site work.

Due to the scope of work and amount of the single bid received, staff plans to review value engineering opportunities and re-bid this project with the expectation we will receive multiple competitive bids with the next issuance. In an effort to keep the project on schedule for spring construction, staff would like to award a contract prior to the next Board meeting in November.

RECOMMENDATION: That (1) staff be authorized to award a contract to the lowest responsible bidder of the forthcoming project re-bid not to exceed the amount of \$1,400,000.00 for Upton Hill Site Renovations and Parking Improvements, and (2) the Executive Director be authorized to execute the contract and approve payments according to the contract.

d) FY2021 Per Capita Rate

e) Plans for Turning Point Suffragist Memorial:

R. E. Beach Architects presented the attached Turning Point Suffragist Memorial Plan to the TPSM Board on August 29, 2019. The completed plan is the result of many years of dedicated effort by various stakeholders and the Architect of the original concept plan, and reflects the mission and original design of the memorial.

RECOMMENDATION: That the NOVA Parks Board approve the Turning Point Suffragist Memorial plan as presented by R. E. Beach Architects.

f) Update on 60th Anniversary Gala

Motion by Mr. Knapp, seconded by Mr. Tarbert, to approve a), b), c), d), e) and f). UNANIMOUSLY APPROVED.

OTHER BUSINESS:

Mr. Knapp thanked Dennis Charlton and his catering staff for dinner and Heidi Bates for her desserts. He also thanked the Board and Staff for supporting his attendance at the NRPA conference next week and asked Mr. Pauley to provide background on Andrea Cochrane Tracey, Historic Site Manager at Carlyle House.

Motion by Mr. Knapp, seconded by Mr. Kumar, to move into closed session to discuss real estate matters and personnel matters. UNANIMOUSLY APPROVED.

CLOSED SESSION:

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

--Land Discussion

Personnel matters, in accordance with Code of Virginia, Section 2.2-3711-(A)(1)

--Employee's goal setting

Real Estate matters were discussed. No action was taken.
Personnel matters were discussed. No action was taken.

Motion by Mr. Knapp, seconded by Mr. Tarbert, 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 closed session were heard, discussed or considered by this Board during closed session.

This certification was UNANIMOUSLY APPROVED by roll call vote.

Actions following closed session:

No action was taken with regard to the real estate matters discussed in closed session.

Motion by Mr. Tarbert and seconded by Mr. Knapp, to designate the Interim Goals for the Executive Director, adopted at the Board meeting of July 18, 2019, as the Final Goals for FY2020. (Motion carried 9-1 with Mr. Kumar voting against)

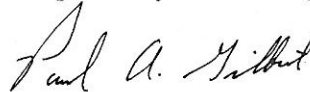
Motion by Mr. Tarbert and seconded by Mr. Knapp, to authorize the Executive Committee to engage an individual or firm to make factual determinations regarding recent communications between the Executive Director and certain public officials. UNANIMOUSLY APPROVED.

ADJOURNMENT:

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

The meeting was adjourned at 10:51pm.

Respectfully submitted,



Paul A. Gilbert, Secretary

Approved by the Park Authority Board
on November 21, 2019

Paul A. Gilbert

Paul A. Gilbert, Secretary

Michael Nardolilli

Michael A. Nardolilli, Chairman