

**NOVA Parks**  
Potomac Overlook Regional Park  
2845 N. Marcey Road  
Arlington, VA 22207

**Board Meeting, July 20, 2023**  
**7:30 p.m.**

**MINUTES**

**ATTENDANCE:**

**Members Present:**

Cate Magennis Wyatt, Chairman  
Sean Kumar, Vice Chairman  
Scott Price  
James Bonfils  
Mark Chandler  
Paul Baldino  
Jeff Tarbert  
Stella Koch  
Patricia Harrison  
Douglas Stewart  
Paul Ferguson

**Members Absent:**

Michael Nardolilli

**Staff Present:**

Paul Gilbert, Executive Director  
John Bell, Senior Planner  
Mike DePue, Planning Administrator  
Danielle Endler, HR Administrator  
Kelly Gilfillen, Director of Marketing and Communications  
Kim McCleskey, Budget Administrator  
Brian Nolan, Director of Planning & Development  
Chris Pauley, Director of Operations  
Anh Phan, Community Engagement Manager  
Blythe Russian, Park Operations Superintendent  
Lauren Weaver, Director of Finance (via Zoom)  
Mark Whaley, Park Operations Superintendent

**Guests:**

Libby Garvey, Vice Chair of Arlington County Board

**CALL TO ORDER:**

The Chairman called the meeting to order at 7:33 p.m.

Mr. Ferguson introduced Ms. Libby Garvey, Vice Chair of the Arlington County Board. Ms. Garvey welcomed the NOVA Parks Board members and staff to Arlington County and thanked the staff for all that NOVA Parks does for the County and other regional jurisdictions. Ms. Garvey also addressed the deer population challenge in the area. Mr. Gilbert explained how deer management happen at some of the larger parks in Fairfax County under the management of the Police Department.

Mr. Gilbert provided a brief overview of Potomac Overlook Regional Park. While it is 70 acres, which could be considered small, it is directly connected/next to a lot of other park land. NOVA Parks obtained the land in 1970. In 1970 the trees were shorter and there was an overlook to see Washington DC which is why the park was named Potomac Overlook.

**APPROVAL OF MINUTES:**

**A Motion was made by Mr. Bonfils, seconded by Mr. Kumar to approve the May 18, 2023 Board Meeting Minutes.**

**UNANIMOUSLY APPROVED.**

**RECOMMENDATIONS RESULTING FROM THE COMPENSATION STUDY:**

Danielle Endler, Human Resources Administrator, presented on the compensation study conducted by PRM. The presentation included an overview of the scope and methodology which included an overview of which data was used by PRM for the study. Based on the study, NOVA Parks' benefits were deemed to be comparable, and no changes were recommended.

The compensation findings showed that across all salary grades/position classifications reviewed, the range minimums, midpoints, and maximums are within the competitive range, but at the lower end. The base salaries were found to be at 92% of market while total cash compensation was found to be at 95% of market.

Based on the findings of the compensation study, three changes were proposed: salary scale expansion extending the ranges for position classifications 1 to 20, adoption of a living minimum wage of \$17.59 per hour for full-time employees, and reclassification of 35 positions classifications. As part of the reclassification, a 3% raise in salary for all employees in a position classification that was being reclassified was proposed. The bulk of the costs for the 3% raise would be paid for out of the Compensation Initiatives budgeted for FY24. Costs not covered by the Compensation Initiatives can be absorbed out of unspent funds designated for regular compensation.

**A motion was made by Mr. Chandler, seconded by Mr. Tarbert to adopt the recommended changes to NOVA Parks' compensation package as presented at the July 20, 2023 Board meeting to include the adoption of a Living Wage, extending all grades to 22 steps, reclassification of 35 full-time positions resulting in a 3% raise for those reclassified positions.**

**UNANIMOUSLY APPROVED.**

**UPDATE SPENDING LIMITS:**

Mr. Gilbert presented on the update to spending limits based on the discussion at the May 2023 Board meeting. The revised spending limits were included in the Board materials provided in advance of the meeting. The proposal doubles the dollar amounts and makes it evergreen by including an annual adjustment using inflation (CPI).

Mr. Tarbert questioned how the annual adjustment for inflation would be tracked and if it would be brought to the Board each year to approve. Mr. Gilbert stated that the increase would be tracked annually, but that the spending limits document would not be updated each year to reflect the changes. There was a discussion on how the spending limits would be tracked each year.

Mr. Gilbert confirmed that staff will include a memo or note as part of the Budget to inform the Board what the new spending limits are based on the CPI increase. The CPI used to increase spending limits will be the same CPI used to determine the Cost-of-Living Adjustment (Market Rate Adjustment) for full-time employee salaries.

**A motion was made by Mr. Tarbert, seconded by Mr. Bonfils, to update the Board Approved Spending Limits, pursuant to Article VII, Section 3 of the NVRPA Bylaws, as presented with staff providing a memo annually to the Board with the Budget with the new spending limits.**

**UNANIMOUSLY APPROVED.**

**UPDATE LAND SELECTION CRITERIA TO INCLUDE RESOURCES BANKING:**

Brian Nolan, Director of Planning & Development, presented an update to land acquisition evaluation criteria. The proposed updates are to account for natural resource banking potential in the land acquisition evaluation. These proposed changes are in line with the Strategic Plan. Mr. Nolan provided an overview of the current criteria categories and the proposed additional criteria category with a weighted score of 10% for Natural Resource Banking.

Mr. Chandler asked how a property with an existing building/infrastructure in poor condition would rank on the current criteria. Mr. Nolan noted that current infrastructure is part of the current selection criteria.

**A motion was made by Mr. Baldino, seconded by Mr. Bonfils, that we adopt the proposed revisions to the NOVA Parks Land Acquisition Evaluation Criteria to reflect the consideration of natural resources banking in addition to other criteria.**

**UNANIMOUSLY APPROVED.**

**FIRST CLOSE FOR FY23 & NET REVENUE ALLOCATION**

Mr. Gilbert presented on the FY23 Operating Net Revenue after first close. This amount will change based on accruals yet to be made that could increase or decrease the amount. The proposed surplus allocation percentages are: 20% to Performance Incentive Plan, 70% to Capital Fund, and 10% to Strategic Opportunity Reserve. Using the proposed allocations and the first close projection of end of year net revenue, the Performance Incentive Plan would receive \$966,000 the Capital Fund would receive \$3.38 million, and Strategic Opportunity Reserve would receive \$483,000. This would bring the Reserve to \$2.8 million.

**A motion was made by Mr. Chandler, seconded by Mr. Tarbert, to allocate the FY2023 end of the year Net Operation Revenue as follows: 20% for Performance Incentive Plan, 70% for the Capital Fund, and 10% for Strategic Opportunity Reserve.**

**UNANIMOUSLY APPROVED.**

**ADMINISTRATIVE ITEMS:**

- A. Treasurer’s Report
- B. Allocate Revenue from Red Rock Fiber Optics to Capital Endowment
- C. Comprehensive Insurance Coverage Renewal (VRSA)

**APPROVAL OF ADMINISTRATIVE ITEMS:**

**A Motion was made by Mr. Ferguson, seconded by Mr. Chandler to approve the Administrative Items.**

**UNANIMOUSLY APPROVED.**

Mr. Gilbert notified the Board that NOVA Parks acquired a Chevy Bolt EV and took possession of it on July 20, 2023. Mr. Pauley provided an overview of the demonstration of tools/equipment for a line of commercial products that are hybrid or fully electric. This line of products has the commercial abilities that our maintenance team will appreciate. Mr. Pauley has authorized purchase of some materials and shortly Occoquan Regional Park will have a fully electric zero turn mower. Mr. Pauley also provided an overview of how the charging for this equipment will work.

Mr. Ferguson asked about the vehicle charging capabilities at Headquarters and Parks. Mr. Pauley confirmed that there are funds in the Capital Budget to install the charging stations. Mr. Chandler indicated that the Department of Transportation (DOT) is looking to install charging stations throughout the U.S., so that electric car owners do not have “range anxiety”. Mr. Chandler recommended seeing if we can work with the DOT to acquire charging stations. Mr. Price mentioned that Dominion had grants for charging stations that should be explored. The acquiring of the EV, electric/hybrid tools and equipment, and installation of charging stations furthers the Board’s desire to be an environmental leader.

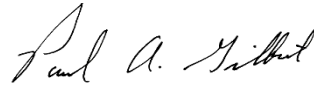
**ADJOURNMENT:**

A motion was made by Mr. Bonfils, seconded by Mr. Ferguson, to adjourn the meeting.

**UNANIMOUSLY APPROVED.**

The meeting was adjourned at 8:44 p.m.

Respectfully submitted,



---

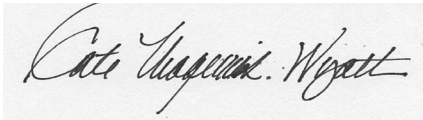
Paul A. Gilbert, Secretary

Approved by the NOVA Parks Authority Board  
on September 21, 2023:



---

Paul A. Gilbert, Secretary



---

Cate Magennis Wyatt, Chairman