

**NOVA Parks**  
5400 Ox Road  
Fairfax Station, Virginia 22039

**Board Meeting, January 21, 2021**

**7:30 p.m.**

**The meeting took place online via ZOOM**

The meeting was live streamed on YouTube at:

<https://www.youtube.com/channel/UCcKufx1dafi-b2lsgGeMyDA>

## **MINUTES**

### **ATTENDANCE:**

#### **Members Present:**

Michael A. Nardolilli, Chair  
Cate Magennis Wyatt, Vice Chair  
Paul Baldino  
James Bonfils  
Mark Chandler  
Paul Ferguson  
Patricia Harrison  
Stella Koch  
Brian Knapp  
Sean Kumar  
Scott Price  
Jeffrey Tarbert

#### **Members Absent:**

None

#### **Staff Present:**

Paul Gilbert, Executive Director  
Christopher Pauley, Director of Operations  
Kim McCleskey, Budget Administrator  
Lauren Weaver, Director of Finance  
Brian Nolan, Director of Planning & Development  
Blythe Russian, Park Operations Superintendent  
Mark Whaley, Park Operations Superintendent  
Todd Hafner, Senior Project Manager  
Andrea Reese, Land Planning & Grants Administrator  
Diane Creasey, Administrative Assistant

**Guests:**

Andrew Grossnickle, Auditor  
Barry Buschow, former Board member

**OPEN SESSION:**

**OPENING STATEMENT:**

Chair Michael Nardolilli read the following:

*The Governor has declared a state of emergency in Virginia for the Coronavirus. It is impracticable and unsafe for the Authority to assemble in a single location, so the meeting will be held electronically pursuant to the 2020 Appropriation Act. The purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the Authority and the discharge of its lawful purposes, duties, and responsibilities.*

*On March 19, 2020, NOVA Parks adopted a policy on electronic participation for board meetings that includes section 2.2-3708.2 for states of emergency.*

*On April 14, 2020, the Fairfax County Board of Supervisors adopted Emergency Uncodified Ordinance to Establish Methods to Assure Continuity in Fairfax County Government and Conduct of Meetings of Boards, Authorities, Commissions, and Regional and Interjurisdictional Public Bodies within Fairfax County Government During the Novel Coronavirus Disease 2019 (COVID-19) Emergency.*

*To minimize exposure to the virus, NOVA Parks is holding the November 19, 2020 Board meeting with remote electronic participation by Board Members.*

*This meeting addresses emergency matters, and critical functions of NOVA Parks.*

*Notice of this meeting has been posted. Video of this meeting is being both recorded and livestreamed on YouTube, for public access.*

**CALL TO ORDER:**

The Chair called the meeting to order at 7:36 p.m.

**REMARKS by the OUTGOING CHAIR:**

Mr. Nardolilli recapped three challenging years for NOVA Parks that included the major negotiations over Cameron Run Regional Park with the City of Alexandria, Governance issues, and a world-wide pandemic. He also recounted the many successes of NOVA Parks and the strides we have made in preservation, development of new parks and features and relationships with our jurisdictions. He offered a sincere thanks to the Board and staff and looks forward to continuing as a Board member through the rest of his term.

## **BOARD OF DIRECTORS ELECTIONS:**

Mr. Ferguson, Chair of the Elections Committee, had agreed to continue his role of making phone calls to discuss the interest of Board Members for the Officer positions.

He reported that Cate Magennis Wyatt from Loudoun County expressed an interest in serving as Chair of the Board of Directors; and Sean Kumar of Alexandria agreed to serve as Vice Chair. Paul Baldino suggested that he step down from the Executive Committee as Treasurer, and Brian Knapp and Jim Bonfils expressed an interest in serving in this position. Jim Bonfils and Jeffrey Tarbert agreed to be considered for the At-Large Member position.

**Mr. Nardolilli nominated Ms. Magennis Wyatt for the position of the Chair of the Board of Directors, seconded by Ms. Koch.**

Ms. Magennis Wyatt abstained. **VOTE: No opposition, UNANIMOUSLY APPROVED**

Mr. Nardolilli turned the meeting over to Ms. Magennis Wyatt.

**Mr. Price nominated Mr. Kumar for the position of Vice Chair. Mr. Tarbert seconded.**

Mr. Kumar abstained. **VOTE: No opposition, UNANIMOUSLY APPROVED**

**Mr. Baldino nominated Mr. Knapp as Treasurer. Mr. Chandler seconded the nomination.**

Mr. Knapp abstained. **VOTE: No opposition, UNANIMOUSLY APPROVED**

**Mr. Baldino nominated Mr. Tarbert as At-Large Member. Ms. Koch seconded the nomination.**

Mr. Tarbert abstained. **VOTE: No opposition, UNANIMOUSLY APPROVED**

Ms. Magennis Wyatt expressed appreciation for the Mr. Nardolilli's leadership through challenging times and for the entrepreneurial and professional staff led by Mr. Gilbert and the Board of Directors.

## **REPORT of AUDITOR:**

Mr. Grossnickle of Robinson Farmer Cox attended the meeting via ZOOM. This year's audit was a clean, unmodified report with no weaknesses or problems with internal controls. He presented a report on the final audit and highlighted the relative success of NOVA Parks during the pandemic. No significant issues were reported, and Ms. Weaver and Mr. Nolan presented on the processes already implemented to improve internal controls on license agreements for fiber optic lines on park land. Mr. Chandler noted controls available within Excel for easier tracking. Mr. Grossnickle explained that per the audit agreement, a partner from the Charlottesville office will be conducting the audit next year. Mr. Baldino asked if the final audit report was the same as what was presented to the Audit Committee in November and he reported that only presentation issues had been corrected. The Board thanked Mr. Grossnickle for his years of careful monitoring and involvement with the NOVA Parks team.

**Mr. Baldino motioned to accept the Auditor's Recommendations and Report as written, seconded by Mr. Knapp.**

**VOTE: No opposition or abstention, UNANIMOUSLY APPROVED**

### **CYBERSECURITY PRESENTATION:**

Adam Melton, Information Technology Administrator for NOVA Parks, presented a report on the current status of NOVA Parks' cybersecurity. Mr. Gilbert noted that Mr. Melton has implemented two years' worth of planned improvements in just 6 months during the pandemic and was responsible for the success of remote work during the COVID crisis. Mr. Melton explained the backup systems in place to protect the NOVA Parks' servers including daily backups, encryption of files on a remote server, and an AI monitoring tool that can re-set the servers in the event of an attack. Staff receives training through software to help avoid scams. Mr. Tarbert asked about a continuity plan and Mr. Melton explained that the systems in place, including off-site support, can minimize a disaster and have us running in 1-2 days. Mr. Melton will be working on improving training for staff and upgrading internet services this year.

### **FUNDRAISING PRESENTATION:**

Mr. Gilbert described the operating gifts and major gifts, including grants, that NOVA Parks has received this year. He noted that all categories of gifts have shown an increase. Ms. Magennis Wyatt congratulated the staff and grant writers on their success.

### **LIGHTSHOW REPORTS:**

Mr. Whaley and Ms. Russian presented reports on the 2020-2021 Bull Run Regional Park Festival of Lights, Meadowlark Botanical Gardens Winter Walk of Lights and the Ice and Lights at Cameron Run Regional Park. Despite the challenges of operations during the pandemic, each of the light shows was a tremendous success and Board Members thanked the staff for their flexibility and entrepreneurship getting safeguards put into place and attracting and managing record crowds. A record 427,000 people attended all three light shows this year. Mr. Gilbert suggested that we report to the City of Alexandria about the success and efforts to engage the community throughout the year at Cameron Run.

### **FINANCIAL UPDATE:**

Ms. McCleskey reviewed the first six months of the fiscal year and reported that we are ahead of last year in next income despite the operational challenges of the pandemic, including the closure of pools last summer and restrictions on event venues. Golf and the Light Shows along with all other revenue sources have shown significant increases over last year. Cost saving measures and the adaptability of staff have been instrumental in this success. She reported that the solid financial performance puts us in a good position to weather the remaining half of the year and its uncertainties. Mr. Tarbert thanked the staff and asked about the new revenue sources at Upton Hill with ClimbUpton, which will be opening this summer and may coincide with vaccination levels that allow more increase operation.

**ADMINISTRATIVE ITEMS:**

**A. Approval of Minutes from November 19, 2020 Meeting**

RECOMMENDATION: That the minutes from the November 19, 2020 Board meeting be approved, as circulated.

**B. Approval of Contract for HVAC System Replacement at Carlyle House Historic Park**

RECOMMENDATION: That staff be authorized to award a contract in the amount of \$443,380.00 to Horizon Mechanical Contractors, Inc. for the Carlyle House HVAC Retrofit, and that the Executive Director be authorized to execute the contract and approve contractor payments.

**C. Signature Authority for Fairfax County Permits, Applications and Bonds**

RECOMMENDATION: The NOVA Parks Board hereby authorizes and empowers the Executive Director and the Director of Planning and Development to execute and deliver performance agreements, bonds, escrow agreements, permit applications, deeds, record plats and other related documents, which may be required by various government municipalities and agencies.

**D. Emergency Repairs for Pohick Bay Golf Course Irrigation Pond**

RECOMMENDATION: That staff be authorized to award a contract in the amount not to exceed \$300,000 to implement emergency repairs on the Pohick Bay Golf Course irrigation pond. And that the Executive Director be authorized to execute the contracts and any necessary permits to expedite this repair.

**Mr. Knapp motioned to approve all Administrative Items as written, seconded by Mr. Nardolilli.**

**VOTE: No opposition or abstention, UNANIMOUSLY APPROVED**

At 9:32 p.m., motion by Mr. Knapp, seconded by Mr. Nardolilli, to move into closed session to discuss real estate matters.

**VOTE: No opposition or abstention, UNANIMOUSLY APPROVED**

**CLOSED SESSION:**

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

At 9:52 p.m., motion by Mr. Ferguson, seconded by Mr. Nardolilli, to move out of closed session and reconvene in open session.

**VOTE: No opposition or abstention, UNANIMOUSLY APPROVED**

**OPEN SESSION:**

The Chair 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.

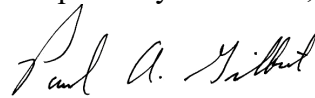
The certification was **UNANIMOUSLY APPROVED** by roll call vote.

**ADJOURNMENT:**

A motion was made by Mr. Knapp, seconded by Mr. Price, to adjourn the meeting.

**VOTE: UNANIMOUSLY APPROVED.** The meeting was adjourned at 9:57 p.m.

Respectfully submitted,



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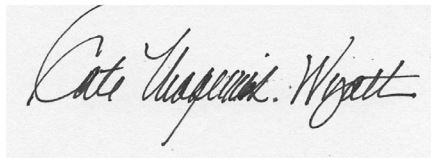
Paul A. Gilbert, Secretary

Approved by the Northern Virginia Regional Park Authority Board  
on March 18, 2021



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Paul A. Gilbert, Secretary



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Cate Magennis Wyatt, Chair