

NOVA Parks

Board Meeting, September 15, 2022

6:30 p.m.

Winkler Botanical Preserve

5400 Roanoke Ave.

Alexandria, VA 22311

MINUTES

ATTENDANCE:

Members Present:

Cate Magennis Wyatt, Chair

Paul Baldino

James Bonfils

Mark Chandler

Pat Harrison

Brian Knapp

Michael A. Nardolilli

Stella Koch

Scott Price

Members Absent:

Sean Kumar

Staff Present:

Paul Gilbert, Executive Director

Kelly Gilfillen, Director of Marketing & Communications

Chris Pauley, Director of Park Operations

Lauren Weaver, Director of Finance

Brian Nolan, Director of Planning & Development

Mark Whaley, Superintendent of Park Operations

Danielle Endler, Human Resources Administrator

Mike DePue, Planning & Grants Administrator

John Bell, Senior Planner

Kiley Christian, Planning & Development Assistant

Dennis Charlton, Food & Beverage Manager

CALL TO ORDER:

The Chair called the meeting to order at 7:45 p.m.

CAPITAL BUDGET FY'2023-FY'2027, BRIAN NOLAN, DIRECTOR OF PLANNING AND DEVELOPMENT:

Mr. Nolan discussed the Capital Budget development process and the Proposed FY'2023 through FY'2027 Capital Budget in detail.

Motion by Mr. Knapp, seconded by Mr. Bonfils that the Capital Budget for FY2023 through FY2027 be adopted as presented, and the FY2023 Restricted Fund Budget be amended to increase the proposed transfer to the FY2023 Capital Budget/W&OD Trail improvements line item from \$300,000 to \$400,000.

Unanimously approved.

REPORT ON EDUCATIONAL PROGRAMMING, CHRIS PAULEY, DIRECTOR OF PARK OPERATIONS:

Mr. Pauley discussed NOVA Parks educational outreach efforts including the variety of programs and opportunities offered. He also discussed annual program participation and the NOVA Parks Roving Naturalist Program.

BUDGET FOR WINKLER BOTANICAL PRESERVE, OPERATIONS, CHRIS PAULEY, DIRECTOR OF PARK OPERATIONS:

Mr. Pauley gave analysis of the projected revenue and expenses NOVA Parks is proposing related to the remaining nine-months of operations for FY'2023 for The Winkler Botanical Preserve.

Motion by Mr. Baldino, seconded by Mr. Nardolilli to adopt the nine-month FY'2023 Operating Budget for The Winkler Botanical Preserve as proposed.

Motion passed, with Mr. Chandler abstaining.

PROPOSED TRANSFER TO THE COMMUNITY FOUNDATION FOR NORTHERN VIRGINIA, PAUL GILBERT, EXECUTIVE DIRECTOR:

Mr. Gilbert summarized The Winkler Botanical Preserve financial donations to NOVA Parks for the Capital Fund Budget and Operating Endowment.

Motion made by Mr. Bonfils, seconded by Mr. Baldino to establish the ‘NOVA Parks-Winkler Botanical Preserve Endowment’ with The Community Foundation for Northern Virginia, and to deposit all funds received and any future funds designated for operations into this endowment fund.

Unanimously approved.

PRICING AND ECONOMIC BARRIERS, PAUL GILBERT, EXECUTIVE DIRECTOR:

Mr. Gilbert discussed the many factors that guide how fees and charges are developed and the variety of strategies that are used to drive participation and value of member jurisdictions. The idea of funding a summer camp grant program from donation funds with the Community Foundation for Northern Virginia was discussed. Mr. Gilbert also discussed our Roving Naturalist Program and its innovative and highly effective success, providing free nature education to more than 9000 visitors per year.

Motion made by Mr. Baldino, seconded by Mr. Knapp to allow NOVA Parks staff to use Community Foundation Fund for summer camp grants.

Unanimously approved.

ANNUAL MEMBER JURISDICTION CONTRADICTION, KIM MCCLESKEY, BUDGET ADMINISTRATOR:

Ms. McCleskey presented the Proposed FY’2024 Appropriations Revenue for Jurisdictions.

Motion made by Mr. Price, seconded by Mr. Bonfils to adopt a per capita rate of \$2.98 for Capital and \$2.19 for Operating for FY’2024 and to adjust appropriation calculations based on the latest population for each jurisdiction. And to revise the member jurisdiction appropriation revenues in the FY’2024-FY’2027 Capital Budget in accordance with the rates above and include an equal amount of expense in a line item titled Future Park Facility Improvements.

Unanimously approved.

ADMINISTRATIVE ITEMS:

- A. Minutes from the July Board Meeting
- B. Treasurer's Report
- C. Bid Award – Carlyle House - Fire Suppression System
- D. Bid Award – Cameron Run Play Pool Renovations

Motion made by Mr. Baldino, second by Mr. Tarbert to approve the Administrative Items.

Unanimously approved.

CLOSED SESSION

Motion made by Mr. Nardolilli, seconded by Mr. Knapp to go into closed session to discuss personnel and real estate acquisition allowed under Code of Virginia, Section § 2.2-3711.

Moved into closed session at 9:13 p.m.

Motion by Mr. Chandler, seconded by Mr. Tarbert, to move out of closed session and re-convene in open session. UNANIMOUSLY APPROVED.

OPEN SESSION:

Chair Magennis Wyatt read: I certify that, to the best of my knowledge, only public business matters lawfully exempted from 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.

Actions following closed session:

**Motion made by Mr. Chandler, seconded by Ms. Koch, to award the Performance Incentive Program Shares as determined using the FY22 Score Calculation.
No discussion on the motion.**

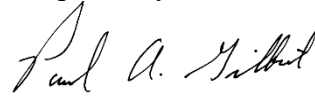
VOTE: No opposition or abstention, UNANIMOUSLY APPROVED

ADJOURNMENT:

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

VOTE: UNANIMOUSLY APPROVED. The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

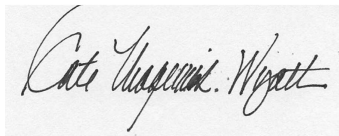


Paul A. Gilbert, Secretary

Approved by the NOVA Parks Board
on November 17th, 2022



Paul A. Gilbert, Secretary



Cate Magennis Wyatt, Chair