

NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

Board Meeting, March 17, 2022

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:

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

Members Absent:

Patricia Harrison

Staff Present:

Paul Gilbert, Executive Director
Chris Pauley, Director of Operations
Kim McCleskey, Budget Administrator
Lauren Weaver, Director of Finance
Brian Nolan, Director of Planning & Development
Danielle Endler, Human Resources Administrator
Patrick Wells, Budget Analyst
Mike Depue, Planning & Grants Administrator
John Bell, Senior Planner
Kiley Christian, Project & Development Assistant

OPEN SESSION:

OPENING STATEMENT:

At 7:32 p.m., Chair Cate Magennis Wyatt 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 March 17, 2022 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 7:35 p.m.

REPORT ON FOUR BLACK HISTORY EVENTS IN FEBRUARY, PAUL GILBERT, EXECUTIVE DIRECTOR:

In February, NOVA Parks hosted four Black History events. Three were along the W&OD Trail and one was at Bull Run Marina. All events were done in partnership with the NAACP Chapters for Arlington, Fairfax, and Loudoun Counties.

PRESENTATION ON PROPOSED FY2022 OPERATING BUDGET, KIM MCMCCLESKEY, BUDGET ADMINISTRATOR:

Kim McCleskey, Budget Administrator, reported on the FY2023 proposed budget. This budget has operating funds for \$33,776,435, which is an increase of 6.7% from the previous year's budget. The Proposed Budget will be voted on at the May meeting.

PRESENTATION ON NEW CONTRACT FOR HEMLOCK, CHRIS PAULEY, OPERATIONS DIRECTOR:

Mr. Pauley reported that the previous *contractor* had been unable to fill contractual obligations. In October of 2021, NOVA Parks conducted a formal RFP and Virginia Outside was selected and discussions on a partnership were initiated. Mr. Pauley reported that Virginia Outside has operated since 2005 and has operated and provided adventure/outdoor camps in Northern Virginia since 2011.

Currently, Virginia Outside operates in all of NOVA Parks' jurisdictions as a vendor/contractor for summer camps and in 2021, provided 63 camps. Virginia Outside will program, daytime summer camp activities at Hemlock for approximately 11 weeks. Regular attendance is expected to be 50-64 campers each day. Peak weeks would see a max 70 campers per day. This is a reduced number compared to previous agreements.

Mr. Pauley reported that traffic in and out would be less impactful than previous agreements and coach buses would not be permitted initially. A total of 15 Virginia Outside employees would be permitted live onsite in the existing bunkhouses. NOVA Parks and Virginia Outside would share in the day-to-day and-ongoing maintenance of the site during the agreement.

PROPOSED ENDOWMENT FOR CAPITAL, PAUL GILBERT EXECUTIVE DIRECTOR:

Mr. Gilbert reported that NOVA Parks has several one-time payments that will happen during the next year, and other non-reoccurring license fee income that happens annually. Community Foundation for Northern Virginia manages our Temple Hall Endowment and can manage a new Capital Endowment for .25% (25 basis points).

Motion:

We move create a NOVA Parks Capital Endowment with the Community Foundation for Northern Virginia, to dedicate non-recurring payments from Natural Resource Banking, and non-recurring licensing fees to this Endowment. Further, other non-recurring payments will be brought to the Board for the decision whether to invest them in the Endowment or not.

Ms. Magennis Wyatt motioned to approve recommendation as amended, seconded by Mr. Tarbert.

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

REEVALUATION OF VACCINE AND TESTING MANDATE, PAUL GILBERT, EXECUTIVE DIRECTOR:

Mr. Gilbert reported In November of 2021, when COVID-19 cases were spiking, the NOVA Parks Board adopted a policy that required our staff to either provide proof of vaccination or submit to weekly testing. This policy encouraged some staff that were reluctant to get vaccinated. Currently, 94% of NOVA Parks staff are vaccinated.

With cases in the region declining reevaluation of this policy makes sense.

Motion:

Due to reduced hospitalizations in our region resulting from COVID-19, I move we suspend NOVA Parks' Vaccination, Testing, and Face Covering Policy for the time being. I further move that we authorize the Executive Director to reinstate health and safety measures as needed is local hospitalizations spike again.

Mr. Knapp motioned to approve Recommendation, seconded by Mr. Tarbert.

VOTE: APPROVED, with Ms. Koch and Mr. Chandler **Opposing** and with Mr. Price **Abstaining**.

ADMINISTRATIVE ITEMS:

- a) **Minutes from February 24th Board Meeting**
- b) **Minutes from January 20th Board Meeting**
- c) **Treasure's Report/Status of Funds**

Mr. Nardolilli motioned to approve all Administrative Items, seconded by Mr. Chandler.

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

At 9:44 p.m., motion by Mr. Knapp, seconded by Mr. Nardolilli, to move into closed session to discuss real estate matters and contract negotiations.

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

CLOSED SESSION:

Real estate matters and contract negotiations, in accordance with Code of Virginia, Section § 2.2-3711.

At 10:03 p.m., motion by Mr. Knapp, seconded by Mr. Tarbert, to move out of closed session and reconvene in open session.

VOTE: No opposition or abstention, **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.

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

Motion:

Move to authorize the Executive Director to grant a license at Red Rock Regional Park for underground utilities with the terms discussed in the closed session.

Move to authorize the Executive Director to grant a license for underground utilities on the W&OD Trail with the terms discussed in the closed session.

Mr. Bonfils moved to approve both actions, seconded by Mr. Tarbert.

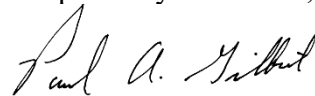
VOTE: APPROVED, with Mr. Nardolilli and Mr. Price **Abstaining**.

ADJOURNMENT:

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

VOTE: UNANIMOUSLY APPROVED. The meeting was adjourned at 10:06 p.m.

Respectfully submitted,

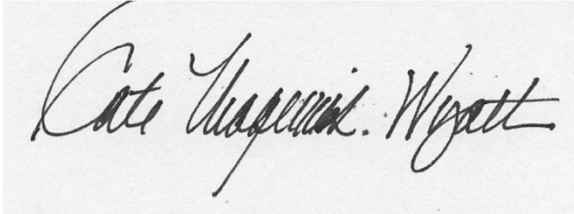


Paul A. Gilbert, Secretary

Approved by the Northern Virginia Regional Park Authority Board
on May ____, 2022

Paul A. Gilbert

Paul A. Gilbert, Secretary

A rectangular image showing a handwritten signature in black ink on a light-colored background. The signature is written in a cursive style and reads "Cate Magennis Wyatt".

Cate Magennis Wyatt, Chair

**FY 2023 PROPOSED
BUDGET MARCH 2022
SUMMARY**

- Total Budget (General & Enterprise Funds) of \$33,776,435 which is a 6.7% increase compared to the FY 2022 Budget.

- Appropriations from the Jurisdictions will be at 12.1% of total revenue, which is the lowest level in the history of NOVA Parks.
 - The per capita rate is \$2.04 in FY 2023.
 - The increase in appropriations revenue for FY 2023 is \$196,984, or 5%.

- Overall personnel costs are budgeted to increase by 10.1%. The recruitment and retention of personnel is the major focus of the budget. Salary and benefit expenses include the following:
 - Part Time Rates – Full implementation of new Part-Time rate structure approved in January
 - Includes minimum wage increase to \$12 an hour, which is \$1 higher than current minimum wage requirements in Virginia.
 - Addresses pay compression of other part time rates
 - Health insurance eligibility for 12 additional PT positions
 - New FT Positions
 - General Fund
 - Community Engagement Position
 - Project Manager – (Funding Starting in January 2023 and partially offset by fewer PT hours)
 - Recruiter (recently approved, but FY 23 is first full year of funding)
 - Enterprise Fund
 - Crew Leader – Occoquan Park
 - Digital Specialist – Marketing (Funding starting in January 2023)
 - Aquatics Manager – Enterprise Administration (recently approved, but FY 23 is first full year of funding)
 - 5% Market Rate Adjustment
 - Annual step-increases for eligible full-time employees
 - A retirement rate contribution of 20% is included in the budget. This is based on an estimated actuarial contribution rate of 19.2%. The current rate is 19.6%.
 - Employer share of health insurance is budgeted for a 12% increase in calendar year 2023. This is based on anticipated trends and the most recent estimates from our health insurance companies
 - Inclusion of a Compensation Funding Initiatives account with funding equal to 2% of full-time salaries

- Maintenance costs are budgeted to increase by 8.6% overall. This increase is a combination of inflation-based increases and additional maintenance needs.

- The Enterprise Fund is budgeted to fully cover the debt service costs for Occoquan and Climb Upton. In past years transfers were made from the Capital Fund and Restricted License Fee Fund to help cover these debt service costs.
- A contingency of \$150,000 is included in the General Fund budget. The contingency serves as the first line of defense during unanticipated situations. This provides an additional buffer and will be used before considering the use of reserve funds.
- There is \$95,000 budgeted for Strategic Plan Initiatives. This provides important funding at the start of the new Strategic Plan to help realize initial goals.
- It is estimated that Designated Set Aside reserves will be at \$4.3 million, or 15.2% of proposed revenue, excluding transfers, based on the Proposed FY 23 Budget. Our financial policies state that these reserves should be between 8 and 15% of revenue for the upcoming budget year. A Strategic Opportunity Reserve was established in 2021 and it is currently funded at a level of \$2.3 million.
- A structural change in the budget this year is the movement of Central Maintenance from the General Fund to the Enterprise Fund. Most of the work done by Central Maintenance is in support of the parks, so it makes sense that this function is included in the Enterprise Fund.
- For summary information on revenues, please refer to the Executive Summary section of the budget document, starting on page A-31 and also the Budget-In-Brief starting on page A-19.