

NOVA Parks

Board Meeting, November 17, 2022

7:30 p.m.

NOVA Parks Headquarters

5400 Ox Road

Fairfax Station, VA 22039

MINUTES

ATTENDANCE:

Members Present:

Cate Magennis Wyatt, Chair

Paul Baldino

James Bonfils

Sean Kumar

Michael Nardolilli

Jeff Tarbert

Paul Ferguson

Scott Price

Members Present via Zoom:

Mark Chandler

Patricia Harrison

Stella Koch

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

Kim McCleskey, Budget Administrator

Mark Whaley, Park Operations Superintendent

Blythe Russian, Park Operations Superintendent

Danielle Ender, Human Resources Administrator

Mike DePue, Planning & Grants Administrator

John Bell, Senior Planner

Kiley Christian, Planning & Development Assistant

CALL TO ORDER:

The Chair called the meeting to order at 7:46 p.m.

RECOGNITION OF BRIAN KNAPP'S SERVICE ON THE BOARD:

Ms. Magennis Wyatt recognized Brian Knapp and his outstanding service on The NOVA Parks Board for 15 years. Ms. Magennis Wyatt read the plaque in which will be presented to Mr. Knapp.

Brian Knapp
2007 – 2022, Board Member
2008 – 2009, 2021 – 2022, Treasurer
2009 – 2011, Vice Chair
2012 – 2014, Chair
2018 – 2020, Executive Committee Member at Large

In appreciation for his outstanding dedication to the residents of Northern Virginia in the preservation and conservation of parks and open space and for his significant contributions to regional recreational opportunities for all, during his distinguished service as a member of the NOVA Parks Board representing the City of Fairfax.

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Ms. Magennis Wyatt stated that we are donating this plaque to recognize Mr. Knapp. Ms. Magennis Wyatt stated that Mr. Knapp was a great chair and board member, and his contributions will be greatly missed. Ms. Magennis Wyatt noted that Mr. Knapp was asked to join and be recognized, but in his absence, minutes are being kept and the Ms. Magennis Wyatt asked if anyone would like to add anything.

Mr. Baldino remarked that Mr. Knapp represented his jurisdiction skillfully and willfully and always supported NOVA Parks mission.

Mr. Kumar stated that Mr. Knapp always asked the tough questions, put in the hard work, he was always very detail oriented, without him the slack will need to be met. Everything that he has done, has made the Board better.

Mr. Chandler remarked that Mr. Knapp helped him acclimate to all of the policies, his shoes will be big to fill and that he hopes his next chapter is full. He will really be missed along with all his board contributions.

Mr. Tarbert remarked that along with his positive contributions, tough questions will really be missed. He was a great Chair; he was always complimentary.

Mr. Gilbert stated in addition to his wealth of knowledge, he was a great member. He showed a tremendous love for the parks, he was passionate he showed appreciation for staff and was always engaged. He will really be missed.

Ms. Magennis Wyatt summarized with Mr. Knapp will be greatly missed, and we are saddened.

APPROVAL OF MINUTES:

- A. Minutes from the September 15th Board Meeting
- B. Minutes from the November 1st Executive Committee Meeting

Motion made by Mr. Tarbert, second by Mr. Bonfils to approve the Administrative Items. Mr. Kumar abstained, due to not being present during the September 15, Board Meeting.

Motion passed, with Mr. Kumar abstaining.

EXECUTIVE DIRECTOR’S REPORT, PAUL GILBERT, EXECUTIVE DIRECTOR:

Mr. Gilbert discussed NOVA Parks events, including W&OD sign unveiling in September, the NAACP Award awarded from The Freedom Fund Community Advocate Award from the Fairfax Branch to NOVA Parks. He also discussed weekly tours that of the Bull Run site that were hosted by the NAACP and the planning of Juneteenth. Mr. Gilbert also discussed Brian Knapp and Mark Chandler’s presentation of NOVA Parks Strategic Plan to Fairfax City Council and remarked that Councilman Tom Ross called it a “trail to the future.”

Mr. Gilbert also discussed the latest update on Beaverdam Reservoir Park. He stated construction has begun and is anticipated to be completed in the spring of 2024. Mr. Gilbert provided an update on Winkler Botanical Preserve and a new on-site manager has been hired. NOVA Parks will be setting up early coordination with city and schools and the Operating Endowment has been established.

Mr. Gilbert provided an update on Hemlock Overlook. He summarized that Virginia Outdoors operated there over the summer with day camps. NOVA Parks has a new RFP out to identify the next operator.

Motion made by Mr. Ferguson, seconded by Mr. Tarbert to appointment Mr. Baldino as the Interim Treasurer.

Unanimously approved.

AUDIT COMMITTEE REPORTS, PAUL BALDINO, INTERIM TREASURER:

Mr. Baldino gave an analysis of the Audit Committee’s meeting. He reported that Michael Lupton, Partner with Robinson, Farmer, Cox Associates, issued an audit opinion that the ACFR Report for FY22 was “unmodified.” The ACFR will be final on November 29, 2022. Mr. Upton will present the auditors findings in January 2023.

Mr. Baldino summarized the Ad-Hoc Personnel Committee meeting. The Ad-Hoc Personnel recommendation was that the personnel handbook be completely re-written. Mr. Gilbert suggested a consultant be hired to assist with the handbook project.

Danielle Endler, Human Resources Administrator, stated that she has had multiple meetings regarding the compensation study. At the January meeting the Board will conder a Compensation Philosophy.

COMMUNITY FOUNDATION FOR NORTHERN VIRGINIA, PAUL GILBERT, EXECUTIVE DIRECTOR/LAUREN WEAVER, DIRECTOR OF FINANCE:

Ms. Weaver summarized NOVA Parks Pooled Funds and Endowments held with Community Foundation for Northern Virginia and a summary of portfolio performance.

Mr. Gilbert reported that the Board of the Community Foundation has given their staff authorization to approve up to 10% withdraws from the NOVA Parks Capital Endowment annually if requested by NOVA Parks.

FISCAL YEAR ‘23 AND ‘24 FEES AND CHARGES, CHRIS PAULEY, DIRECTOR OF OPERATIONS:

Mr. Pauley discussed the proposed fee changes to the following: Boat Rental & Launch; Boat & RV Storage; Family Camping & Cottages; Event Sites (2024); Shelters; Bull Run Shooting Center; Bull Run Special Events; Carlyle House & Golf Courses.

Mr. Pauley also discussed a proposed 2023 Golf Membership Program.

Mr. Pauley stated there are no recommended changes at this time to the following: Waterparks; Light Shows: Climb Upton; Temple Hall Festival & Sandy Run.

Motion made by Mr. Baldino, seconded by Mr. Ferguson to approve ‘23 and ‘24 fees and charges.

Unanimously approved.

ADMINISTRATIVE ITEMS:

- C. Treasurer's Report
- D. Comprehensive Insurance Coverage Renewal
- E. Bid Award – NOVA Parks – Headquarters Restroom Renovations

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

Unanimously approved.

Motion made by Mr. Nardolilli, seconded by Mr. Bonfils to go into closed session to discuss contract negotiations and personnel under Code of Virginia, Section § 2.2-3711.

Moved into closed session at 8:54 p.m.

Mr. Price exited the room during a section that related to Dominion.

CLOSED SESSION

Motion made by Mr. Tarbert, seconded by Mr. Kumar, 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.

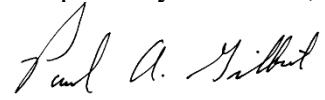
The certification was UNANIMOUSLY APPROVED by roll call vote.

ADJOURNMENT:

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

VOTE: UNANIMOUSLY APPROVED. The meeting was adjourned at 9:37 p.m.

Respectfully submitted,

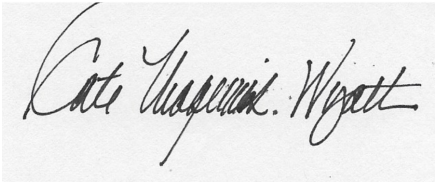


Paul A. Gilbert, Secretary

Approved by the NOVA Parks Board
on January 19th, 2023.



Paul A. Gilbert, Secretary



Cate Magennis Wyatt, Chair