

NOVA Parks
5400 Ox Road
Fairfax Station, Virginia 22039

Board Meeting, January 20, 2022
7:30 p.m.

The meeting took place virtually via Zoom and was livestreamed on YouTube.
<https://www.youtube.com/channel/UCcKufx1dafi-b2lsgGeMyDA>

MINUTES

ATTENDANCE:

Members Present:

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

Members Absent:

Staff Present:

Paul Gilbert, Executive Director
Mike DePue, Planning Administrator
Danielle Endler, HR Administrator
Kim McCleskey, Budget Administrator
Brian Nolan, Director of Planning & Development
Chris Pauley, Director of Operations
Blythe Russian, Park Operations Superintendent
Mark Whaley, Park Operations Superintendent
Lauren Weaver, Director of Finance
Kiley Christian, Planning & Development Assistant
John Bell, Senior Planner
Todd Hafner, Senior Project Manager
Tracy Hanford, Director of Marketing and Communications

Guests Present:

Michael Lupton, Partner, Robinson, Farmer Cox Associates
Thomas O'Rourke, Brandstetter Carroll, Inc.
Patrick Hoagland, Brandstetter Carroll, Inc.

OPEN SESSION:

Chair Cate Magennis Wyatt read the following statement:

Statement for electronic meetings conducted during the state of emergency:

Fairfax County, where the main office of NOVA Parks is located has declared a state of emergency. It is impracticable and unsafe for the Authority Board to assemble in person because of the COVID pandemic. The January 20, 2022 meeting of the NOVA Parks Board will be held electronically. The purpose of the meeting is to discuss or transact the business of the Authority and the discharge of its lawful purposes, duties, and responsibilities.

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

The Chairman asked to take a moment to recognize two members of the NOVA Parks family who have passed away this week, Mr. Art Little, a 30-year Board Member and Mr. Darryl Winslow, former Executive Director of NOVA Parks. The Board took a moment of silence, expressed their condolences and their gratitude for their service to NOVA Parks.

CALL TO ORDER:

The Chairman called the meeting to order at 7:40 p.m.

BOARD ELECTIONS:

Paul Ferguson spoke regarding Board Officer Elections and nominating committee. Mr. Ferguson spoke that NOVA Parks has a tradition that Board Members typically serve 3 years if able. In speaking with all Board Members, they wanted to convey their full support for the work being done.

Paul Baldino moved to nominate Jeff Tarbert to the Executive Committee at large member; motion seconded by Brian Knapp.

VOTE: UNANIMOUSLY APPROVED.

Mark Chandler moved to nominate Brian Knapp for Treasurer of the Board; motion seconded by Cate Magennis Wyatt.

VOTE: UNANIMOUSLY APPROVED.

Scott Price moved to nominate Sean Kumar for Vice Chair of the Board; motion seconded by Brian Knapp.

VOTE: UNANIMOUSLY APPROVED.

James Bonfils moved to nominate Cate Magennis Wyatt for Chair of the Board; motion seconded by Michael Nardolilli.

VOTE: UNANIMOUSLY APPROVED.

MICHAEL LUPTON- AUDITOR, ROBINSON FARMER COX ASSOCIATES:

Michael Lupton, Partner with Robinson, Farmer, Cox Associates presented the Audit Report. The Report contained the Governance Letter, which contained historical information, based upon estimates, Capital Assets, other factors considered my management, post-employment benefits and employment liabilities. All which have been determined by an Actuary hired by NOVA Parks on an annual basis. Auditors are also required to report any discrepancies encountered while performing the audit or any difficulties. There were no disagreements on accounting principles. There no material weaknesses or significant deficiencies for the FY21 year.

The net position increased by \$10.9 million dollars in FY21, as compared to FY20; ending the year with the net position of \$129.3 million dollars. The net position is a full accrual-based type of measurement, which includes all Capital assets, all debts, all long-term liabilities related to other post-employment benefits, and net pension benefits.

A motion was made by Ms. Magennis Wyatt to accept the Auditor’s report as presented and discussed in the 1/20/2022 Meeting; motion seconded by Mr. Tarbert.

VOTE: UNANIMOUSLY APPROVED.

REPORT ON BULL RUN FESTIVAL OF LIGHTS, MARK WHALEY, SUPERINTENDENT:

The festival was open this year from November 11, 2021 – January 2, 2022. For a total of 53 nights, with zero closures for weathers. This year 64% of sales were online, there were a total of 63,363 vehicles through the light show. There is an encouragement to have customers purchase tickets online, in in order to control the traffic flow. There is a price difference when purchasing tickets at the gate vs. online.

Admissions:	\$2,125,364
Village:	\$31,188
Vendors:	\$135,552
Gross Revenue:	\$2,292,104

REPORT ON MEADOWLARK’S WINTER WALK OF LIGHTS, BLYTHE RUSSIAN, SUPERINTENDENT:

The festival was open this year from November 11, 2021 – January 2, 2022, with zero closures due to weather. There were a lot of new light displays. The firepit was brought back for marshmallow roasting and the addition of alcohol, both hot and cold were served for the adults, which was handled very well by the staff from a safety perspective.

This year the staff added dog nights to try to get people out on off nights. They had over 2,000 guests on off-peak nights. The show saw an increased visitation of over 35,000 guests this year.

For the 21-22 Season, Meadowlark had a total of 111,374 guests. The 10-year total for Meadowlark Winter Walk of Lights is: 666,114.

Admission:	\$1,887.184
Retail:	\$24,532
Food & Beverage	\$105,667
Alcohol	\$22,448
TOTAL	\$2,039,831

REPORT ON ICE & LIGHTS THE WINTER VILLAGE AT CAMERON RUN, BLYTHE RUSSIAN, SUPERINTENDENT:

The festival was open this year from November 19, 2021 – January 2, 2022. There were a few ice-skating rink closures, due to wet weather during this season. The Ice Rink will re-open on January 8 – February 27, for ice skating only on the weekends, weather permitting. The Village Lights end on January 2nd.

Some of the new features were more photo ops, a mermaid family, a narwal, giant light bulbs, letters to Santa mailbox, and extended the cabana area with interactive activities for families. The Mayor and a few Board Members attended to celebrate our 50,000th visitor to Ice & Lights. There were no issues with capacity. Tickets were sold at the door and online. The January – February skating numbers are estimated.

Village Admissions:
21,089

Skating Admissions:

21-22:	7,231
Jan-Feb	5,850
TOTAL	34,170

Village:	\$235,955
Skating:	\$59,383

Rentals: \$27,963
Retail: \$42,182
TOTAL: \$366,974

REPORT ON NOVA PARK’S EMPLOYEES AND RECOMMEDED ACTIONS - PAUL GILBERT, EXECUTIVE DIRECTOR:

Report on staff survey, demographics and staffing challenges.

Move we modify the FY’2022 Budget, adding \$60,000 in full-time salaries and benefit expenses to the General Fund to Support hiring a Recruiter. And further move that Enterprise Fund revenues be adjusted up to \$60,000 to offset the additional General Fund expense.

Motion #3 on a budget amendment to support Aquatics Manager position:

Move we modify the FY’2022 Budget, adding \$40,000 in full-time salaries and benefit expenses to Enterprise Administration to support hiring an Aquatic Manager And further move that Enterprise Fund revenues be adjusted up to \$40,000 to offset the expense.

Motion #1: A motion was made to raise the hourly rate to \$12 per hour to adjust for wage compensation in part time and seasonal wages by Mr. Chandler, motion was seconded by Mr. Price.

Mr. Knapp abstained.

VOTE: APPROVED

Motion #2: A motion was made by Mr. Baldino to modify the FY22 budget to add \$60,000.00 in salaries and benefits to the general fund to support hiring a recruiter, seconded by Mr. Knapp.

VOTE: UNANIMOUSLY APPROVED.

Motion #3: A motion was made by Mr. Ferguson to modify the FY22 budget adding \$40,000 in fulltime salaries and benefit expenses to enterprise administration to support hiring an Aquatics Manager and further move that the enterprise fund revenues be adjusted up \$40,000 up to offset the expense, seconded by Mr. Tarbert.

VOTE: UNANIMOUSLY APPROVED.

REPORT ON FIRE SUPRESSION OPTIONS FOR THE CARLYE HOUSE – TODD HAFNER, SENIOR PROJECT MANGER:

A motion was made by Mr. Tarbert that staff (1) be directed to proceed with the planning, permitting and installation of a Novec 1230 gas fire suppression system at the Carlyle House, and (2) staff be authorized to spend up to \$200,000.00 of the Designated Set Aside Reserve to pay for the project, seconded by Mr. Nardolilli.

VOTE: APPROVED, with one opposing vote from Mr. Knapp.

ADMINISTRATIVE ITEMS:

- a) Minutes from November 18, 2021 Meeting
- b) Award of Construction Contract – Algonkian Building Restoration
- c) Resolution to support LWCF grant for Beaverdam Trail
- d) Treasurer’s Report – Status of Funds

A motion was by Mr. Nardolilli to adopt Administrative Items, b, c, d, seconded by Mr. Tarbert.

VOTE: UNANIMOUSLY APPROVED.

A motion was made by Mr. Knapp to approve the November 18, 2021 Meeting Minutes upon adding the Strategic Planning Report 5 Tier Motion which was adopted during meeting, seconded by Mr. Nardolilli.

VOTE: UNANIMOUSLY APPROVED.

POTENTIAL STRATEGIC PLANNING IDEAS – PAUL GILBERT, EXECUTIVE DIRECTOR:

Civic Engagement:

An idea was presented and discussed relating to hiring a manager of Civic Engagement that could work with both official friends’ groups and the many partner organizations to advance priorities of NOVA Parks.

Carbon Credits:

An idea was presented and discussed about working to establish sellable carbon credits using parkland. And focusing land management initiatives on enhancing the carbon sequestration potential of NOVA Parks lands.

STRATEGIC PLANNING DISCUSSION – TOM O’ROURKE, STRATEGIC PLAN CONSULTANT:

Both the categories of Environment and Belonging were discussed. There was consensus that these two categories would be the top two in the new Strategic Plan. The full dialog of these discussions can be seen on the recorded meeting at: <https://www.youtube.com/watch?v=FYsRyZGXiM4>

Work on the other categories of the new plan were to be discussed at a future meeting.

OPEN SESSION:

Open Session ended at 10:20 p.m.

CLOSED SESSION:

Real Estate Matters subject to § 2.2-3711.3

Motion by Mr. Tarbert to go into closed session, seconded by Mr. Nardoilli.

VOTE: UNANIMOUSLY APPROVED

Chair Magennis Wyatt read the following statement:

I certify that. To the best of my knowledge, only public business matters lawfully exempted from the open meeting requirement 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 the Closed Session.

VOTE: UNANIMOUS ROLL CALL VOTE

A motion was made by Mr. Tarbert that the Executive Director be authorized to exchange interests in the Two Creeks Property with Loudoun Water Authority as discussed in closed session. That motion was seconded by Mr. Nardolilli.

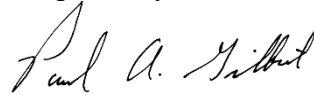
VOTE: APPROVED, WITH ABSTENTION FROM MR. BONFILS.

ADJOURNMENT:

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

VOTE: UNANIMOUSLY APPROVED. The meeting was adjourned at 10:43 p.m.

Respectfully submitted,

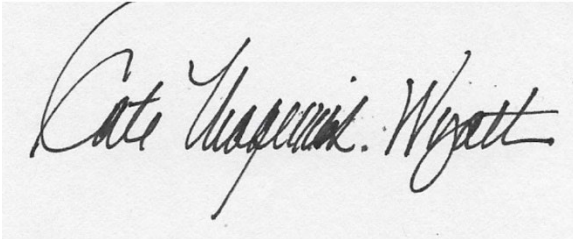


Paul A. Gilbert, Secretary

Approved by the Park Authority Board
on March 17, 2022:



Paul A. Gilbert, Secretary



Cate Magennis Wyatt, Chairman