

NOVA Parks
NRPA Headquarters
22377 Belmont Ridge Road
Ashburn, VA 20148

Board Meeting, May 18, 2023
7:30 p.m.

MINUTES

ATTENDANCE:

Members Present:

Cate Magennis Wyatt, Chairman
Sean Kumar, Vice Chairman
James Bonfils
Mark Chandler
Michael Nardolilli
Paul Baldino
Stella Koch
Douglas Stewart
Paul Ferguson arrived at the meeting at 8:05

Members Absent:

Jeffrey Tarbert
Patricia Harrison
Scott Price

Staff Present:

Paul Gilbert, Executive Director
Mike DePue, Planning Administrator
Danielle Ender, HR Administrator
Kim McCleskey, Budget Administrator
Brian Nolan, Director of Planning & Development
Chris Pauley, Director of Operations
Blythe Russian, Park Operations Superintendent
Lauren Weaver, Director of Finance
Kelly Gilfillen, Director of Marketing and Communications
Anh Phan, Community Engagement Manager
Patrick Wells, Budget Analyst
Dustin Betthausen, Park Manager

CALL TO ORDER:

The Chairman called the meeting to order at 7:32 p.m.

APPROVAL OF MINUTES:

A Motion was made by Mr. Bonfils, seconded by Mr. Nardolilli to approve the March 20, 2023 Board Meeting Minutes.

UNANIMOUSLY APPROVED.

ADOPTION OF FY'2024 ANNUAL OPERATING BUDGET, KIM MCCLESKEY, BUDGET ADMINISTRATOR:

Kim McCleskey, Budget Administrator, presented the FY'2024 Annual Operating Budget. No changes were made to the proposed budget presented at the March Board meeting. Ms. McCleskey presented the major initiatives of the FY24 Budget.

A Motion was made by Mr. Baldino, seconded by Mr. Bonfils to adopt the FY 2024 Operating Budget in the amount of \$36,764,418, with an Enterprise Fund of \$31,375,791 and General Fund of \$5,388,627 and to adopt the FY 2024 Restricted License Fee Fund Budget and Friends of Carlyle House Fund Budget as presented in the agenda packet.

UNANIMOUSLY APPROVED.

EXECUTIVE DIRECTOR'S REPORT – PAUL GILBERT, EXECUTIVE DIRECTIVE:

Mr. Gilbert reported on Hemlock Old Growth Forest and Environmental Education which included examples of the new nature interpretive signs. Mr. Gilbert also reported on the Bull Run NAACP Workday and Archaeology Partnership as well as the upcoming annual Korean Bell Garden celebration.

HEMLOCK OVERLOOK VENDOR:

Blythe Russian, Park Operations Superintendent, presented on the new program partnership at Hemlock Overlook Regional Park. Ms. Russian's presentation included an overview of the RFP and selection process as well as the recommended vendor.

A motion was made by Mr. Chandler, seconded by Ms. Koch, that staff be authorized to award a contract to Endless Horizons Inc. dba Endless Horizons at Hemlock LLC for a term of five years to operate an Outdoor Environmental and Experimental Education Facility and the Executive Director be authorized to execute the contract.

UNANIMOUSLY APPROVED.

VEHICLE AND EQUIPMENT PURCHASES:

Chris Pauley, Director of Operations, presented on the current fleet purchasing trends. This included an overview of current challenges with vehicle purchases, such as personal vehicle production being prioritized over fleet vehicle production, vehicle shortages, and small order windows. There was a discussion that this policy might merit review every few years. The Capital Budget is an annual process.

A motion was made by Mr. Bonfils, seconded by Ms. Koch, that in light of the current conditions and difficulties with purchasing vehicles in the current market, an exception be made to the spending authority of the Executive Director, as defined in the bylaws, to allow vehicle purchases up to the level authorized in the Capital Budget.

UNANIMOUSLY APPROVED.

ADMINISTRATIVE ITEMS:

- A. Treasurer’s Report
- B. Award of Construction Contract – Algonkian Golf Cart Shed Renovations
- C. Award of Construction Contract – Gateway Wetlands Park Design & Permitting
- D. Award of Contract – The Knot for wedding reception advertising

APPROVAL OF ADMINISTRATIVE ITEMS:

A Motion was made by Mr. Nardolilli, seconded by Ms. Koch to approve the Administrative Items.

UNANIMOUSLY APPROVED.

CLOSED SESSION

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

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.

Roll Call Vote: All responded in the affirmative.

MOTIONS AFTER CLOSED SESSION:

Motion made by Ms. Koch, seconded by Mr. Stewart, to authorize staff to enter into an option agreement for properties in Vienna along terms as discussed in closed session.

UNANIMOUSLY APPROVED.

Motion made by Ms. Magennis Wyatt, seconded by Mr. Ferguson, to adopt the proposed FY2024 Performance Goals for the Executive Director.

UNANIMOUSLY APPROVED.

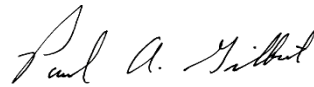
ADJOURNMENT:

A motion was made by Mr. Nardolilli, seconded by Mr. Kumar, to adjourn the meeting.

UNANIMOUSLY APPROVED.


The meeting was adjourned at 9:52 p.m.

Respectfully submitted,

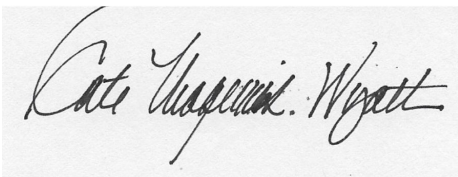


Paul A. Gilbert, Secretary

Approved by the NOVA Parks Authority Board
on July 20, 2023:



Paul A. Gilbert, Secretary



Cate Magennis Wyatt, Chairman