

NORTHERN VIRGINIA REGIONAL PARK AUTHORITY

5400 Ox Road
Fairfax Station, Virginia 22039

Regular Board Meeting, December 1, 2011
7:30 p.m.

MINUTES

ATTENDANCE:

Members Present:

Su Webb, Chairman
Barry Buschow
Paul Ferguson
Brian D. Knapp
Stella Koch
Arthur F. Little
Michael A. Nardolilli
Jean R. Packard
David M. Pritzker
Joan G. Rokus
Jeffrey Tarbert
Justin Wilson

Staff Present:

Heidi Bates, Executive Assistant
Brian Bauer, Marketing & Communications Manager
Stephen Bergstrom, Budget & Finance Director
Paul Gilbert, Executive Director
Laura McCarty, Park Operations Superintendent
Todd Hafner, Planning & Development Director
Cindy Hudson, Personnel Officer
Kim McCleskey, Sr. Budget Analyst
Chris Pauley, Park Operations Director
Kate Rudacille, Deputy Director of Planning & Grants

Guests:

Laurie Cole, Councilmember, Town of Vienna
Michael A. Garber and Betsy L. Hedrick, Partners, PBGH Certified Public Accountants
Philip B. Patterson, Senior Accountant, PBGH Certified Public Accountants
Greg Lennon, Quantico Orienteering Club

OPEN SESSION:

CALL TO ORDER

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

AUDITORS' PRESENTATION OF THE FINANCIAL STATEMENTS

Mr. Michael Garber of PBGH, LLP, reported that the auditors had previously met with the Audit Committee and had discussed the Financial Statements for the year ended June 30, 2011 in detail. He said that the audit and management report are clean and unqualified, that no difficulties were encountered and no audit adjustment had to be made.

Motion by Mr. Buschow, seconded by Mrs. Rokus, that the Financial Report prepared by staff and PBGH, LLP for the year ended June 30, 2011, be accepted, and that copies be forwarded to NVRPA member jurisdictions and Commonwealth of Virginia officials. UNANIMOUSLY APPROVED.

Messrs. Garber and Patterson and Ms. Hedrick left the meeting.

FEES AND CHARGES FOR 2012 AND 2013

The Director of Operations presented a brief overview of the few proposed changes to the fee structure for 2012 and 2013. He noted that a process is in place where staff members do some research to find out what the competition is doing in terms of their policies and their fees. That information, together with recommendations from staff, is then used to determine if any increases in fees are warranted.

Motion by Mr. Knapp, seconded by Mr. Tarbert, to approve the proposed 2012 and 2013 fees and charges, as presented. UNANIMOUSLY APPROVED.

Motion by Mrs. Rokus, seconded by Mrs. Packard, to move into closed session to discuss real estate matters. UNANIMOUSLY APPROVED.

Mrs. Cole and Mr. Lennon left the meeting.

CLOSED SESSION:

REAL ESTATE ACQUISITIONS

Real estate matters were discussed. No action was taken.

Motion by Mrs. Packard, seconded by Mrs. Rokus, to move out of closed session and re-convene in open session. UNANIMOUSLY APPROVED.

OPEN SESSION:

The Chairman certified that 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 the closed session were heard, discussed or considered by the Board during the closed session.

The certification was UNANIMOUSLY APPROVED by roll call vote.

Actions relating to closed session:

Cool Springs Battlefield, Clarke County –

Motion by Mr. Tarbert, seconded by Mrs. Rokus, that the Board direct staff to proceed with discussions concerning the donation of 195 acres of land in Clarke County, contingent upon Clarke County joining the Park Authority. APPROVED by eleven Board members, one Board member (Nardolilli) voted AGAINST.

Unison Store –

Motion by Ms. Koch, seconded by Mrs. Rokus to accept the Unison Store from the Unison Preservation Society when the society has raised the money to purchase it. APPROVED by eleven Board members, one Board member (Little) voted AGAINST.

Mt. Defiance –

Motion by Mrs. Rokus, seconded by Mr. Little, to accept the Civil War Trust donation of Mt. Defiance, with the caveat that not more than \$100,000 be used to develop this site and that staff be directed to secure grant funding for the project. UNANIMOUSLY APPROVED.

ADMINISTRATIVE ITEMS

- a) **Approval of Minutes -**
RECOMMENDATION: That the minutes of the Oct. 20, 2011 Board meeting be approved, as circulated.
- b) **Treasurer's Report -**
RECOMMENDATION: That the report of the treasurer be approved, as presented.
- c) **2012 Board Meeting Schedule -**
- d) **Award of Contract – Bull Run Internet/Telephone Cable Installation -**
RECOMMENDATION: That staff be authorized to award a contract to Cox Business in the amount of \$123,350 for the Bull Run Internet/Telephone Cable Installation, with half of the contract amount being paid upon completion of the work and the remaining

balance to be paid one year later, and the Executive Director be authorized to execute the contract.

e) **Award of Contract – W&OD Embankment Repairs –**

f) **Signature Authority for Development Applications -**

Approval that the NVRPA Board authorizes and empowers the Executive Director and the Director of Planning and Development to execute and deliver performance agreements, bonds, escrow agreements, permit applications, deeds, record plats and other related documents, which may be required by various government municipalities and agencies.

Motion by Mr. Knapp, seconded by Mr. Wilson, to approve items a), b) and d).
UNANIMOUSLY APPROVED.

Administrative item c) –

It was decided that due to scheduling conflicts later in the year, a new proposed Board meeting schedule should be brought back and discussed at the January 2012 Board meeting.

Administrative item e) –

The Planning & Development Director asked that this item be removed and be brought back next month.

Administrative item f) –

Mr. Little asked for clarification, which Messrs. Gilbert and Hafner provided.

Motion by Mrs. Packard, seconded by Mr. Knapp, to approve item f). UNANIMOUSLY APPROVED.

REPORT FROM ROWING COMMITTEE MEETING

Mr. Knapp reported that the Rowing Committee had met on November 3 and thanked the Board members and staff who had attended. He noted that people who attend these annual meetings are an interesting group. Homeowners who attended talked about traffic problems. The judge's stand at Sandy Run remains an issue. Bottom line: Everyone agrees that Sandy Run is a beautiful facility that many people enjoy.

OTHER BUSINESS

--Recognition of Paul McCray, recently retired from the Park Authority, by the Balch Library on his commitment to local history

--Meadowlark Holiday Open House on December 11

--Staff Holiday Luncheon at Meadowlark on December 14 at 11:30 a.m.

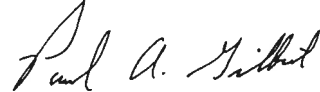
--Movie première, Civil War documentary on December 15 at 7 p.m. at Algonkian
--Mr. Hafner introduced one additional administrative item and asked the Board to award a contract to Harry Braswell in the amount of \$167,378 for renovations to the Algonkian Regional Park Meeting & Event Center, Bridal Room, Kitchen and Restroom and reject as non-responsive the MS Park Construction bid, which had actually come in lower.

Motion by Mr. Knapp, seconded by Mrs. Rokus, to award the contract, as requested by staff.
UNANIMOUSLY APPROVED.

ADJOURNMENT

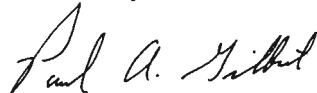
A motion was made and seconded to adjourn. The meeting was adjourned at 10:10 p.m.

Respectfully submitted,



Paul A. Gilbert, Secretary

Approved by the Park Authority Board
on January 19, 2012



Paul A. Gilbert, Secretary



Brian Knapp, Chairman