



FAIRFAX COUNTY PARK AUTHORITY



B O A R D A G E N D A

March 14, 2018

7:30 PM PUBLIC COMMENT

CLOSED SESSION

ADMINISTRATIVE ITEMS

- (CW) ADMIN-1 Resolution Honoring Dolores Claytor upon Her Retirement from the Fairfax County Park Authority
- (CW) ADMIN-2 Adoption of Minutes – February 28, 2018, Park Authority Board Meeting

ACTION ITEMS

- (CW) A-1 Approval of Fee Adjustments to the Published Fee Schedule for 2018
- (L) A-2 Lee District Family Recreation Area Our Special Harbor Sprayground – Mastenbrook Volunteer Matching Fund Grant Program Request – Joey Pizzano Memorial Fund
- (HM) A-3 Fred Crabtree Park – Mastenbrook Volunteer Matching Fund Grant Program Request – Washington Nationals Dream Foundation
- (HM) A-4 Scope Approval – Fred Crabtree Park Diamond Field #2 – Installation of Athletic Field Lighting Including Approval of a Memorandum of Agreement with the Washington Nationals Dream Foundation for a Turnkey Donation of Field Improvements at Fields #1 and #2
- (MV) A-5 Scope Approval – Ecosystem Restoration at Old Colchester Park and Preserve
- (CW) A-6 Approval – Cultural Resource Management Plan Revision

INFORMATION ITEM

- (CW) I-1 Museum Collections Project Update

CHAIRMAN'S MATTERS

DIRECTOR'S MATTERS

BOARD MATTERS

ADJOURNMENT



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- a) Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, and consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel pursuant to Virginia Code § 2.2-3711(A) (7).

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ADMINISTRATIVE – 1

Resolution Honoring Dolores Claytor upon Her Retirement from the Fairfax County Park Authority

ISSUE:

Seeking approval of the resolution to honor Dolores Claytor for more than 38 years of outstanding service to the Park Authority and the residents of Fairfax County.

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the resolution honoring Dolores Claytor.

TIMING:

Board action is requested on March 14, 2018.

BACKGROUND:

Dolores Claytor has served the residents of Fairfax County for more than 38 years as a member of the Park Authority staff, rising from accountant to various supervisory roles to Accounting Manager, a position she has held for the past 20 years in the Financial Management Branch (FMB).

Throughout her career, Ms. Claytor has been highly regarded by Park Authority senior management, and internal and external customers, for providing assistance and accurate information in a timely, professional and pleasant manner. She has demonstrated a willingness to assist the Park Authority and county support divisions and departments at all levels. She has effectively represented the Park Authority at meetings and on teams composed of staff from various county agencies.

At FCPA, she has shared her knowledge with others through presentations on financial management and reporting at the FMB Workshop. She has provided support and supervisory coaching to new supervisors within FMB on leadership/management skills and on county policies and regulations, and she has developed her own skills through participation in leadership and technical training workshops.

Among her many accomplishments, Ms. Claytor developed new Fixed Assets reconciliation and Site Audit procedures, Capital Construction accrual procedures and

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Completed Project procedures to better track capital projects in accordance with Generally Accepted Accounting Principles and agency needs. She assisted in the development and implementation of new procedures to be used by the Capital Construction Project Managers, Planning and Development Division to improve reporting, and on her own initiative, she modified the County's ACH Agreement brochure to better meet the needs of Park Authority staff seeking travel reimbursements.

With a positive attitude, she has taken the initiative to ensure that the financial stewardship goals of the FMB and the agency are met each year. Her efforts have played a key role in successful year-end closings and unqualified audit results by KPMG, the county's external audit firm.

For her accomplishments, Ms. Claytor has received three Outstanding Performance Awards, a Fairfax County Team Excellence Award, an FCPA Trailblazer Team Award and the FCPA Director's Leadership Award. In receiving the Director's award, Ms. Claytor was praised for going above and beyond required financial reporting and receiving the prestigious national Certificate of Achievement for Excellence in Financial Reporting from the General Finance Officer Association for six consecutive years.

It is for these reasons and more that Ms. Claytor is worthy of this resolution in her honor.

ENCLOSED DOCUMENTS:

Attachment 1: Resolution

STAFF:

Kirk W. Kincannon, Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Judy Pedersen, Public Information Officer
Janet Burns, Senior Fiscal Administrator

***WHEREAS**, Dolores Claytor is retiring after providing outstanding service to the Fairfax County Park Authority for more than 38 years as a member of the Park Authority staff as an Accountant, Accounts Supervisor, and Accounting Manager – a position she has held for the past 20 years in the Financial Management Branch; and*

***WHEREAS**, Ms. Claytor’s impressive communication skills have been a hallmark of her career, and her personable manner and desire to learn and grow have led to her advancement, contributed to her strong leadership, and made her a valuable team member on projects involving other county agencies; and*

***WHEREAS**, Dolores has demonstrated progressive experience in the Park Authority with her innovative work on capital project administration and key roles in auditing and leadership, allowing her to succeed in every financial role undertaken with the Park Authority; and*

***WHEREAS**, her immense contributions to the Park Authority’s finance organization include such achievements as developing new Fixed Assets reconciliation procedures and Site Audit processes, Capital Construction accrual procedures, and Completed Project procedures to better track capital projects in accordance with Generally Accepted Accounting Principles and agency needs; assisting in the development and implementation of new procedures to be used by the Capital Construction Project Managers, Planning and Development Division to improve reporting; and modifying the county’s ACH Agreement brochure to better meet the needs of Park Authority staff seeking travel reimbursements; and*

***WHEREAS**, Dolores has been recognized for her many individual accomplishments and for her teamwork over the years with three Outstanding Performance Awards, a Fairfax County Team Excellence Award, and an FCPA Trailblazer Team Award; and*

***WHEREAS**, Ms. Claytor was honored with the Director’s Leadership Award for exemplifying the Park Authority Value of “Demonstrating Fiscal Responsibility” because of her outstanding contributions and for going above and beyond required financial reporting, and receiving the prestigious national Certificate of Achievement for Excellence in Financial Reporting from the General Finance Officer Association for six consecutive years; and;*

***NOW, THEREFORE, BE IT RESOLVED** by the Fairfax County Park Authority Board that it expresses appreciation and thanks to*

Dolores Claytor

For dedicated and outstanding contributions to the Park Authority and the residents of Fairfax County.

Adopted by the Fairfax County Park Authority Board on Month 14, 2018

Michael W. Thompson, Jr.
Secretary

William G. Bouie
Chairman

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ADMINISTRATIVE – 2

Adoption of Minutes – February 28, 2018, Park Authority Board Meeting

ISSUE:

Adoption of the minutes of the February 28, 2018, Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Executive Director recommends adoption of the minutes of the February 28, 2018, Park Authority Board meeting.

TIMING:

Board action is requested on March 14, 2018.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the February 28, 2018, Park Authority Board meeting

STAFF:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Barbara J. Gorski, Administrative Assistant

**Fairfax County Park Authority
Board Meeting
February 28, 2018**

The Chairman called the meeting to order at 7:30 p.m. at 12055 Government Center Parkway, Room 941, Fairfax, Virginia.

Board Members:

William G. Bouie, Chairman
Ken Quincy, Vice Chair
Michael W. Thompson, Jr., Secretary
Linwood Gorham, Treasurer
Dr. Cynthia Jacobs Carter*
Maggie Godbold
Timothy Hackman
Ronald Kendall*
Faisal Khan*
Kiel Stone

Staff Present:

Kirk W. Kincannon, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee Vosper, Deputy Director/CBD
Barbara Gorski
Judy Pedersen, PIO
David Bowden
Todd Johnson
Todd Brown
Barbara Nugent
Cindy Walsh
Janet Burns

Absent*

Guests: Joanne Kearney

PUBLIC COMMENT

No speakers were present.

ADMINISTRATIVE ITEMS

ADMIN-1 Resolution Honoring Joanne Kearney upon Her Retirement from the Fairfax County Park Authority

Mr. Quincy made a motion to approve the resolution honoring Joanne Kearney upon her retirement from the Fairfax County Park Authority; seconded by Mr. Thompson. The motion carried by all members present. Dr. Carter and Messrs. Kendall and Khan were absent.

ADMIN-2 Adoption of Minutes – February 14, 2018, Park Authority Board Meeting

Mr. Quincy made a motion to adopt the minutes of the February 14, 2018, Park Authority Board meeting as amended; seconded by Mr. Thompson. The motion carried by all members present. Dr. Carter and Messrs. Kendall and Khan were absent.

ACTION ITEMSA-1 Approval of Friends Group Policy

Mr. Hackman made a motion to approve the Friends Group Policy 407; seconded by Mr. Thompson. The motion carried by all members present. Dr. Carter and Messrs. Kendall and Khan were absent.

A-2 Scope Approval – Turner Farm Remote Accessed Telescope Observatory Building Structural Renovation (Dranesville District)

Mr. Hackman made a motion to approve the project scope to structurally renovate the RATO Building at Turner Farm Park; seconded by Messrs. Quincy and Thompson. The motion carried by all member present. Dr. Carter and Messrs. Kendall and Khan were absent.

A-3 Scope Approval – Sugarland Run SV Trail Improvements (Dranesville District)

Mr. Hackman made a motion to approve the project scope for rebuilding approximately 4,000 linear feet of asphalt trail and related work in the Sugarland Run Stream Valley; seconded by Messrs. Quincy and Thompson. The motion carried by all members present. Dr. Carter and Messrs. Kendall and Khan were absent.

A-4 Scope Approval and Reallocation of Park Bond Funds – Jefferson District Park – Park Improvements (Providence District)

Mr. Quincy made a motion to approve the project scope to complete improvements at Jefferson District Park and the reallocation of park bond funds; seconded by Mr. Thompson. The motion carried by all members present. Dr. Carter and Messrs. Kendall and Khan were absent.

A-5 Scope Approval – Nottoway Park – Athletic Field and Lighting Improvements (Providence District)

Mr. Quincy made a motion to approve the project scope for athletic field and lighting improvements at Nottoway Park; seconded by Mr. Thompson. The motion carried by all members present. Dr. Carter and Messrs. Kendall and Khan were absent.

A-6 Scope Approval – Burke Lake Park Roadway Renovation (Springfield District)

Mr. Thompson made a motion to approve the project scope to renovate the roadway between the park office and the marina, and spot renovate the roadway from the maintenance facility to the lake inlet bridge at Burke Lake Park; seconded by Mr. Quincy. The motion carried by all members present. Dr. Carter and Messrs. Kendall and Khan were absent.

A-7 Scope Approval – Greenbriar Park Tennis Court, Parking Lot, and Athletic Field Light Replacement (Springfield District)

Ms. Godbold made a motion to approve the project scope for the design and installation of replacement lighting at Greenbriar Park; seconded by Mr. Thompson. The motion carried by all members present. Dr. Carter and Messrs. Kendall and Khan were absent.

A-8 Approval – Bren Mar Park Master Plan Administrative Update (Mason District)

Mr. Hackman made a motion to approve the Bren Mar Park Master Plan Administrative Update; seconded by Mr. Thompson. The motion carried by all members present. Dr. Carter and Messrs. Kendall and Khan were absent.

A-9 Allocation of Bond Premium for a Gym at Sully Community Center

Ms. Godbold made a motion to approve the use of bond premiums to fund the second gym at the new Sully Community Center in partnership with the Department of Neighborhood and Community Services; seconded by Mr. Thompson. The motion carried by all members present. Dr. Carter and Messrs. Kendall and Khan were absent.

INFORMATION ITEMS

I-1 FY 2018 Second Quarter Budget Review, Fund 10001, General Fund

No action was necessary.

I-2 FY 2018 Second Quarter Budget Review, Fund 80000, Park Authority Revenue and Operating Fund

No action was necessary.

I-3 Planning and Development Division Quarterly Project Status Report

No action was necessary.

CHAIRMAN'S MATTERS

- Mr. Bouie thanked staff for everything they are doing. The Lake Accotink conversation is ongoing with everyone.

He thanked Dave Bowden and Planning and Development and Todd Brown for all the work they had done with the Nationals Dream Foundation.

He also thanked Judy Pedersen and staff for the work on the website.

Mr. Bouie thanked Sara Baldwin for her work being the entrepreneur and partner that she has been working with the Reston Chamber of Commerce in bringing a carnival to Lake Fairfax later this spring.

DIRECTOR'S MATTERS

- Mr. Kincannon reported that after several years of planning, preparation, and marketing, Frying Pan Farm Park and a vendor, Empower Adventures, delivered the first Corporate Team Building program. The Irrigation Association booked a program for 22 people on January 24, 2018. Discussions between Empower and the association produced a customized program that met desired goals. After the event, the Irrigation Society reported that 99% of those responding to an internal survey were satisfied or completely satisfied.

Continuing Fairfax County's rich history of agriculture and communities working together, team building is a natural fit for the park's programming. This new venture brought in net revenue of over \$1,100 when the park Visitor Center is underutilized on weekdays and served a new market. Its large auditorium, small classroom, picnic pavilion and accompanying field provide ideal space for this program.

- The Park Operations Division is gearing up for the next round of Park Clean Up Blitzes in April and May. Parks receiving this extra care have been selected in each area and Park Authority Board Member has been notified. Some Blitzes already have organized groups that have agreed to participate while others are being advertised through the Volunteer Management System. Staff may reach out to the board member to solicit assistance in contacting potential groups and individual volunteers. Dates for each Clean Up Blitz are still being confirmed but the parks chosen are:

Area 1 - Dunn Loring

Area 2 - Luria

Area 3 - Monticello Woods and Franconia

Area 4 - Royal Lake

Area 5- Centre Ridge North, Horsepen Run Stream Valley and/or Dixie Hill

Area 6 - Alabama Drive and Dranesville Tavern

The Clean Up Blitzes will take place on Fridays and Saturdays. Planned tasks are improving trails; replenishing playground mulch; painting bollards, picnic tables, and benches; and picking up trash. Park Operations staff may contact the board members individually with more details or needs. Mr. Kincannon indicated that Todd Brown or the area manager would be happy to answer any question the board members may have.

BOARD MATTERS

- Ms. Godbold reminded everyone that the Elly Doyle Awards ceremony this year will be held on Friday, November 16. Nominations are being solicited and are due in June. She told everyone to get started on their nominations, as March was only a day away.
- Mr. Hackman had nothing to report.
- Mr. Stone had nothing to report.

- Mr. Gorham had nothing to report.
- Mr. Thompson stated that according to the record statistics state that Burke Lake Park had 171,000 website visits, and that is more than double the next closest lakefront park.
- Mr. Quincy thanked Judy Pedersen and Mary Nelms for the update on the website.

ADJOURNMENT

There being no further business and without objection, Chairman Bouie adjourned the meeting at 7:50 p.m.

Michael W. Thompson, Jr., Secretary

Minutes Approved at Meeting
on February 28, 2018

Kirk W. Kincannon, Executive Director

Park Authority Board Minutes prepared by

Barbara J. Gorski, Administrative Assistant

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ACTION – 1

Approval of Fee Adjustments to the Published Fee Schedule for 2018

RECOMMENDATION:

The Park Authority Executive Director recommends approval of all proposed fee adjustments as advertised, as presented to and reviewed by the Budget Committee on February 28, 2018.

ACTION – 2

Lee District Park Family Recreation Area Our Special Harbor Sprayground-
Mastenbrook Volunteer Matching Fund Grant Program Request – Joey Pizzano
Memorial Fund (Lee District)

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the Mastenbrook Volunteer Matching Fund Grant Program request from Joey Pizzano Memorial Fund (JPMF) in the amount of \$20,000 for improvements to Our Special Harbor Sprayground at Lee District Park, as presented to and reviewed by the Park Operations Committee on February 28, 2018.

ACTION – 3

Fred Crabtree Park - Mastenbrook Volunteer Matching Fund Grant Program Request –
Washington Nationals Dream Foundation (Hunter Mill District)

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the Mastenbrook Volunteer Matching Fund Grant Program request from the Washington Nationals Dream Foundation in the amount of \$20,000 for improvements to diamond fields #1 and #2 at Fred Crabtree Park, as presented to and reviewed by the Park Operations Committee on February 28, 2018.

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ACTION – 4

Scope Approval – Fred Crabtree Park Diamond Field #2 – Installation of Athletic Field Lighting Including Approval of a Memorandum of Agreement with the Washington Nationals Dream Foundation for a Turnkey Donation of Field Improvements at Fields #1 and #2 (Hunter Mill District)

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the project scope to design, permit, and install athletic field lighting at diamond field #2 and approval of a Memorandum of Agreement with the Washington Nationals Dream Foundation for a turnkey donation of field improvements at Fred Crabtree Park diamond field #1 and #2, as presented to and reviewed by the Planning and Development Committee on March 14, 2018.

ACTION – 5

Scope Approval – Ecosystem Restoration at Old Colchester Park and Preserve (Mount Vernon District)

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the ecosystem restoration project scope at Old Colchester Park and Preserve to restore rare and native vegetation communities and species, as presented to and reviewed by the Resource Management Committee on February 28, 2018.

ACTION – 6

Approval - Cultural Resource Management Plan

RECOMMENDATION:

The Park Authority Executive Director recommends approval of the revised Cultural Resource Management Plan with administrative changes suggested by Mr. Hackman. Reviewed by the Committee of the Whole on February 28, 2018.

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INFORMATION – 1

Museum Collections Project Update

As presented to and reviewed by the Resource Management Committee on
February 28, 2018.