

Fairfax County History Commission Monthly Meeting

April 5, 2023, 7:30 p.m.
City of Fairfax Regional Library, Room 103 A/B
10360 North Street, Fairfax, Virginia, 22030

The Fairfax County History Commission conducted an in-person meeting with remote participants on April 5, 2023.

Call to Order

The Chair called the April 5, 2023 meeting to order at 7:31 p.m.

Commissioners Present:

Lynne Garvey-Hodge, *Chair*
David Meyer, *Vice Chair*
Russell Brooks
Kevin Bradley
Subhi Mehdi
Tom Shoop
Cheryl-Ann Repetti
Elise Murray
Sue Kovach Shuman, *Treasurer*
Sallie Lyons
Tammy Mannarino
Anne Barnes
Jene Lindner

District:

Springfield
City of Fairfax
Franconia
Hunter Mill
Dranesville
Braddock
Sully
Hunter Mill
Mantua
Colchester
Alexandria
Mount Vernon
Springfield

Commissioners Present Virtually:

Esther McCullough*
Robert Beach*

District:

Sully
At-Large

**Arrived after the commencement of the meeting*

VERIFY AUDIBILITY OF REMOTE PARTICIPANTS

To conduct this meeting with some members participating remotely the History Commission needs to make certain findings and determinations for the record.

Verification that for each member participating remotely, the remote participant's voice is clear, audible and at an appropriate volume for the meeting room, confirmation of their location, and that their remote participation comports with the policy:

Ms. Garvey-Hodge: Board member Esther McCullough, can you please state for the record your location and why you are participating remotely?

Remote Member: This is Esther McCullough, I am calling in from the Sully District in Herndon due to a medical condition.

David Meyer moved, and was seconded by Elise Murray, that Esther McCullough's voice may be adequately heard and that her remote participation comports with our Remote Participation Policy. The motion passed unanimously.

Discussion: Commissioner Subhi Mehdi indicated that it was difficult to fully hear the remote participants, staff corrected this issue and no further audio issues were raised during the April 5, 2023 meeting.

Ms. Garvey-Hodge: Board member Robert Beach, can you please state for the record your location and why you are participating remotely?

Remote Member: This is Robert Beach, I am calling in from Kittery, North Carolina due to a family vacation.

Subhi Mehdi moved, and was seconded by David Meyer, that Robert Beach's voice may be adequately heard and that his remote participation comports with our Remote Participation Policy. The motion passed unanimously.

Commissioners Excused:

Steve Sherman
Anne Stuntz, *Corresponding Secretary*
Carole Herrick
Jordan Tannenbaum
Gretchen Bulova
Sallie Lyons

County Liaisons Present:

Denice Dressel, Heritage Resources Branch, Fairfax County Department of Planning and Development; Stephanie Newman, Heritage Resources Branch, Fairfax County Department of Planning and Development; Aimee Wells, Archaeology and Collections Branch, Fairfax County Park Authority, David Buchta, Heritage Conservation Branch, Fairfax County Park Authority, Christopher Barbuschak, Virginia Room, Fairfax County Public Library.

County Liaisons Present Virtually:

None.

Staff Present:

Corinne Bebek, Substitute Clerk

Welcome and Announcements

Chair Announcements, Lynne Garvey-Hodge:

- Reminder that the History Commission meetings are public, and guests are welcome.
- Lynne Garvey-Hodge thanked David Meyer for orchestrating the Town Hall tour that occurred before the April 5, 2023 History Commission meeting.
- Announcement honoring Arab American Month and the first night of Passover.
- Lynne Garvey-Hodge requested that Commissioners do not use her name on letters until

they are ready for signature.

- Sue Kovach Shuman will be distributing a Powerpoint template that she recently completed and tested with two Rotary Clubs.
- Historic facility changes within the county will be addressed through an agenda item later this evening.
- Lynne Garvey-Hodge read a resignation letter from Commission Member, Julianne Mueller.
- Reminder for a 5-day response time if a member of the public reaches out and asks a question to comply with the Virginia Freedom of Information Act (VFOIA).
- At Gum Springs at the end of March, Brenda Mitchell-Powell presented a talk on her book "Public in Name Only" on the history of Alexandria Libraries.
- Fort Belvoir updates on past correspondence on renaming efforts, the Commission was happy to transmit their letter on this matter to the Secretary of the Army.

Minutes

Approval of the March 1, 2023 Minutes

Elise Murray moved, and was seconded by Esther McCullough, that the History Commission accept the March 1, 2023 Meeting Minutes and pay the Clerk, Elliot Meyer. The motion passed unanimously.

Esther McCullough indicated that the History Commission should do something for Elliott Meyer's graduation. Lynne Garvey-Hodge requested that commissioners send suggestions to her, Elise Murray indicated that the commission must use their personal funds rather than county funds.

Treasurer's Report

- Sue Kovach Shuman reviewed the Treasurer's report for the period ending March 30, 2023. See Attachment 1 for the April report.
 - Sue Kovach Shuman noted that the only change from the last report was payment to the Clerk and the ending balance is \$60,825.59.
 - Sue Kovach Shuman noted that purchases must be approved by the county prior to completion of the purchase.
 - Subhi Mehdi requested clarification on the previous reimbursement process, Sue Kovach Shuman indicated that this needs to be further clarified but should not be done at this time.

Staff Reports

Fairfax County Park Authority, Aimee Wells:

- Aimee Wells, Fairfax County Park Authority, provided ACB project and activity updates. See Attachment 2 for the staff report.
 - Tammy Mannarino asked more about Union Farm, Aimee indicated an update will be provided at the next meeting.

Heritage Conservation Branch, FCPA, David Buchta:

- David Buchta, Fairfax County Park Authority, gave program and event updates

regarding the Heritage Conservation Branch. See Attachment 3 for the staff report.

- Lynne Garvey-Hodge asked for a guest from the HCB volunteers to provide an update before the History Commission regarding work that has occurred since the previous update.
- David Buchta asked for further information and clarification on the process for demolitions, and indicated that the Mount Gilead Carriage House is in poor shape and the best solution is to demolish it, some fixtures could be salvaged.
- Elise Murray asked for the history of the Carriage House.
 - Built in 1935 in Colonial Revival style, previously was a residence and has only served as storage for many years. Is a contributing structure to the house.
- Lynne Garvey-Hodge mentioned the first History Conference was at Frying Pan Park.

Virginia Room, Fairfax County Library, Chris Barbuschak:

- Christopher Barbuschak, Fairfax County Public Library, Virginia Room, gave a brief update from the Virginia Room. See Attachment 4 for the staff report.

Heritage Resources, Stephanie Newman:

- Stephanie Newman, Fairfax County Department of Planning and Development, gave survey project, program, and staff updates. See Attachment 5 for the staff report.
 - **Elise Murray moved, and was seconded by Jene Lindner, that the History Commission spend \$150 for the annual National Alliance of Preservation Commission (NAPC) membership. The motion passed unanimously,**
 - Subhi Mehdi posed a question related to the benefits received through this expenditure.
 - Elise Murray noted that it allows the Commission members to attend webinars that are great; multiple other commissioners agreed with the value of the webinars.
 - Jene Lindner indicated that she hasn't received the webinar information and is requesting that all Commissioners be put on the list to receive webinar information.
 - **Elise Murray moved, and was seconded by Esther McCullough seconded, that the History Commission spend \$250 for the annual National Trust for Historic Places memberships. The motion passed unanimously.**
 - Subhi Mehdi posed a question related to the benefits received through this expenditure.
 - The National Trust owns Woodlawn, this is to support them and the professional membership allows a discount at conferences.
 - Elise Murray noted that the History Commission membership to Preservation Virginia has lapsed. Denice Dressel indicated staff will look into this.
 - David Meyer indicated that the dues the History Commission is paying go to national organizations which keep members informed and manage some historic properties. The membership benefits the History Commission through an extension of shared interests.
 - Subhi Mehdi asked if these organizations could be leveraged for items like the Dunn Loring School and other items the History Commission is reviewing.
 - Tammy Mannarino indicated that they have been leveraged in the

past and could be for this as well.

- The motion for up to \$500 for History Commission promotional material was administratively moved to the Advocacy update portion of the meeting.
 - Tammy Mannarino asked whether deadline for African American survey was last week and if a lot of feedback received
 - Denice Dressel indicated that it is a living document and any changes should be flagged and sent to Denice ASAP. Regarding feedback, some was received, some people are very interested in the work.

New Business

Joint Facilities Update Team Proposal, David Meyer

- David Meyer indicated that there will be a meeting, tentatively on May 3, 2023, at 6:30 PM, for working group virtually and/or in person to discuss (1) scope of effort, (2) process to identify sites, (3) ensure that Fairfax is on the critical path for these projects, (4) approval/endorsement of draft policy with the applicable agencies or the Board of Supervisors.

Old/Unfinished Business

I-495 SEL Project Section 106, Cheryl-Ann Repetti:

- Cheryl Repetti stated that there are no updates regarding the project.

Renaming of Fort Belvoir, Next Steps forward: Tammy Mannarino

- The History Commission letter was sent to Board of Supervisors noting concerns with the process; the Board appreciated the letter and requested that it be forward to the Secretary of the Army through a Board Matter on March 7, 2023. See Attachments 6 and 7.
- The Board of Supervisors asked for an ad-hoc committee be created to work with the community and Fort Belvoir for renaming streets which legally have to be renamed.
- Lynne Garvey-Hodge indicated that the ad-hoc committee is approved to meet and work on this matter.
- Discussion of meeting potential meeting date for the ad-hoc committee to meet.
- Tom Shoop noted that the BOS classified the FCHC letter an argument against renaming Fort Belvoir, however, this is not an accurate characterization of the letter.

Update on AAHI Project, Updates from Lynne Garvey-Hodge

- Lynne Garvey-Hodge indicated that she had a request to update the website to state that visitors contact Mary Lipsey for information on the AAHI. It is also noted that the listing of Commissioners is inaccurate online. Elise Murray noted that someone from the current commission needs to be willing to step in for Mary Lipsey and Phyllis Walker-Ford in light of succession planning. Lynne Garvey-Hodge will check in on this next month.

2024 Budget Request & Budget updates, Cheryl Repetti & Elise Murray

- Elise Murray noted that the final budget request is in the shared files for the April 5, 2023 meeting. See Attachment 8.
- Lynne Garvey-Hodge thanked Elise Murray for her help with preparing the letter.
- Subhi Mehdi asked what is next, Lynne indicated that the Commission is awaiting the funds.

List of County History Groups project, Subhi Mehdi: Inventory of History Groups

- Subhi Mehdi requested that a commissioner with longer tenure provide a quality control

check of the work to make sure nothing is missing. Barbara Naef will be providing assistance. Lynne Garvey-Hodge has requested that the link be provided again for each commissioner to review their District to make sure nothing is missing.

NEPA Survey Cell Tower Letter, Kevin Bradley

- Kevin Bradley stated that there are no updates, a few questions have been asked, but no updates have been received.
- Lynne Garvey-Hodge asked for the property address, Kevin Bradley indicated that the address is 7617 Little River Turnpike.
- Lynne Garvey-Hodge asked if the item should remain on the agenda, Commissioners noted there is a policy related to no adverse impacts and this should be researched to act consistently with the policy.
- Denise Dressel indicated that staff has a copy of this policy and will distribute it to the History Commission.
- Tammy Mannarino asked whether the policies are on the website and if they should be. Lynne Garvey-Hodge indicated this may be something for the Bylaws Committee to determine.

Committee Reports

Budget and Inventory Committees Elise Murray

- The History Commission is ready to form a budget committee, Commissioners should reach out to Elise Murray if interested in joining the committee. At least four (4) people are needed on this committee.
- Some commission discussion on membership and structure of the budget committee occurred. Subhi Mehdi indicated that succession planning should occur for this effort. Elise Murray mentioned that previously a discussion of involving a third party to manage the budget as bookkeeper was raised as the finances are more complex than for other BACs. Tammy Mannarino indicated that this should be explored further as treasurer positions are difficult to fill.
- Elise Murray will work with Anne Barnes to update the bylaws to note this change. Elise Murray will report out on this item next month.
- **Elise Murray moved, and was seconded by Tammy Mannarino, that the History Commission add to the Fairfax County Inventory of Historic Sites the Randall Estates nomination. The motion passed unanimously.**
- Next meeting for the Budget committee is set for, May 22, 2023; 7:30pm; location FCPL. Fairfax, Room. 214.
- Elise Murray noted that the Bowman Distillery, Reston, building was sold throughout 1900s-2011. See Attachment 9. The ARB approved a conversion to condos in-concept but has not heard anything since the approval. Elise Murray would like to suggest that the History Commission prepare a letter to Supervisor Alcorn noting the History Commission concern regarding the lack of update on the project.
- **Elise Murray moved, and was seconded by Tammy Mannarino, that I [Elise Murray] will draft a letter about the Bowman Distillery for the History Commission to send to Supervisor Alcorn by the next meeting. The motion passed unanimously.**
- Esther McCullough asked a locational clarification question.
- David Meyer noted the Blighted Properties Ordinance.

History Conference and Awards Committees, Lynne Garvey-Hodge:

- Lynne Garvey-Hodge noted that the History Conference committee is not meeting until May

22, 2023 since so much work has already been completed. A County of Nations is the theme this year.

- No updates currently on awards. However, there is interest in having the Connection Newspapers to do an article on the awards.

Semiquincentennial, Gretchen Bulova

- While Gretchen Bulova was absent, a report on this committee was included with the materials for the April 5, 2023 meeting. See Attachment 10.
- Subhi Mehdi indicated that the setup is still being worked through and details around events are being sorted.

Advocacy Tammy Mannarino

- Tammy Mannarino provided an update from the Advocacy Committee. See Attachment 11. Tammy Mannarino also noted that April 22, 2023, Earth Day is a popular day for events. Planning ahead for summer events, please notify Anne Stuntz of any upcoming events where it would be beneficial for the History Commission to send a few members and brochures.
- There were supply issues raised with multiple events in a single day, this needs to be planned for in advance.
- Subhi Mehdi noted that per the county process all orders need to go through the County, the History Commission has let the County know the requirements for tablecloths (two 8' and two 6') and this request is in process currently. The final cost is still unknown since the History Commission approved \$850, once the amount is known the remaining funds will return to the larger History Commission budget to be spent on other supplies such as rolling bins, brochure displays, panels, etc. The original motion was later updated during the Announcements portion of the meeting.
- **Tom Shoop moved, and was seconded by Elise Murray, that the Advocacy Committee be authorized to spend \$700 on materials to be used in connection with informational displays at public events. The motion passed unanimously.**
- Discussion: Elise Murray asked if this is in addition to or separate from the \$850, Tom Shoop indicated that this is in addition. It is also noted that this \$700 is in lieu of the \$500 noted in the DPD Staff Report as Attachment 5.
- Russell Brooks asked for the goal of the advocacy committee, Tammy Mannarino indicated that this is advocacy toward the community and toward the Board of Supervisors. Some is also PR for historic preservation to raise awareness. Esther McCullough noted that the historic groups have not received enough credit for the advocacy and the work that has been done over the years and the advocacy group is a good use of funds.
- Subhi Mehdi provided an update on the Annual Report and indicated that a first draft of report is complete and available [here](#), minor holes are being worked through, and needs coordination with the bylaws committee on what changes were approved in 2022. Subhi requested Oral History Committee 2022 data which was provided during the Ethnic and Oral History Report. A significant portion of the annual report is taken up by bios, Subhi Mehdi appreciates the History Commission's shortened bios but suggests (for discussion only) that a table with commissioners, districts, and a hyperlink to the website. Lynne Garvey-Hodge indicated that this is an Advocacy Committee decision and should be made accordingly. Tentative date for Annual Report presentation to the Board of Supervisors is June 2023, a version of this will be provided to the History Commission in May 2023 for review and comment.

Marker & Marker Project, Cheryl Repetti

- Cheryl Repetti indicated that staff's update included a summary on the marker project, no further update.
- The Marker Committee could not reach a physical quorum and therefore could not meet. The

in-person quorum will make meetings for this committee extremely difficult. Discussion regarding physical quorum occurred, Denice Dressel provided clarification that this is a result of operating within VFOIA requirements for public bodies.

Cemetery Preservation, Lynne Garvey-Hodge

- Lynne Garvey-Hodge indicated that a cleanup of Marshall Cemetery in Burke occurred this past weekend.

Ethnic & Oral History, Esther McCullough

- Esther McCullough noted that the committee did not meet this past month due to schedule conflicts. Esther McCullough is seeking a meeting on Thursday, April 20, 2023 at 7:00 PM, location TBA. The meeting will be based on quorum assembly, 6 people must be in attendance. Two people were interviewed in 2022 for oral history Dana Kauffman and Kate Hanley; interviews are upcoming on June 8th and 9th as well, Esther will be requesting commissioner availability for those dates. Naomi Zevin and Suzanne Levy will be interviewed next. The project is anticipated to be completed this year.

Resident Curatorship Program, Robert Beach

- Robert Beach indicated that there are no updates at this time.

Bylaws, Anne Barnes

- Anne Barnes will coordinate with Subhi Mehdi and Tammy Mannarino on the requested items for the 2022 Annual Report.

ARB Liaison, Elise Murray

- Elise Murray indicated that an ARB report is included as part of the shared files for this meeting. See Attachment 12.

Fairfax City, David Meyer

- David Meyer indicated that the City of Fairfax will work with Mount Calvary Baptist Church, the oldest African American church in the City, for the first Juneteenth Program at this church. The program will occur on Saturday, June 17, 2023 at the amphitheater.

Website Coordinator, Cheryl Repetti

- Cheryl Repetti indicated that there are no updates at this time.

Announcements and Additional Comments

- Jenee Lindner: Has been meeting with the Mott Community Center and will be reinstituting history discussions with the group.
- Tammy Mannarino: The upcoming unveiling of proffered marker at Spring Bank is on April 19, 2023.
- Sallie Lyons: Patrick O'Neil will be speaking on the Battle of the White House at the Lorton Community Center on April 17, 2023, at 7:30 PM.
- Sue Kovach Shuman: The Historical Society of Fairfax County on April 23, 2023 will host the authors of the Book on the Jewish Community of Northern Virginia, the Dillises. On June 24, 2023, at Fenwick Library, there will be a presentation on the Mason Family Papers and the Black Lives Next Door project.
- Elise Murray: Distributed the History Commission Financial Operations Policy, originally distributed to the History Commission via paper in early 2016. The document can be found as

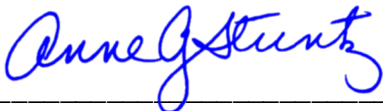
Attachment 13.

- Cheryl Repetti: On April 15, 2023 an event will be hosted at Historic Huntley. April 22, 2023, an Earth Day event may include a History Commission Table.
- Tom Shoop: Oak Hill Day, scheduled for the third week of September. A change this year will focus purely on the house itself and not as many speakers or activities as in the past, this will become Braddock History Day and provide shuttles to historic parts of the district. The intent is to provide house tours on odd-numbered years.
- Subhi Mehdi: No updates. Elise Murray raised a question related to the tablecloth approval and the number of tablecloths purchased.
 - **Elise Murray moved, and was seconded by Sue Kovach Shuman, that the History Commission spend up to \$850 on two 8' tablecloths and two 6' tablecloths and that this motion renders the previous tablecloth motion null and void. The motion passed unanimously.**
- Kevin Bradley: No updates.
- Russell Brooks: No updates.
- David Meyer: No updates.
- Lynne Garvey-Hodge: The next meeting will be May 3, 2023, not May 5, 2023. Women's History Month was very busy.
- Christopher Barbuschak announced that he is engaged and will be getting married in the fall.

Lynne Garvey-Hodge adjourned the meeting at 9:54 p.m.

Respectfully submitted:

Corinne Bebek
Substitute Clerk, Fairfax County History Commission



Anne Stuntz, Corresponding Secretary
Fairfax County History Commission

Date 5/31/23

Attachments

- Attachment 1: Treasurer's Report
- Attachment 2: Archaeology and Collections Branch Staff Report
- Attachment 3: Heritage Conservation Branch Staff Report
- Attachment 4: Virginia Room Staff Report
- Attachment 5: DPD Heritage Resources Staff Report
- Attachment 6: Fort Belvoir Update
- Attachment 7: Fort Belvoir Letter
- Attachment 8: Budget Request
- Attachment 9: Bowman Inventory
- Attachment 10: 250th Report
- Attachment 11: Advocacy Report
- Attachment 12: ARB Report
- Attachment 13: History Commission Financial Operations Policy

Attachment 1

**Fairfax County History Commission Treasurer
Report for April 5, 2023 Meeting**

Fairfax County Account reported by county on March 30, 2023

Beginning balance: \$61,111.40

Budget adjustment

2/28/2023 Budget adjustment/Pooled Interest \$99.31

Expenses:

3/10/2023 Pay clerk for February 2022 minutes \$450.

3/10/2023 FICA and Medicare for clerk \$34.43

Ending balance: \$60,825.59

Fairfax County needs the vendor name, address, and details for any purchase before the purchase is made. A Virginia tax-exempt form for any 2023 expenses (history conference, advocacy, other) must be used if you use a Virginia vendor. Please send the name and details to treasurer and county.

**Submitted by Sue Kovach Shuman FCHC
Treasurer**

Attachment 2

Date: 4 April 2023
To: Fairfax County History Commission
From: Aimee Wells, Senior Archaeologist, Resource Management Division
Subject: Monthly FCPA Archaeology and Collections Update

- First and foremost, I'd like to thank so many members of the History Commission who participated in the Gunston Hall Archaeology Symposium last month. It was heartening to see such a robust and engaged crowd taking time out of their weekend to talk archaeology.
- Our lab welcomes our new Assistant Lab Manager, Brittany Blanchard. Brittany has been with ACB for five years now. She graduated *magna cum laude* from VCU in 2018 and is currently pursuing an MA at University of Maryland. Brittany's promotion provides ACB with a multi-talented archaeologist in the lab with a strong background in public archaeology. We are delighted to have Brittany in this new role!
- ACB hosted guests from Virginia State Parks. Dr. Lauren McMillan is their newly appointed Cultural Resource Manager. She visited the offices at the James Lee Center to learn more about the archaeology that has been done at Mason Neck State Park and to visit our repository.
- ACB will be completing field work for Phase I testing at Ruckstuhl Park in Falls Church in the coming week. Laboratory work will commence next week with final reporting headed to the state by mid-May. This work is being done prior to development of the park including trails, natural and cultural resource interpretation, and green space in the busy Falls Church Rt. 7 corridor.
- After 5 years of display at the Smithsonian Natural History Museum, beads found at the Accotink Quarter site have been returned from their loan. All the beads were excavated by staff with WSSI's Thunderbird Archaeology, though a few were processed by staff at ACB when the project grew well outside initial projections of time and budget. The whole project was a wonderful example of collaboration between a developer, an archaeological consultant, ACB's team, and the Smithsonian to bring the stories of enslaved Fairfax County residents to the world through the power of the Smithsonian's influence. Those stories would have been lost without the development review process. <https://wetland-studies-and-solutions.squarespace.com/vol27no9-beads>, <https://wetland-studies-and-solutions.squarespace.com/vol27no9-beads> for more information.
- Speaking of partnerships, as part of an ongoing project to research the domestic area of what was the Union Farm section of George Washington's Mount Vernon, Mount Vernon archaeology was granted a request to borrow the Grist Mill/Union Farm collection from ACB. Through this project Mount Vernon hopes to learn about the lives of the enslaved agricultural laborers who comprised most of the Mount Vernon community in the 18th century. Mount Vernon will be cataloguing all artifacts into the Digital Archaeological Archive of Comparative Slavery.



Attachment 3

**Heritage Conservation Branch
Resource Management Division
History Commission Updates
April 2023**

Operations and Maintenance

- PDD and HCB have selected the company Windsor Masonry to work on the foundation repairs at Lahey Lost Valley and are working on a proposed schedule.
- Work at Dranesville Tavern has started again for roof repairs and is expected to continue through the spring and summer of 2023.

Historic Sites Volunteer Corps

- HSVC's first event was held at Mount Gilead and consisted of a landscape clean-up around the property.
- A total of 22 volunteers showed up and contributed 110 hours to the cleaning and maintenance of the grounds.
- HSVC's next event will take place at Lane's Mill on 4/15.

Resident Curator Program Updates

- HCB staff have drafted and submitted an RFP for Merrybrook's HSR and Treatment Plan.
- EHT Traceries have submitted a final draft of Union Farm's HSR and Treatment Plan.



**Fairfax County Public Library's Virginia Room
Staff Report to the Fairfax County History Commission**

April 2023

Don Wilson

- Our esteemed colleague at Prince William Public Libraries RELIC Room for over 40 years, Don Wilson, passed away on March 6. He first started working at RELIC in 1979 and spent the rest of his life devoted to helping researchers with local and family history in Northern Virginia. He will be deeply missed.

Updates

- The part-time Virginia Room Librarian I position was advertised last month. Interviews will likely take place in the coming month.

Programs

- On Saturday March 25th, the Virginia Room hosted local author Derek Baxter who spoke about his new book *In Pursuit of Jefferson*, a memoir in which he followed the Founding Father's original, now 200+ year old travel guide through Europe. There was a book signing afterwards.
- Staff gave a tour and presentation to the NSDAR Dr. Elisha Dick Chapter about genealogical and local history resources available in the Virginia Room on March 4th.

Donations

- Oakton Woman's Club donated their records last week.

Newspapers

- The Library of Virginia has digitized the *Fairfax County Independent* from 1932-1933, and *The Independent* from 1933. They are freely available on <https://viriniachronicle.com/>

Attachment 5

Staff Report:

Ongoing Projects:

- **Mid-Century Modern Countywide Survey-** Dovetail Consultants continue to move forward with the Mid-Century Modern Countywide Survey and are conducting background and archival research. Fieldwork is slated to begin April 2023.

Current Development Cases:

- **DeBell House (Sunnyside):** (6321 Old Centreville Road) Applicant seeks to build a new church which will result in the demolition of the DeBell House (Sunnyside), not listed in the Inventory of Historic Sites. DPD staff will provide comment and historic narrative of the site in June 2023.
- **Fairfax Hunt Club:** (1321 Lake Fairfax Drive) Applicant seeks rezoning of the parcel to increase density for multiple single family dwelling units. Fairfax Hunt Club and a non-associated cemetery are located on the site. The core of the extant clubhouse is a ca. 1790, two-story, three bay, log house that was moved to its current location from Vienna in ca. 1951. The Fairfax Hunt Club is not listed in the Inventory of Historic Sites; however, the property has specific language in the Comprehensive Plan and DPD staff is recommending preservation in place.

For a history and architectural analysis, see: *Fairfax Hunt Club Resource Report* in the Egnite folder.

Other Items

- **Dunn Loring School:** The Dunn Loring School is required to go before the Planning Commission as the proposed redevelopment of the site includes a change in use for the parcel. The History Commission will have the ability to submit comments and concerns to the Planning Commission and the Board of Supervisors as part of the public input process.
- **Staff Positions:** DPD is seeking applications for a Planner III/ARB Coordinator.
- **African American Markers Program:** The Black/African American Historical Marker Project Review Committee met on 3/14 to discuss the texts for the two remaining markers: Robert Gunnell/Gunnell's Chapel and General Colin Powell. The committee approved these two texts and all 6 markers were sent to Supervisor Palchik's office. DPD staff are awaiting a response from Supervisor Palchik's office regarding next steps (ordering markers, identifying exact marker placement, unveiling events, etc.).
- **Bowman Distillery:** DPD staff was alerted that the Bowman Distillery was unsecured and available for trespassing for the public. Staff contacted Fairfax County Code Compliance who indicated the issue would be handled the week of March 27. DPD staff is awaiting confirmation at this time

Motions Needed:

- \$150 for annual National Alliance of Preservation Commissions (NAPC) membership
- \$250 for annual National Trust for Historic Places memberships
- Up to an additional \$500 for History Commission promotional materials (banners, tablecloths, etc.).

Attachment 6

Fort Belvoir Update for FCHC – April 5, 2023

Since our March 1 Meeting –

At the March 7 Board of Supervisors Meeting, Supervisor Storck, in a joint board motion with Chairman McKay and Supervisor Lusk, asked that the History Commission to share their Feb 4 2023 letter to the Secretary of the Army in regards to their concerns on the renaming of Fort Belvoir. They further asked that we create a subcommittee to assist Fort Belvoir with the renaming of 4 Confederate named streets on the post. The Board matter is included in the Egnyte File for April.

On March 21, the same group of folks who drafted the BoS letter on potential renaming approved the requested letter to go forward to the Secretary of the Army. This letter can be found in the Egnyte file.

On April 4, the Director of the United States Army Center for Military History reached out to the FCHC through his staff to request a meeting to listen to our concerns.

Attachment 7



Fairfax County History Commission

10360 North Street
Fairfax, Virginia 22030-2514
fairfaxcounty.gov/history-commission/



The Honorable Christine E. Wormuth
Secretary of the Army
101 Army Pentagon,
Washington, DC 20310-0101

March 21, 2023

Subject: Potential Renaming of Fort Belvoir

Dear Madam Secretary,

On March 7, 2023, the Fairfax County Board of Supervisors unanimously directed the Fairfax County History Commission (FCHC) to send the attached letter to you voicing our concerns on the potential renaming of Fort Belvoir. The 21 appointed members of the Commission advise the County Government, promote public interest in all matters bearing on the history of Fairfax County and provide liaison with public and private history agencies in the County and on the State and National level.

The Board of Supervisors fully supports the History Commission's recommendation that any action taken by the Army to rename Fort Belvoir should be transparent, based on evidence and include the local community and stakeholders. They share our concern that the stories of the enslaved African Americans and the free Black residents who lived on the land will be told.

In addition, the Board of Supervisors would appreciate information from the Army addressing the following questions:

- What are the criteria for deciding whether to rename Belvoir? The Naming Commission concluded "that renaming Fort Belvoir falls outside the legislative language provided in the FY21 NDAA for making a recommendation to rename the base." Is there another policy or mechanism for changing the name, and will it be applied consistently across assets?
- The History Commission has stated "We respect the effort undertaken by the Naming Commission historians but do not believe the interpretation of history presented in the Naming Commission report is a full and impartial weighing of historical evidence." Will there be a fact checking of the Naming Commission report or re-evaluation of the evidence and if so, will it be transparent to the community?
- Will you put in place a concerted plan to seek input from descendants of African American enslaved from that area? The History Commission highly recommends this.

Sincerely,

Lynne Garvey-Hodge, Chairperson, Fairfax County History Commission

CC: Admiral (Ret) Michelle Howard, Chair, The Naming Commission
Connor Williams, Historian, The Naming Commission
Major General Allan M. Pepin, Commanding General Joint Task Force
Col. Joseph V. Messina, Fort Belvoir Garrison Commander
John M. Moeller, PhD, Deputy to the Fort Belvoir Garrison Commander
Northern Virginia Regional Commission
Fairfax County Board of Supervisors
Chairman Jeffrey C. McKay, Fairfax County Board of Supervisors
Dan Storck, Mount Vernon District Supervisor
Rodney Lusk, Franconia District Supervisor
Vance Zavela, Ft. Belvoir Liaison,
Fairfax County Department of Economic Initiatives

Rachel Flynn, Deputy County Executive, Fairfax County
Tracy Strunk, Planning and Development
Leanna O'Donnell, Planning and Development
Denice Dressel, Planning and Development
Laura Kviklys, Planning and Development
Chris Daniels, Architectural Review Board

encl. February 4, 2023 Letter, from FCHC to Fairfax County Board of Supervisors,
Subject: Recommendations Regarding the Fort Belvoir Name

Attachment 8



Fairfax County History Commission

10360 North Street
Fairfax, Virginia 22030-2514
fairfaxcounty.gov/history-commission/



Christina Jackson, Director
Department of Management and Budget
County of Fairfax
12000 Government Center Parkway, Suite 561
Fairfax, Virginia 22035

March 28, 2023

RE: Fairfax County History Commission FY 2024 Budget Request

Dear Ms. Jackson:

Thank you for this opportunity to provide a FY 2024 budget request. The History Commission formally requests \$21,013 to support its FY 2022 activities. Please find the following attachments to support this request: the History Commission's FY 2024 Budget Request, FY 2022 Financial Statement and 2021 Annual Report

The FY 2024 request is at the same funding level as the Adopted FY 2023 Budget Plan, \$21,013. The History Commission's FY 2022 ending balance was \$55,816, which is committed to current and future programs and projects.

The attached 2021 Annual Report to the Board of Supervisors (see link below) provides an overview of the Commission's "functions and a review of the issues and activities that are addressed in the budget request, with particular emphasis on the benefits provided to Fairfax County."

The History Commission members appreciate the opportunity to serve Fairfax County and are thankful for your funding consideration. Please contact me at 703-862-5154 or lynnegrveyhodge@gmail.com if you have additional questions or concerns.

All good things,

Lynne Garvey - Hodge

Fairfax County History Commission, Chairperson
Historian I, At-Large Commissioner &
Annual Conference & Awards Chairperson
<https://www.fairfaxcounty.gov/history-commission/events>
PO Box 110, Clifton, Virginia 20124, cp - (703) 862-5154

***"We must learn to live together as brothers and sisters
or we will perish together as fools."***

--Dr. Martin Luther King, Jr.

Attachments:

* FY 2022 Financial Statement, FY 2024 Budget Request

Attachment 9

Fairfax County Inventory of Historic Sites Report

Bowman, A. Smith, Distillery / Wiehle Town Hall

Location and Existing Information

Tax Map Numbers : 17-4((1))5B

Street Address 1890 OLD RESTON AV
/ General Location:

Acreage 0.23

Existing Use Vacant

Zoning ; PRC

Comprehensive Plan NA

Supervisor District HUNTER MILL

Planning District Upper Potomac



Photo: S. Hellman, 2006.

Preservation Status

REGISTRATION	EASEMENT	OWNERSHIP	ACCESSIBILITY
X National Register	Open Space	X Private	Accessible, Unrestricted
X Virginia Register	Preservation	Public	X Accessible, Restricted
County Historic District	Conservation	Both	Inaccessible
Standing Structure	Other		
X County Inventory	X No easements		

Listed on Inventory Nov 4, 1970. Listed on NR Dec 9, 1999; 029-5014.

Historic Information

Original Use Town hall and church

Original Owner Dr. C.A. Max Wiehle

Date Constructed 1890 - 1892

Historic Significance

The Bowman Distillery building was originally the Wiehle Town Hall, which Dr. C.A. Max Wiehle built in the 1890s. Wiehle hired a German planner from his hometown in Germany to come plan the town of Wiehle, which combined residential and industrial/commercial areas. Until 1907, the first floor of the building served as the Wiehle Town Hall; the Wiehle Methodist Church worshipped on the second floor. After Wiehle died in 1901, his heirs sold the land to Dr. Hutchison and William Crighton of Herndon, who operated a large scale farm. Eldred Thompson occupied the old Town Hall and ran a general store on the first floor. During the Hutchison ownership, in 1923, the name of the post office was changed to Sunset Hills, at the request of Dr. Hutchison. Hutchison died in 1924 and his heirs decided to sell the property in its entirety. A. Smith Bowman purchased the entire Wiehle property from Hugh Hutchison in 1927. When prohibition was repealed in March of 1934, Bowman and his sons applied for a permit to make distilled liquor. They used many of the original buildings from the town of Wiehle, as well as buildings from the Hutchison era, in their distillery operations. The old Town Hall was one of the buildings used and was converted into a warehouse. Due to its new function, the church steeple and its eighty pound bell were removed. In 1948, the bell was moved to the Andrew Chapel United Methodist Church on Leesburg Pike, which is also listed on the Fairfax County Inventory of Historic Sites. Corn and wheat, which were used to make bourbon and bourbon whiskey respectively, were grown right on the Bowman farms. The first bottled-in-bond bourbon, aged four years, was

Attachment 10

History Commission
Semiquincentennial Report
April 5, 2023

Submitted by Gretchen Bulova, Committee Chair

State Commission (VA250.org)

1. The state commission held an event in Williamsburg on March 10-12 to commemorate the 250th anniversary of the Committee of Correspondence, inviting state commissions and local Virginia committees. Called “A Common Cause to All,” the three day event included a host of speakers from Carly Fiorina to Supreme Court Justice Kennedy (retired).
2. Additional grant fund opportunities are being provided to local committees via the Virginia Tourism Corporation. The next funding cycle opens in May 2023.
3. The VA250 Commission is supporting a joint exhibition between the Virginia Museum of History and Culture and the Jamestown Yorktown Foundation. The exhibition will include a traveling component.
4. The next VA250 meeting is planned for April 18, 2023 at 10 a.m. in Richmond at the Virginia Museum of History and Culture. All meetings are open to the public.

Fairfax County Workgroup

1. Meeting took place on March 22, 2023 at the City of Fairfax Regional Library.
2. Bylaws for the Commission were approved.
3. A \$150,00 budget request is under consideration by the Board of Supervisors.
4. The Fairfax County Commission now has the design and use of the Fairfax County 250 logo as well as a dedicated sub-page on the VA250.org website.
5. Meeting included:
 - a. Committee updates
 - b. Signature event structure
 - c. Marketing updates
6. The next meeting is planned for May 24, 2023 at the City of Fairfax Regional Library.

History Commission Committee

This Committee has not met.

Attachment 11

Advocacy Committee Meeting Report
Fairfax County History Commission
Thursday, March 23, 2023 at 7 pm
(total members = 10 so 6 is a quorum)

Attendees

Commissioners Location: Present and Audible:

1. Carole Herrick NO	Dranesville/McLean
2. Lynne Garvey Hodge	At Large
3. Tammy Mannarino	Mount Vernon District
4. Subhi Mehdi	Dranesville Dist
5. Tom Shoop	Braddock District
6. Cheryl-Ann Repetti	Centreville
7. Sue Kovach Schuman	Providence District
8. Anne Stuntz NO	Vienna/Hunter Mill District
9. Jordan Tannenbaum NO	Springfield
10. Julianne Mueller NO	Mason

Agenda

Minutes conversation

Last meeting Feb 23, 2023, minutes were in Sharefile for 3/1/23 meeting

Next meeting will be in person at the Freeman Store & Museum in Vienna. We are exploring the feasibility for members to meet during the day.

FCHC Powerpoint by Sue Kovach Schuman

Sue has created a short powerpoint that others might be interested in.

Upcoming events

- April 22 – Sully earth day.
- Fairfax City -April 22
- Environmental expo at Ft Hunt – April 22
- April 29 – Taste of Annandale
- Viva Vienna – Memorial Day
- Juneteenths



Supplies Inventory

Need at least two sets Display materials. Many brochures are out of date

- African American Inventory postcards or poster
- Af Am Landowners Maps
- Jeff Clark post cards
- Inventory of Historic Sites
- 2 History Commission
- History Conference poster:
- Copy of Nation of Nations.
- Copy of African American Inventory draft
- Big Trifold
- Wheelie cart
- Pamphlet Holders

2 Tablecloths are in process.

Motion for upcoming Display needs:



Issues

Dunn Loring letter – The consensus was that Committee members were pleased that the response was quick and showed a commitment to our involvement moving forward. Unfortunately, the letter also showed a lack of consideration for the Inventory of Historic Sites and perhaps consideration of preservation options. Pending input from Sue Kovach Shuman, the Committee would like to respond to the letter accepting the opportunity for collaboration and clarifying preservation goals.

White Gardens –Lynne provided an update and plans to continue to try to meet.

Bowman Distillery see new share file. Barbara Naef saw two Facebook photos of very dilapidated state of the building. Looks like an example of DEMOLITION BY NEGLECT, with which we are all too familiar. Code Compliance may be a method for ensuring care.

2022 Annual Report – Draft is nearing completion. Tentative Date is set for meeting with the Board of Supervisors on June 6

Attachment 12

Architectural Review Board Report March 9, 2023

Consent Items: None Action

Items:

- **Approved: Pope-Leighey House Roofing Replacement - located at 9000 Richmond Hwy, Alexandria, tax map 1092 01 0004, in the Woodlawn Plantation and Pope-Leighey House Historic Overlay District.** The applicant is proposing to remove the existing Pope-Leighey House roof in its entirety and replace it with a new roof, including associated flashings, gravel stops, sealants, etc. Shawn Halifax represents the application. PLUS# ARB- 2023-MV-00007. **Mount Vernon District.**
- **Withdrew: Turkey Run Road - Pool Pavilion Addition - located at 1011 Turkey Run Rd, Mclean, tax map 0223 01 0050, in the Langley Fork Historic Overlay District.** The applicant is proposing to construct an addition to an existing pool pavilion. Alyssa Zombro represents the application. PLUS# ARB-2023-DR-00010. **Dranesville District.**
- **Approved: Stafford Rd Addition - located at 7309 Stafford Rd, Alexandria, tax map 0933 04 0078, in the Hollin Hills Historic Overlay District.** The applicant is proposing to Renovations and additions to an existing single family residence. Jake Baer represents the application. PLUS# ARB-2023-MV-00012. **Mount Vernon District.**
- **Approved: Elba Rd Carport Addition - located at 7606 Elba Rd Alexandria, tax map 0933 12 0004, in the Hollin Hills Historic Overlay District.** The applicant is proposing to the addition of a new carport and extension of driveway. Paul Trombley represents the application. PLUS# ARB-2023-MV-00008. **Mount Vernon District.**

Workshop Items:

- **ARB 23-HOL-12WS - 7527 Elba Road Addition - located at 7527 Elba Rd Alexandria, tax map number 0933 13 0005, in the Hollin Hills Historic Overlay District.** Adding approximately 400 square feet to an existing addition at the rear of the original home. The new work will match the geometry and materials of the addition and echo the Hollin Hills window type and use of T1-11 plywood siding. We propose to match the existing 4/12 slope of the previous addition's roof and clad it with new fiberglass shingles to match the existing shingles. Thomas Kerns represents the proposal. PLUS# ARBWK-2023-MV-00008. **Mount Vernon District.**
- **ARB 23-LOR-01WS - 9391 Quadrangle St - Collieran Deck Addition - located at 9391 Quadrangle St, Lorton, tax map 1071 09D 0010.** The applicant is proposing to construct a two-level deck-16' x 24' with steps to a 12' x 12' deck with steps. Patrick Collieran represents the application. PLUS# ARB-2022-MV-00033. **Mount Vernon District.**

Presentation: Fairfax County Department of Economic Initiatives - update on activities at the Workhouse in in the Lorton/Laurel Hill Moa Eligible District. Scott Sizer to present.

To: History Commission, County Staff
From: Elise Murray
Date: April 4, 2023
Re: History Commission Financial Operations Policy

These documents are for your information. The subject came up recently up recently and I retrieved these documents that were, most likely, distributed in paper to the Commission in January 2016.

Memo: Transmittal of Financial Operations Policy on Boards, Authorities &
Commissions Use of Public
Funds, date December 10, 2015

History Commission Financial Operations Policy, Issued December 2015

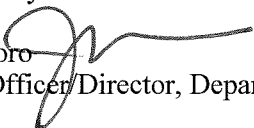


County of Fairfax, Virginia

MEMORANDUM

DATE: December 10, 2015

TO: Carole Herrick
Chairperson, History Commission

FROM: Joseph M. Mondoro 
Chief Financial Officer/Director, Department of Management & Budget

SUBJECT: Transmittal of Financial Operations Policy on Boards, Authorities & Commissions Use of Public Funds

Fairfax County Boards, Authorities and Commissions (BACs) are not considered legal entities independent of the Fairfax County government; and, as such any funds given to a BAC are public funds that must follow specific policies and procedures regarding use.

In accordance with the requirements for the use of public funds, the attached documents provide the policies and procedures for financial operations within the County's financial system as well as the required steps to close existing bank accounts and transfer the remaining balances into the account established for your organization in the County's financial system.

The History Commission has been assigned a 'sponsoring' County department(s) with responsibility for supporting the financial, procurement and human resources/staffing needs of the commission. Meetings will be held with BAC officers and sponsoring department staff to review the attached documents and answer any questions. In addition, the sponsoring departments and the Clerk to the Board will coordinate educational opportunities for any BAC officers/members as needed, e.g., new appointments, elections, general training refreshers.

Questions, please contact Deirdre Finneran, Deputy Director, Department of Finance 703-324-3126.

Attachment(s)

cc: Edward L. Long, Jr., County Executive
David J. Bobzien, County Attorney
Christopher J. Pietsch, Director, Department of Finance
Kirk Kincannon, Director, Fairfax County Park Authority
Fred Selden, Director, Department of Planning and Zoning
Catherine Chianese, Clerk to the Board
Emily Smith, Assistant County Attorney, Office of the County Attorney
Deirdre Finneran, Deputy Director, Department of Finance
Cathy Spage, Deputy Director, Department of Human Resources
Millie Mundy, Payroll Division, Department of Human Resources
Patti Innocenti, Deputy Director, Department of Purchasing and Supply Management
Ellicia Seard-McCormick, Deputy Director, Department of Management & Budget
Albena Assenova, Budget Analyst IV, Department of Management & Budget

HISTORY COMMISSION FINANCIAL OPERATIONS POLICY



All financial activities will be administered by either staff from the Fairfax County Department of Planning and Zoning or the Fairfax County Park Authority. Questions regarding these procedures should be referred to the contact information provided on page 3 of this document.

This document is intended to provide policies and procedures to the Fairfax County History Commission members on the use of public funds.

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POLICY OVERVIEW

GUIDING PRINCIPLE

Public funds must follow specific policies and procedures regarding use. Only County staff has the authority to procure services from a vendor, establish contracts, hire employees and use the County's procurement card (p-card) for payment of goods/services. All financial activity must comply with all relevant federal and state laws and County policies and procedures, including tax reporting and reconciliation procedures.

The History Commission has been assigned a County department to serve as liaison for all activity related to the use of public funds. As such, staff from the Fairfax County Department of Planning and Zoning (DPZ) has been established as sponsoring department for all History Commission activities except the History Commission Annual Conference. For financial activities associated with the annual conference (e.g. receipt of revenue, collection of registration fees, disbursement of funds for conference related expenses) staff from the Fairfax County Park Authority (FCPA staff) has been designated as the sponsoring department.

HISTORY COMMISSION FOCUS ACCOUNT INFORMATION – GENERAL SUPPORT

All funds of the History Commission will be maintained in the County's financial system, FOCUS, and administered by DPZ or FCPA staff. The following shows the account coding for deposit, expenditure and reporting purposes in FOCUS for all History Commission financial activities other than the annual conference.

Fund: 100-C11001 – History General (administered by DPZ staff)

Internal Order: 2G35-004-000– History Commission General

DPZ STAFF CONTACT INFORMATION – GENERAL SUPPORT

The Department of Planning and Zoning staff supporting the History Commission:

Financial, Human Resources & Procurement Support

- Dee Fredrickson – 703-324-1334 – <mailto:dee.fredrickson@fairfaxcounty.gov>
- Joyce Eanes – 703-324-1366 - <mailto:joyce.eanes@fairfaxcounty.gov>

Program Support

- Leanna O'Donnell – 703-324-1272 – <mailto:leanna.o'donnell@fairfaxcounty.gov>

HISTORY COMMISSION FOCUS ACCOUNT INFORMATION – ANNUAL CONFERENCE

All funds of the History Commission will be maintained in the County's financial system, FOCUS, and administered by DPZ or FCPA staff. The following shows the account coding for deposit, expenditure and reporting purposes in FOCUS for all History Commission financial activities other than the annual conference.

Fund: 100-C11002 – History Conference (administered by FCPA staff)

Internal Order: 2G51-040-000 – History Conference

FCPA STAFF CONTACT INFORMATION – ANNUAL CONFERENCE SUPPORT

The Fairfax County Park Authority (FCPA) staff supporting the History Commission Annual Conference:

Financial, Human Resources & Procurement Support

- Janet Burns – 703-324-9583 – <mailto:janet.burns@fairfaxcounty.gov>
- Shashi Dua – 703-324-8775 - <mailto:shashi.dua@fairfaxcounty.gov>

Program Support

- Liz Crowell – 703-246-5758 – <mailto:elizabeth.crowell@fairfaxcounty.gov>

FINANCIAL & PROCUREMENT PROCEDURES

CASH AND CHECK HANDLING

The History Commission treasurer should coordinate with FCPA staff (*see FCPA contact information above*) to make timely deposits of any cash or checks received by any member of the History Commission for History Commission activities. For all cash or checks received by a member of the History Commission please coordinate with FCPA staff to make timely deposits. In order to insure correct application of the deposit to the appropriate account, it is recommended that the History Commission officer clearly identify whether the cash or check should be applied to the General account or the Annual Conference account. Supplies related to cash handling and deposits (i.e. deposit tickets, deposit bags, etc.) will be ordered by FCPA.

VENDOR SET-UP & MAINTENANCE

Any business or individual (other than a Fairfax County employee) that the History Commission works with is considered a vendor. The County works with many vendors and maintains records of vendors in FOCUS to facilitate procurement and payment for services/goods rendered. When planning on doing business with a vendor, check with the DPZ contact(s) (*see DPZ contact information on page 3*) to determine if the vendor already exists in FOCUS. If the vendor does not currently exist in FOCUS, follow the steps outlined in the Vendor Set-up section below. ***Note: If a vendor accepts credit cards for payment, a vendor record does not need to be set-up. Contact DPZ to assist in processing p-card payments to the vendor.***

Vendor Set-up

1. Request a W-9 from the vendor – coordinate with DPZ if you have any questions.
2. Review the W-9, make sure the address on the W-9 matches the address needed for payment and purchasing
 - a. If they do not match, obtain documentation from the vendor (invoice remittance, order form, change of address notification, etc.) that shows the requested address.
3. Send the W-9 and any back up documentation required as evidence of the requested address to DPZ.

*Note, DPZ staff will complete the required steps of establishing the vendor in FOCUS and sending the W9 and other supporting documentation to the Department of Finance (DOF) Accounts Payable division for IRS validation, review and approval in FOCUS. Vendor set-up generally takes 1-3 business days to process once the documents have been received by DOF Accounts Payable Division.

DOING BUSINESS WITH A VENDOR

The County has over 2,000 contracts. It is quite likely that a contract already exists with a vendor that the History Commission would like to do business with. The contracts are not mandatory sources, but they already have the County's rights and remedies built-in. This is good protection if something goes wrong. DPZ can check the County's contract register to see if a contract with the vendor already exists (*see DPZ contact information on page 3*).

The table below breaks out the dollar thresholds for the methods of ordering goods/services. DPZ will determine which method is the best to use for the type of good/service the History Commission plans to purchase and will handle the procurement of goods/services for the History Commission.

Procurement Value	Competitive Requirement	Approval Authority	Method of Ordering
Less than \$5,000	No competition required, but it is recommended.	DPZ Director	Purchase Order or p-card*
\$5,000 to \$10,000	Solicit at least three written or oral quotes	DPZ Director	Purchase Order (or p-card with special approval*)
\$10,000 to \$100,000	Informal written solicitation	Central Purchasing (DPSM)	Purchase Order
\$100,000 or greater	Formal solicitation (invitation for bid or request for proposal)	Central Purchasing (DPSM)	Purchase Order

*Payment can be made through several mechanisms – procurement card (p-card), check, or electronic disbursement of funds. If the vendor accepts credit cards for payment, notify your DPZ or FCPA contact. Only County employees may use the County p-cards to make payments.

SALES TAX EXEMPTION

Most purchases of tangible personal property for use or consumption by Fairfax County shall not be subject to Virginia sales tax. However, certain categories of purchases are not exempt from sales tax. Examples of purchasing categories not exempt from sales tax include:

- Meals
- Catering
- Lodging
- Services purchased outside of Virginia

- Purchases by the County that are transferred to a private business to be used for nongovernmental purposes

It is the responsibility of the purchaser to request sales tax exemption from their vendor. To receive the exemption, the individual must present the Sales Tax Exemption Form, ST-12, to the vendor at time of purchase. The Department of Purchasing and Supply Management makes the form available to all County departments. A copy of the form can be obtained from DPZ.

The purchaser must complete the form, including the vendor name and address. The exemption shall only be used for Fairfax County purchases and is not allowed for personal purchases.

PAYMENT METHODS

After goods are provided or services are rendered, vendors may submit invoices directly to the History Commission for payment. Upon receipt of an invoice, complete the following steps:

1. Date stamp the invoice with the date of receipt
2. Review the invoice
 - a. Does it match what was received?
 - b. Does it match what was ordered?
 - c. Are the quantities correct?
 - d. Is the dollar amount correct?
3. If the invoice is incorrect, contact the vendor and request a corrected invoice and notify DPZ about the issue.
4. If the invoice is correct, confirm if the invoice should be paid from either the general History Commission account or if the invoice should be paid from the History Conference account.
 - a. Submit all invoices for activities not related to the annual conference to DPZ staff (*see DPZ contact information on page 3*).
 - b. Submit all invoices related to the annual conference to FCPA staff (*see FCPA contact information on page 4*).
 - c. Invoices are paid centrally by the DOF, Accounts Payable Division. It is important to review and submit invoices timely to DPZ or FCPA staff so payment can be made by the invoice due date.

DONATIONS

Any donations of goods and/or services should conform to the County's gifts and donations policy (FPS 450). The History Commission should work with FCPA staff (*see FCPA contact information on page 4*) prior to the acceptance of any such item.

TRAINING REIMBURSEMENT

Certain training may be required of BAC members. Training and travel should follow each BAC's specific bylaws/approved policies/procedures regarding allowable BAC training and travel expenses.

Prior to submission of a request for reimbursement for training for an officer of the History Commission:

1. Confirm training/travel is approved by BAC
 - a. Confirm the reimbursement does not exceed the approved training reimbursement stipend per member.
2. Contact DPZ staff (*see DPZ contact information on page 3*) to determine appropriate method for payment (e.g., procurement card, or training reimbursement)
 - a. Training Reimbursement – coordinate with DPZ to insure the History Commission member receiving reimbursement has been established as a vendor.
 - b. P-card – coordinate with DPZ to process payment with the County's p-card.
3. For travel reimbursement, submit all original receipts and a completed expense voucher.

Contact DPZ to receive a copy of correct forms to submit.

 - a. Attach a copy of the June 2008 History Commission meeting minutes that established the level of training reimbursement stipend approved for each member.

Note: DPZ staff will complete the required steps of processing the reimbursement and sending the completed form and supporting documentation to the DOF Accounts Payable Division for payment. Travel reimbursements generally take 2-3 business days to process and issue payment once they have been received by the DOF Accounts Payable Division.

BUDGET PROCEDURES

CONTRIBUTORY FUND REQUEST

The History Commission submits an annual request for funding from the Fairfax County Contributory fund. All contributory requests will continue to follow the steps outlined in the Contributory Agencies Budget Manual provided by the Department of Management and Budget (DMB).

In future fiscal years, if contributory funding is approved for the History Commission by the Board of Supervisors, the funding will be transferred to the History Commission account in FOCUS. Once transfer has been completed, these funds will be available for immediate use.

For Contributory funding questions, please contact Albena Assenova at 703-324-9411 or by email at <mailto:albena.assenova@fairfaxcounty.gov>.

CONTRIBUTORY FUND ACTUAL ENDING BALANCE & ANNUAL REPORT

In addition, the History Commission will still be responsible for addressing the ending balance at the end of each fiscal year as well as provide an annual financial report of activities to DMB. The steps to complete these activities are also outlined in the Contributory Agencies Budget Manual provided by DMB.

Contact DPZ at the end of the fiscal year to receive a report of the final budget to actual expenditure and revenue activity in the History Commission General account in FOCUS (*see DPZ contact information on page 3*).

CARRYOVER BALANCES

At the end of each fiscal year, any unexpended expenditure balances in the History Commission account in FOCUS, will be carried forward for use in the next fiscal year. This includes not only items that have been legally obligated via outstanding encumbrance documents but also any unexpended account balances. As noted above, as part of the Contributory funding process, the History Commission will be responsible for providing an annual accounting of all activities associated with contributory funds, including funding that has not been spent.

PERSONNEL PROCEDURES

MINUTE TAKERS & OTHER ADMINISTRATIVE SERVICES

If the History Commission utilizes personnel to attend meetings, take notes, or provide various other administrative support tasks and duties, there are two options available; 1) use an existing County employee to perform the service, or 2) use an external vendor to provide the service. The History Commission should work directly with DPZ in a timely manner to determine the appropriate method for procuring the services (*see DPZ contact information on page 3*). If DPZ has to hire personnel to perform services for the History Commission, there are specific procedures that must be followed to insure the County remains in compliance with all applicable federal and state employment laws and Fairfax County Government Personnel Regulations.

As previously stated, only authorized DPZ county staff has the authority to hire employees on behalf of the History Commission and/or procure services from a vendor.