



FAIRFAX COUNTY PARK AUTHORITY



B O A R D A G E N D A

January 11, 2023

7:00 PM PUBLIC COMMENT

ADMINISTRATIVE ITEMS

(CW) ADMIN-1 Adoption of Minutes – December 14, 2022 Park Authority Board Meeting

INFORMATION ITEMS

(CW) I-1 Annual Capital Improvement Plan (CIP) (with presentation)

(CW) I-2 Update on Mastenbrook Grant Program

CHAIRMAN'S MATTERS

DIRECTOR'S MATTERS

BOARD MATTERS

ADJOURNMENT



If ADA accommodations are needed, please call (703) 324-8563. TTY (703) 803-3354

Board Agenda Item
January 11, 2023

ADMINISTRATIVE – 1

Adoption of Minutes – December 14, 2022 Park Authority Board Meeting

ISSUE:

Adoption of the minutes of the December 14, 2022 Park Authority Board meeting.

RECOMMENDATION:

The Park Authority Executive Director recommends adoption of the minutes of the December 14, 2022 Park Authority Board meeting.

TIMING:

Board action is requested on January 11, 2023.

FISCAL IMPACT:

None

ENCLOSED DOCUMENTS:

Attachment 1: Minutes of the December 14, 2022 Park Authority Board Meeting

STAFF:

Jai Cole, Executive Director
Sara Baldwin, Deputy Director/COO
Aimee L. Vosper, Deputy Director/CBD
Allison Rankin, Management Analyst

**Fairfax County Park Authority
Board Meeting
December 9, 2022**

At the beginning of the Park Operations Committee Meeting at 5:46 pm at 12055 Government Center Parkway, Room 941, Fairfax, Virginia, the following was read by Chairman Bill Bouie to allow for the meeting to proceed with virtual participants.

Board Members Present:

William G. Bouie, Chairman
Maggie Godbold, Vice Chair
Timothy Hackman, Treasurer
Linwood Gorham
Ronald Kendall
Ken Quincy
James Zook

Board Members Participating Virtually:

Faisal Khan
Dr. Cynthia Jacobs Carter
Mike Thompson, Secretary

Location:

Residence in Providence District
Residence in Franconia District
Jackson Hole, Wyoming

Mr. Bouie stated that Virginia law authorizes the remote participation of Board members provided that a policy exists to ensure that such remote participation is consistently administered. This board has approved Policy 111. Mr. Bouie continued that remote attendance must be approved by the Board as long as a physical quorum of the Board is actually present; voice of the remote participant is able to be heard by everyone in the room; and the remote participation comports with the policy.

Mr. Bouie conducted a roll call of the members participating remotely: Mr. Khan, Mr. Thompson, and Dr. Carter.

Mr. Bouie made a motion that Mr. Khan's, Mr. Thompson's, and Dr. Carter's voices may be adequately heard in this location; seconded by Ms. Godbold. The motion carried by all members present; Dr. Aidoo-Hewton and Mr. Stone were absent.

Mr. Bouie made a motion that pursuant to the Park Authority's Policy 111 for Participation in Meetings by Electronic Communication, that Board Members Khan, Thompson, and Carter be permitted to participate remotely in this meeting because it comports with the policy we adopted, and a physical quorum is present here at the Park Authority Board Room, 9th floor, Herrity building. Ms. Godbold seconded the motion. The motion carried by all members present. Mr. Bouie conducted a roll call of members participating in person; Dr. Aidoo-Hewton and Mr. Stone were absent.

Mr. Khan and Dr. Carter participated in the meetings virtually due to medical reasons. Mr. Thompson participated in the meetings virtually due to a personal reason – traveling for work.

Chairman Bouie called the Park Authority Board meeting to order at 7:31 p.m. at 12055 Government Center Parkway, Room 941, Fairfax Virginia.

Mr. Kiel Stone joined the Board meeting in person prior to the start time at 7:31p.m.

PUBLIC COMMENT

There were no public speakers.

PRESENTATION ITEM

- P-1 FY 2022 Park Authority Annual Comprehensive Financial Report (ACFR)
Mr. Rob Churchman, from the accounting firm of Cherry Bekaert, LLC, presented the financial position of the Park Authority as of June 30, 2022, as prepared by staff and audited by Cherry Bekaert, LLC. The ACFR was prepared in compliance with generally accepted accounting principles as required by the Governmental Accounting Standards Board (GASB.) His presentation covered engagement services, overall audit results, required communications with those charged with governance, and future accounting and reporting changes.

ADMINISTRATIVE ITEM

- ADMIN-1 Adoption of Minutes – November 9, 2022, Park Authority Board Meeting
Mr. Bouie made a motion to adopt the minutes of the November 9, 2022, Park Authority Board meeting; seconded by Ms. Godbold. The motion carried unanimously by all members present; Dr. Aidoo-Hewton was absent.

ACTION ITEMS

- A-1 Reappointment of Michael Gailliot to the Fairfax County Park Foundation Board
Ms. Godbold made a motion to approve the reappointment of Michael Gailliot to the Foundation’s Board of Directors; seconded by Mr. Hackman. The motion carried by all members present, Dr. Aidoo-Hewton was absent.
- A-2 Reappointment of Kevin Ta to the Fairfax County Park Foundation Board
Ms. Godbold made a motion to approve the reappointment of Kevin Ta to the Foundation’s Board of Directors; seconded by Mr. Hackman. The motion carried by all members present, Dr. Aidoo-Hewton was absent.
- A-3 Approval to Advertise Proposed Fee Adjustments and Date of Virtual Public Comment Meeting
Ms. Godbold made a motion to approve advertising both the proposed fee changes and notification of the January 18, 2023 virtual public comment meeting concerning the

proposed fee changes, as discussed and approved during the Budget Committee meeting on December 14, 2022; seconded by Mr. Hackman. The motion carried by all members present, Dr. Aidoo-Hewton was absent.

- A-4 FY 2023 Mid-Year Budget Review, Fund 80000, Park Revenue and Operating Fund
Ms. Godbold made a motion to approve the FY 2023 Mid-Year Budget Review for the Park Revenue and Operating Fund (Fund 80000) as discussed and approved in the Budget Committee meeting on December 14, 2022; seconded by Mr. Hackman. The motion carried by all members present, Dr. Aidoo-Hewton was absent.
- A-5 Scope Approval – Laurel Hill Park – Central Green Phase 2 Development
Mr. Gorham made a motion to approve the project scope to construct the Phase 2 improvements at the Laurel Hill Central Green as discussed and approved in the Planning and Development Committee meeting on December 14, 2022; seconded by Ms. Godbold. The motion carried by all members present, Dr. Aidoo-Hewton was absent.
- A-6 Scope Approval – Cub Run Rec Center Child Care Renovation
Ms. Godbold made a motion to approve the project scope to renovate a section of the existing Fitness Center to create a Child Care facility at Cub Run Rec Center, with the stipulation that the agreement with FCPS expires in 2039, as discussed and approved in the Planning and Development Committee meeting on December 14, 2022; seconded by Mr. Quincy. The motion carried by all members present, Dr. Aidoo-Hewton was absent.
- A-7 Scope Approval – Ruckstuhl Park Development
Mr. Quincy made a motion to approve the project scope for the Ruckstuhl Park development as discussed and approved in the Planning and Development Committee meeting on December 14, 2022; seconded by Ms. Godbold. The motion carried by all members present, Dr. Aidoo-Hewton was absent.
- A-8 Trailside Park Master Plan Amendment
Dr. Carter made a motion to approve the Trailside Park Master Plan Amendment as discussed and approved in the Planning and Development Committee meeting on December 14, 2022; seconded by Ms. Godbold. The motion carried by all members present, Dr. Aidoo-Hewton was absent.

INFORMATION ITEMS

- I-1 Planning and Development Division Quarterly Project Status Report
No action was necessary.
- I-2 Summer Programs Update
No action was necessary.

CHAIRMAN'S MATTERS

- Mr. Bouie wished everyone a happy holiday. He mentioned that he appreciated the recent events where the board was able to gather. He welcomed all the new staff.

DIRECTOR'S MATTERS

- Ms. Cole shared the recent success of the golf pass sale in November.
- Ms. Cole shared a video of the Frying Pan Farm Park baby pigs that were born in November.
- Ms. Cole shared a video of the Frying Pan Farm Park holiday lights event.
- Ms. Cole shared pictures from the recent Park Authority Board & Park Foundation holiday dinner.
- Ms. Cole thanked the financial management staff for their work on the audit project.

Mr. Bouie shared that the Friends of Frying Pan Farm Park will be having their annual holiday luncheon at noon on December 15th and he plans to attend. Ms. Cole plans to attend as well.

BOARD MATTERS

- Mr. Thompson wished everyone a happy holiday. He had to leave the virtual meeting at 7:55pm.
- Mr. Khan wished everyone a happy holiday.
- Dr. Carter wished everyone a happy holiday.
- Mr. Stone wished everyone a happy holiday.
- Mr. Kendall wished everyone a happy holiday and thanked the staff for all their work.
- Mr. Zook wished everyone a happy and healthy holiday.
- Mr. Gorham wished everyone a happy holiday.
- Mr. Quincy wished everyone a happy holiday and welcomed the new staff.
- Mr. Hackman stated that the recent events were very well organized and were fun. He thanked everyone for their hard work to make this year possible and wished everyone a happy holiday.
- Ms. Godbold wished everyone a happy and safe holiday. She thanked everyone for their hard work.

Mr. Bouie asked the new staff to stand up and introduce themselves.

Nicole Varnes, Senior Budget Analyst

Kim Eckert, Management Analyst, Park Operations Division

Tonya Mills, Senior Financial Manager

Julie Kang, IT Manager

Josh Colman, Business Office Manager

Brendon Hanafin, Division Director, Planning and Development Division

Laura Grape, Division Director, Resource Management Division

Susan Kalish, Marketing and Communications Director
Ben Boxer, Public Information Officer

ADJOURNMENT

There being no further business and without objection, Mr. Bouie adjourned the meeting at 8:05 pm.

Participating Staff:

Jai Cole, Executive Director
Aimee Vosper, Deputy Director/CBD
Sara Baldwin, Deputy Director/COO
Judy Pedersen, Public Information Officer
Susan Kalish, Marketing and Communications Director
Michael Peter, Director, Business Administration Division
Cindy Walsh, Director, Park Services Division
Laura Grape, Director, Resource Management Division
Brendon Hanafin, Director, Planning & Development Division
Dan Sutherland, Acting Director, Park Operations Division
Ben Boxer, Public Information Officer
Allison Rankin, Management Analyst

Minutes Approved at Meeting on January 11, 2023

Allison Rankin, Management Analyst

Board Agenda Item
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Information (Presentation) - 1

Annual Capital Improvement Plan (CIP)

The Park Authority Executive Director recently presented an update on the Park Authority's CIP to the County Executive, Deputy County Executives, Department of Management and Budget and various other county stakeholders. The presentation outlined the Park Authority's current CIP, priorities, observations of the Executive Director, opportunities, and challenges. During the Board meeting the Executive Director will share the presentation with the Park Authority Board for their awareness.

FISCAL IMPACT:

None.

ENCLOSED DOCUMENTS:

NA

STAFF:

Jai Cole, Executive Director

Sara Baldwin, Deputy Director/COO

Aimee Vosper, Deputy Director/CBD

Brendon Hanafin, Division Director, Planning and Development

Michael Peter, Division Director, Business Administration

Board Agenda Item
January 11, 2023

INFORMATION – 2

Mastenbrook Volunteer Matching Funds Grant Program Update

As presented to and reviewed by the Park Operations Committee on December 14, 2022.