



**Reston Community Center
Board of Governors Monthly Meeting
November 5, 2018
8:00 p.m.
Meeting Agenda**

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|--|---|
| 8:00 – Call to Order | Beverly Cosham, Chair |
| 8:02 – Approval of Agenda | Beverly Cosham, Chair |
| 8:03 – Approval of Minutes and Board Actions | Beverly Cosham, Chair |
| <ul style="list-style-type: none"> • Approval of October 1, 2018 Board Minutes
(as reviewed and approved by the Board Secretary) • Approval of October 1, 2018 Board Actions
(as reviewed and approved by the Board Secretary) | |
| 8:05 – Chair’s Remarks | Beverly Cosham, Chair |
| 8:08 – Introduction of Visitors | |
| 8:10 – Citizen Input | |
| 8:12 – Committee Reports | Beverly Cosham, Chair |
| <ul style="list-style-type: none"> • None | |
| 8:25 – Board Member Input on Activities Attended | |
| 8:35 – Old Business: Preference Poll 2018 Report | Paul Thomas, Committee Chair |
| Adjournment of 2017-2018 Board | Beverly Cosham, Chair |
| 8:45 – Convening of new Board members | Beverly Cosham, Acting Chair |
| 8:46 – Nominating Committee: Proposed Officer Slate | Bill Keefe, Vicky Wingert
Nominating Committee |
| 8:49 – Election and Seating of Board Chair | Board |
| 8:51 – Seating of New Board Officers | Board Chair |
| 8:53 – New Chair’s Remarks | Board Chair |
| 8:56 – Executive Director’s Report | Leila Gordon, Executive Director |
| 8:58 – New Business | Board Chair |
| 9:00 – Adjournment | |

Reminders:

Event	Date	Time
Board Orientation	November 17.....	9:00 a.m.
December Monthly Meeting	December 3	8:00 p.m.
Annual Strategic Planning Session	January 4, 5.....	TBD



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
OCTOBER 1, 2018**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Michelle Moyer
- Bill Penniman
- Bill Keefe
- Gerald Zavala

Absent and Excused:

- Vicky Wingert
- Paul D. Thomas

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Karen Goff, Public Information Officer

The Chair called the meeting to order at 8:00 p.m.

MOTION #1:

Approval of the Agenda

Bill B. moved that the Agenda be approved as written. Gerald seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the September 10, 2018 Board Minutes

Bill B. moved that the Board approve the September 10, 2018 Board Minutes. Gerald seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the September 10, 2018 Board Actions

Bill B. moved that the Board approve the September 10, 2018 Board Actions. Gerald seconded the motion. The motion passed unanimously.

Chair's Remarks

Beverly showed the attendees the bandage on her hand. She does not know what she did to it, but it hurts and she will see a doctor tomorrow. Yesterday was the fourth anniversary of the passing of her husband Ralph. She found a poem that fit the milestone, and said it also had made her think of Bill B., who had lost his mother.

He Is Gone, She Is Gone by David Hankins

You can shed tears that she is gone
Or you can smile because she has lived

You can close your eyes and pray that she will come back

October 1, 2018 Board of Governors Meeting Minutes

Or you can open your eyes and see all she has left

Your heart can be empty because you can't see her
Or you can be full of the love that you shared

You can turn your back on tomorrow and live yesterday
Or you can be happy for tomorrow because of yesterday

You can remember her and only that she is gone
Or you can cherish her memory and let it live on

You can cry and close your mind, be empty and turn your back
Or you can do what she would want: smile, open your eyes, love and go on.

Introduction of Visitors

Juliana Gustafson introduced herself. She is a graduate student in George Mason University's Arts Management program. She is here to observe the meeting for a capstone paper. She is interested in the tax district support of RCC. She will follow up with Leila.

Citizen Input

None

Committee Reports

None

Board Member Input on Activities Attended

Bill P. attended The Bad Plus at the CenterStage on Sunday. He said it was a very entertaining and eclectic performance.

Lisa attended the Reston Multicultural Festival, which was well attended – she loves seeing the diversity of Reston and the different cultures reflected. She said it is always moving to see someone's family member become a citizen and it was truly an honor to meet some of the new citizens and their families. Lisa said attending a naturalization ceremony should be a requirement for Fairfax County Public Schools civics classes. Lisa's daughter Nicole was married in September. As a social worker dealing with race and diversity, she said it was nice to see the blending of cultures at the wedding. She also noted she was pregnant with Nicole when she first took a part time job at RCC, more than 25 years ago.

Michelle said the Multicultural Festival was fantastic. She also attended Nicole's wedding.

Gerald has been busy with Reston Soccer and PTA.

Bill B. has been attending a lot of meetings, including with the Fairfax County Park Authority and Leadership Fairfax. He said one of the coolest things he gets to do at the Park Authority is to be the headliner at a children's citizenship ceremony at Sully in May. The kids range in age from 4 to 14. He also paid tribute to Frank de la Fe, the former Fairfax County Planning Commission member and Park Authority Board chair who died in September. Bill said Frank left an indelible mark on Reston and all over the county – at the Park Authority, he was responsible for securing about 4,000 acres of land. Bill offered congratulations to Lisa and thanked Gerald for his service. (Lisa was re-elected to her board seat in the 2018 Preference Poll; Gerald will be leaving the Board in November.)

Bill K. said the Reston Multicultural Festival was outstanding. He said the music was spectacular, particularly the sitar. Bev also did a great job at the Naturalization Ceremony. Bill has also been involved with the Hidden Creek task force.

Bev attended the Multicultural Festival. She also performed in the "Two Divas" concert at United Christian Parish.

Executive Director's Report

Leila said the aquatics renovation is on time and on target. There were seven contractors that submitted materials to be prequalified; that process should be concluded by Tuesday. There will be a pre-bid conference on October 18. Bids will open around October 31. The wall construction at the Jo Ann Rose Gallery at Lake Anne is complete. The CenterStage floor has been installed, but the installation of the Wenger-designed traps is not complete as the dimensions were not quite correct.

A new Leisure and Learning Director has been hired. Outreach and Collaboration Director LaTanja Jones had a baby girl, Logyn.

We are in the final season of programming in the old pool and working on all of the planning to manage the transition. We had a three-hour employee brainstorming session on September 11. The Reston Multicultural Festival was a big success, and we launched the PTAS season last night. The Reston Players will open *Hairspray* this month in the CenterStage. Our Leisure and Learning fall registration numbers are solid.

Leila had the pleasure of being a "celebrity starter" for Sunday's Do It Your Way .5K to benefit the South Lakes High School Food Pantry. She is confident it will be an annual event. The event raised more than \$6,000 to benefit Reston families.

Leila said she appreciates the hard work Karen Goff and John Blevins did for the Preference Poll. They handled it without any glitches.

Old business

None

New business

Bill K. mentioned the lighting in the Hunters Woods Plaza parking lot is still insufficient, particularly in the walkway between Ledo's and the Buffalo Wing Factory towards RCC. Leila said owner Edens was supposed to do a lighting study, and that the lamps are deliberately low intensity to mesh with residential buildings. Leila said she will speak to Edens again.

Bev reminded the Board of her Meet the Artists concert Thursday, October 4, CenterStage at 2:15 p.m.

**MOTION #4:
To Adjourn the Meeting**

Bill B. moved to adjourn the meeting. Bill K. seconded the motion. The motion passed unanimously.

The meeting was adjourned at 8:19 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

10-9-18
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON OCTOBER 1, 2018

- 18-1001-1 Bd That the Board approve the Agenda**
- 18-1001-2 Bd That the Board approve the September 10, 2018 Board Minutes**
- 18-1001-3 Bd That the Board approve the September 10, 2018 Board Actions**
- 18-1001-4 Bd That the meeting be adjourned.**



Lisa Sechrest-Ehrhardt
Board Secretary

_____ 10-9-18 _____
Date



County of Fairfax, Virginia

MEMORANDUM

DATE: October 2, 2018

TO: Joseph M. Mondoro, Chief Financial Officer
Department of Management and Budget

FROM: Beverly A. Cosham, Chair
Reston Community Center Board of Governors

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY20 Budget Submission

The FY20 Budget request for Reston Community Center (RCC) is \$8,944,347. Reston Community Center's FY20 Budget includes the following:

- \$5,678,544 for personnel, which is our calculation for merit and seasonal employees based on FOCUS HCM data and program requirements.
- \$3,039,803 for operating expenses.
- \$226,000 for capital projects and capital equipment.
- The estimated revenue for FY20 is \$9,138,177.

Funding for the FY20 Budget request is available in Sub-fund 40050, including the Managed Reserve accounts established in 1989, and modified in 2009, for the long term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston constituents at a Public Hearing on June 18, 2018 with only slight modifications made to include more refined estimates for costs of employee benefits recommended by the Department of Management and Budget. It was subsequently approved by the RCC Board of Governors at their regular monthly meeting on Monday, September 10, 2018.

Cc: Catherine M. Hudgins, Hunter Mill Supervisor
Tisha Deeghan, Deputy County Executive for Human Services
Brian Kincaid, Department of Management and Budget

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191

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County of Fairfax, Virginia

MEMORANDUM

DATE: October 2, 2018

TO: Joseph M. Mondoro, Chief Financial Officer
Director, Department of Management and Budget

FROM: Beverly A. Cosham, Chair
RCC Board of Governors

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY20 Capital Projects and Capital Equipment Budget Submission

Reston Community Center's Board of Governors presented its Capital Improvement Plan (CIP) on June 18, 2018 in our Annual Public Hearing for Programs and Budget. The Board of Governors approved the FY20 Capital Projects and Capital Equipment funding at its Board meeting on September 10, 2018. The following projects are part of RCC's CIP and funding is requested for:

CC00001-007, RCC HW Roof Replacement: \$200,000

Phase III of a three-phase complete RCC Hunters Woods roof section replacement project scheduled over multiple years. Phase I of the roof replacement was completed in 2017. Phase II involves roof sections over the RCC Terry L. Smith Aquatics Center and is included in the Natatorium Renovation capital project allocated in the agency's FY19 budget. The Phase III roof area is above the CenterStage fly system and will be the final roof replacement effort of the project.

Capital Equipment: \$26,000

Includes funding for a projection screen (\$15K) to be used in the CenterStage; and a warming oven (\$11K) required at RCC Lake Anne.

Total FY20 Budget Requirements: \$226,000

The FY20 Capital Projects and Capital Equipment listed above are supported by allocations in Sub-Fund 40050.

Reston Community Center

2310 Colts Neck Road

Reston, Virginia 20191

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FUND STATEMENT

Fund 40050, Reston Community Center

	FY 2018 Actual	FY 2019 Adopted Budget Plan	FY 2019 Revised Budget Plan	FY 2020 Advertised Budget Plan
Beginning Balance	\$6,910,714	\$1,058,296	\$7,889,825	\$1,727,267
Revenue:				
Taxes	\$7,493,132	\$7,551,975	\$7,933,739	\$7,933,739
Interest	84,480	3,000	3,000	15,870
Vending	1,393	1,600	1,600	1,600
Aquatics	255,063	149,000	149,000	236,516
Leisure and Learning	413,674	419,716	419,716	430,896
Rental	222,655	171,875	171,875	171,875
Arts and Events	360,385	321,906	321,906	347,681
Total Revenue	\$8,830,782	\$8,619,072	\$9,000,836	\$9,138,177
Total Available	\$15,741,496	\$9,677,368	\$16,890,661	\$10,865,444
Expenditures:				
Personnel Services	\$5,026,549	\$5,527,909	\$5,527,909	\$5,678,544
Operating Expenses	2,382,752	2,776,477	2,787,077	3,039,803
Capital Equipment	0	0	0	26,000
Capital Projects	442,370	0	6,848,408	200,000
Total Expenditures	\$7,851,671	\$8,304,386	\$15,163,394	\$8,944,347
Total Disbursements	\$7,851,671	\$8,304,386	\$15,163,394	\$8,944,347
Ending Balance	\$7,889,825	\$1,372,982	\$1,727,267	\$1,921,097
Maintenance Reserve	\$1,059,694	\$1,034,289	\$1,080,100	\$1,096,581
Feasibility Study Reserve	176,616	172,381	180,017	182,764
Capital Project Reserve	3,000,000	166,312	467,150	641,752
Economic and Program Reserve	3,653,516	0		
Unreserved Balance	0	0	0	0
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	\$0.047



**Reston Community Center Board of Governors
2018 Preference Poll Committee Chair Report
November 5, 2018**

Overview

This year's Preference Poll presented the community with five candidates for the three open seats on the Board. Incumbents Bill Bouie, Lisa Sechrest-Ehrhardt and Gerald Zavala sought reappointment and new candidates Richard Stillson and April Tan filed and competed. Candidates expressed similar views on the need for RCC to be strategic in responding to the growth occurring in the community and to continue its mission focus on diversity of programs and services as well inclusivity that embraces the entire community. Another issue discussed was the current tax rate for RCC.

Participation increased compared to last year's poll. In 2018, 2,052 ballots were cast from the 28,537 ballots sent; this represents 538 more ballots cast than in 2017. Our high water mark for participation remains the highly contested poll in 2013. That year was the last year the indoor rec center issue consumed community interest and still represents the high water mark of participation – 2,221 ballots cast.

The effort to tighten the print shop coordination with our published dates for the Poll was again successful this year. In addition, the implementation of Facebook Live Streaming for the Candidates Forum again generated substantially greater attention to the Forum.

Voting by Zip Code

- 20190 – 605
- 20191 – 993
- 20194 – 443

Ballots dropped into boxes at RCC facilities divided by location:

- RCC Hunters Woods – 64
- RCC Lake Anne – 65

A total of 3 ballots dropped in ballot boxes were deemed invalid. (Invalid ballots have a vote already recorded against the database.)

Total Valid Dropped Ballots - 126

Commercial Ballots Cast – 47 (Still a minimal participation level)

Of the Votenet tallied "online" ballots, 126 votes were inputted by the League of Women Voters and another 1,007 were inputted directly by individual voters. A total of 919 paper ballots were received by Votenet and inputted by Votenet. This is on par with prior years representing a roughly nine percent difference between online and mailed balloting.

Voting Results by Candidate (Rounded)

Candidate Name	Votes	Percent of Total Votes Cast
Lisa Sechrest-Ehrhardt	1426	25
Richard Stillson	1221	22
William G. Bouie	1194	21
Gerald Zavala	1036	18
April Tan	755	13

Recommendations

The Board's decision to adjust the calendar to permit a longer timeframe for the printing of the ballots and related materials was effective again this year. The alignment with the printing schedule worked well again and there was exact alignment between the published date of when voting opened and the receipt of ballots in the mail.

Recommended schedule:

Consistent with this year's scheduling pattern, the 2019 Candidates Forum would occur in the week that balloting opens. The CenterStage will be used. Balloting would conclude in sufficient time to permit the Board of Supervisors to make appointments in time for RCC's November Board of Governors meeting.

August 1 – 15	Candidate Filing (aligned to Fall Registration period; two weeks; Thursday to Thursday)
August 15	Candidate photo and orientation (Thursday)
September 6 – September 27	Voting is Friday to Friday for three weeks; to 5 p.m. on September 27.
TBD based on programming schedule	Candidates Forum – The CenterStage.

Continue these strategies:

1. Have a minimum of one Board member or the Preference Poll Committee Chair attend the Candidates Orientation meeting so that the Board perspective can be provided to the candidates.
2. Provide rules and procedures adopted in 2015 for the campaigning component.
3. Include the full calendar of events on the printed/mailed ballots so the date and time of the Candidates Forum is available in that location.
4. Promote the Candidates Forum broadly as a video experience. Use a script that supports video/Live Streaming of the forum and include the web address for viewing the Forum; the web address is www.rctv28.com.
5. Continue implementing a posted procedure for dropping off ballots prior to the start of the balloting period if the ballots hit mailboxes before the official start of online voting.
6. Put out ballot boxes concurrently with the receipt in mailboxes of ballots should that precede the time the election is "turned on" in the voting database; the online button and voting will be "turned on" at the same time. Signage and instructions will indicate that voters may drop the ballots in them, but should not leave ballots on our service counters or hand them to our staff. Signage will indicate the regular business hours in which the ballot boxes will be available.

Considerations/Staff Recommendations:

In FY19, a new request for quotes from electronic voting providers will be circulated and the potential exists for a new vendor to be successful in that process. The current variety and fees associated with this type of counting agent agreement suggests that process could lower our counting agent cost, although probably not substantially if we request the same level of encryption and security.

The greatest concern we have regarding the Preference Poll process is the large number of returned mail ballots we receive. Sample counting of the three and a half boxes of these indicates that approximately 2,200 ballots were returned to us. Staff is going to consult with the Post Office and our mailing list provider to determine what is causing so many to be returned to us since they are addressed to "Resident" (not to individuals) and are mailed first-class postage.

Another important concern is that our business/commercial addresses are not current and comprise a lot of the returned ballots. We need to develop a standard approach to obtaining or distributing commercial ballots. This subject should be explored by the Preference Poll Committee for the 2019 event.



Executive Director Report October 2018

Administration

Capital Projects

The bid opening for the Aquatics Renovation Project occurred on October 31 at 2:05 p.m. The process involved four pre-qualified firms. The highest bid was for \$5,379,000 and the lowest bid was for \$4,539,000. Two of the four bids were at or above \$5.3M and the lower two were below \$5M. The apparent low bidder is a contractor with a very positive reputation among the Department of Public Works and Environmental Services (DPWES) team members involved in creating and evaluating the bid packages. The submitted bid amount of \$4,539,000 is below the Engineer's Estimate of \$4,781,699.

The 48-hour period for bid protest has passed and next steps include activities the contractor is obligated to complete and activities on the DPWES side. The contractor, Branch & Associates, provides the selected aquatics sub-contractor and the major equipment list within 48 hours and has five days to provide further bid values breakdown information. DPWES will provide information to the County Executive. The County Executive will review the contract funding and present it as a "Not in Package" (NIP) item in the November Board of Supervisors (BOS) meeting that provides them with a funding statement assuring the budget is sufficient to support the contract. Once this is accomplished, DPWES will issue the formal contract and a "Notice to Proceed" date of January 2, 2019. Prior to the project starting, there will be a contract meeting at DPWES and a pre-construction meeting at RCC. We remain, at present, on time and under budget thanks to the tremendous support we have had from the project team at DPWES and the excellent Board and staff work here.

The Jo Ann Rose Gallery improvements have been substantially completed. We continue to button-up loose ends on the audio-visual equipment front and still need to develop a handy and easy-to-use guidelines document for staff for use of the new equipment. A software program will be selected to provide for the best marketing approach on the lobby side video monitor. Early reviews of the new wall, from staff and users, are positive as the acoustics are much better in the Gallery.

The CenterStage replacement floor punch list has been created and agreed to by the contractor and those few items will be resolved during the next break period in that calendar at the end of December.

Programs

Aquatics

The first "Boo in the Pool" event was successful; the two age groups had a combined total of 50 registrations. The staff learned a lot from their first time with the event and are enthusiastic about the potential for more aquatics events in the new pools when we re-open. Staff planning has advanced well to assure the easy transition of part-time staff to other roles (at RCC or elsewhere) and to have a complete calendar of projects for the merit staff to accomplish during the renovation downtime.

Arts and Events

The new CenterStage season is selling briskly and the October event featuring Armistead Maupin had excellent coverage from the Fairfax Times. Arts Education classes and Community Events continue to perform well in terms of participation and revenue generation.

Leisure and Learning

The new Lifelong Learning Director, Cassie Lebron, has started with us. Successful events and programs in October included the launch of "Big Fun for Little Ones" (a drop-in play program featuring large inflatables and oversized toys for toddlers); Learn to Bike offerings; OLLI classes on a variety of topics; and the always popular family event, "Halloween Family Fun Day."

Executive Director

Meetings/Events: I met with County staff prior to and following my vacation on a variety of topics.