



**Reston Community Center
Board of Governors Monthly Meeting
November 4, 2019
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 |
| • Approval of October 7, 2019 Board Minutes
(as reviewed and approved by the Board Secretary) | |
| • Approval of October 7, 2019 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 |
| • Ad Hoc Accreditation | Bill Bouie, Chair |
| • 2019 Preference Poll | Bill Keefe, Chair |
| 8:25 – Board Member Input on Activities Attended | |

Adjournment of 2018-2019 Board

Beverly Cosham, Chair

- | | |
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| 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 16.....	9:00 a.m.
December Monthly Meeting	December 2	8:00 p.m.
Reception Honoring Cathy Hudgins	December 4.....	4:30 to 6:30 p.m.
Annual Strategic Planning Session	January 3, 4... ..	TBD



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
OCTOBER 7, 2019, 8:00 p.m.**

Present:

- Beverly Cosham, Chair
- Michelle Moyer
- Dick Stillson
- Bill Penniman
- Vicky Wingert
- Paul D. Thomas
- Lisa Sechrest-Ehrhardt

Absent and Excused:

- Bill Bouie
- Bill Keefe

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Karen Goff, Public Information Officer
- John Blevins, Deputy Director
- BeBe Nguyen, Communications Director
- Matt McCall, Aquatics Director

The Chair called the meeting to order at 8:02 p.m.

**MOTION #1:
Approval of the Agenda**

Paul moved that the Agenda be approved as written. Bill P. seconded the motion. The motion passed unanimously.

**MOTION #2:
Approval of the September 9, 2019 Board Minutes**

Paul moved that the Board approve the September 9, 2019 Board Minutes. Bill P. seconded the motion. The motion passed unanimously.

**MOTION #3:
Approval of the September 9, 2019 Board Actions**

Paul moved that the Board approve the September 9, 2019 Board Actions. Dick seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev said she did not see everyone at her performance, but she heard Leila and Vicky. The concert went well, and Bev is looking forward to celebrating the 47th anniversary of her 30th birthday this Halloween.

Let Me Tell You by Caleen Jennings

Let me tell you
Young one
How lovely it feels to be me
All the things swirling around you

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That you're just too busy to see

Let me tell you how a breeze
Caresse the skin on a warm July night
How the ocean billows
How the dawn

Let me tell you, young one
How delicious life can be
When I caught my breath at last
And realized life wasn't just about me

When I truly saw the snow
Billowing grey in the sharp winter air
When I saw a dove take wing
Me looking up on a hope and a dare.

No, you're living a busy life
You've got no time to feel it
Me, I've lived and loved with joy
No reason to conceal it.

I don't know what lays ahead
I'm resolved that I don't care
I sip every moment now
Like fine wine I love my share

Let me tell you young one
I was light and lithe and bold
Now I get to sit awhile
There's sweet peace in growing old

I'm one of the lucky ones
So many friends have gone
Each moment is like a jewel
I set in my fading crown

And if I could give you a gift
I'd give you a forever
Each season a cherished bouquet
But I'm not that clever

I get up much earlier now
I live in the light
Still eager to seize what I've got
Still part of the fight

Introduction of Visitors

None

Citizen Input

None

Committee Reports

None

Board Member Input on Activities Attended

Paul saw Jeffrey Stewart, which was a good and informative evening. He has been busy with South Lakes High School (SLHS) band and PTSA things. He is sorry he missed the Reston Multicultural Festival, but he was driving a giant truck to a band competition.

Michelle participated in the Candidates Forum. She attended the Reston Multicultural Festival, the Cornerstones 50th Anniversary kickoff and saw the film *Color Adjustment*. It was sad (having just seen her in the film) to learn that Diahann Carroll died. Leila and Michelle discussed doing additional outreach at SLHS for future social justice movies. We should use Eva Forman, former YAT participant and director and now SLHS' drama teacher, as a valuable connection.

Lisa attended the Candidates Forum, the re-dedication of the Lake Anne Pharmacy icons and the Multicultural Festival, which she said is always an honor and represents Reston's diversity very well. Lisa attended Bev's concert and said it was very impressive, with a diverse crowd. Lisa has been working on some things with Southgate Community Center; good things are happening there. Lisa reminded the Board that Southgate Community Day is October 19. Leila said RCC is renting stage equipment for them for that event.

Dick went to ChalkFest at Reston Town Center (RTC). He asked if RCC was involved. Leila said RCC is a sponsor. He attended the Cornerstones event and was amazed at the view from the Cooley office at RTC. Dick also went to hear Jeffrey Stewart and participated in the county strategic planning session for members of boards and commissions. He attended Bev's concert and said he appreciated lyrics he could understand. He also attended the Multicultural Festival. He asked about the process to select acts. Leila said a committee that includes RCC's Arts and Events team selects the acts. PD directly arranges the Heritage Fellows appearances as he has been affiliated with that program for many years.

Vicky attended several CenterStage performances and was impressed with the quality and variety of all of them. She particularly liked Bev's performance and the message Bev conveyed. She did not attend the Multicultural Festival (due to illness), but could hear the performances from her deck. She went to the Reston Historic Trust event featuring the author of *Radical Suburbs*. Vicky told Michelle she really values her contributions, and the community owes her a debt for the service she has given to RCC.

Bill P. was in Spain most of the month, but attended the Fairfax County strategic planning meeting. He said he will also miss Michelle.

Bev said she did most of the things already mentioned, including her own concert, Jeffrey Stewart, Fran Lebowitz, Cornerstones 50th Kickoff, the Reston Historic Trust event and the county strategic planning discussion. She has joined the United Christian Parish social justice ministry and is spreading the word about RCC's Equity Matters programs.

Executive Director's Reports

Aquatics Report. Leila said RCC will issue a press release tomorrow with updated calendar information about the pool renovation/opening. After getting an estimated completion date of late in December, the team went back to the drawing board to look for ways to compress the work calendar. Pool subcontractor Paddock suggested we forgo the water tightness test (test where you let water sit in the pool for 48 hours). The Department of Public Works and Environmental Services (DPWES) researched it and said the test is not done as much anymore, and agreed with Paddock that not doing it would support success with adhesion of the shell to the cement. In forgoing the test, Paddock said they will extend the water tightness warranty from three years to five years. In addition, the elimination of that test will save 10 days on the calendar.

Branch will have crews here on weekends in order to meet a new substantial completion date target of December 3. The December 3 date will not negate the liquidated damages of \$1,400 per calendar day that will kick in on November 14. The way the liquidated damages work is there is a reduced amount out of our final payment.

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Dick asked about the grand opening party. Leila said we are postponing that event and may redesign it somewhat to coincide with our community engagement processes. She will also discuss a ribbon-cutting date with the Office of Supervisor Hudgins.

Regarding the pool renovation budget, we still have roughly \$800,000 in the contingency budget line. There are still some change orders that will come in as credits. About \$32,000 remains in the owner's allowances line. Leila said she feels confident we will come in substantially under budget.

RCC staff is working on a December "patron planning" calendar. Leila said the first and primary objective is to get Reston Masters and SLHS swim teams practicing as soon as possible. There will still be punch list items that need to be completed after substantial completion but we can bring in the swim teams for late afternoon and evening practices. We want to keep 7:00 a.m. to 3:00 p.m. available for staff training and completion of punch list items. We had 120-plus patrons register for class offerings in November and December. We will issue refunds and will give limited priority access for similar programs in January. On December 14 we will do workshops for those who had registered in the fall. Patrons can come in and meet instructors and get oriented to the new pools.

From December 15 – 31 we will have a "Welcome Home" open house. We will be open regular hours with \$1 per person (Reston status patrons) admission. On January 1, we will begin regular pricing; on January 2, we will start the regular schedule. The pricing – set at 2018 levels – will hold until January of 2021.

People have been asking about the pool opening several times a day. Leila said she does feel badly that the opening is delayed by a month, but she feels very confident Branch Builds will hit this milestone, and she is very happy about the budget performance.

Paul asked about the lag for swim teams. Leila said from December 4 – 14 we will have nothing but swims teams in if the schedule holds. Michelle also said she is concerned about the SLHS team. Leila said RCC and FCPS has been working with the Park Authority staff to find them space at other facilities. That would start November 13. SLHS will have to share pool times and lanes, but everyone is working to accommodate them. Matt said it is a tough situation for SLHS but that RCC has maintained good communication and will do what we can to support them.

Michelle asked about the certainty of dates. Leila said she has been watching the Nest camera. Branch is working weekends; there is a painting calendar and a cleaning calendar. They are doing inspections as they go. Branch is an outstanding contractor, but Leila said they were surprised by the Paddock Pools work delay. Paddock ran into something that is happening across the entire region and is occurring nationwide: there is an acute labor shortage in the construction industry, which is even worse for the specialized requirements of pool environments. Branch says Paddock has provided an outstanding crew. Leila feels reasonably sure December 3 will be the date.

Dick asked who does the inspections, and will there be delays with those? Leila said inspections are done by the county. She is not worried about that timetable. Bill P. said concrete curing takes a long time, so beware. Leila said inspections have been happening as they go. It would be hard for a problem with curing to occur and not get immediate attention.

Paul said December 3 is the Tuesday after Thanksgiving. Leila said overall, 30 days on a project of this size is pretty good, but personally she is distressed as she has never missed a project completion date in 35 years here. Our 2008 renovations were exactly on schedule. The big difference was it was a recession and lots of labor was available. Matt said everything we have been going is top-level. We made it 40 years with the last pool; we should last another 40 with the new ones.

Michelle asked about the press release timetable. Leila said it will go out tomorrow. It takes a positive approach and puts out the December 3 substantial completion date. Dick asked about the locker rooms. John said those renovations are expected to be done by the end of October.

Executive Director Report: Leila said we have purchased the Dude Solutions software for facilities. We are expecting raw data from the Community Survey tomorrow (October 8); she will discuss with the Center for Survey Research next week how the report should be structured with respect to the big-picture

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“take-aways” from the data. The YouTube films created by Storycatcher Productions are ready for viewing tonight.

The county RFP for solar panels finally closed on September 12. The closing date changed three times, and went through several addenda before it closed. Leila said it would probably be another month before awards are made, but it will be in place for a spring calendar perhaps for installation here.

RCC is continuing to get to full LED lighting with replacement of 29 fixtures at RCC Hunters Woods. That will drop the total wattage from 3,480 to 592.9 for those fixtures. We are seeing programing enrollment continuing to dip in many areas. Participation in fitness and wellness continues to increase. We are exploring adding IntelliTrac to RecTrac. It is a dashboard tool to mine data in real time. We are also exploring the available communication tools in the RecTrac software.

Michelle asked if pool patrons could still use a construction pass. Leila said the Y and Herndon Community Center are still honoring passes. Michelle asked if we should invite Rita Smith to whatever opening celebration we have. Leila said we should.

Dick asked if we will have any meetings with the presumptive new Hunter Mill Supervisor, Democratic Party candidate Walter Alcorn (who has no opponent.) Leila said we should not have official meetings until after Supervisor Hudgins leaves office but that she is confident we will be able to get together with the new supervisor after he takes office in January.

Old Business

None

New Business

Beverly appointed Vicky and Bill K. as the nominating committee for 2019-2020 Board officers. Vicky agreed to serve.

Michelle said it was interesting to learn in campaigning how many people are unaware of all we do for the community. She suggested outreach in different formats, perhaps infographics related to our data in addition to the videos and other ideas. Leila agreed and reiterated that the community survey will help us identify fruitful avenues to explore.

Leila said she hopes everyone will stay to view the short films after we adjourn.

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

Paul moved to adjourn the meeting. Michelle seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:55 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

10-17-19
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON DATE

- 19-0909-1 Bd That the Board approve the Agenda**
- 19-0909-2 Bd That the Board approve the September 9, 2019 Board Minutes**
- 19-0909-3 Bd That the Board approve the September 9, 2019 Board Actions**
- 19-0909-4 Bd That the meeting be adjourned.**



Lisa Sechrest-Ehrhardt
Board Secretary

10-17-19

Date



RESTON COMMUNITY CENTER



Aquatics Renovation Report November 4, 2019

Calendar

A number of challenges are present for the concluding weeks of the project. The work on the roof has been completed and is dealing with heavy downpours effectively. The “high ceiling” work is near completion; this is the ceiling area above the warm water pool. The enormous scaffolding structure is being transferred from this area to the lap pool area. Once all the ceiling electrical and mechanical work is done there, the scaffolding will be dismantled and removed. Following the ceiling work, crews will begin filling in the deck areas with concrete and tiling. The construction of the new mechanical room is dependent on the completion of the deck. These construction processes lead to the filling of the pools and then balancing their chemistries. Locker room improvements will be completed by mid-November.

The Branch crews will be working weekends through the end of the project calendar’s substantial completion date. Most of the milestones are interrelated and can’t be scheduled in parallel. Therefore we are revising expectations to a mid-December substantial completion point. Given the potential for shifting target dates, RCC will be receiving a daily update on where we are with respect to the milestones list and will be moving to bi-weekly updates for Board, staff and patrons to consult and stay informed about the project completion.

Current Project Budget Issues

All of the current status reports continue to point to substantial savings being realized against the budget.

Planning for Patrons

Thankfully, our amazing partners – Herndon Community Center and Fairfax County YMCA/Reston – have extended the discounts available to our patrons with the Construction Pass through the end of the project. The South Lakes High School swim team has arranged its early-season practices with the Fairfax County Park Authority staff through mid-December. We keep both the school and Reston Masters swim teams informed as we learn of our progress dates. The “Welcome Home” special pricing will begin as soon as we open for swimmers and continue to the end of December.

Finally, enjoy the progress on the mosaic art that is also nearing completion. Installation will be on December 1. Valerie Theberge is the artist; she is making two side-by-side pieces.





RESTON COMMUNITY CENTER



Executive Director Report October 2019

Administration

<i>Accreditation</i>	Compilation activities ongoing; April or May 2020 CAPRA visit targeted.
<i>Capital Projects – other</i>	Non-aquatics projects: CenterStage floor cement repair completed.
<i>Community Survey</i>	Change order for Center for Survey Research for coding of “open-ended responses” processed. Anticipating incorporating the survey results discussion within January Strategic Planning sessions.
<i>Communications</i>	RCC YouTube channel launched. Link: RCC YouTube Channel ; as of 11/01/19 – 316 views of the Reston Community Players short.
<i>Facility Rentals</i>	For October: 715 total reservations (includes rentals, classes and internal events); 13,013 estimated attendance (total visits, not unique individuals); approximately \$24,000 in rental revenue.
<i>Data Analysis</i>	We continue to show lagging enrollment when comparing 2019 enrollment to 2018 enrollment; drop-in activity however continues to show stability or growth. This aligns with preliminary survey data confirming that people will be more likely to participate in experiences requiring less of time commitment, with shorter decision-making timeframes.

Programs

<i>Aquatics</i>	Hiring proceeding for lifeguards and instructors. Anticipating mid-December soft opening.
<i>Arts and Events</i>	<i>Color Adjustment</i> (film with discussion); Beverly Cosham in Concert; Luncheon With the Arts at Mason; Washington West Film Festival – RCC performance by Tom Teasley to silent film <i>Prince Achmed</i> ; <i>Sarajevo Haggadah: Music of the Book</i> with Geraldine Brooks and Merima Kljuc.
<i>Leisure and Learning</i>	<ul style="list-style-type: none"> • Fitness/Wellness: Learn to Bike for children is continuing its success; new classes added to our offerings include Stretch and Roll, Yoga 101, Yoga for Healthy Aging, Tai Chi for Health and Balance, and Qi Gong Restorative Yoga. • Collaboration and Outreach: New offsite program locations: Balducci’s, Fairfax County YMCA/ Reston. RCC’s fifth Spanish Club at Forest Edge ES is underway, interest exceeded our capacity for this fall. • Lifelong Learning: Trip to Brookside Gardens; Caring for You, Caring for Me – a new program offering with Fairfax County produced content for caregivers; Cell Phone 101 – offers older adults learning opportunity from teens and younger adults with technology expertise. • Youth/Teen: Annual trip to Kings Dominion for Halloween features; new excursion to the Kennedy Center for Halloween-themed event; RCC Halloween Family Fun Day attracted 324 patrons – a big hit with everyone.

Executive Director

<i>Meetings</i>	Public Art Reston, Human Services Leadership Team, Leadership Fairfax, Ad Hoc Accreditation Committee, Hunter Mill District Supervisor’s Office, Reston Chorale, Greater Reston Chamber of Commerce.
<i>Events</i>	Fairfax County YMCA Corporate Challenge, Hunters Woods Underpass Ribbon-cutting, Annual Reception for Public Art Reston, ARTSFAIRFAX Annual Arts Awards, Do It Your Way .5K (SLHS Food Pantry benefit event).



**Reston Community Center Board of Governors
2019 Preference Poll Committee Chair Report
November 4, 2019**

Overview

This year's Preference Poll presented the community with five candidates for the three open seats on the Board. Incumbents Beverly Cosham, Michelle Moyer and Paul Thomas, along with challengers Laurie Dodd and Robert Petrine, 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 2019, 2,464 ballots were cast from the 29,358 ballots sent; this represents 412 more ballots cast than in 2018. The rate of participation rose from 7.2% to 8.4% (rounded). This number of ballots cast exceeds the old high-water benchmark for number of ballots (2,221 in 2013) but not the rate of participation from that year as there were fewer ballots mailed. That year was the last year the indoor rec center issue consumed community interest.

The effort to tighten the print shop coordination with our published dates for the Poll was again successful this year. Ballots were arriving in mailboxes just two days prior to the "official" start of voting. 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 – 708
20191 – 1,208
20194 – 520

Ballots dropped into boxes at RCC facilities divided by location:

RCC Hunters Woods – 84
RCC Lake Anne – 84
There were no invalid ballots dropped in boxes this year.
Total Valid Dropped Ballots - 168

Commercial Ballots Cast – 61

This represents an increase in that participation of 14. This is still minimal but moving in a positive direction.

Of the Election America tallied "online" ballots, 168 votes were inputted by the League of Women Voters and another 932 were inputted directly by individual voters. A total of 1,532 paper ballots were received by Election America and inputted by them. Given that 168 of the 932 "online" votes were inputted by the League, this year's evidence indicates that online voting as a percentage of overall voting dropped significantly to about 31% of the total.

Voting Results by Candidate (Rounded)

Candidate Name	Votes	Percent of Total Votes Cast
Paul Thomas	1637	24.3
Laurie Dodd	1384	20.6
Bev Cosham	1337	19.9
Michelle Moyer	1219	18.1
Robert Petrine	1143	17.0

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. Some concern has been expressed about the fact that the Candidates Forum occurs following the opening of the balloting. Another concern is with the fact that if ballots are delivered prior to the "official" start of the voting, and the voting is immediately opened, some people may not be aware of that practice. Both issues could be resolved by shortening the period of voting from three weeks to a period of two weeks.

Recommended schedule:

Given the above concerns, deliberation about them needs to consider some immovable date parameters. The overall timing of the process is aligned with the other layers of the Board's calendar and the heightened interest in RCC that is driven by the period of registration for fall programming. Thus, the Candidate Filing and related dates should not change. If the voting is opened on the second Friday following Labor Day and closed two weeks later, the calendar milestones for 2020 could be from Friday, September 18 through Friday, October 2.

August 1 – 15	Candidate Filing (aligned to Fall Registration period; two weeks; Thursday to Thursday)
August 15	Candidate photo and orientation (Thursday)
September 18 – October 2	Voting is Friday to Friday for two weeks; to 5 p.m. on October 2.
TBD based on programming schedule	Candidates Forum – the CenterStage will be undergoing a full seating replacement so a different location for the Forum will need to be scheduled. In the past, when the theatre has been unavailable, we have done the Forum in Meeting Rooms 1-4.

If we retain the existing calendar structure, the voting period would be from September 11 to October 2.

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 in 2020 will be our website and the RCC YouTube channel.
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 start of online voting. 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.

Other:

The selection of a new vendor went smoothly and our experience with using Election America was as easy as it had been with Votenet. Staff replaced the use of the business address list using actual business names that we had used in the past with use of "OCCUPANT" aligned with the business address. Similarly, "RESIDENT" was used for residential addresses. This approach decreased the number of returned envelopes considerably and generated similar levels of participation. We will continue with that approach.