



**Reston Community Center  
Board of Governors Monthly Meeting  
October 7, 2019  
8:00 p.m.  
Meeting Agenda**

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"> <li>• Approval of September 9, 2019 Board Minutes (As Reviewed and Approved by the Board Secretary)</li> <li>• Approval of September 9, 2019 Board Actions (As Reviewed and Approved by the Board Secretary)</li> </ul>	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:15 – Committee Reports	
<ul style="list-style-type: none"> <li>• No Reports</li> </ul>	
8:16 – Board Member Input on Activities Attended	
8:25 – Executive Director’s Reports	Leila Gordon, Executive Director
8:40 – Old Business	Beverly Cosham, Chair
8:45 – New Business	Beverly Cosham, Chair
8:55 – Adjournment	

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**Reminders:**

<b>Event</b>	<b>Date</b>	<b>Time</b>
Public Art Reston Annual Reception	October 17	6:00 p.m. – 8:00 p.m.
<b>ARTSFAIRFAX</b> Arts Awards	October 18	12:00 p.m. – 2:00 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
SEPTEMBER 9, 2019, 8:00 p.m.**

**Present:**

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

**Absent and Excused:**

- Bill Penniman

**Attending from the RCC Staff:**

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

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 B. seconded the motion. The motion passed unanimously, with Lisa abstaining as she was not present on July 22.

**MOTION #2:**

**Approval of the July 22, 2019 Board Minutes**

Paul moved that the Board approve the July 22, 2019 Board Minutes. Bill B. seconded the motion. The motion passed unanimously, with Lisa abstaining as she was not present on July 22.

**MOTION #3:**

**Approval of the July 22, 2019 Board Actions**

Bill B. moved that the Board approve the July 22, 2019 Board Actions. Paul seconded the motion. The motion passed unanimously, with Lisa abstaining as she was not present on July 22.

**Chair's Remarks**

Bev said she just got back from a weekend in Martha's Vineyard. She flew there and drove back. It was great. They saw a few gusts from Hurricane Dorian and had a "no politics" rule. It was nice to slow down.

**Introduction of Visitors**

None

**Citizen Input**

None

**Committee Reports**

**July 22 Preference Poll Report** – Chair Bill K. said the committee discussed the 2019 Preference Poll dates, procedures, forum date, polling open and close dates at the meeting. Dick asked why voting begins before the Candidates Forum. Leila said it is because most people are away until after Labor Day.

## September 9, 2019 Board of Governors Meeting Minutes

Dick suggested we begin polling a week later. Leila said the Board could discuss it, but this calendar has been in place for about 10 years and no one has raised the issue. Paul said he would be interested to know what number of early voters attend the forum and if shifting it gets a spike in attendance at forum. Leila said the most robust attendance at the forum was the year of discussion about Baron Cameron Park. Even then, the crowd was only about 20 people. She said most people stay alert as to who is running and what the issues are outside of the forum.

Michelle pointed out that the notes said she was at the Preference Poll Committee meeting. She was not, as she is running in the 2019 poll. Karen G. said she would amend the notes.

### **MOTION #4:**

#### **Approval of the July 22, 2019 Preference Poll Committee Report**

Bill B. moved that the Board approve the report with amendment. Vicky seconded the motion. The motion passed unanimously.

### **Board Member Input on Activities Attended**

Bill K. attended Peter Kageyama's PTAS program. It was a good program, and it was nice to see theories of land planning and zoning delivered with a sense of humor. Bill said the Lake Anne Cardboard Regatta was fun. He also watched Lisa in the Reston Triathlon.

Bill B. attended lots of meetings. He saw Peter Kageyama on Saturday, which was a lot of fun. He also saw him speak at the Virginia Recreation and Parks Society Annual Meeting on Sunday. Bill B. was also a speaker at the event, representing his Fairfax County Park Authority role. It is always good to see hundreds of people in the "happiness business." Bill congratulated Lisa on her triathlon finish. Bill noted that he received his Preference Poll ballot in the mail and voted for his colleagues on the Board.

Paul worked as a deck hand at the cardboard boat regatta, which meant he had a great seat. He went to the Back 2 School Bash at South Lakes High School (SLHS). It was very, very well attended; Leila said there were more than 1,200 people there. Paul dropped his son off for his first year at Virginia Tech; he seems happy. Paul also worked the SLHS front desk on the first day of school. It was a lot of fun. South Lakes also had its Tag Day fundraiser over the weekend. He encouraged everyone to vote in the Preference Poll.

Michelle helped with the regatta equipment. She volunteered at National Night Out at Hunters Woods Village Center. She attended the meeting with the Fairfax County Police at RCC Hunters Woods and volunteered at the Reston Kids Triathlon. It was nice to see the participation of kids who ordinarily may not be exposed to triathlons. Michelle also worked at the Reston Triathlon and visited the farmers market.

Lisa was on a trip to Montreal when she and her husband were called back for the slightly early birth of their first grandchild. She has been busy with that. She volunteered at the cardboard boat regatta, which had 55 boats and a huge crowd. Lisa did her 17<sup>th</sup> Reston Triathlon and took second place in the Athena division. She has been talking to lots of people about the Preference Poll. She took her 85-year-old mother to see Tony Bennett at Wolf Trap and was impressed by the ADA accommodations and her mother's enthusiasm.

Vicky watched the regatta up close from her kayak. She said it was very cool to see all those people on the plaza. She attended the Peter Kageyama presentation; it is fun to think about what ideas we can facilitate in the future. Vicky liked the idea about a winter bonfire at Lake Anne Plaza. Vicky attended several concerts on Lake Anne and the farmers market. She also has been talking to people about the Preference Poll.

Dick went on an Alaska cruise. He attended the cardboard boat regatta and the Lake Anne Jazz and Blues Festival. He asked if RCC's Arts and Events Director Paul Douglas Michnewicz chooses the acts. Leila said he does not; Lake Anne representatives do, but we support the festival with sponsorship of the staging and related equipment.

Bev said she did most of the things already mentioned.

**Executive Director's Reports**

Leila summarized the highlights of a two-page Executive Director's Report.

Administration: RCC staff has been working hard on accreditation. She anticipates the Ad Hoc Accreditation Committee will have materials to review in late September.

Capital Projects: staff researched options for a Computerized Maintenance Management System and has selected Dude Solutions. Dude Solutions has a county contract.

Community Survey: the online community option has been extended to September 10 so the date would align with the probability sample closing date. The UVA team is confident it will reach the target probability sample of 1,000-plus completed surveys. After September 10, the Center for Survey Research team will compile data from each sample separately and scrub personal information; it should take three to four weeks. We should have preliminary data at the end of October, with draft analysis and responses in November. The project should conclude by early December. Since we are a public agency, all data will be publically available. This will be a very in-depth study that will benefit all Reston nonprofits with information, particularly on communicating with the community.

Communications: we have compiled a series of short YouTube films that will launch online later this month. The films are on the Reston Opportunity Neighborhood, our outreach programming, Young Actors Theatre, Jim Allred discussing RCC's beginnings and the pool renovation, and "A Day in the Life of RCC."

Programs: staff have compiled a statistical profile of summer participation. It was a very busy summer with close to 100 offsite events. Those were extremely successful but challenging.

Aquatics Renovation Report: The August 28 progress meeting presented new calendar information. The pool subcontractor is continuing to present scheduling challenges. Branch says the subcontractor will move to a longer workweek if necessary; they have started on a six-day schedule. Contractor Branch Builds is mindful of our promise to the community to reopen by early November. Leila hopes they can adhere to that. There were 10 days added to the calendar in May because of the issue of finding the drainage pipe, which moved the substantial completion date from November 3 to November 13. The subcontractor thinks it will take longer; the County thinks they can meet the November 13 date. We are still under budget.

Dick asked about the pool project contingency fund. Leila said there is still money remaining in the "owner allowances" portion of the contract. From a net perspective, we will be fine. If the project goes past November 13, liquidated damages will be assessed at the rate of \$1,400 a day, so they are highly motivated to get this done on time. Leila is not concerned about the budget as most of the issues that would have caused us to go into contingency funds would have happened already. The biggest thing has been the roof drainage issue causing water leakage at the foundation wall. This has been mitigated. It caused extra expenditures, but we also will be getting substantial credits for foregoing acoustical treatments on the ceiling and some other areas of savings.

Paul asked how much will be put back into the fund due to lack of contingencies. Would the whole amount be put back? Leila said a substantial amount of the contingency funding would return to the fund balance. He also asked about communication with South Lakes High School swim team about the delay. Leila said we remain in touch (SLHS wants to begin practice November 11) with our rental patrons but we want to wait until we are more certain of the calendar before we alarm them. She said we will be trying to find a place for the team to temporarily train if necessary.

Dick asked about lifeguard hiring. Leila said RCC has been recruiting. We have an advantage over some facilities as we are indoors, our pay is competitive and lifeguards do not have to manage all pool-related tasks on their shifts; they have substantial management support and presence. We are offering free training, and former staff is also excited about returning.

Leila pointed out the picture of the pool's white roof, which Bill Penniman had advocated.

**Old Business**

Leila presented the FY21 budget memo for submission to the Department of Management and Budget. The budget request is what the Board outlined in June. The only changes were personnel numbers (due to revised benefits projections). The estimated revenue for FY21 is \$9,803,531. The FY21 Capital Project and Capital Equipment Budget is \$308,000. Capital Projects for FY21 include replacing room dividers in Rooms 1-4 (\$30,000), upgrading AV equipment in Rooms 1-4 (\$27,000), adding Assistive Listening system to Rooms 1-4 (\$15,000), redesigning Lake Anne's customer service desk (to make it more user-friendly for staff and patrons) (\$50,000), replacing the Wellness Studio floor with sprung floor to serve more fitness offerings (\$30,000), replacing theatre seats (\$120,000) and carpet (\$15,000), adding an Assistive Listening system in the theatre (\$15,000) and replacing Media's color printer (\$6,000).

The fund statement has FY19 actuals. Dick asked how much will be in the Capital Project Reserve. Leila said the FY21 Capital Projects reserve amount is estimated at \$1,274,593. The reserves are populated in order beginning with the Maintenance reserve (12 percent of projected revenues), Feasibility reserve (2 percent of projected revenue) then Capital Projects reserve (up to \$3.5 million) and any remaining funds in the Program and Economic contingency reserve. She reminded everyone that beyond the FY19 actuals, the numbers in the Fund Balance Statement are constantly evolving over time and constitute our best estimates at each moment they are presented.

**MOTION #5**

**Approval to send the FY21 Budget Submission Memoranda as written to the Fairfax County Department of Management and Budget**

Bill B. motioned for approval to send the budget submission memoranda to Fairfax County DMB. Paul seconded the motion. The motion passed unanimously.

**New Business**

Lisa asked if Board members are allowed to ask questions at Wednesday's Candidates Forum. Leila said they are.

Dick asked about the July meeting with Supervisor Hudgins regarding the murder near Hunters Woods Village Center. Leila attended the meeting; there were about 100 people there. The police briefed attendees and answered a lot of questions. Leila spoke about how safe the Hunters Woods area is, as well as how safe Reston is overall. The Reston District has the lowest crime rates in Fairfax County, and the county itself also has an extremely low crime rate considering its size.

Leila said one thing that did come up is lighting on the trails. Reston Association (RA) has a price estimate and permission from Dominion Power to use LED lighting. Leila has suggested RA start a sponsorship program where RCC and other Hunters Woods businesses could provide any needed gap funding. The Hunters Woods Coalition and RCC also requested that RA finish a trail marker effort so people can tell police where they are. Michelle added that people should put the Fairfax County Police non-emergency number on their phones.

Leila said she will send out reminders for the September 19 Cornerstones 50<sup>th</sup> Anniversary event, and she reminded the Board of the Reston Multicultural Festival on September 28.

**MOTION #6:**

**To Adjourn the Meeting**

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

The meeting adjourned at 8:58 p.m.



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Lisa Sechrest-Ehrhardt  
Board Secretary

\_\_\_\_9-19-19\_\_\_\_\_  
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 July 22, 2019 Board Minutes**
- 19-0909-3      Bd      That the Board approve the July 22, 2019 Board Actions**
- 19-0909-4      Bd      That the Board approve the July 22 Preference Poll Committee report**
- 19-0909-5      Bd      That the Board approve sending the FY21 Budget Memorandum to the Fairfax County DMB**
- 19-0909-6      Bd      That the meeting be adjourned.**



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Lisa Sechrest-Ehrhardt  
Board Secretary

9-19-19

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Date



# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** September 9, 2019

**TO:** Christina Jackson, Director  
Department of Management and Budget

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

Leila Gordon, Executive Director *LG*  
Reston Community Center

**SUBJECT:** FY21 Budget Submission

The FY21 Budget request for Reston Community Center (RCC) is \$9,616,748.

Reston Community Center's FY21 Budget includes the following:

- The amount of \$6,198,138 for personnel, which is our calculation for merit and seasonal employees, as well as related benefits costs, based on FOCUS HCM data and program requirements.
- The amount of \$3,110,610 for operating expenses. This calculation is based on facility, programs and services requirements.
- The amount of \$308,000 for capital projects and capital equipment.
- The estimated revenue for FY21 is \$9,803,531.

Funding for the FY21 Budget Submission is available in Sub-fund 40050, including funding for 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 17, 2019 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 9, 2019.

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

**Reston Community Center**  
2310 Colts Neck Road  
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# County of Fairfax, Virginia

## MEMORANDUM

**DATE:** September 9, 2019

**TO:** Christina Jackson, Director  
Department of Management and Budget

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

Leila Gordon, Executive Director *LG*  
Reston Community Center

**SUBJECT:** FY21 Capital Projects and Capital Equipment Budget Submission

Reston Community Center's Board of Governors presented its Capital Improvement Plan (CIP) on June 17, 2019 in its Annual Public Hearing for Programs and Budget. The Board of Governors approved the FY21 funding at its Board meeting on September 9, 2019. The following projects are part of RCC's CIP and funding is requested for:

**CC00001-010, RCC HW Replace Rooms 1-4 Dividers: \$30,000**

The three sets of accordion doors were last replaced in 2001 and have greatly exceeded the life cycle expectancy of 10 years. The existing doors are difficult for staff to maneuver due to hardware issues and they do not adequately absorb sound, resulting in occasional conflicts between users of adjacent rooms.

**CC00001-011, RCC HW A/V Rooms 1-4: \$27,000**

This project will install an audio system in Meeting Rooms 1-4 to accommodate the growing number of requests for technology in that space by rental patrons and instructional staff. When sound support is required, staff have to spend considerable time setting up and testing portable equipment; due to staffing and equipment limitations, we are not able to adequately address this demand. The new system will eliminate the need for more elaborate setups.

**CC00001-012, RCC HW Assistive Listening System: \$15,000**

A phase-array loop system is the most recent state-of-the-art system for the deaf and hard-of-hearing. It has minimal interference from other frequencies and steel because the loop is buried in concrete. This technology allows most people with a hearing loss to benefit directly from using the tele-coil in their own hearing aids and/or cochlear implants. Installation of this technology will improve communications accessibility.

**CC00002-004, RCC LA Customer Service Desk: \$50,000**

The customer service desk is the original from 1999. A new customer service desk will be installed to meet ADA requirements more effectively and to be more user-friendly for staff and patrons.

**CC00002-005, RCC LA Wellness Studio Floor: \$30,000**

The current laminate floor in the Wellness Studio requires replacement with sprung wood flooring to meet the needs of patrons enrolled in fitness as well as wellness classes. The existing laminate flooring is covering cement and is beginning to buckle. The current floor was installed in 2010.

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**CC00008-008, RCC HW Theatre Seats/Aisle Lights: \$120,000**

The current seats and carpet were replaced in August 2002. They are approaching the life expectancy of 20 years and some will soon be beyond repair. The replacement project will reduce the seating capacity from 290 to 260 seats, which includes five wheelchair spaces and three companion seats in compliance with ADA requirements. The reduction in seating provides more leg room between each row and an increased number of wider seats.

**CC00008-009, RCC HW Theatre CenterStage Carpet: \$15,000**

As a part of the theatre seating replacement project, we will also be replacing the carpet. The current carpet was replaced when the seats were replaced in August 2002. It will be necessary to replace the carpet after the old seats have been removed, as there will be new locations for chair anchors and electrical outlets. The carpet needs to be removed to identify new locations and to install a new assistive listening loop system that will be imbedded in the concrete floor.

**CC00008-010, RCC HW Theatre Assistive Listening System: \$15,000**

An assistive listening system will be installed at the same time the seats and carpeting are replaced. A phase-array loop system is the most recent state-of-the-art system for the deaf and hard of hearing. It has minimal interference from other frequencies and steel because the loop is buried in concrete. This technology allows most people with a hearing loss to benefit directly from the tele-coil in their own hearing aids and/or cochlear implants. This system will improve communications accessibility for many people with hearing loss.

**Capital Equipment: Color Printer for RCC Media Team: \$6,000**

**Total FY21 Budget Capital Project and Capital Equipment Requirements: \$308,000**

The FY21 Capital Projects and Capital Equipment listed above are supported by allocations in Sub-Fund 40050.

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## FUND STATEMENT

### Fund 40050, Reston Community Center

	FY 2019 Actual	FY 2020 Adopted Budget Plan	FY 2020 Revised Budget Plan	FY 2021 Advertised Budget Plan
<b>Beginning Balance</b>	<b>\$7,889,826</b>	<b>\$1,727,269</b>	<b>\$7,260,589</b>	<b>\$2,460,304</b>
Revenue:				
Taxes	\$7,911,437	\$7,933,739	\$8,432,614	\$8,505,019
Interest	150,354	15,870	15,870	15,870
Vending	1,002	1,600	1,600	1,600
Sale-Non Cap	3,308	0	0	0
Aquatics	107,888	236,516	220,270	350,008
Leisure and Learning	359,634	430,896	397,040	397,040
Rental	205,023	171,875	173,000	173,000
Arts and Events	351,084	347,681	349,931	360,994
<b>Total Revenue</b>	<b>\$9,089,730</b>	<b>\$9,138,177</b>	<b>\$9,590,325</b>	<b>\$9,803,531</b>
<b>Total Available</b>	<b>\$16,979,556</b>	<b>\$10,865,446</b>	<b>\$16,850,914</b>	<b>\$12,263,835</b>
Expenditures:				
Personnel Services	\$5,081,550	\$5,924,777	\$6,043,030	\$6,198,138
Operating Expenses	2,373,821	3,039,803	3,510,874	3,110,610
Capital Equipment	0	0	0	6,000
Capital Projects	2,263,596	226,000	4,836,706	302,000
<b>Total Expenditures</b>	<b>\$9,718,967</b>	<b>\$9,190,580</b>	<b>\$14,390,610</b>	<b>\$9,616,748</b>
<b>Total Disbursements</b>	<b>\$9,718,967</b>	<b>\$9,190,580</b>	<b>\$14,390,610</b>	<b>\$9,616,748</b>
<b>Ending Balance<sup>1</sup></b>	<b>\$7,260,589</b>	<b>\$1,674,866</b>	<b>\$2,460,304</b>	<b>\$2,647,087</b>
Maintenance Reserve	\$1,090,768	\$1,096,581	\$1,150,839	\$1,176,424
Feasibility Study Reserve	\$181,795	182,764	\$191,807	\$196,071
Capital Project Reserve <sup>2</sup>	3,000,000	395,521	1,117,659	1,274,593
Economic and Program Reserve	2,988,027	0	0	0
<b>Tax Rate per \$100 of Assessed Value</b>	<b>\$0.047</b>	<b>\$0.047</b>	<b>\$0.047</b>	<b>\$0.047</b>
	0	0	0	0

<sup>1</sup> The fund balance in Fund 40050, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. Available fund balance is divided into four reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming, funds for future capital projects, and funds for economic and program contingencies.

<sup>2</sup> Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.