



**Reston Community Center  
Board of Governors Monthly Meeting  
June 5, 2017  
8:00 p.m.  
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:01 – Approval of Agenda	Beverly Cosham, Chair
8:02 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
<ul style="list-style-type: none"> <li>• Approval of May 1, 2017 Board Minutes (As Reviewed and Approved by the Board Secretary)</li> <li>• Approval of May 1, 2017 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	
8:12 – Committee Reports	
<ul style="list-style-type: none"> <li>• May 8 Building Committee Meeting</li> <li>• May 15 Finance Committee Meeting</li> </ul>	<p style="margin-left: 20px;">Vicky Wingert, Committee Chair</p> <p style="margin-left: 20px;">Gerald Zavala, Committee Chair</p>
<ul style="list-style-type: none"> <li>Approval of Motion on Material Preparation for Annual Public Hearing</li> </ul>	
8:20 – Approval of Committee Reports	Beverly Cosham, Chair
8:22 – Board Member Input on Activities Attended	
8:32 – Executive Director’s Reports	Leila Gordon, Executive Director
<ul style="list-style-type: none"> <li>• Aquatics Capital Project Update</li> <li>• May report</li> </ul>	
8:36 – Old Business	Beverly Cosham, Chair
<ul style="list-style-type: none"> <li>• Public Input Package (April 28 – June 1, 2017)</li> </ul>	
8:40 – New Business	Beverly Cosham, Chair
8:45 – Adjournment	

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**Reminders:**

<b>Event</b>	<b>Date</b>	<b>Time.</b>
Building Committee Meeting	June 12	6:30 p.m.
Annual Public Hearing for Programs & Budget	June 19	6:30 p.m.
July Monthly Meeting	July 10	8:00 p.m.
Personnel Committee Meeting	July 17	6:30 p.m.
Finance Committee Meeting	July 24	6:30 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
MAY 1, 2017**

**Present were:**

- Bev Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Bill Keefe
- Paul Thomas
- Bill Penniman
- Vicky Wingert
- Michelle Moyer

**Absent and excused:**

- Gerald Zavala

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

The Chair called the meeting to order at 8:07 p.m.

**MOTION #1:**

**Approval of the May Agenda**

Bill B. moved that the Agenda be approved. Lisa seconded the motion. The motion passed unanimously.

**MOTION #2:**

**Approval of the April 3, 2017 Board Minutes**

Bill B. moved that the Board approve the April 3, 2017 Board Minutes. Paul seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the April 3, 2017 Board Actions**

Bill K. moved that the Board approve the April 3, 2017 Board Actions. Bill B. seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev said that she attended the Al Fatih Academy fundraiser with Kevin Danaher. The theme was "Celebrate Diversity and Embrace Unity" and she found it interesting that they had an all-female panel discussing that topic. It was a fascinating event and great to be invited because of their strong connection to RCC. The quality of the children's performance was amazing and she was impressed with how involved the children's poetry was; the young people were so energized and engaged. She hopes that our partnership with Al Fatih continues to grow.

**Introduction of Visitors**

None.

**Citizen Input**

None.

**Committee Reports**

**April 17 Finance Committee Meeting** – In Gerald's absence, Bill B. delivered the meeting report. The committee received a final report from Lynn Reda of Hughes Group Architects highlighting costs and a possible schedule for the proposed renovation of the Terry L. Smith Aquatics Center. Board questions and public comment are detailed in the report. Following discussion, the Finance Committee voted to move forward a motion to the full Board.

**MOTION #4:**

**That the Board authorize RCC's Executive Director to take steps needed to incorporate costs related to renovation of the Terry L. Smith Aquatics Center in FY18 and FY19 budgets of Reston Community Center and to continue processes needed to advance the renovation project in alignment with the concepts presented by Hughes Group Architects on April 17, 2017.** Bill B. referenced the motion by the Finance Committee and moved that the Board proceed with efforts to support the renovation project. The text of the full motion is attached to this report. The motion was seconded by Bill Keefe. The motion passed unanimously.

Leila reminded the Board that the Office of the County Attorney had advised that this motion needed to advance by 2/3 majority or more of the Board in order to fulfill the voting requirements of our Memorandum of Understanding (MOU) with regard to significant capital projects. A unanimous decision with only one Board member absent meets that requirement. That unanimous show of support for this decision provides reassurance to both our community and our County partners in this undertaking.

**MOTION #5:**

**Approval of the Committee Report**

Bill B. moved that the Board approve the committee reports. Bill K. seconded the motion. The motion passed unanimously.

Bill P. said this is very exciting. Bill K. added that Hughes Group Architects should be commended for taking a rather challenging space and turning it into something special given the diversity of interests and the way things have evolved over the years. He is excited to increase the water space by 20 percent or more. Bill P. noted that he'd like to commend Leila and the staff for their work on this effort as well. The Board is excited to move forward and keep the project on schedule.

Bill P. noted that if a surprise derails plans, the Board and staff will respond appropriately, but right now, this is terrific progress. Paul noted that he saw in the Finance Committee report that the pool is losing 1,400 gallons of water a day. He offered some perspective and noted that sounds like a lot but is actually about ½ an inch of water per day. That's on the high side for an indoor pool that wouldn't ordinarily lose as much water to evaporation as outdoor pools, but that given the age and conditions of our pool is not extreme. Leila said it is due in part to splashing and evaporation but also the pool's tilt is a big contributor to the loss; the gutters aren't doing their job.

Michelle noted that despite our outreach and engagement efforts, there are still a good number of patrons that are unaware of the renovation plans and anticipated closure period. She would like to continue reaching out to our patrons, particularly non-English speakers. Leila said that she and a Chinese-speaking staff member are meeting with residents of the Hunters Woods Fellowship House on Wednesday.

**Board Member Input on Activities Attended**

Paul said he attended the Cornerstones of our Community: 2017 Best of Reston awards and has utmost respect for Vicky and Bill K.; he congratulated them on their honors. He also enjoyed Le Mystère des Voix Bulgares. He also attended the public hearing of the Reston Network Advisory Group. It was very helpful with many good questions. Leila noted that the Fairfax County Board of Supervisors advanced the service district in April to support funding to the infrastructure needs aligned with future development.

Bill P. attended the Best of Reston awards and also congratulated Vicky and Bill K. for their honors. He had a Planning and Zoning meeting, attended Reduced Shakespeare Company and regrets missing Le Mystère des Voix Bulgares at the CenterStage.

Vicky enjoyed Le Mystère des Voix Bulgares, Best of Reston, Founder's Day and the Imagination Science for Kids event at RCC Hunters Woods. Her 5-year-old granddaughter shared her input on pool improvements: She would like it to be bigger, have more "girl lifeguards" and to allow children in the hot tub once in a while.

## May 1, 2017 Board of Governors Monthly Meeting Minutes

Lisa congratulated Bill K. and Vicky and said that she had a busy month. Leila noted that possible partners and leaders for Reston Opportunity Neighborhood met this week and Andy Sigle said he was very impressed with Lisa and her work for the South Lakes High School PTSA.

Michelle attended the Best of Reston awards with her daughter as a date and really enjoyed introducing her daughter to the fantastic leaders and initiatives in the Reston community. She also attended Founder's Day, the Volunteer Recognition Dinner and Reduced Shakespeare Company's performance.

Bill B. attended many meetings and enjoyed seeing his friends honored at Best of Reston. He just attended a meeting of all of Cathy Hudgins' appointees. The meeting included people representing the 93 different Boards or Commissions in the county. Having so much citizen involvement is unique and he likes seeing that the County is very much governed by volunteer citizens. He enjoyed Reduced Shakespeare Company. He shared a picture of his (now-adult) daughter jumping into an RCC pool at age 6. Hughes Group Architects is working closely with the Park Authority and Brailsford & Dunleavy on determining the needs of the Park Authority's possible new facility and the best approach to all County recreation centers. Hughes Group's report will likely recommend Reston as the best location for a new recreation center and that it should be built as quickly as possible. He hopes this recommendation will help the Reston Town Center North development move along. He noted that as chairman of the Park Authority, one of the best events he participates in is the Children's Citizenship Swearing-in Ceremony at Sully Plantation. It will occur this coming Saturday, May 6 at 10:00 a.m. The public is invited to watch 30 children (ages 4 to 15) take their oath of allegiance and get their official papers from the citizenship ceremony. He said parents usually wear their native clothing, and enthusiastically attend, but it will be interesting to see how the increased apprehension of undocumented immigrants affects turnout for relatives.

Bill K: thanked everyone for their Best of Reston comments. He found RSC wonderful as always. Regarding the Bulgarian singers, Bill thought that it was music that would have to grow on him. He thought Founder's Day was very good.

Bev attended *Sacred Profane* and said it was indescribable. She also attended Best of Reston, Founder's Day, the Volunteer Appreciation Dinner, Dana Louise & the Glorious Birds and Le Mystère des Voix Bulgares. She found the Bulgarian singers fascinating because of the different vocal range groupings. She attended meetings for RCC and Reston Community Orchestra, a 55+ trip to the Kennedy Center, an annual MS benefit, the Reduced Shakespeare Company performance and an early morning OLLI breakfast at Fairfax Country Club where scholarship recipients were honored. She thought this RSC show was one of their funniest. She shared the following quotes about diversity:

- "Diversity may be the hardest thing for society to live with and perhaps the most dangerous thing for society to be without."
- "Diversity: the art of thinking independently together."
- "To be one, to be united is a great thing, but to respect the right to be different is maybe even greater."

Bill K. noted that Reed Martin's son was accepted to UCLA which he shared the evening of the RSC show. Bev said her granddaughter was accepted at James Madison University.

### **Executive Director Report**

Leila reminded everyone that the public input document from the last month is available in the handouts tab of their binder. She will be meeting with residents of Hunters Woods Fellowship House on Wednesday to alert them to the planned renovations for the Terry L. Smith Aquatics Center. She has started conversations with Reston Association and YMCA Fairfax Reston on ways to support our patrons during the closure. She sat on a panel to interview for the Aquatics Program Manager position and is pleased to announce that Scott Sorenson will move from Acting Aquatics Program Manager to Aquatics Program Manager. Together, Joe and Scott – with support from Level 3 lifeguards – will manage the aquatics environment so that we don't fill that third position until after the aquatics renovations are complete. Our Professional Touring Artist Series reached another new benchmark: they are having their best season yet. They reached that benchmark in April and *Brouhaha* is yet to come. Attendance is at 70 percent capacity, which is very high for this sort of multi-medium and multi-arts presenting season. We

May 1, 2017 Board of Governors Monthly Meeting Minutes

are getting some positive feedback on the transition to Lifelong Learning this summer: People are very happy to no longer be identified as older than 55.

**Old Business**

Bev noted the public input package of all the April input from patrons. Leila asked Board members to think about whether or not they will attend NVFAF kickoff (Friday, May 19). Bev will be at *Madame Butterfly* at the Kennedy Center with the 55+ department. Paul said he and his wife will attend the NVFAF event. Leila noted there is free parking at Reston Town Center on Friday evening that weekend.

**New Business**

Bev reminded Board members of upcoming meetings listed at the bottom of the agenda.

**MOTION #7:**

**To Adjourn the Meeting**

Bill P. moved to adjourn the meeting at 8:44 p.m. Paul seconded the motion. The motion passed unanimously.



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Lisa Sechrest-Ehrhardt,  
Board Secretary

\_\_\_\_\_ May 22, 2017 \_\_\_\_\_  
Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON MAY 1, 2017**

- 17-0501-1 Bd That the Board approve the Agenda**
- 17-0501-2 Bd That the Board approve the April 3, 2017 Board Minutes**
- 17-0501-3 Bd That the Board approve the April 3, 2017 Board Actions**
- 17-0501-4 Bd That the Board authorize RCC's Executive Director to take steps needed to incorporate costs related to renovation of the Terry L. Smith Aquatics Center in FY18 and FY19 budgets of Reston Community Center and to continue processes needed to advance the renovation project in alignment with the concepts presented by Hughes Group Architects on April 17, 2017.**
- 17-0501-5 Bd That the Board approve the committee report**
- 17-0501-6 Bd That the meeting be adjourned.**



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Lisa Sechrest-Ehrhardt,  
Board Secretary

\_\_\_\_\_ May 22, 2017 \_\_\_\_\_  
Date



**RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
BUILDING COMMITTEE REPORT  
MAY 8, 2017**

**Present were:**

- Vicky Wingert, Chair
- Bill Bouie, Vice Chair
- Lisa Sechrest-Ehrhardt
- Gerald Zavala
- Bill Keefe
- Bev Cosham, Board Chair
- Michelle Moyer (non-member)

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Thomas Ward, Deputy Director
- Cristin Bratt, Public Information Officer

Vicky welcomed everyone at 6:33 p.m. and asked Leila for an update on the proposed renovations to the Terry L. Smith Aquatics Center. Leila reported that she, Tom Ward and Renata Wojcicki (finance director) had a meeting with Carey Needham (Fairfax County Director of Building Design and Construction). Leila said that he was very helpful. He thinks that our timeline is very optimistic, in particular because it is dependent on Hughes Group Architects (HGA) as a sole source. If that is not possible, issuing a bid-request adds three-four months on bidding and procurement. Bill B. suggested RCC take advantage of the “quick quotes” process available for certain procurement requests. Those bids request a response within 72 hours. Leila said that our preference will be to pursue sole source which will have to be approved by Cathy Muse, Director of Procurement and Materials Management for Fairfax County. Leila will continue to work with Carey and Cathy to assure that our final path is going to achieve their support for approval by the Board of Supervisors. Carey agrees that HGA is capable and a good choice for the job.

Leila noted that at today’s meeting, Carey made it clear that the Department of Public Works and Environmental Services (DPWES) will not be handling the construction management for this project. Leila asked what level of support DPWES could provide and what alternatives we have for construction management. Alternatives include rolling construction management into the framework for the scope of services for the architecture and engineering contract. We could also hire our own construction manager at an hourly rate and on a temporary employee basis. Carey and Bill B. have both mentioned the name of a recently retired Park Authority construction manager that would be a good fit for the job. Bill will send Leila his information. Leila noted that Carey also mentioned that DPWES may procure project management services to help with their own workload. If that happens, RCC could take advantage of that contract. The disadvantage of that option is that services delivered from a project manager consultant agreement carry an hourly rate that might be double to triple the amount of an employee of RCC or the County.

Leila also noted that HGA requested a soil core sampling proposal from ECS. ECS’s proposal estimates an all-in price tag of \$12-\$13K for core sampling around and in the pool. They would do the perimeter core sampling and patch-up during a short closure period. Soil analyses and a preliminary report will take two-three weeks. Their proposal is based on perimeter sampling but they might recommend going in when the pool is empty and doing sampling underneath the bottom of the pool to see what the situation is there. Tom and Leila met with Joe Leary and agreed it would not be ideal to empty and refill the pool too often because the more often we disturb it, the more likely it is that the joints might fail and water

## May 8, 2017 Building Committee Meeting Report

consequently could leak into the soil. If a second test is required, it would therefore be done during the August/September annual maintenance period. Leila asked Joe for a timeframe of three to four days that would present minimal impact to class schedules and practice schedules; he identified June 6-9. Several RA pools would be open by then. Leila thinks we should proceed with procuring ECS for the core sampling. We would hopefully receive the results report in mid-late June, perhaps before our Annual Public Hearing. Once we know what the analysis indicates, we could proceed accordingly with better understanding of the existing conditions while moving on a parallel path with procurement issues.

Leila explained that the third layer to address is loading the cost into the budget. After analyzing our resources against our maximum cost profile of \$5.5M, the Fairfax County Department of Management and Budget (DMB) believes there is a gap of \$1.3M when loading this into the FY18 budget. Their analysis considered a slightly higher revenue estimate from FY18 tax projections and also accounted for a conservative return to the fund balance of unspent dollars from the FY17 budget. Leila noted that management has considered the biggest dollar amounts on the Capital Improvement Plan to find \$1.3M in allocations that could be deferred and pushed out in time. There is nothing on the same order of magnitude that this list of capital projects represents. That \$1.3M from the deferred projects would then be converted to resource dollars for the aquatics project. Leila is not sure if we'd be able to move the deferred projects to later years or if we'd have to start over with adding them to the CIP. Leila does not want to change our core budget profile. She hopes to have the DMB guidance for the Finance Committee meeting on May 15.

Leila recapped that unknown factors in our timeline include the soil condition analyses in June and the architecture and engineering procurement. Either of these would delay construction start by about six months. Instead of May/June 2018, construction would likely begin in January 2019. She noted that the length of construction is unchanged. The pool will be closed for the same amount of time and will still include an overlap with the summer months (when outdoor pools are open); we have made that commitment to our patrons and intend to keep it. Leila said the delayed timeline would be a little riskier because we would have to limp along with current conditions. Leila noted that the preliminary tests would likely be conducted in early June with results received by late June. ECS suggest sampling four corners of the pool rectangle, but we could suggest additional sampling where we suspect there might be cavitation or other issues. The results of that test would indicate if we are comfortable with the soil conditions or if further testing is required during the August/September annual pool closure.

Bill K. was curious about the budget impact. Leila will ask DMB on Thursday about how this would load into the budget. She said that a delayed start means that any additional FY18 and FY19 tax revenue would be added to the fund balance and would give us a bigger cushion for any catastrophe or any unforeseen circumstances. Leila said the worst case scenario is that the June soil testing indicates terrible conditions that require re-filling the whole body of land. At that point, we would still enter into an architecture and engineering profile to find out what is feasible with regards to pool repairs and renovations. She noted that Wayne Hughes said if we learn that the soil conditions are extreme, they would revise the concept plans and related estimates; we know what our funding ceiling is. Leila hopes that we will have a better idea of soil conditions by the Annual Public Hearing on June 19.

Gerald asked if DPWES thought the whole timeline was aggressive or just the start. Leila said that the procurement process leading up to the start is the issue, not the nine-month construction timeframe.

Michelle asked if the \$12-\$13K ECS proposal is in line with what we expected. Leila said yes; we allocated \$50K to feasibility and have only spent \$5K thus far - ECS's proposal sits comfortably within our current budget. Michelle asked if a contractor (at \$50-\$60/hour) was also included in our budget for this project. Leila said yes; 20-25 percent was built in for this sort of purpose. Tom Ward noted that a reliable and dedicated project manager who knows the project would be far more committed and successful on our behalf than a subcontractor who simply checks items off of lists and keeps the project on schedule.

Vicky recapped Leila's key points and the committee made the following recommendations:

1. Move forward with pursuing a sole source procurement so that construction might be able to start in May 2018.
2. Reach out to Bill B.'s contact (retired Park Authority colleague who also came recommended by DPWES) about his availability/interest in serving as a construction project manager.



## May 8, 2017 Building Committee Meeting Report

3. Move ahead with preliminary soil samples as soon as possible.

Gerald asked if we needed to take action on the reallocation of funds. Leila said she is working with DMB to answer that question and others; she's unsure of their preference for handling this from a paperwork perspective. She will know more by the Finance Committee meeting scheduled for May 15. She hopes to be able to provide a FY18-FY20 outline for our Fund Balance statements at that time.

Lisa joined the meeting at 7:00 p.m.

There was discussion about how the budget is loaded. Leila clarified that DMB has not raised any concerns about the project feasibility. They have examined our spending history, tax base performance and revenue profile. They are comfortable that this project can be done and will help us approach it with the most appropriate documentation of the budget impacts and timing. She will continue to update the Board on conversations with the County.

The meeting adjourned at 7:05 p.m.



**RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
FINANCE COMMITTEE REPORT  
MAY 15, 2017**

**Present were:**

- Gerald Zavala, Chair
- Michelle Moyer
- Paul Thomas
- Bill Bouie
- Bev Cosham, Board Chair
- Lisa Sechrest-Ehrhardt (non-member)

**Absent and excused was:**

- Bill Keefe

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Cristin Bratt, Public Information Officer

Gerald welcomed everyone at 6:34 p.m. Leila reviewed RCC's monthly financials and reminded everyone that summer camps and FY18 rental revenues will be reallocated to FY18; the revenue numbers in those respective cost center line items are showing combined FY17 and FY18 revenue totals. She said we'd collected more than we predicted on taxes and interest. This is our first year with revenue from web ticket processing fees and we've been pleasantly surprised that they are generating good results. She explained the Aquatics class revenue is below expectations which she thinks is due in part to the limitations of the pool. She also thinks now that Scott Sorenson is on board in a permanent capacity, he'll ramp up the marketing of private lessons more aggressively to increase those numbers. Leila expects to meet or come very close to meeting revenue goals in other lines of business.

Paul asked if the Facility revenue line (1D) excluded the theatre and pool; Leila confirmed that it only includes meeting rooms. He asked if lost aquatics revenue has been considered in our budget projections for the natatorium renovations and Leila confirmed that it was accounted for in FY18 and FY19 budget planning.

Michelle said the aquatics classes and drop-in numbers are strikingly low to her. She would like to know approximately how much revenue is generated from private lessons. Leila said she would generate the information for her following the meeting. There was general discussion on the competitive market; Goldfish Swim School opened and offers warmer water, zero-depth entry and flexible scheduling. Leila said our effort at marketing both group and private lessons is impacted by a substantial market shift in that other indoor options are readily available now in Reston and we have significant deficiencies in our pool area that work against us for swimming lessons. She thinks there is a great opportunity for baby/youth classes but we simply cannot offer the same conveniences and amenities as schools like Goldfish. Even though we're better priced, parents are paying for convenience and warmer water. Leila noted that when we do pause our aquatics operations during the renovation, that will present us with a blank slate for our aquatics programming. We will be able to re-think our programming strategies and determine how we can take the greatest advantage of the new physical environment. The Committee members agreed.

In Personnel, Leila said everything is aligned with where we expect it to be. The dramatically lower cost in Teens and Family is a result of the lengthy vacancy there; the Collaboration and Outreach position has now been filled by LaTanja Jones. Leisure and Learning has experienced several reorganizations to respond to programming and registration trends; that presents a challenge when trying to look at year-

## May 15, 2017 Finance Committee Meeting Report

over-year figures for Personnel in that department. She noted that we'll see a similar situation next year in Aquatics as we do not intend to fill the third merit position that is currently open. That will continue to be offset to some degree by adding hours to our Guard 3 rotation to pick up the maintenance/weekend/evening coverage that is associated with that vacant position.

Leila also noted that at the Personnel Committee meeting in July, she would like to discuss the Deputy Director position description and review other personnel structure and organization chart issues. She also noted how pleased she and Eileen Boone are with the success that LaTanja Jones (new Collaboration and Outreach Coordinator) is seeing so soon after starting in the new Collaboration and Outreach position.

In Operating expenses, staff is working to zero out encumbered purchase orders before the end of the fiscal year (June 30). There will be substantial return to the bottom line for expenses that didn't occur or were projected higher than actuals. In Capital Projects, we're close to being able to return to the fund balance the remaining balance in the Motor Control, Loading Dock and Community Room Lights projects. Replacement of the theatre floor is still in progress so that will get carried over. She noted that most remaining projects will be deferred to after the pool renovation cycle or to the following repair and maintenance period (FY20).

Leila reviewed fund statement projections for the pool renovation project. She said we need \$5.5M loaded into the FY18 budget for the pool renovation. She noted that Fairfax County Department of Management and Budget reviewed FY17 estimates to help us prepare FY18 and FY19 projections for core budget areas. The revenue and expenses reflect RCC's estimates, which are consistent with DMB's review of past performance of revenue and expenditures. Together, they analyzed funds remaining at the end of FY17 (projections), the tax estimates and those capital projects that were in the budget but will now be deferred until the completion of the pool renovation. We then need to determine the best way to load those totals into the FY18 budget so that we have sufficient funds for both the pool renovation, our core programming and our fund balance. She noted that even though all pool renovation funds will not be spent in FY18, they need to be loaded into the budget against that fiscal year. DMB and RCC agreed that the net balance of FY17 leftover and deferred costs should be added to the FY18 beginning balance for the coming fiscal year and designated for pool renovations. We will also move the \$50K allocated for feasibility studies as well as natatorium improvements that were already loaded in to the FY18 budget Advertised Budget Plan.

For FY19, we will need to determine how to get the deferred projects back into the budget. Leila noted the tax revenue assumption is that real estate revenue will stay flat. Given the number of multi-unit residences that are currently under construction in Reston, Leila expects our tax revenue to be higher than projected. She also noted that the budget does account for a substantially reduced revenue profile for FY19 since the natatorium will be closed. It also reflects the fact that we will need to add and train staff before the pool is open and before revenue is being generated. The estimates discussed with DMB will include increases based on merit increases or market rate increases for employees across the County. Gerald asked the next steps for this project. Leila explained that the Finance Committee should decide whether or not to endorse this financial strategy. Once approved by the full Board, it will give RCC the ability to load the necessary money into the FY18 budget and outline all changes at the June 2016 Annual Public Hearing. She noted that there will be impacts in the summer of 2018 to summer camps offerings; we'd like to be able to anticipate and plan for those impacts now. Leila said our collaboration and outreach efforts are critical because we hope to think more creatively about how our camp offerings are offered in the community. Working closely with partners on these efforts may allow us to stay revenue- and cost-neutral during the renovation period with respect to summer offerings.

Paul asked the nature of RCC's Economic and Program Reserves. Leila said it is outlined in our financial policy: we have codified that the Maintenance reserve is calculated at 12 percent of our revenue; the Feasibility Studies reserve is calculated at 4 percent of revenue. The Capital Projects reserve is pegged at a fixed amount of \$3M. When the allocations to those first three reserves didn't use all funds remaining in the fund balance, the Board established an Economic and Programs Contingency reserve where any remaining funds would be assigned against any unforeseen shift in the agencies economic circumstances that would require shifting funds to support our mission. She noted that as soon as the Economic and Program Contingency reserve was established (approximately 10 years ago), the market crashed and we used a tremendous portion of this reserve to continue our programming at existing fees rather than

## May 15, 2017 Finance Committee Meeting Report

increasing them to compensate for lower than projected tax revenue. We ran a deficit budget for four years and obviously spent down that reserve significantly. Leila noted that using our reserves for the purpose of a natatorium renovation is consistent with their established purposes. She also noted that after reviewing our Memorandum of Understanding (MOU) and policy framework, the Office of the County Attorney said we could move forward with spending funds in this manner as long as there is a 2/3 majority Board vote. DMB also concurred with the soundness of using the reserves to support the renovation project.

Leila explained that our process requires both RCC and the County to validate and explain the numbers that we're projecting before we spend them to ensure that we don't make a poor financial decision. She noted that we've been very clear that our numbers so far are construction estimates and provide only a rough order of magnitude. We start with expert-provided estimates and build in contingency and overhead costs to cover any increases. We are also working on a short timeline so that there will be less change in materials or labor costs between the time of our estimates and the actual time of construction. We are working with very conservative revenue estimates and can move forward with a high level of confidence in these numbers and scenarios. Leila noted that we also want to be sure that our reserves are rebuilt quickly enough that we are prepared to commit to any new significant program undertakings.

Gerald asked which budgets are reviewed at the June Annual Public Hearing. Leila said we will present and receive comment on a three-year profile that includes FY17, FY18 and FY19. The Board will have the opportunity to review that data prior to the Annual Public Hearing. Leila noted that we may not have the soil analysis by that date and even if we do, we may not yet know the impact to the Architecture and Engineering portion of this project. In that case, our discussion will be a broad outline in terms of the concept and process we're pursuing. We will then determine and outline the numbers over the summer before they are presented to the full RCC Board for approval and forwarding to DMB in the fall. The key message at the Annual Public Hearing will be to present the ceiling costs for the renovation efforts; that number will be the maximum amount that RCC can absorb without putting our core services and programs or emergency cash profile at risk. Paul suggested that we should be really clear about the minimum we are required to keep in the Maintenance reserve budget, so that the public can see that we are not going below that number. Leila said the rule of thumb is that 7-10 percent of our budget should be in reserves, which would be approximately \$500K for RCC. RCC and DMB's projections view that as an amount we can reasonably be confident we will retain. Leila said we are spending down a large reserve budget but ensuring that we do not fall below that \$500K threshold.

Paul asked if we need to mention the reserves in this motion. Leila said that isn't necessary yet, but the Board may choose to include that in the full motion to be voted on by the Board on June 5.

Paul motioned to forward to the full Board of Governors the guidance that staff prepare materials for the Annual Public Hearing for Programs and Budget aligned with the Fund Balance assumptions outlined in the Finance Committee meeting of May 15, 2017, including a new three-year Capital Improvement and Maintenance Plan reflecting same, and to continue to coordinate those efforts with pertinent Fairfax County agencies: the Departments of Management and Budget, Public Works and Environmental Services, Procurement and Materials Management – and any others pertinent to our efforts to renovate the Terry L. Smith Aquatics Center.

Michelle seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:38 p.m.

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 30-Apr-17

100%/12\*10mos=83.33%

	Revised FY17 Budget	Mar	Apr	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)
1 Administration:							
Taxes	7,075,090	8,981	2,930	7,148,106	(73,016)	101.03%	
Interest	8,993	5,279	4,701	43,874	(34,881)	487.86%	
Vending	1,616	145	294	1,521	95	94.09%	
Facility Rental	152,385	20,327	23,888	212,521	(60,136)	139.46%	
2 Performing Arts-Theatre Admiss.	55,854	3,725	6,035	72,315	(16,461)	129.47%	170
3 PA Theatre Rental	33,124	14,418	1,655	34,393	(1,269)	103.83%	
4 PA Misc Revenue	0	518		4,701	(4,701)	0.00%	
5 PA Equip. Sale Revenue	0	274	218	980	(980)	0.00%	
6 PA Cultural Activities/ Arts Org	0	27,507	-30,296	844	(844)	0.00%	
7 Aquatics Classes/drop-in	314,992	16,380	14,027	224,657	90,335	71.32%	27,498
8 Aquatics Rental	21,000	0	3,775	26,762	(5,762)	127.44%	
9 L&L Fitness	120,636	9,060	1,971	117,655	2,981	97.53%	2,928
10 L&L Teens/Family	73,000	1,805	600	61,149	11,851	83.77%	51,423
11 L&L 55+	81,553	3,030	(55)	57,776	23,777	70.84%	13,950
12 L&L Youth	132,984	5,113	3,432	206,635	(73,651)	155.38%	51,654
13 L&L Adult	35,589	1,766	-99	25,272	10,317	71.01%	1,609
14 Community Events	3,525			3,805	(280)	107.94%	
15 Arts Education	219,899	14,922	4,845	290,600	(70,701)	132.15%	7,907
<b>Total RCC Revenue</b>	<b>8,330,240</b>	<b>133,247</b>	<b>37,923</b>	<b>8,533,564</b>	<b>-203,324</b>	<b>102.44%</b>	<b>157,139</b>

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 30-Apr-17

100%/12\*10mos=83.33%

	Revised FY17 Budget	Mar	Apr	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Personnel Expenses</b>						
1 Administration	553,827	103,306	33,914	399,695	154,132	72.17%
2 Booking	203,991	19,205	12,757	129,277	74,714	63.37%
3 Comptroller	406,259	45,995	30,663	314,610	91,649	77.44%
4 Customer Service	515,095	57,556	37,996	387,717	127,378	75.27%
5 Facility Engineer	179,238	20,846	13,707	146,080	33,158	81.50%
6 Maintenance	409,972	44,404	29,325	302,738	107,234	73.84%
7 IT	138,520	14,886	9,924	107,381	31,139	77.52%
8 Media/Sponsorships	408,713	43,901	29,107	303,586	105,127	74.28%
9 Community Partnerships	0			0	0	0.00%
10 Performing Arts	527,278	60,245	41,799	413,853	113,425	78.49%
11 Aquatics	680,448	70,778	47,904	474,971	205,477	69.80%
12 Leisure & Learning (L&L) Admin	232,070	29,140	19,427	197,404	34,666	85.06%
13 L&L Fitness	98,308	13,193	8,686	75,232	23,076	76.53%
14 L&L Teens/Family	133,666	4,390	10,352	53,762	79,904	40.22%
15 L&L 55+	143,799	15,233	10,647	98,209	45,590	68.30%
16 L&L Youth	192,610	13,936	9,566	148,708	43,902	77.21%
17 L&L Adult	127,909	15,244	8,885	89,032	38,877	69.61%
18 Community Events	138,809	12,962	8,951	97,958	40,851	70.57%
19 Arts Education	330,491	30,583	21,932	262,366	68,125	79.39%
<b>Total Personnel Expenses</b>	<b>5,421,003</b>	<b>615,803</b>	<b>385,542</b>	<b>4,002,580</b>	<b>1,418,423</b>	<b>73.83%</b>

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 30-Apr-17

100%/12\*10mos=83.33%

	Revised FY17 Budget	Mar	Apr	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Operational Expenses</b>						
1 Administration	64,544	1,150		25,502	39,042	39.51%
2 Board	57,820	825	3,936	43,171	14,649	74.66%
3 Booking	98,305	(17,104)	1,619	82,367	15,938	83.79%
4 Comptroller//LA Lease/Admin	357,223	13,141	738	299,601	57,622	83.87%
5 Customer Service	1,000	120	1	1,159	(159)	115.90%
6 Facility Engineer	183,435	7,869	5,257	115,103	68,332	62.75%
7 Maintenance	419,865	2,390	1,120	392,863	27,002	93.57%
8 IT	96,127	(657)	255	68,666	27,461	71.43%
9 Media/Sponsorships	400,474	42,967	63,975	391,503	8,971	97.76%
10 Community Partnerships	113,000		206	94,087	18,913	83.26%
11 Performing Arts	302,955	3,170	12,301	287,125	15,830	94.77%
12 Aquatics	76,398	2,905	3,812	43,870	32,528	57.42%
13 Leisure & Learning (L&L) Admin	6,100			2,741	3,359	44.93%
14 L&L Fitness	19,906	3,700	(432)	26,351	(6,445)	132.38%
15 L&L Teens/Family	127,635	2,624	2,819	89,444	38,191	70.08%
16 L&L 55+	84,280	5,828	4,825	69,469	14,811	82.43%
17 L&L Youth	121,184	474	1,760	91,948	29,236	75.88%
18 L&L Adult	12,153	95	529	10,315	1,838	84.87%
19 Community Events	153,342	7,860	24,039	136,298	17,044	88.88%
20 Arts Education	82,787	2,807	2,109	58,831	23,956	71.06%
<b>Total Operational Expenses</b>	<b>2,778,532</b>	<b>80,164</b>	<b>128,869</b>	<b>2,330,413</b>	<b>448,119</b>	<b>83.87%</b>

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 30-Apr-17

100%/12\*10mos=83.33%

	Revised FY17 Budget	Mar	Apr	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements CC-000001	892,587	0		268,142	624,445	30.04%
2 RCC Facility Enhancements CC-000002	30,000			0	30,000	0.00%
3 RCC HW Enhancements CC-000003	128,159			112,923	15,236	88.11%
4 Theatre Enhancements CC-000008	302,958		27,513	53,332	249,626	17.60%
5 RCC Natatorium Mech. Sys. Upgrade CC-000009	50,000			0	50,000	0.00%
6 RCC-Motor Control Panel CC-000012	4,026			0	4,026	0.00%
7 RCC-Rear Loading Dock CC-000013	9,537			0	9,537	0.00%
<b>Total Capital Expenses</b>	<b>1,417,267</b>	<b>0</b>	<b>27,513</b>	<b>434,397</b>	<b>982,870</b>	<b>30.65%</b>
<b>Total RCC Expenditures</b>	<b>9,616,802</b>	<b>695,967</b>	<b>541,925</b>	<b>6,767,390</b>	<b>2,849,412</b>	<b>70.37%</b>



Type	Revised FY17 Budget	FY17 YTD	Remaining Balance	% Budget Target
<b>Beginning Fund Balance</b>	<b>6,403,707</b>	<b>6,403,707</b>		100.00%
<b>Revenue:</b>				
Taxes	7,075,090	7,148,106	-73,016	101.03%
Interest	8,993	43,874	-34,881	487.86%
Vending	1,616	1,521	95	94.09%
Aquatics	335,992	251,419	84,573	74.83%
Leisure and Learning	443,762	468,486	-24,724	105.57%
Rental	152,385	212,521	-60,136	139.46%
Arts and Events	312,402	407,637	-95,235	130.48%
<b>Total Revenue</b>	<b>8,330,240</b>	<b>8,533,564</b>	<b>-203,324</b>	<b>102.44%</b>
<b>Total Available</b>	<b>14,733,947</b>	<b>14,937,271</b>	<b>-203,324</b>	<b>101.38%</b>
<b>Expenditures:</b>			0	0.00%
Personnel	5,421,003	4,002,580	1,418,423	73.83%
Operating	2,778,532	2,330,413	448,119	83.87%
Sub-Total Non-Capital Expenditures	8,199,535	6,332,993	1,866,542	77.24%
<b>Sub-Total Rev. less Non-Cap Exp.</b>	<b>130,705</b>	<b>2,200,570</b>	<b>-2,069,865</b>	<b>1683.61%</b>
Capital Projects	1,417,267	434,397	982,870	30.65%
<b>Total Expenses</b>	<b>9,616,802</b>	<b>6,767,390</b>	<b>2,849,412</b>	<b>70.37%</b>
Revenue less Total Expenses	-1,286,562	1,766,173	-3,052,735	-137.28%
<b>Ending Fund Balance</b>	<b>5,117,145</b>	<b>8,169,880</b>		<b>159.66%</b>

**FY17 Revised Budget includes:**

- 1. Beginning Fund Balance:** FY16 agency balance of \$751,565 brought forward into FY17 increasing the beginning Fund Balance to \$6,403,707.
- 2. Operating Expenses:** An increase of \$21,396 made to account for FY16 Carryover purchasing obligations related to the agency's operating requirements.
- 3. Capital Projects:** A total increase of \$945,067 encompassing \$284,430 for encumbered purchasing; and \$660,637 for unencumbered capital projects' balances.

**Revenue  
comment**

**General Notes:** Revenues totaling \$284,031 collected prior to July 1 in 2016 were reversed and recorded as FY17 program revenue as those activities occur after July 1, 2016 (the beginning of FY17.) Summer 2017 (FY18) camp registration started February 1<sup>st</sup> and related revenue will be reversed at the end of June and recorded as FY18 revenue. Similarly, February is the last month of the year in which the Facility Rentals revenue reflects payments for FY17 only activity. Beginning with the opening of the Facility Rental 2017/2018 calendar in March, revenue will be received that will subsequently be reversed at the end of June and recorded as FY18 revenue. Youth, Teen/Family, and Arts Education cost centers revenue will appear overstated beginning in February and continuing until the end of the fiscal year; Facility Rental revenue overstatement will begin in March and continue to the end of the fiscal year.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 101.03% of tax revenue, 139.46% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 487.86% of estimated interest revenue.
2. **Performing Arts Theatre Admission:** Theatre admission ticket sales from Professional Touring Artist Series shows; we have exceeded our FY17 revenue target.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur.
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing; new terms negotiated with Tickets.com returns a small amount to RCC. Revenue from this stream was not projected for FY16 or FY17 as there was little predictive data upon which to base the estimate.
5. **Performing Arts Equipment Sale:** Auctioned equipment sale proceeds; no revenue is predicted for this category as we can't be sure that surplus equipment will sell.
6. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line. Payment request for 29.5K processed in April.
7. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer, fall and initial winter/spring program registration revenue. Revenue is lagging last year's performance. This is partially a result of fewer private lesson enrollments due to more limited instructor availability.
8. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payments.
9. **Fitness:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
10. **Teen/Family:** Year-to-date amount includes summer, fall, winter/spring and initial summer camp program registration revenue. Most of this cost center's revenue is realized during the summer. Programming in this cost center has shifted to drop-in social and more free-of-charge activities to sustain and grow participation levels. Fee waiver program participation in this cost center is significant.
11. **55+:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
12. **Youth:** Year-to-date amount includes summer, fall, winter/spring and initial summer camp program registration revenue. Most of this cost center's revenue is realized during the summer.
13. **Adult:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
14. **Community Events:** Revenue is collected from booth fees and book sales associated with the Reston Multicultural Festival and MLK luncheon ticket sales. FY17's revenue target has been reached and slightly exceeded. There are no further revenue opportunities in the FY17 calendar.
15. **Arts Education:** Year-to-date amount includes summer, fall, winter/spring program and initial summer camp registration revenue. Summer revenues from LARK and YAT contribute significantly to this cost center's revenue.

**Personnel Expenses:**

**General Notes:** Payroll posting lags two weeks behind the calendar; therefore the percent of the year elapsed and the percent of the budget expended will not align. Summer personnel costs also reflect the fact that there is a split typically for pay period 14 that requires accounting for the amount of personnel costs that belong in the prior fiscal year and those that belong in the current fiscal year. Typically – because of our programming calendar – we get a fairly true picture of the personnel costs related to summer and fall programming cycles by the end of December. Staff monitor summer camp personnel expenditures against projected expenditures on a pay period by pay period basis for Youth, Teen/Family and Arts Education cost centers because of the larger percentage of personnel funds that will be spent in the summer for those cost centers. Some savings are anticipated as a consequence of vacancies in the Aquatics and Booking cost centers. These are being managed at present with a promotion (Aquatics Program Manager), leaving the Evening/Weekend Manager position vacant (Aquatics) and part-time support (Booking). The Leisure and Learning Administration cost center will incur added expenses due to the reclassification of that position from P/R Specialist III to P/R Specialist IV (S23 to S25 level). In the Leisure and Learning cost center, hiring has been completed for the Collaboration and Outreach Director and the new employee started in March. Overall agency personnel expenditures will likely be closer to our estimate than in previous years although some savings will occur due to vacancies and program cancellations. March 2017 higher monthly personnel costs include total expenditures for three pay periods rather than the typical two pay periods for most months.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for 52.4K OPEB (Other Post-Employment Benefits) costs posted in March.
2. **Booking:** Personnel costs are at the expected level; a merit vacancy is being filled by part-time staffing.
3. **Comptroller:** Personnel costs are at the expected level.
4. **Customer Service:** Personnel costs are at the expected level.
5. **Facility Engineer:** Personnel costs are at the expected level. One full time position's budget allocation and related to-date costs were transferred from Maintenance to Engineering.
6. **Maintenance:** Personnel costs are at the expected level. One full time position's budget allocation and related to-date costs were transferred to Engineering.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media:** Personnel costs are at the expected level.
9. **Community Partnerships:** No personnel costs are anticipated in FY17.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level. One full time position is remaining vacant during this period through the closures.
12. **Leisure and Learning Administration:** Personnel costs are at the expected level.
13. **Fitness:** Personnel costs are at the expected level.
14. **Teen/Family:** Personnel costs are at the expected level. Personnel costs include summer camps' labor costs which occurred in July and August.
15. **55+:** Personnel costs are at the expected level.
16. **Youth:** Personnel costs are at the expected level. Personnel costs include summer camps' labor costs which occurred in July and August.
17. **Adult:** Personnel expenditures are at the expected levels.
18. **Community Events:** Personnel expenditures are at the expected levels.
19. **Arts Education:** Personnel costs are at the expected level. Personnel costs include summer camps' labor costs which occurred in July and August.

**Operating Expenses:**

**General Notes:** Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. The net effect of either stand-alone expenses or spending down reserved amounts is shown in the column marked "YTD." As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances.

1. **Administration:** No current month expenses recorded.
2. **Board:** Current month expenses are for hospitality costs.
3. **Booking:** Current month expenses and reservations/payments are for security and supply costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses and reservations include bank fees and office supplies costs.
5. **Customer Service:** Current month expenses are for supplies.
6. **Facility Engineering:** Current month expenses and reservations/payments include facilities' repair and maintenance costs.
7. **Maintenance:** Current month expenses and reservations/payments include utility costs, facilities' maintenance, and custodial services and supplies costs.
8. **IT:** Current month expenses and reservations/payments are for cellular phone service.
9. **Media:** Current month expenses and reservations/payments include advertisings and printing costs. A funding transfer from Community Partnerships to Media, for an off-year sponsorship, was posted in January.
10. **Community Partnerships:** Current month expense is for GRACE program partnership.
11. **Performing Arts:** Current month expenses include program operating costs and supply costs.
12. **Aquatics:** Current month expenses and reservations/payments are for pool and educational supplies.
13. **Leisure and Learning Admin:** There are no current month expenses.
14. **Fitness:** Current month negative expenses are reservations/payments for program contract delivery costs. The negative remaining balance reflects an unanticipated expense to replace our existing exercise mats (due to condition/age) and newly established program delivery contracts; unspent balances from canceled programs will restore some of this cost center's funds in coming months.
15. **Teen/Family:** Current month expenses are for recreational activities, transportation and program operating costs.
16. **55+:** Current month expenses and reservations/payments are for program transportation, recreational activities and program supplies.
17. **Youth:** Current month expenses and reservations/payments are for program contract delivery, recreation equipment and supply costs.
18. **Adult:** Current month expenses and reservations/payments are for program operating costs.
19. **Community Events:** Current month expenses and reservations/payments are for program contract delivery costs.
20. **Arts Ed:** Current month expenses and reservations/payments are for program operating costs.

**Capital  
Projects**

**General Notes:** Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior months' transactions.

1. **RCC Improvements/CC-000001:** Backstage RTU (Roof Top air-conditioning Unit) replacement, public areas' energy-efficient lighting installation and HW Roof Replacement Phase 1. There are a total of 3 Phases involved with the roof replacement schedule.
2. **RCC Facility Enhancements/CC-000002:** LA customer service counter redesign.
3. **RCC Hunters Woods Enhancements (Community Room)/CC-000003:** Community room lighting. The chandelier fixtures' refurbishment is essentially complete; a small number of punch list issues remain. This project will remain open during the warranty period.
4. **RCC CenterStage Enhancements/CC-000008:** This project includes funding for the CenterStage floor replacement and rewiring/replacing the sound system projects (completed). The YTD expenditures reflect A/E costs for the floor replacement project and sound system rewiring/replacement costs. The floor replacement will not occur until August of 2017; related funding will be carried forward.
5. **RCC Pool Mech. Sys. Upgrade/CC-000009:** Needs analysis related to new systems in TLS Aq. Ctr.
6. **RCC Motor Control Panel/CC-000012:** This project is complete and delivered under budget.
7. **RCC Rear Loading Dock/CC-000013:** This project is complete and delivered under budget.



**RESTON COMMUNITY CENTER  
PUBLIC INPUT RECORD  
APRIL 28, 2017 – JUNE 1, 2017**

*The following comments were submitted to RCC for consideration by the Board of Governors between the dates of April 28, 2017 and June 1, 2017. All text in red is Executive Director Leila Gordon's response to input.*

**Gordon Gerson, Reston resident and former**, submitted the following comments via email:

Two more ideas for the RCC pool renewal. Where water is deeper than ~5 ft, have a "toe shelf" around the walls at 4 ft depth. This is a safety feature. In the women's locker room, there is a locked door between the sinks and the toilets. I suggest that the contents of that closet be moved to another location and the room there be converted to a changing room for those who need extra privacy.

Thank you for your kind words; you make me blush when you butter me up! I want to assure you that I am keenly interested in achieving a new pool facility that has vastly improved water and air quality and has sufficient options for those who want significantly warmer water that we may consider the option of lowering our set point in the lap pool a bit – my hope is that the combination of these improvements and others will achieve an overall quality of improvement that is significant and that your members will find worth the investment and time needed to accomplish them. I urge you and your team members to remain engaged as we continue to explore the options available to us. I will explore the options for financing with the county as a function of due diligence—I don't have high hopes for that. Further, there are profound difficulties in this community in raising dollars for the plethora of non-profit organizations in Reston; it would be very difficult in that context for RCC – with its significant public resources – to go out and compete for those funds. And for what it's worth, the single path to facility funding these days by default seems to be the path of proffers. And there is a community "plan" in that regard that includes the Park Authority complex. We will continue to explore the optimum solutions to the many challenges having the one building, the one source of funding and the several competing audiences to serve create. I remain very optimistic that we will arrive at a good solution that you and your constituents will participate in achieving. Stay involved! Let me know if you'd like your comments below included in the "official" record for the meeting last night and our engagement on this subject. If so, just add your address by reply. Yes, please make them part of the "official" record.

**Mike Foxworth, Reston Resident**, submitted the attached comment card, which Leila Gordon responded to via email:

Thanks for your comment card note about possibly adding a "coin-operated" feature to use of our showers when we do our renovation. If I understand what you wrote correctly, you are trying to address the fact that people let the water run too long – perhaps in an effort to get hotter water. You suggest we could provide each patron a token for a minimum length use and that they could purchase added time. Your card acknowledges you aren't sure about the practicality or the reception such an innovation might entail. I think charging for longer use of our showers is not entirely in keeping with the mission and vision of RCC. That said, I will check in with our architect once the architect contract is secured to see if such a thing is feasible or has been done elsewhere. Thanks for your engagement on the pool renovation project – we really have benefitted from all the community ideas and participation.

**Estelle Guttman, Reston Resident**, submitted the following comments via email:

At previous meetings about the renovation of the pool, there was a great deal of discussion about the temperature of the water, but no mention of the temperature of the air.

Often in the current pool area, it feels very cold when getting out of the pool. I reach for a towel immediately. I hope the air temperature will be adjusted seasonally after the renovation, especially if you want to attract therapy classes and young children.

Thank you for sending us your thought about the air temperature in the aquatics environment. Currently, the air temperature in the natatorium is considerably warmer than anywhere else in our facility. Feeling cold upon exiting the water is largely a function of the transition from water to air; but we will make a note of your idea and make sure we consider that attribute of the environment as we proceed.



**RESTON COMMUNITY CENTER**  
Suggestion/Comment Card



Suggestion/Comment: DUMB IDEA,  
MAYBE "COIN" FORKEN  
controls on the Pool showers.  
MOST PEOPLE RUN HOT WATER  
CONSTANTLY. IF NEW CONTROLS  
(in REDONE POOL in 2019)  
allow precise TEMP CONTROL,  
NO EXCUSE FOR THAT.

RCC Location:  Hunters Woods  Lake Anne  
OVR →

If you would like to leave your name and contact information, an RCC staff member will respond within two working days.

Name: Michael Foxworth

Date: \_\_\_\_\_

Address: \_\_\_\_\_

MAY 25 2017

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: MANDL FOXWORTH  
@ OUTLOOK.COM

Including today, how many times have you visited the Reston Community Center in the past 6 months?

1-5  More than 5

Thank you for letting us serve you.

LEAVE?

EVERY PATRON, including children, gets a token when entering. CAN BE AN EXTRA TOKEN FOR SUITABLE CHARGE. DESK STAFF AUTHORIZED TO MAKE EXCEPTIONS & GIVE EXTRA.

Practical?

① HUMIDITY AN ISSUE, BUT YOU WON'T KNOW UNLESS YOU ASK.

② PEOPLE OFFENDED? THEY WILL ADAPT IF IT WORKS WELL. In LONG RUN WILL SEEM MORE FAIR.

MORE





# RESTON COMMUNITY CENTER



## **Terry L. Smith Aquatics Center Renovation Update June 5, 2017**

### **Tasks Accomplished**

#### *January – April 2017*

- Engagement with aquatics patrons and the community regarding potential programming attributes for new pool configuration/features
- Discussion with Department of Management and Budget (DMB) and the Office of the County Attorney regarding the capacity of RCC reserves and Board requirements to utilize capital project reserves
- Contracting with Hughes Group Architects to support concept development and engagement with patrons; delivery of report and conversation with community members

#### *May – June, 2017*

- Discussion with Department of Public Works and Environmental Services Capital Planning and Building Development branch (DPWES/CPBD)
- Development of purchasing approaches for services related to this effort:
  - Soils analysis (June 6-9 by ECS Mid-Atlantic LLC)
  - Architecture and engineering services (Department of Procurement and Materials Management; DPWES/CPBD)
- Project Management
  - Consultation with DMB and DPWES/CPBD (June 12, 2017)
- Budget Planning Outline (June 19, 2017)

### **Tasks Ahead**

#### *June – September, 2017*

- Finalize approaches/purchasing: Project Management, Architecture and Engineering services
- Obtain ECS Soils Testing (Part 1/June and Part 2/August) Reports
- Complete RCC Carryover Package (July 2017)
- Review FY17 Financial Performance (July 2017)
- Refine RCC FY18/FY19 Budget Profile/Presentation (July/August 2017)
- Board of Governors approval FY19 Budget Submission (September 11, 2017)



## Executive Director Report May 2017

### Administration

RCC's audit activities were accomplished during May. The work involves providing backup and explanatory information regarding all RCC financial and human resources transactions for the audit period (primarily the calendar year 2016). As a result of the audit activities, we will be establishing a formal Operational Guidance Memorandum to direct our billing and collections functions in facility rentals. We have also established new forms and practices to support enhanced security for any RCC collection of credit card information from patrons. I anticipate there will be recommendations that result from the audit, but I don't anticipate that there will be any issues that aren't a matter of formalizing practices and/or refreshing staff training. The pre-exit interview is scheduled for next week.

Planning for the upcoming capital project and maintenance period continues. We will replace the stage floor, put new public area carpeting in both facilities, add audio visual equipment to the community room, continue LED lighting with replacement of the lights in the theatre house area, and assess where we need to reassign the roof replacement phases and other projects. Because of unanticipated design modifications to accommodate a new approach to our stage floor traps, the budget for the stage floor replacement has to be adjusted. This project suffered from being delayed for three years as well as not having separately costed design requirements. In addition, new stage floor traps technology required re-design expenses and added a specialized equipment layer to the project. Combining new design expenses and new trap units, the budget overrun is roughly \$45,000. The total budget for the project will be just under \$145,000. We will use savings from other capital projects to offset the added cost.

### Programs

The Aquatics team has reached out to Southgate Community Center and Cornerstones to establish learn-to-swim, recreational swimming and triathlon coaching opportunities for their constituents. We anticipate those efforts bearing fruit in coming months. Outreach has also occurred to Langston Hughes Middle School and South Lakes High School to see if interest is such that we could develop pre-employment lifeguard training tracks for students seeking such opportunities. We will coordinate that effort through Cornerstones as well to be sure we serve families looking for those options.

Since onboarding with us in late March, our Outreach and Collaboration Director LaTanja Jones has had 14 meetings with various community partners and potential partners – these have included private multi-family dwellings, public school parent or administrator meetings, non-profit partner meetings and private business meetings. We are working hard to establish connections that will provide us with new locations to program, new audiences for existing programming and new relationships to enhance both profiles. It's very exciting. We will describe our "Looking Ahead" outlook for these efforts at the Annual Public Hearing for Programs and Budget on June 19.

The Arts & Events and Media teams were out in full force for the Northern Virginia Fine Arts Festival. Thanks to the pleasant weather, the attendance climbed substantially over last year and our commissioned dance performances were enthusiastically received. Our busiest season ever of summer concerts has officially launched at the Reston East/Wiehle metro station; there have been substantial building improvements there that are contributing to a lovely concert atmosphere. The first concert this week went well and was well-received. We are presenting there in partnership with Comstock.

### Executive Director

Meetings/activities: Multi-partner discussion of future Reston "street festival" events; Pool project update to Hunters Woods Fellowship House (with Chinese translation from Ling Zhao), Human Services Leadership team, One Fairfax Policy Development team, Master Arts Plan Task Force RFP Pre-bid Conference, Human Services Council Innovation Challenge event, Leadership Fairfax presentation, Arts Council of Fairfax County, Public Art Reston, and a Reston Town Center North Community Meeting.