



**Reston Community Center  
Board of Governors Monthly Meeting  
May 18, 2020  
6:30 p.m.  
Meeting Agenda**

6:30 – Call to Order

Beverly Cosham, Chair

6:31 – Approval of Emergency Meeting:

**From the Chair:**

To conduct this meeting with combined in-person and electronic means and to effectuate both the emergency procedures authorized by FOIA and the Emergency Ordinance, Reston Community Center’s Board of Governors needs to make certain findings and determinations for the record. It’s a bit cumbersome, so I ask you in advance for your patience.

**Audibility of Members’ Voices**

First, because several members of the Reston Community Center Board of Governors are participating in this meeting from a separate location, we must verify that a quorum of members is participating, and that each member’s voice is clear, audible, and at an appropriate volume for all of the other members. Accordingly, I am going to conduct a roll call, and ask each RCC Board member participating in this meeting to state your name and the location from which you are participating. I ask that each of you pay close attention to ensure that you can hear each of your colleagues. Following this roll call, we will vote to establish that every member can hear every other member.

[Conduct Roll Call – planned on site attendance is from Bill Bouie, Vice Chair; Paul Thomas, Treasurer; Bill Penniman, and Vicky Wingert. Attending from home: Bev Cosham, Chair; Lisa Sechrest-Ehrhardt, Secretary; Dick Stillson; Bill Keefe; Laurie Dodd.]

At this point, I will pass the virtual gavel to the Vice-Chairman, so that I may be heard to make the requisite motion.

**MOTION 1:**

I move that each member’s voice may be adequately heard by each other member of the Reston Community Center Board of Governors.

[Motion seconded by: ; passed (unanimously presumably).]

**Need for an Electronic Meeting**

Second, having established that each member’s voice may be heard by every other member, we must next establish the nature of the emergency that compels these emergency procedures, the fact that we are meeting electronically, what type of electronic communication is being used, and how we have arranged for public access to this meeting.

Therefore, I move that the State of Emergency caused by the COVID-19 pandemic makes it unsafe for the Reston Community Center Board of Governors to physically assemble and unsafe for the public to physically attend any such meeting, and that as such, FOIA’s usual procedures, which require the physical assembly of the RCC Board of Governors and the physical presence of the public, cannot be implemented safely or practically.

**MOTION 2:**

I further move that RCC’s Board of Governors may conduct this meeting electronically through a dedicated audio conferencing line, and that the public may access this meeting by calling 1-888-270-9936 and entering the code 897033.

[Motion seconded by: ; passed (unanimously presumably).]

**Need to dispense with FOIA’s Usual Procedures to Assure Continuity in Government/Continue Operations**

Finally, it is next required that all of the matters addressed on today’s agenda must address the Emergency itself, are necessary for continuity in Fairfax County government, and/or are statutorily required or necessary to continue operations and the discharge of the Reston Community Center’s Board of Governors’ lawful purposes, duties, and responsibilities.

**MOTION 3:**

It is so moved that RCC’s Board of Governors is meeting for these purposes.  
[Motion seconded by: ; passed (unanimously presumably).]

**Statement of the Meeting Agenda and Purpose**

The Board of Governors will be discussing the revised budget outlooks for the agency for FY21 and FY22 as well as programs/services adjustments being made to address the COVID-19 emergency. Board issues in progress will also be acted upon, including acceptance of March meeting materials.

**Explanation of how Agenda comports with Continuity in Government**

Reston Community Center is convening this meeting to enable the Board of Governors to fulfill its legislative mandate with respect to governance of Small District 5.

Vice Chair Bouie returns the gavel (virtually) to Board Chair Cosham.

- 6:32 – Approval of Remaining Agenda Items Beverly Cosham, Chair
- 6:33 – Approval of Minutes and Board Actions Beverly Cosham, Chair
  - Approval of March 2, 2020 Board Minutes (as reviewed and approved by the Board Secretary)
  - Approval of March 2, 2020 Board Actions (as reviewed and approved by the Board Secretary)
- 6:35 – Chair’s Remarks Beverly Cosham, Chair
- 6:38 – Introduction of Visitors – [Callers are online in a virtual waiting room; RCC Facility Services Director Brian Gannon will allow them to make comments one at a time in turn. Following this portion of the meeting, the virtual waiting room will be monitored but any further comments will not be made until the end of the meeting.](#)
- 6:40 – Citizen Input
- 6:42 – Committee Reports Beverly Cosham, Chair
  - March 9 CRPP Meeting Bill Keefe, CR Committee Chair
- 6:45 – Board Member Input on Activities Attended
- 6:48 – Executive Director Reports Leila Gordon, Executive Director
  - RCC Budget Execution Planning; FY21 and FY22
    - Board Package contains RCC’s budget profile for FY21, FY22 with no changes related to COVID-19 and the agency FY19 actuals as bases for comparison discussion.
  - RCC Programs and Services Planning; Summer/Fall
  - RCC Status Updates: CAPRA Visit; Aquatics Renovation

**MOTION:**

That the Executive Director continue to manage the budget processes with respect to RCC’s FY21 and FY22 budgets to preserve the agency resources and provide the programs and services expected by the community based upon the best available financial data and with goal of continuing to provide high-quality programs and services that are as broadly accessible to Reston patrons as feasible.

- 6:50 – Old Business Beverly Cosham, Chair
  - Consideration of the revised draft of RCC OPERATING GUIDANCE MEMORANDUM Strategic Planning/No. 2: Capital Facility/Major Capital Project Planning – DRAFT 2

- Consideration of expanding the parameters of the RCC Fee Waiver program to allow for eligibility within up to 250% of federal poverty guidelines and for up to \$400 per eligible household member in annual credit for enrollment, ticket or pass purchasing. Summer camp utilization would remain as currently applied: \$10 per camp enrollment for fee waiver-qualified children.

**MOTIONS:**

That the Board approve the RCC OPERATING GUIDANCE MEMORANDUM Strategic Planning/No. 2: Capital Facility/Major Capital Project Planning (as revised, if applicable)

That RCC increase the eligibility parameter for the agency Fee Waiver Program to 250% of federal poverty guidelines and the per household member credit amount to \$400.

8:50 – Adjournment



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
March 2, 2020, 8:00 p.m.**

**Present:**

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Paul D. Thomas
- Vicky Wingert

**Absent and Excused**

- Laurie Dodd
- Bill Keefe
- Bill Penniman
- Dick Stillson

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Karen Goff, Public Information Officer

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

**MOTION #1:**

**Approval of the Agenda**

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

**MOTION #2:**

**Approval of the February 3, 2020 Board Minutes**

Paul moved that the Board approve the February 2, 2020 Board Minutes. Bill B. seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the February 3, 2020 Board Actions**

Bill B. moved that the Board approve the February 2, 2020 Board Actions. Paul seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev reminded everyone to vote tomorrow. She said it seems like most people she knows have already voted. She also said people need to be aware that some of the things they are hearing about coronavirus are not true. She advised getting information from the CDC. She read a poem, *The Guy in the Glass*, which is a piece about lying that several people took credit for when it was published in 1934. The author's family put up a website in 1997 to give him the proper credit.

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### *The Guy in the Glass* by Dale Wimbrow

When you get what you want in your struggle for pelf,  
And the world makes you King for a day,  
Then go to the mirror and look at yourself,  
And see what that guy has to say.  
For it isn't your Father, or Mother, or Wife,  
Who judgement upon you must pass.  
The feller whose verdict counts most in your life  
Is the guy staring back from the glass.  
He's the feller to please, never mind all the rest,  
For he's with you clear up to the end,  
And you've passed your most dangerous, difficult test  
If the guy in the glass is your friend.  
You may be like Jack Horner and "chisel" a plum,  
And think you're a wonderful guy,  
But the man in the glass says you're only a bum  
If you can't look him straight in the eye.  
You can fool the whole world down the pathway of years,  
And get pats on the back as you pass,  
But your final reward will be heartaches and tears  
If you've cheated the guy in the glass.

### **Introduction of Visitors**

None

### **Citizen Input**

None

### **Committee Reports**

**February 3 Finance Committee** – Chairman Thomas said he already gave the report at the last meeting, and there are notes now documenting that, so he referred the board to them. He said the agency's Third Quarter Transmittal Memo and materials have gone to the county.

**February 10 Community Relations & Program/Policy Joint Committee Meeting** – Bill Bouie on behalf of Bill Keefe (Community Relations) and Vicky Wingert (Program/Policy) said we had the annual joint committee meeting engagement event on February 10. There was a screening of the film to celebrate RCC's 40 years. Bev Cosham and new Hunter Mill District Supervisor Walter Alcorn kicked us off with a few words, then Dr. Kara Fitzgibbon from UVA's Center for Survey Research walked us through the survey results. Lots of good things were reflected in the survey. It was clear that people love RCC and all that it has to offer. The response to the survey was good with close to a 20 percent response rate. We obtained lots of information on demographics. There is major support for a performing arts venue. Further discussions will narrow down how it might be funded and operated.

After the CenterStage presentation, we had community breakout sessions with Leadership Fairfax facilitators. There were more than 200 people in attendance; they gave us a lot of input in four different breakout sessions (Community Building, Communications, Programs and Facilities).

Bill said it was a little loud in the Community Room, but people were engaged and happy to be a part of the process. We promised to continue going through the input. One comment that stood out to Bill was to the effect that RCC should change its name because of confusion with Reston Association. Bill said that did not make much sense; RA already changed its name at least once, and the confusion will likely continue to persist no matter what we are called. We have been consistent for 40 years; we know who we are. We should continue and try and educate people though because many in the community don't understand the Reston alphabet soup.

**MOTION #4**

**To Approve the February 3 Finance Committee Meeting and the February 10 Community Relations and Program/Policy Joint Committee Meeting Reports**

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

**Board Member Input on Activities Attended**

Vicky has been sick and has not gotten out much.

Bill B. went to lots of meetings. He had the opportunity to walk Walter Alcorn through all the things happening with the Park Authority Park Master Planning related to Reston. Bill plans to give the same kind of information to a joint meeting gathering of RA, RCC and Park Authority as hoped for by Supervisor Alcorn. There is a lot of misinformation to share. Bill congratulated Leila for the Commission on Accreditation of Park and Recreation Agencies (CAPRA) upload of the RCC narrative and supporting documentation.

Paul attended the CRPP meeting. Aside from the minor acoustics challenge, the response and feedback were good. He thanked the staff for their work to make it happen. He thanked Leila for her quick attention to input from him regarding something he was seeing, which was immediately turned into a general (and gentle) announcement to everyone. Paul said he wanted to address people's observation that a survey response rate of 19 percent was low. He said when you compare that to the size of the population, it is statistically valid; reliability within +/- 3 percent means we had a solid sample size. More than 1,000 responses to the survey represents a great sample response rate. Paul also met with South Lakes High School Principal Kim Retzer and attended the boys and girls basketball regionals. The girls are district champions. The SLHS indoor track team is also doing well.

Lisa attended the CRPP meeting. She liked the representation of the community in the attendance. It was not just the same faces we usually see; Lisa really appreciated the diversity. She said she thinks people felt they were heard. Lisa attended Charlotte Geary's Reston Historic Trust event.

Bev attended the CRPP meeting and noted that some people who come to these events are never going to hear what we say. A member of the public for example missed that the short film was about RCC's history specifically and thought that RA was underrepresented. Bev's granddaughter is enjoying the new pools.

**Executive Director's Reports**

After more than a year of work, the CAPRA application materials were uploaded March 2. Leila said we will likely hear back with any questions or issues by the third week of March. Board members have copies of the Community Survey Report. Leila has asked Kara Fitzgibbon to come back in April and do a presentation about the survey science. That meeting will be April 13 at 6:30 p.m. Staff will provide a report to the Board on the status of some of the near-term issues and requests from the community; we can discuss those and other issues for the FY22 budget preparation cycle. The April meeting will focus on strategic plan issues and allow the community to hear more detailed information about the survey, how it was conducted, the science behind the data and conclusions that can be fairly drawn from it.

Staff is training on asset management software this week; this will help us track maintenance and equipment oversight even more efficiently. The RCC FY21 budget has been published in advertised budget documents for the county; all county agency budgets are contained within a much tighter and cleaner budget presentation format than in the past.

We had 2,846 pool visits in February. The Bland Music Competition was held at RCC Hunters Woods with 17 teen participants. RCP's *Diary of Anne Frank* has had strong attendance. We offered some teen dating workshops/violence workshops. We served six teens (three in each session). A third session in Spanish was canceled due to no enrollment. We gave 111 RCC Rides in February.

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Leila thanked Park Authority CFO Sara Baldwin and her team, which did a “Red Team” full-day review for our CAPRA application and gave us great notes to strengthen our presentation. Leila attended the Cornerstones 50<sup>th</sup> anniversary kickoff.

Leila said we are still dealing with challenges from poor performance by the plumbing subcontractor for the Aquatics renovation project. Will have to tear out plumbing and reinstall it. This will happen during Spring Break (April 5 – 12) when no lessons are offered. Bill B. asked how we passed inspection. Leila said inspections don't necessarily get into the pipes and look at temperature sensors, so they did not catch that or the configuration errors that are causing problems with our ability to maintain our target temperature set points. The subcontractor mis-installed some of the valves and the pipe size for the heat exchangers for the spa is not correct.

Despite all that, reaction from public has been very enthusiastic. People are thrilled with the way the pool looks. Older and younger swimmers are very happy with the warm water pool. We are still waiting on a couple of benches, which have been held up in China.

**Old Business**

None

**New Business**

Bill B. said he would like to have a presentation from One Fairfax about how that policy is being realized and can be advanced. Leila said she is working on it and would like to make it a community event and include our partners.

**MOTION #5**

**To Adjourn the Meeting**

Bill B. moved to adjourn. Paul seconded. The motion passed unanimously.

The meeting adjourned at 8:39 p.m.

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Lisa Sechrest-Ehrhardt  
Board Secretary

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Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON MARCH 2, 2020**

- |                  |           |   |
|------------------|-----------|---|
| <b>20-0302-1</b> | <b>Bd</b> | <b>That the Board approve the Agenda</b>  |
| <b>20-0302-2</b> | <b>Bd</b> | <b>That the Board approve the February 3, 2020 Board Minutes</b>                            |
| <b>20-0302-3</b> | <b>Bd</b> | <b>That the Board approve the February 3, 2020 Board Actions</b>                            |
| <b>20-0302-4</b> | <b>Bd</b> | <b>That the Board approve the February 3 Finance and February 10 CRPP Committee Reports</b> |
| <b>20-0302-5</b> | <b>Bd</b> | <b>That the meeting be adjourned</b>  |

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Lisa Sechrest-Ehrhardt  
Board Secretary

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Date





**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
COMMUNITY RELATIONS/PROGRAM POLICY COMMITTEE  
JOINT MEETING  
March 9, 2020**

**Present:**

- Vicky Wingert (Program Policy Chair)
- Bill Bouie
- Bev Cosham
- Bill Penniman
- Dick Stillson

**Absent and Excused:**

- Laurie Dodd
- Bill Keefe
- Lisa Sechrest-Ehrhardt
- Paul D. Thomas

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- BeBe Nguyen, Communications Director
- Karen Brutsché, Leisure and Learning Director
- Pam Leary, Customer Relations Director
- Masha Litinskaya, Financial Specialist
- Matt McCall, Aquatics Director
- Harun Rashid, Network Administrator
- Fred Russo, Building Engineer

The chair called the meeting to order at 6:30 p.m.

Leila welcomed everyone and introduced the Board and staff. Leila brought to the attention of the Board a proposed RCC refund procedures modification due to COVID-19. She is proposing that RCC offer a full refund for anyone in a high-risk category (60 or older, underlying medical conditions) who requests one because they can't participate or attend an RCC offering. Leila said we want to be able to extend this courtesy for however long this situation poses a public health risk. She said we will be able to assign a tracking number to cancellations and will be able to track the true cost.

Dick asked how Leila arrived at the roughly \$300-400,000 figure for potential impact. Leila said she looked at the balance of revenue for the remainder of the year after January postings. January's fiscal report includes Winter/Spring registration. She wanted to use the biggest possible financial footprint if everyone stopped enrolling and asked for refunds. Dick asked if anyone on RCC's Finance staff has looked at a more realistic picture. Leila said we can't because we don't know about closures, etc., and county parameters for operations. Leila noted that to date only a handful of people requested refunds, but that was last week before there were any recorded cases in the Mid-Atlantic region. Bridge was full on Monday; it doesn't seem like people are fearful yet, but the way the virus behaves elsewhere suggests the impact will continue to grow in the United States.

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Dick asked if Leila had been to any County meetings about what a worst-case scenario would look like. Leila said there is a pandemic emergency response plan for the county. There was a briefing yesterday from Fairfax County and Fairfax City. Leila also listened to DC Mayor Bowser's news conference. We have an emergency response plan; it has provisions for pandemics. There are two stages of action – focus on prevention and hygiene (we have stepped up cleaning, posted handwashing cards in every bathroom, deployed extra sanitizers) and if things get worse, then move to mitigation. We are following County guidelines. If the numbers shift and there is a more dramatic community impact, we will follow some version of the standard mitigation posture (schools and events would be canceled, at least to clean). Leila said the reason there is so much apprehension is because it is a new virus. Leila wants to reassure everyone that there are County steps to take and that we are taking those and any others specifically needed for us. RCC has told employees don't come to work if you don't feel well. The County is looking at policies for part-time employees.

Dick asked if there is a real emergency, what kind of role can RCC play? He said he thinks we should be part of the solution. Leila said in a public health emergency we would not be part of the triage protocols unless the entire public health system is overwhelmed. We do not have enough space for isolation. She is confident there are plans for County assets that can become supplemental assets for the community if the health system is overwhelmed. Leila explained some historical references (how RCC helped in the derecho power outages by providing a place with electricity and how during the 1918 flu pandemic, a bad decision was putting cots in public places).

Bill Penniman said for now the County strategy is appropriate and will reassure people. He said we should use our mailing lists to spread safety messages.

Vicky asked for a motion to move the amended refund policy to the full Board, who will vote on it on April 6. Due to the urgency and the fast-developing nature of COVID-19, Leila asked that the present board members vote on the refund policy so staff can deploy it as soon as possible.

Bill Bouie so moved; Dick seconded. The motion was passed unanimously.

### **Capital Facility/Major Capital Planning**

Leila directed everyone to the draft Operating Guidance Memorandum (OGM) document. Leila explained the CAPRA process and what it covers, as well as the 152 standards to achieve accreditation and how it is the biggest "seal of approval" an agency can get. Accreditation has been a nearly three-year process for RCC, including gathering plan documents and manuals, processes, policy and facility development. There are about 20 OGMs in place now. This one describes processes we have undertaken regarding capital facility and project planning in the past but that haven't been committed to one document. She wants the Board input; this will help us be able to discuss what happens next on work to pursue a performing arts venue or other new operating space if we get the opportunities. It describes research processes we go through as a staff, community and Board, and the steps involved in pursuing a facility.

Dick asked for more time to give written feedback to Leila. Leila said yes, and she will email the document to the Board for feedback. Once she collects it all, she will put a final draft document together for approval on April 6. Bill P. said he agrees with the general policy but said in paragraph 2 on page 2, the term "only" is perhaps too restricting, the language should be more conditional. He will give it some thought and send edits to Leila.

Vicky moved that the committee move this forward to the full board on April 6. Bill P. seconded the motion. The motion was passed unanimously.

### **Staff response to February 10 comments**

*Facilities:* Leila said we now have the Asset Essentials software. John said there was training on the software last week. It will help with inventory and maintenance, and it ties in a work order system that will streamline the process and track expenses. Fred added it will be helpful to organize work and agency equipment. Leila said we may purchase a capital projects add-on later if we need to do so. We also have the systems of the Department of Public Works and Environmental Services that track capital projects when we do a major project that they oversee.

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Key Facilities points from the staff report included:

- Many community suggestions will be part of the Park Authority's Reston Town Center North Wellness facility.
- Some suggestions are beyond the capabilities of RCC's current facilities.
- Parking for patrons with mobility challenges will return to the back of RCC Hunters Woods soon.
- Staff doesn't recommend not charging nonprofits for rental space. Leila and Booking looked at the significant fiscal impact (more than 1,600 hours annually; 680 reservations); it would not be possible at this time. She said we will work hard to keep the fees appropriate.

*Programs:* Many programming ideas came from the February 10 session, many of which we are already offering. We are exploring a women-only swim time (Opportunity Neighborhood patrons asked for this for cultural reasons). We also will be offering standup paddleboard fitness at the pool. Matt explained how that works.

Other feedback under consideration:

- Continuing partnership for special needs therapeutic camp
- Look into partnering with Nova Labs
- Using RCC's YouTube channel to provide content from our programs.
- Continuing to look at offsite operations.

Leila asked PD to describe some of the upcoming innovations in his programming. PD said we have been talking with Robert Goudie from Reston Town Center Association about doing free Theatre in the Park at Town Square Park performances in October; we are working with NextStop Theatre on *A Midsummer Night's Dream*. Ed Begley Jr. (actor and environmental activist) will come here as part of the Professional Touring Artist Series. We are planning to partner with Reston Association's Walker Nature Center to refurbish the pollinator garden at Hunters Woods Village Center as a joint event with Begley.

Leila noted the ideas that are not feasible: driving lessons, firearms training and working with senior centers outside of Reston.

*Pricing:* Leila directed attendees to another handout on proposed fee waiver modifications in FY21. She said there was a lot of feedback at the February 10 meeting on becoming even more accessible than we are with our fee waiver program. Pam has done research on federal guidelines and the real cost of living in Fairfax County, which is presented in the document.

RCC's fee waiver amount awards \$250 per patron if they meet guidelines (225% of poverty level). That covers the cost of an annual Aquatics adult pass. Leila said if we expanded the account amount to \$400, it would enable broader program participation for eligible households. Also, if we moved the threshold to 250% of poverty, it gets us to the local sustainability threshold for a family of four. The other recommendation is to add a second tier to the program allowing a household member who exhausts the amount of \$400, but still wants to participate, to obtain a 50-percent discount on the Reston price. The fee waiver for camps (\$10 per child per camp week) will not change. The fee waiver for camps generates \$50,000-60,000 fee-waived participation for eligible kids each summer. The impact from these changes would be an increase in participation and enable families to go through an entire year of swimming lessons which would move us closer to the goal of every child in Reston being water safe.

Pam explained more about fee waiver data. She said most household account funds (\$3,500 in first month of new pools) are spent on Aquatics. Lifelong Learning also absorbed fee waiver use totaling \$17,000 this year, mostly for trips and bigger events. Leila said increasing levels would enable a person to buy an annual swim pass and do two or three other programs in a year. Leila said we will continue to visit Opportunity Neighborhood (RestON) sites and promote fee waivers, as well as listen to what the needs are. Ideally, we could be able to enroll on the spot.

Bill B. asked how we compare to One Fairfax, Park Authority and Neighborhood Community Services' fee waivers. Leila said RCC is still the most accessible and flexible in terms of access; we want to continue that, particularly with Opportunity Neighborhood and Fellowship House patrons. Bill P. said he supports idea of expanding fee waiver program. He also wants RCC to keep price points attractive, so people are

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not intimidated by the price. He asked about first-session discounts. Leila said that would depend on program space; staff will continue to look at ways to increase participation. Matt said Reston Swim Team Association (RSTA) has only two Opportunity Neighborhood swimmers out of 800. RestON would like us to stand up a program to increase that number. Bill B. said the biggest issue for team participation is transportation. Matt said Aquatics will continue the mission to get every kid in Reston to learn to swim.

Dick asked about the government shutdown camp fee waivers in 2019. Pam said two families used it for an amount of \$9,897.

Vicky moved that the committee forward the recommendation that RCC raise the income parameters, raise the account amount and offer 50-percent discounts on further registrations to the full board on April 6. Bill B. seconded. The motion was passed unanimously.

*Community Building:* Leila said she is not in favor of the suggestion to link to all partners on our web page. It will become confusing to the consumer. Other ideas are already underway in terms of our practice and goals.

*Communications and Outreach:* Leila said the RCC Media team agreed with almost everything suggested. We are going to explore avenues to reach newcomers. We will look at offsite purchase options, investigate the ways people respond to our emailed newsletters, and examine the survey to figure out the right combination of marketing materials.

Leila said we have just started the conversation about the website redesign. We will start the Community Calendar process by looking at other places that have this feature. Initial criteria for inclusion could be nonprofit and government agencies, directly serving Reston, not a residential address, not personal events, open to the public, broad appeal, and not a meeting calendar.

### **Public Comment**

Lloyd Kinzer (Reston Community Orchestra) said the discussions that have come up about a possible performing arts center are of great interest to him. He has heard a developer might be interested in putting up land for it. If that is the case, that should be ramped up. The RCC Board could have a great deal of influence.

Ruth Ann Pinkman (Reston Chorale) asked for clarification whether a potential performing arts facility would be in Reston but not for Reston only? Leila said there is a Boston Properties proffer to the County, which has four years to take advantage of it or not. The County has asked Leila and Fairfax County Cable and Consumer Affairs Director and County Arts Committee Chair Michael Liberman to look at what present research for Fairfax County (strategic plan, master arts plan, any other research) suggests in terms of a course of action. This will also include the potential for a feasibility study to determine costs that might be associated with the facility, potential partners and how it will be managed to help the County determine the next steps. Leila said this aligns with how RCC normally pursues these efforts. She said the Board has consistently said a facility would not be achievable by RCC itself; we need significant contributions from others.

Ruth Ann asked why the RCC is publishing the facility development guidance as opposed to the County? Leila said this is how we plan; the opportunity the County is handled in similar ways, but this document is specific to RCC alone. The many questions on this issue on the Community Survey is an example of how we have never taken big steps without trying to understand where community is on a topic. Ruth Ann asked about the timeline for RCC's path. Leila said UVA's Dr. Fitzgibbon will be back at RCC on April 13 for a presentation on the science of the survey, about which there have been many community questions. The County is pursuing its Strategic Plan; there will be opportunities for citizens to participate and comment to the County in that arena.

Susan Meeks-Versteeg (Reston Chorale) said the fee waiver discussion piqued her interest – is there any thought to opening it up to theatre or other attendance for rental performances? Leila said that would be up to the organization and we would work with them. PD explained more about fee waivers for arts performances.

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Tammi Petrine said she enjoys getting Spotlight via email and thanked RCC for all it does to support the community. She went on to say that in her view, as long as the performing arts center is not funded totally by Small District 5, Reston should take advantage of the Boston Properties proffer. However, she believes that 80 percent of the cost of an arts center is running it; in her view, Small District 5 cannot shoulder that. Almost every County official she has talked to says there must be countywide support. She said RCC did not ask on RCC's survey whether there should be a reduction of the 4.7 cent tax rate. McLean pays 2.2 cents. In Tammi's opinion, Small District 5 just can't take it on when we have a community of people who need housing, food and childcare.

Vicky asked if there were any other speakers. There were not.

The meeting adjourned at 8:05 p.m.

Reston Community Center  
FY 2022 Budget

	FY19 Actual	FY21 Adopted	FY22 Proposed	FY22 Proposed VS FY21 Adopted Change	% Change
<b>Revenue</b>					
Administration	8,261,244	8,695,489	8,700,679	5,190	0.06%
Performing Arts-Theatre Adm	123,572	55,854	55,854	0	
Theatre Rental		67,124	50,862	(16,262)	
Aquatics Classes /drop-in	107,887	312,916	287,736	(25,180)	
Aquatics Rental		37,092	42,533	5,441	
Fitness and Well Being	135,022	157,040	156,599	(441)	
Collaboration and Outreach	2,236	0	4,163	4,163	
Lifelong Learning	71,659	90,000	132,810	42,810	
Youth	150,717	150,000	230,891	80,891	
Community Events	5,975	3,825	4,275	450	
Arts Education	221,535	234,191	220,875	(13,316)	
<b>Total Revenue</b>	<b>9,079,847</b>	<b>9,803,531</b>	<b>9,887,277</b>	<b>83,746</b>	<b>0.85%</b>
<b>Internal fees as % of expenses total (goal 25%)</b>					<b>14.69%</b>

**Wojcicki, Renata:**  
FY19 PA actual revenue includes \$59,455 admission \$58,526 rental \$4,592 misc revenue \$999 equip sale.

**Wojcicki, Renata:**  
FY19 actual includes \$88,158 classes/drop-in \$15,729 rental \$4,000 equip sale.



Reston Community Center  
FY 2022 Budget

	FY19 Actual	FY21 Adopted	FY22 Proposed	FY22 Proposed VS FY21 Adopted Change	% Change
<b>Personnel Services</b>					
Administration	484,612	602,830	603,018	188	
Board		0	0	0	
Facility Services (Booking)	162,373	179,849	240,370	60,521	
Operations/Capital Proj. only		0	0	0	
Comptroller	433,285	453,554	447,209	(6,345)	
Customer Service	561,023	631,630	635,998	4,368	
Engineer/Bldg	122,970	132,440	129,161	(3,279)	
Maintenance	362,840	460,314	387,112	(73,202)	
IT	136,545	145,238	143,933	(1,305)	
Media	397,106	452,215	476,428	24,213	
Performing Arts	536,958	620,880	596,212	(24,668)	
Aquatics	510,536	841,600	855,266	13,666	
L&L Admin	246,085	330,032	330,450	418	
Fitness and Well Being	200,060	239,634	238,762	(872)	
Collaboration and Outreach	97,736	106,011	104,897	(1,114)	
Lifelong Learning	137,391	196,997	195,894	(1,103)	
Youth	228,287	250,891	216,802	(34,089)	
Community Events	136,311	177,621	156,117	(21,504)	
Arts Education	327,429	376,403	378,618	2,215	
<b>Total Personnel Services</b>	<b>5,081,547</b>	<b>6,198,139</b>	<b>6,136,247</b>	<b>(61,892)</b>	<b>-1.00%</b>

Reston Community Center  
FY 2022 Budget

	FY19 Actual	FY21 Adopted	FY22 Proposed	FY22 Proposed VS FY21 Adopted Change	% Change
<b>Operational</b>					
Administration	24,805	54,600	115,800	61,200	
Community Partnerships & Opportunities	131,304	140,000	140,000	0	
Board	139,111	44,820	47,220	2,400	
Facility Services (Booking)	79,089	105,052	104,668	(384)	
Operations/Capital Proj. only		0	0	0	
Comptroller	323,646	354,224	354,224	0	
Customer Service	1,021	1,000	1,000	0	
Engineer/Bldg	108,371	158,521	158,521	0	
Maintenance (water bill reduction?)	333,825	548,030	550,069	2,039	
IT	82,385	102,480	117,650	15,170	
Media	407,591	537,217	525,667	(11,550)	
Performing Arts	273,848	303,855	303,855	0	
Aquatics	11,233	56,082	65,464	9,382	
L&L Admin	3,498	6,100	6,100	0	
Fitness and Well Being	14,190	25,176	12,766	(12,410)	
Collaboration and Outreach/FY21 \$250	11,012	21,300	19,415	(1,885)	
Lifelong Learning	79,305	120,213	120,413	200	
Youth	182,800	197,200	182,405	(14,795)	
Community Events	204,515	250,337	257,130	6,793	
Arts Education	48,360	84,403	85,473	1,070	
<b>Total Operational</b>	<b>2,459,909</b>	<b>3,110,610</b>	<b>3,167,840</b>	<b>57,230</b>	<b>1.84%</b>
<b>Sub-Total Rev. less Non-Cap Exp.</b>	<b>1,538,391</b>	<b>494,782</b>	<b>583,190</b>	<b>88,408</b>	<b>0.01%</b>

**Wojcicki, Renata:**  
FY19 Actual column for Operational includes FY19 Carryover total of \$86,090. Procurement remaining open at the end of FY19.  
\$82,352 survey (BOG)  
\$308 security (Booking)  
\$3,431 fitness equipment (L&L Fitness)



Reston Community Center  
 FY 2022 Budget

	FY19 Actual	FY21 Adopted	FY22 Proposed	FY22 Proposed VS FY21 Adopted Change	% Change
<b>Capital Expenditures</b>					
Operations- Capital Projects/Equipment	6,030,468	302,000	445,500	143,500	
Capital Equipment	10,590	6,000	0		
<b>Total Capital Expenditures</b>	<b>6,041,058</b>	<b>308,000</b>	<b>445,500</b>	<b>137,500</b>	
Total Expenditures	13,582,514	9,616,749	9,749,587	132,838	
<b>Total Revenue Minus Expenditures</b>	<b>(4,502,667)</b>	<b>186,782</b>	<b>137,690</b>	<b>(49,092)</b>	

Reston Community Center  
 FY 2022 Budget  
 Operations G141401005

	FY21 Adopted	FY22 Proposed	FY22 Proposed VS FY21 Adopted Change
<b>Capital Expenditures</b>			
CC00001-010, RCC HW Replace Rooms 1-4 Dividers	30,000		(30,000)
CC00001-011, RCC HW A/V Rooms 1-4	27,000		(27,000)
CC00001-012, RCC HW Assistive Listening System	15,000		(15,000)
CC00002-004, RCC LA Customer Service Desk	50,000		(50,000)
CC00002-005, RCC LA Wellness Studio Floor	30,000		(30,000)
CC00008-008, RCC HW Theatre Seats/Aisle Lights	120,000		(120,000)
CC00008-009, RCC HW Theatre CenterStage Carpet	15,000		(15,000)
CC00008-010, RCC HW Theatre Assistive Listening System	15,000		(15,000)
			0
CC-000001-007 Roof Replacement Phase III		235,000	235,000
CC-000001-016 HW Rear Lot Resurfacing		62,000	62,000
CC-000001-017 HW Security Camera		75,000	75,000
CC-0000012-006 Restroom Partition Replacement		15,000	15,000
CC-000008-011 Rigging Rope Replacement		49,000	49,000
CC-000008-012 HD Projector		9,500	9,500
<b>Total Capital Expenditures</b>	<b>302,000</b>	<b>445,500</b>	<b>143,500</b>
			0
Capital Equipment			0
Capital Equipment: Color Printer for RCC Media Team	6,000		(6,000)
			0
Total Capital Equipment	6,000	0	(6,000)
<b>Total Capital Expenditures</b>	<b>308,000</b>	<b>445,500</b>	<b>137,500</b>

0

<b>RCC OPERATING GUIDANCE MEMORANDUM</b> <b>NUMBER:</b> Strategic Planning/No. 2	<b>FUNCTIONAL AREA:</b> Board of Governors <b>SUBJECT:</b> Capital Facility/Major Capital Project Planning
<b>APPLIES TO:</b> All departments	<b>AUTHORITY:</b> RCC Executive Director <b>STAFF COORDINATOR:</b> RCC Executive Director
<b>EFFECTIVE DATE:</b> 04/06/20	<b>EXPIRATION DATE:</b> Indefinite; Subject to Review every five years.
<b>SUPPORTING FAIRFAX COUNTY GOVERNMENT</b> <b>POLICY/PROCEDURE:</b> Memorandum of Understanding between Fairfax County Board of Supervisors and Reston Community Center Board of Governors; revised September 2009	<b>RELATED RCC OGM:</b> Strategic Planning/No. 1

**PURPOSE**

Reston Community Center’s Board of Governors and staff undertake the creation of a five-year strategic plan to guide the agency in setting priorities and establishing goals. The “Strategic Plan” is updated annually to assure that objectives are revisited and progress toward achievement of the Strategic Plan’s desired outcomes is occurring or will be revised if circumstances dictate. As a function of implementation of the RCC Strategic Plan, the Board of Governors and staff may pursue capital facility or major capital improvement projects. These processes inform how this is accomplished when these requirements and/or opportunities occur. These guidelines govern the planning and development of capital projects and describe how RCC might pursue any land or facility acquisition opportunities.

**DEFINITIONS AND APPLICABLE MEMORANDUM OF UNDERSTANDING GUIDELINES:**

**Board of Supervisors of Fairfax County, Virginia (BOS):** The governing body of Fairfax County, Virginia, which also serves as the governing body of all the sanitary, small, and local tax districts within the County, as provided by Virginia law.

**Board of Governors (BOG):** The governing body of Reston Community Center (RCC) or Small District Number 5.

**Board of Governors Committees:** The RCC BOG conducts its business through standing and ad hoc committees to facilitate its business. Standing Committees include: Building, Community Relations, Finance, Long Range Planning, Personnel, Preference Poll, and Program and Policy.

**RCC Capital Projects:** Per the Memorandum of Understanding between the Board of Supervisors (BOS) and RCC: Section 3; G: Small District No. 5 funds, including, but not limited to, taxes, user fees, gifts and grants and any interest derived from such funds, shall not be disbursed for any purpose other than for RCC programs, services and activities (which may include programs, services or activities undertaken jointly with other community organizations) and for the purposes of acquiring , constructing, maintaining or operating, or contracting for such acquisition, construction, maintenance or operation of the RCC facilities within Small District No. 5. Small District No. 5 funds shall be expended primarily for the benefit and/or use of constituents of Small District No. 5. Petty Cash shall be maintained in a place and manner subject to approval and review by the County Director of Finance.

Section 3; I: All capital projects, regardless of source of funds, shall be reviewed by the appropriate County agencies as required by established County procedures. Capital projects shall be included in the Capital Improvement Plan. A comprehensive master capital plan, including justification, for all projects shown therein, and a three-year financial plan to support capital funding requests shall be prepared annually by the Governing Board and submitted for approval to the Board of Supervisors. Provision will be made by the Governing Board for soliciting resident input regarding the advisability of embarking on major capital projects. The Board of Supervisors shall approve all capital construction projects and any major changes in the scope of work of any such project.

Section 7; C: ...All motions and resolutions related to capital improvement projects or other substantial capital expenses involving expansion beyond the current facility footprint or any recommended change to the Small District No. 5 tax rate shall require a two-thirds majority vote of the entire Governing Board.

**I. Board of Governors Role**

In keeping with the provisions of the Memorandum of Understanding between Fairfax County Government and Reston Community Center, the RCC Board of Governors (BOG) will establish and oversee the agency's Capital Improvement Plan and Capital Maintenance Plan (CIP/CMP), including all RCC capital improvement projects and capital facility or equipment acquisition.

1. The BOG will include a focus area devoted to "Facilities" in the agency Strategic Plans.
2. The BOG will maintain its commitment to existing facilities, programs and services and consider impacts to those if opportunities for new facility development arise. Existing facilities, programs and services will be evaluated for relevance to the community, importance to the agency's constituents and lifecycle (facilities).
3. The BOG will give priority consideration to new facility planning that may be undertaken. Given the fiscal resources of RCC and the agency's obligations to existing facilities, programs and services, new RCC facilities shall be considered only when a significant partner with available land or other related capital facility asset is available to RCC within the boundaries of Small District No. 5.
4. BOG committees with oversight roles related to the agency's CIP/CMP include the Long Range Planning Committee, Building Committee and Finance Committee.
5. The BOG may initiate additions or changes to the agency CIP/CMP based on either or both of the following:
  - a. Members of the public present input or feedback to the BOG through BOG meetings, emails or other established mechanisms for providing input, requesting projects or acquisitions to improve the public's enjoyment of RCC.
  - b. RCC staff proposals with accompanying justification and financial data.
6. The BOG determines that the existing RCC CIP/CMP should be altered, or that a new project or acquisition is advisable. Such alteration shall be deemed to be major in scope if some, any, or all the following conditions attain:
  - a. The rough order of magnitude (ROM) of cost is equal to or greater than \$100,000.
  - b. The public will experience a major disruption in their enjoyment of RCC facilities.
  - c. Outside project construction, management and related processes will require the involvement of the Fairfax County Department of Public Works and Environmental Services Capital Building and Design Branch (DPWES/CBDB).
7. If the BOG decides that the RCC CIP/CMP should include a major new effort, the following process elements will be considered and implemented as applicable:
  - a. Assure that staff has prepared all basic justification information regarding the advisability of undertaking the effort.
  - b. Identify potential partner entities to obtain contributed land (if required), capital contributions or other support required by the scope of the effort.
  - c. Determine what studies may be needed to obtain detailed information about the project; including but not limited to a community survey to establish community interest and support; program requirements; financial and operational feasibility.
  - d. Consider the long-term impacts to the agency's existing facilities and equipment.
  - e. Consider the impact of debt financing and the public's involvement with debt financing.

8. The BOG shall make necessary provisions to keep the public informed about the project details and to include consideration of public input prior to making the decision to add a major new effort to the CIP/CMP.
9. The BOG shall monitor the progress of any major CIP/CMP effort and direct RCC staff oversight of these efforts accordingly.

## **II. RCC Staff Responsibilities**

Under the direction of the RCC Executive Director, the staff shall maintain a comprehensive inventory of all RCC building systems and equipment that includes applicable repair and maintenance requirements, schedule of replacement, assigned staff responsibility related to building systems and equipment, and when applicable, cost information for each system and/or equipment item.

1. A staff working group chaired by the RCC Deputy Director shall meet at least quarterly to review the status of RCC building systems and equipment to accomplish the following:
  - a. Monitor current or planned capital project and/or capital equipment acquisition that have been approved by the RCC BOG and are included in the current or projected agency budgets.
  - b. Report any developments related to the building systems and/or equipment that may have fiscal implications for the agency's budget development.
  - c. Research and report on cost or calendar issues related to repair, maintenance and/or acquisition of building systems and/or equipment.
  - d. Prepare budget justification and background information related to RCC building systems and/or equipment to present to the Executive Director for consideration by the RCC BOG.
  - e. Update the agency comprehensive inventory annually to reflect any and all changes.
  - f. The RCC Facility Services Director shall maintain the agency's accountable property and asset inventory and assure that Fairfax County Government audits thereof will result in zero findings.
2. The RCC Executive Director shall review all recommendations from the staff working group for replacement, repair, maintenance projects, or possible required capital facility projects for determination of the appropriate budget cycle, further research requirements, and/or presentation needs to proceed with presentation to the RCC BOG.
3. Upon approval by the RCC BOG, any capital project or equipment shall be incorporated in the relevant RCC budget documents and provided to the Fairfax County government departments as applicable, to include if needed, the Departments of Public Works and Environmental Services (DPWES), Management and Budget (DMB), and Finance (DOF).
4. For significant capital projects with budget impacts of more than \$250,000, RCC will work with DPWES to coordinate project elements (selection of architect/engineer; qualified bidding for construction; oversight of the project through a project management team) for which DPWES has the resources and role applicable to County agencies.
5. The RCC Executive Director shall monitor the progress of all RCC Capital Projects and Equipment acquisitions and report on them to the RCC BOG on a regular basis. These reports may be contained in the monthly Executive Director reports or presented in separate reports as needed. At a minimum:
  - a. The agency Strategic Plan will be updated prior to the annual strategic planning meetings in January to reflect current agency capital projects and/or equipment acquisitions.
  - b. Project scope or financial considerations will be presented to the RCC BOG as soon as they are material.
  - c. Project status updates will be provided to the public if the scope of the project has substantial public impact to RCC patrons.
  - d. All required documentation is appropriately obtained, stored and accessible as needed.

6. All RCC CIP/CMP projects will be established, executed and concluded within all applicable local, state, federal and Fairfax County internal requirements and provisions.

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