



**Reston Community Center
Board of Governors Monthly Meeting
November 6, 2017
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
• Approval of October 2, 2017 Board Minutes (as reviewed and approved by the Board Secretary)	
• Approval of October 2, 2017 Board Actions (as reviewed and approved by the Board Secretary)	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Report	
• October 2 Finance Committee Meeting	Gerald Zavala, Committee Chair
• Long Range Planning Committee Meeting	Michelle Moyer, Committee Chair
8:22 – Approval of Committee Reports	Beverly Cosham, Chair
8:25 – Board Member Input on Activities Attended	
8:35 – Old Business: Preference Poll 2017 Report	Gerald Zavala, Committee Chair
Adjournment of 2016-2017 Board	Beverly Cosham, Chair
8:45 – Convening of new Board members	Beverly Cosham, Acting Chair
8:46 – Nominating Committee: Proposed Officer Slate	Bill Bouie, Vicky Wingert Nominating Committee
8:49 – Election and Seating of Board Chair	Board
8:51 – Seating of New Board Officers	Board Chair
8:53 – New Chair’s Remarks	Board Chair
8:56 – Executive Director’s Report	Leila Gordon, Executive Director
8:58 – New Business	Board Chair
9:00 – Adjournment	

Reminders:

Event	Date	Time
December Monthly Meeting	December 4	8:00 p.m.
Annual Strategic Planning Session	January 5, 6	TBD



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
OCTOBER 2, 2017**

Present:

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

Absent and Excused:

- Vicky Wingert

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 8:09 p.m.

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the September 11, 2017 Board Minutes

Bill B. moved that the Board approve the September 11, 2017 Board Minutes. Bill K. seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the September 11, 2017 Board Actions

Bill B. moved that the Board approve the September 11, 2017 Board Actions. Bill K. seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev said that in light of last night's events in Las Vegas, and also for the people in Puerto Rico and other disaster victims, we will take a moment of silence. Her words for tonight:

Self-absorption in all its forms kills empathy, let alone compassion. When we focus on ourselves, our world contracts as our problems and preoccupations loom large. But when we focus on others, our world expands. Our own problems drift to the periphery of the mind and so seem smaller, and we increase our capacity for connection – or compassionate action. (Daniel Goleman, *Social Intelligence: The New Science of Human Relationships*)

Resolve to be tender with the young, compassionate with the aged, sympathetic with the striving, and tolerant of the weak and the wrong. Sometime in life you will have been all of these. (Lloyd Shearer, *Walter Scott's Personality Parade*)

Introduction of Visitors

There were none.

Citizen Input

None.

Committee Reports

October 2, 2017 Finance Committee Report

Gerald gave a summary of the Report, including that it reflects the early part of the fiscal year. About half of the annual tax revenue has come in; the other half will come in December and January. The totals show the revenue from before July reversed and recorded as FY18 program revenue (primarily camp registrations). There was discussion of the fee waiver usage spike for all-day travel camps, indicating the need for full-day programs. There was discussion of how best to leverage that information. RCC is on target for fall registration fees. There are some savings in Personnel from vacancies, but those are being filled rapidly, so those will be relatively small savings over the year. Operating expense numbers are the result of multiple months' encumbrances and funds are spent down from those. Funds have been carried over for Capital Projects, such as the stage floor replacement; funds for the Aquatics Renovation Project are fully accounted for in the FY18 Capital Projects line items.

There have been some adjustments made to the previously approved FY19 budget; Gerald asked that the Board approve the adjusted Fund Statement presented in the finance materials in order that RCC can submit the FY19 Budget to the Department of Management and Budget (DMB) tomorrow. The adjustments reflect DMB refinement of the personnel costs for benefits and pay increases. They will not change RCC's mandated reserves structure.

MOTION #4:

Approval of the FY19 budget adjustment and final budget submission to the County Department of Management and Budget on October 3.

Gerald moved that the Board approve the budget as adjusted. Bill B. seconded the motion. The motion passed unanimously.

MOTION #5:

Approval of the October 2, 2017 Finance Committee Report

Bill B. moved that the Board approve the Finance Committee report. Bill K. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Paul thought the Reston Multicultural Festival was great, despite being a little late to the Naturalization Ceremony, which is one of his favorite aspects of the program. He was happy to see the SLHS Back 2 School Bash included so much in support of different needs for families. The Cardboard Regatta was very successful. He is the safety and security chair for the All-Night Grad Party and requested some help from RCC on how to get more kids to take scholarships to the party. Leila responded that the Opportunity Neighborhood network would be a good resource and that she would pass the information to those folks.

Bill P. attended the Candidates Forum and participated in the Preference Poll.

Lisa went to the Forum also. She found the Multicultural Festival wonderful; she was the emcee for the second year in a row and struggles to stay dry-eyed when Beverly sings. She mentioned also that it was great to shake the hands of the new citizens. She heard that Community Day at Southgate this past Saturday was fantastic and very well attended.

Michelle remarked that this is a very busy time of year for her at work. She found the Candidates Forum spellbinding, and enjoyed the celebration for Joe and Santos. She was glad to see some historical folks came back to applaud them. The Multicultural Festival was great and said the composition of the members of the Color Guard and SLHS singers speaks volumes about the diversity of Reston's population. Their introductions provided the beauty of names from many different ethnicities.

Gerald loves fall. Young Actors Theatre and soccer have started for his kids. He made it to the Candidates Forum and was proud of the candidates. He thought the Public Art Reston ChalkFest was wonderful and saw that RCC's art work promoted the Multicultural Festival. He said everyone should check out the new public art work, *Convergence*, that Public Art Reston unveiled at the Aperture.

Bill B. attended Chalkfest with his family. The event is the brainchild of his daughter Kerri who brought it back to Reston from her experience in Savannah at the Savannah College of Art and Design. He attended the Candidates Forum and congratulated the candidates. He made the opening remarks for the new Fairfax Leadership class of 2018. Development is happening rapidly in Reston and the Park

October 2, 2017 Board of Governors Meeting Minutes

Authority is trying to plan for all of it. They need a bigger venue for their previously planned November 1 meeting about the Lake Fairfax Master Plan. The official ceremony for the new stream valley within Lake Fairfax is this coming Friday at 10:00 a.m.

Bill K. enjoyed the Candidates Forum and hearing his colleagues discussing issues. He enjoyed campaigning through the last month.

Bev did everything others mentioned. She also started her OLLI class, entitled *Words, Words, Words*; she is finding the stories about the lyrics fascinating. The first class was all about the events in Texas, Florida, Puerto Rico and Las Vegas. She encouraged everyone to find Jeanne Robertson's "Never send your husband to the grocery store" anecdote on YouTube.

Executive Director's Report

Leila said staff will be receiving the first draft report on Wednesday from the RRMM/Lukmire team covering their existing conditions findings. Depending on the contents, she will schedule a meeting with either the Long Range Planning Committee or the Building Committee on October 16 at 6:30 p.m. to hear the final draft report. Public area carpets will be replaced over the coming holiday weekend. The solar panels project is advancing with potential contractor Secure Futures. The next steps include the County Attorney Office and procurement department.

RCC has hired Karen Goff as our PIO – she has a strong career in journalism and is looking forward to her new role and working closer to home. She will start October 23. Michelle will be on the interview panel for the Aquatics director. Interviews will begin at the end of this week.

The Preference Poll this year has been successful with no mystery regarding the outcome. The voting turnout was similar to last year. The Board's meeting with Supervisor Hudgins will be scheduled in late October or November. The pool opened September 16 and the hope is that it will remain so through December of 2018.

The Multicultural Festival was a tremendously successful event with support throughout the agency and with RA staff, who coordinate logistics and volunteers with Kevin. National Heritage Award-winning performer Sidiki Conde and his group, Tokounou, performed on a Friday school out day here for about 150 kids. With 93 percent of RCC's slots filled for summer camps and yet wait lists still occurring for full-day experiences, Leisure and Learning will plan to reconfigure programming for more all-day options in specialty camps. Leila mentioned that the Sue Wrbcian exhibit at the GRACE Gallery is gorgeous. And this Saturday the decommissioning ceremony for Patrick Dougherty's sculpture *A Bird in the Hand* will take place. That installation has provided climbing entertainment for Reston kids for a year longer than expected. She asked Board members to go over the list she provided and RSVP as soon as possible for ticketed events they plan to attend.

Old Business

The lighting between Ledo's and Buffalo Wing Factory needs to be much brighter. Leila will contact the property owner, Edens, and at least alert them to the complaints we receive in this regard.

New Business

Bev volunteered Vicky for the Nominating Committee; Bill Bouie will be the other member.

MOTION #6:

To Adjourn the Meeting

Bill B. moved to adjourn the meeting at 8:43 p.m. Paul seconded the motion. The motion passed unanimously.



Lisa Sechrest-Ehrhardt,
Board Secretary

October 4, 2017
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON OCTOBER 2, 2017

- 17-1002-1 Bd That the Board approve the Agenda**
- 17-1002-2 Bd That the Board approve the October 2, 2017 Board Minutes**
- 17-1002-3 Bd That the Board approve the October 2, 2017 Board Actions**
- 17-1002-4 Bd That the Board accept the recent adjustments to the RCC budget**
- 17-1002-5 Bd That the Board approve the October 2, 2017 committee reports**
- 17-1002-6 Bd That the meeting be adjourned.**



Lisa Sechrest-Ehrhardt,
Board Secretary

October 4, 2017
Date



**RESTON COMMUNITY CENTER
FINANCE COMMITTEE MEETING
October 2, 2017**

Present were:

- Gerald Zavala, Committee Chair
- Bill Bouie, Committee Vice Chair
- Michelle Moyer
- Bev Cosham
- Bill Keefe
- Paul Thomas

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Barbara Wilmer, Executive Assistant

The chair called the meeting to order at 7:32 p.m.

Revenue

Leila informed the committee that roughly half of tax revenue is deposited early in July and August; the next tranche will come in January, which Renata confirmed. The current revenue totals reflect how early in the fiscal year it is. Most summer camp Fee Waivers were distributed in the Youth and Teens cost center and most of those were derived from our travel camps, Road Rulz and Camp Goodtimes, which are full-day camps. Programmers are looking at our specialty camps for opportunities for more full-day experiences to help address the continuing wait lists for that kind of scheduled experience. RCC would like to get more children off those wait lists, but we do not want to shorten the one to two-week camps because they address different types of patrons and generate significant revenue. We are about halfway through our fall registration period. The Arts Education cost center also achieves significant summer revenue and the fee waiver amount in that cost center represents enrollment in Young Actors Theatre and Lake Anne Art Rave for Kids (YAT and LARK).

Personnel

Payroll lags by two weeks; at this point in the fiscal year, we are on target. There won't be significant savings in personnel costs related to the Media vacancy and Aquatics vacancy as we are filling those positions fairly expeditiously. RCC has hired Karen Goff to fill the Public Information Officer position; she will start on October 23. There was a good candidate pool; her writing was exemplary. Aquatics candidates will be interviewing late this week and next week. The high personnel costs in the Leisure and Learning and Arts Education cost centers were due to summer camp staffing. There is nothing unusual for this time of year.

Operating Expenses

Variations from the expected percentage of the budget used to date are a function of our Purchase Orders being encumbered for the entire programming cycle or the year; operating expenses will be paid out throughout the year. The Maintenance August number reflects closed POs and payments. Almost all of these cost center's operating funds are for contracts for utility costs, custodial services and the like.

Capital Projects

Line 4 includes the entirety of the Aquatics Renovation Project budget less the cost of soil study. The other categories reflect carryover allocations or future improvements, including \$50,000 for the RCC Hunters Woods public area carpet replacement. That project should occur over the holiday weekend coming up; it will take about three days.

October 2, 2017 Finance Committee Meeting Minutes

Other business

RCC's first draft report from the Architecture and Engineering firm will be delivered and provide the existing conditions assessment to date. There is no surprise that there is perched water present; the soil is wet, and the likelihood of that was obvious from the observed tilt in the pool shell. The firm representatives want to discuss concept alternatives. Leila will reserve judgment until she sees their proposals. They have spoken about a change from a 10 foot depth to eight, which is all that is required for teaching lifeguarding, scuba diving, installation of a climbing wall, etc. Michelle added that the competitive swimmers know that deeper water means less turbulence and quicker time, but that the preference doesn't offset the magnitude of the potential cost savings (both for construction and maintenance) that is being suggested by the aquatics specialist advising the architect's team. Leila said if the firm's alternative concepts are substantively different to a significant degree from our original concept plan, there should be a larger Board member presence at a meeting scheduled for 6:30 p.m. on October 16 for the firm's next presentation.

The staff needs a recommendation by motion to the full Board to accept small budget adjustments made to the agency's FY19 budget submission, due to the County tomorrow. She noted the changes reflect guidance we received after the Public Hearing as to the costs for personnel pay increases and benefits cost formulas. They do not alter our reserves capability or the overall budget parameters significantly.

MOTION:

That the Board accept the outlined FY19 budget and authorize the staff to make the budget submission as reflected in the revised Fund Balance to the Department of Management and Budget on October 3, 2017.

Paul moved and Bill K. seconded. The vote was unanimous in favor of the motion.

The meeting was adjourned at 7:55 p.m.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-17

100%/12*2mos=16.66%

	FY18 Funding Changes	Revised FY18 Budget	July	Aug	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)	
1 Administration:									
Taxes	353,601	7,551,975	3,659,395	92,295	3,751,690	3,800,285	49.68%		
Interest		10,914	6,704	5,442	12,146	(1,232)	111.29%		
Vending		1,616			0	1,616	0.00%		
Facility Rental	19,019	181,951	63,593	17,358	80,951	101,000	44.49%		
2 Performing Arts-Theatre Admiss.		55,854		12,215	12,215	43,639	21.87%		
3 PA Theatre Rental		44,213	3,894	0	3,894	40,319	8.81%		
4 PA Misc Revenue				43	43	(43)	0.00%		
5 PA Equip. Sale Revenue			-169	169	0	(0)	0.00%		
6 PA Cultural Activities/ Arts Org				8,106	8,106	(8,106)	0.00%		
7 Aquatics Classes/drop-in	-58,388	258,370	25,508	34,404	59,912	198,458	23.19%	11,873	
8 Aquatics Rental		19,630	1,680	14,676	16,356	3,274	83.32%		
9 L&L Fitness		120,000	7,776	34,271	42,047	77,953	35.04%	1,372	
10 L&L Youth/Teen	-52,388	178,859	121,815	4,259	126,074	52,785	70.49%	51,701	
11 L&L Lifelong Learning		85,000	12,111	18,160	30,271	54,729	35.61%	11,273	
12 L&L Collab & Outreach					0	0	0.00%		
13 Community Events		3,150		105	105	3,045	3.33%		
14 Arts Education		226,631	81,508	34,528	116,036	110,595	51.20%	4,898	
Total RCC Revenue	261,844	8,738,163	3,983,814	276,032	4,259,847	4,478,316	48.75%	81,117	

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-17

100%/12*2mos=16.66%

		Revised FY18 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	567,969	8,769	34,757	43,527	524,442	7.66%
2	Booking	209,381	3,254	13,126	16,380	193,001	7.82%
3	Comptroller	417,127	7,917	31,488	39,405	377,722	9.45%
4	Customer Service	526,147	9,676	35,768	45,444	480,703	8.64%
5	Facility Engineer	183,376	3,522	14,429	17,950	165,426	9.79%
6	Maintenance	418,638	7,764	29,657	37,421	381,217	8.94%
7	IT	142,142	2,564	10,090	12,654	129,488	8.90%
8	Media/Sponsorships	419,093	3,248	21,038	24,286	394,807	5.79%
9	Community Partnerships				0	0	0.00%
10	Performing Arts	539,980	9,395	37,485	46,880	493,100	8.68%
11	Aquatics	693,993	12,525	51,720	64,245	629,748	9.26%
12	L&L Fitness	183,952	2,182	13,697	15,879	168,073	8.63%
13	L&L Admin	256,082	5,014	19,724	24,737	231,345	9.66%
14	L&L Youth/Teen	233,416	10,034	54,616	64,650	168,766	27.70%
15	L&L Lifelong Learning	170,487	1,817	14,431	16,248	154,239	9.53%
16	L&L Collab & Outreach	99,301	1,581	6,464	8,045	91,256	8.10%
17	Community Events	142,111	6,521	9,427	15,948	126,163	11.22%
18	Arts Education	333,593	10,148	77,314	87,462	246,131	26.22%
	Total Personnel Expenses	0 5,536,788	105,931	475,230	581,161	4,955,627	10.50%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-17

100%/12*2mos=16.66%

		Revised FY18 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	63,543	6,214	1,451	7,664	55,879	12.06%
2	Board	57,820	9,791	11,566	21,357	36,463	36.94%
3	Booking	91,720	43,892	375	44,268	47,452	48.26%
4	Comptroller//LA Lease/Admin	361,312	1,312	2,360	3,672	357,640	1.02%
5	Customer Service	1,000	146		146	854	14.60%
6	Facility Engineer	172,665	17,505	25,575	43,080	129,585	24.95%
7	Maintenance	418,394	383,759	(17,214)	366,545	51,849	87.61%
8	IT	102,715	9,037	1,750	10,787	91,928	10.50%
9	Media/Sponsorships	394,853	27,231	83,748	110,979	283,874	28.11%
10	Community Partnerships	135,000		100,101	100,101	34,899	74.15%
11	Performing Arts	303,855	71,004	98,953	169,956	133,899	55.93%
12	Aquatics	69,804	8,703	8,381	17,084	52,720	24.47%
13	L&L Fitness	19,886	1,085	666	1,751	18,135	8.80%
14	L&L Admin	6,100	450	1,610	2,060	4,040	33.77%
15	L&L Youth/Teen	206,012	79,568	21,302	100,870	105,142	48.96%
16	L&L Lifelong Learning	119,098	19,173	12,029	31,202	87,896	26.20%
17	L&L Collab & Outreach	17,865	24	6,589	6,613	11,252	37.01%
18	Community Events	174,337	47,443	28,311	75,754	98,583	43.45%
19	Arts Education	83,353	15,232	18,985	34,217	49,136	41.05%
	Total Operational Expenses	0 2,799,332	741,568	406,538	1,148,105	1,651,227	41.01%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Aug-17

100%/12*2mos=16.66%

		Revised FY18 Budget	July	Aug	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements CC-000001	405,899	31,836	30,085	61,921	343,978	15.26%
2	RCC Facility Enhancements CC-000002	30,000			0	30,000	0.00%
3	Theatre Enhancements CC-000008	321,198	158,519		158,519	162,679	49.35%
4	RCC Natatorium Renovation CC-000009	3,353,326	12,405		12,405	5,484,939	0.23%
	Total Capital Expenses	6,254,441	202,760	30,085	232,845	6,021,596	3.72%
	Total RCC Expenditures	14,590,561	1,050,259	911,852	1,962,111	12,628,450	13.45%

**Revenue
comment**

General Notes: Revenues totaling \$264,132 collected prior to July 1 in 2017 were reversed and recorded as FY18 program revenue as those activities occur after July 1, 2017 (the beginning of FY18.) The following changes to FY18 revenue estimates took place: \$353,601 increase in tax revenue, \$19,019 increase in facility rental revenue, \$58,388 Aquatics and \$52,388 L&L revenue decreases to reflect anticipated lower enrollments occurring in the past two fiscal years. L&L team re-organization is in effect for FY18. Youth and Teen cost centers merged and formed the Youth/Teen cost center. Adult and 55+ merged and formed the Lifelong Learning Cost Center. L&L Collaboration and Outreach cost center is new for FY18.

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 49.68% of tax revenue, 44.49% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 111.29% of estimated interest revenue.
2. **Performing Arts Theatre Admission:** Theatre admission ticket sales from Professional Touring Artist Series shows went on sale August 1st.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made either prior to the event or quarterly (RCP).
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 FY18 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.
7. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer and initial fall program registration revenue.
8. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payments.
9. **Fitness:** Year-to-date amount includes summer and initial fall program registration revenue.
10. **Youth/Teen:** Year-to-date amount includes summer and initial fall program registration revenue. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant.
11. **Lifelong Learning:** Year-to-date amount includes summer and initial fall program registration revenue.
12. **Collaboration & Outreach:** Director Position was filled at the end of FY17 and employee is in the process of establishing FY18 programming. No revenue is projected until we see how the community responds to the offerings.
13. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
14. **Arts Education:** Year-to-date amount includes summer and initial fall program 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 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 position vacancy (Director) in the Aquatics cost center.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs to be recorded sometime in March/April 2018.
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 was transferred from Maintenance to Engineering effective in this fiscal year for the entirety of the fiscal year.
6. **Maintenance:** Personnel costs are at the expected level. One full time position's budget allocation was transferred to Engineering.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level. Some savings may occur as a result of the PIO I position vacancy. The position will likely be filled as of mid-October.
9. **Community Partnerships:** No personnel costs are anticipated in FY18.
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 and on loan to DPWES to provide for the Aquatics renovation project management position.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure and Learning Admin:** Personnel costs are at the expected level.
14. **Youth/Teen:** Posted personnel costs are below the expected level due to cost center data entry error; the totals will be corrected and show up in the September report. Personnel costs typically include summer camps' labor costs which occurred in July and August.
15. **Lifelong Learning:** Personnel costs are at the expected level.
16. **Collaboration & Outreach:** Personnel expenditures are at the expected levels.
17. **Community Events:** Personnel expenditures are overstated due to cost center data entry error; corrected totals will appear in the September report.
18. **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:** Current month expenses are for training.
2. **Board:** Current month expenses are for preference poll and hospitality costs.
3. **Booking:** Current month expenses and reservations/payments are for security and supply costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses include bank fees and office supplies costs.
5. **Customer Service:** No current month expenses recorded.
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 and equipment.
9. **Media:** Current month expenses and reservations/payments include sponsorships, advertising and printing costs.
10. **Community Partnerships:** Current month expenses and reservations/payments include partnerships agreements.
11. **Performing Arts:** Current month expenses include program operating costs and operational travel costs.
12. **Aquatics:** Current month expenses and reservations/payments are for repair/maintenance pool and supplies.
13. **Fitness:** Current month expenses include reservations/payments for program contract delivery costs.
14. **Leisure and Learning Admin:** Current month expenses include professional membership expenses.
15. **Youth/Teen:** Current month expenses are for recreational activities, transportation and program delivery costs.
16. **Lifelong Learning:** Current month expenses are for recreational activities, transportation and program supplies.
17. **Collaboration & Outreach:** Current month expenses are for local travel and program contract delivery costs.
18. **Community Events:** Current month expenses and reservations/payments are for program contract delivery costs.
19. **Arts Ed:** Current month expenses and reservations/payments are for program contract delivery and 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, Hot Water Tank, Roof Solar Panels, HW Carpet Replacement Phase I, HW A/V Upgrade.
2. **RCC Facility Enhancements/CC-000002:** LA customer service counter redesign.
3. **RCC CenterStage Enhancements/CC-000008:** This project includes funding for the CenterStage floor replacement; related funding will be carried forward, Audio Visual Controls and LED Lights (phased replacement of incandescent lighting instrument lamps).
4. **RCC Aquatics Renovation/CC-000009:** Soils analysis cost is reflected in July; costs will begin occurring related to architecture and engineering activities in the coming months.



County of Fairfax, Virginia

MEMORANDUM

DATE: October 3, 2017

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

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

Leila Gordon, Executive Director
Reston Community Center

SUBJECT: FY2019 Budget Submission

The FY19 Budget request for Reston Community Center (RCC) is \$8,132,294. Reston Community Center's FY19 Budget includes the following:

- \$5,355,817 for personnel, which is our calculation for merit and seasonal employees based on FOCUS HCM data and program requirements.
- \$2,776,477 for operating expenses.
- No funding is requested for capital projects or equipment.
- The estimated revenue for FY 2019 is \$8,619,072.

Funding for the FY 2019 Budget request is available in Sub-fund 40050, including the Managed Reserve accounts established in FY1989 and modified in FY2009 for the long term preservation and maintenance of RCC operations, facilities and programs.

This budget was presented to Reston constituents at a Public Hearing on June 19, 2017 with only slight modifications made to include more refined estimates for costs of employee benefits recommended by the Department of Management and Budget. It was subsequently approved by the RCC Board of Governors at their regular monthly meeting on Monday, October 2, 2017.

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

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191

703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax
www.restoncommunitycenter.gov



FUND STATEMENT

Fund 40050, Reston Community Center

	FY 2017 Actual	FY 2018 Adopted Budget Plan	FY 2018 Revised Budget Plan	FY 2019 Advertised Budget Plan
Beginning Balance	\$6,403,709	\$5,117,147	\$6,910,714	\$1,058,296
Revenue:				
Taxes	\$7,157,732	\$7,198,374	\$7,551,975	\$7,551,975
Interest	51,155	10,914	10,914	3,000
Vending	1,908	1,616	1,616	1,600
Aquatics	278,508	336,388	278,000	149,000
Leisure and Learning	390,014	439,397	387,009	419,716
Rental	207,540	162,932	181,951	171,875
Arts and Events	352,384	326,698	326,698	321,906
Total Revenue	\$8,439,241	\$8,476,319	\$8,738,163	\$8,619,072
Total Available	\$14,842,950	\$13,593,466	\$15,648,877	\$9,677,368
Expenditures:				
Personnel Services	\$5,032,823	\$5,536,788	\$5,536,788	\$5,355,817
Operating Expenses	2,479,261	2,797,570	2,799,332	2,776,477
Capital Projects	420,152	1,904,000	6,254,461	0
Total Expenditures	\$7,932,236	\$10,238,358	\$14,590,581	\$8,132,294
Total Disbursements	\$7,932,236	\$10,238,358	\$14,590,581	\$8,132,294
Ending Balance^{1,2}	\$6,910,714	\$3,355,108	\$1,058,296	\$1,545,074
Maintenance Reserve	\$1,012,709	\$1,017,158	\$1,048,580	\$1,034,289
Feasibility Study Reserve	168,785	169,526	0	172,381
Capital Project Reserve ³	3,000,000	2,168,424	9,716	338,404
Economic and Program Reserve	2,729,220	0	0	
Unreserved Balance	\$0	\$0	\$0	\$0
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	

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

² The Feasibility Study Reserve is equal to 2 percent of total revenue, the Maintenance Reserve is equal to 12 percent of total revenue and the Capital Project Reserve has a limit of \$3,000,000.

³ Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.



**Reston Community Center Board of Governors
2017 Preference Poll Committee Chair Report
November, 2017**

Overview

This year's Preference Poll presented the community with three candidates for the three open seats on the Board. Incumbents Bill Keefe, Bill Penniman and Vicky Wingert sought reappointment. Candidates expressed similar views on the need for RCC to be strategic in responding to the growth occurring in the community and to continue its mission focus on diversity of programs and services as well inclusivity that embraces the entire community.

Participation dropped a bit from last year's poll. In 2017 (154 fewer ballots), 1,414 ballots were cast from the 28,643 ballots sent; last year 1,214 fewer ballots were sent to commercial and residential parties. Our high water mark for participation remains the highly contested poll in 2013. (That year was the last year the indoor rec center issue consumed community interest and still represents the high water mark of participation – 2,221 ballots.)

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

Voting by Zip Code

- 20190 – 398
- 20191 – 689
- 20194 – 283

Ballots dropped into boxes at RCC facilities divided by location:

- RCC Hunters Woods – 59
- RCC Lake Anne – 56 (substantially more than last year's 33)

Nearly half of the ballots received via the Votenet portal were mailed to Votenet.

Three invalid ballots were received; no replacement ballots were requested.

Voting Results by Candidate (Rounded)

Candidate	Votes Received	Percent of Total Ballots (1,414)	Percent of Total Votes Cast (3,566)
William Keefe	1,169	83%	33%
William Penniman	1,112	79%	31%
Vicky Wingert	1,285	91%	36%

Recommendations

The Board's decision to adjust the calendar to permit a longer timeframe for the printing of the ballots and related materials was effective again this year. The alignment with the printing schedule worked well again and there was only a one-day head start this year on voting due to the coordination.

Recommended schedule:

Consistent with this year's scheduling pattern, the 2018 Candidates Forum would occur in the week that balloting opens. The availability of the CenterStage will be precluded by the floor replacement project; we will either use the Community Room or Rooms 1-4 depending on availability and programming. Balloting would conclude in sufficient time to permit the Board of Supervisors to make appointments in time for RCC's November Board of Governors meeting.

August 1-15	Candidate Filing (aligned to Fall Registration period; two weeks; Wednesday to Wednesday)
August 15	Candidate photo and orientation (Wednesday)
September 7 – September 28	Voting is Friday to Friday for three weeks; to 5 p.m. on September 28.
TBD based on programming schedule	Candidates Forum – RCC Hunters Woods; meeting rooms 1-4 or Community Room.

Continue these strategies:

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

Considerations/Staff Recommendations:

Next year's process will begin use of the existing database of commercial addresses after being scrubbed for returned mail. We will no longer have access to the annual database our community supporter has provided. The 2017 Preference Poll Committee should examine how we may plan for future inclusion of commercial entities given that the level of development occurring now making the existing address list insufficient in the coming year.

The Preference Poll next year will be the final one on our existing contract with Votenet. In FY19, a new request for quotes will be circulated and the potential exists for a new vendor to be successful in that process. The current variety and fees associated with this type of counting agent agreement suggests that process could lower our counting agent cost, although probably not substantially if we request the same level of encryption and security.



Executive Director Report October 2017

Administration

Capital Project Planning – Highlights

RCC Aquatics Renovation – Tonight's Long Range Planning meeting represented the culmination of the summer and early fall activity around this project. Next steps involve the design and cost estimating processes. We have also selected artist Valerie Theberge to assist in the design process and develop a public art component for the project.

We continue to work on the solar panels effort. There are some administrative challenges with riding the Albemarle County contract. I am working with Cathy Muse at the County Procurement office to find a solution and move this forward. The carpet replacement at both facilities is being well received. The Hunters Woods project will need a new transition element at the kitchen area to reduce the size of the "transom" edge in order to minimize tripping potential there.

Personnel

The interview and hiring process for the Aquatics Director has concluded successfully with Matt McCall scheduled to begin work after Thanksgiving. Matt is relocating from St. Louis, Missouri. Next we will turn our attention to rewriting the position description for the Deputy Director position and beginning the process for advertising and recruitment for that position.

Programs

Arts and Events

We enjoyed our most productive partnership yet with Washington West Film Festival. The CenterStage screening of *Nosferatu* – accompanied by with live percussion – occurred on October 28. There were 48 enthusiastic pre-Halloween attendees, and two of them came in costume. Next up, a screening and dialog about the Ava DuVernay documentary film *13th* which will be followed by a moderated discussion led by Dr. Kevin Gannon. Dr. Gannon was in the film. The dialog will be filmed by Storycatcher Productions which launches our pilot experiences in exploring digital, film and alternative media production.

Leisure and Learning

The Youth Department held two large community events in October this year – the Children's Fall Flea Market and our Halloween Family Fun Day. That event was shifted slightly on the calendar, and while the tables were full, the foot traffic remained flat. It will likely occur in November again next year. Halloween Family Fun Day was a huge success with more than 300 people attending.

The Learn to Bike for Youth class was held on Sunday, October 22. We partnered with Comstock, which generously provided the location. Nine of the 10 registered children attended. Bikes were provided by Herndon Middle School's bike repair program, and instructor Kelley Westenhoff also secured new helmets from the Washington Bike Club. Every student who attended without a helmet left with one of their own; seven kids received new helmets. Kelley also gave away three bikes to children who were participating in the program via an RCC fee waiver. Best news of all: by the time the class was over, every single child was able to ride by him or herself.

Enrollment is steadily increasing for our night and weekend classes. People cannot seem to get enough of the Social Security and Medicare classes – they are full, and we're regularly increasing the number of people we register to avoid wait listing patrons. RCC Rides had a terrific month. We interviewed and added three new volunteer drivers and had our busiest month with 152 rides provided.

In October, the Collaboration & Outreach department pitched in to support a Cornerstones neighborhood center, Crescent, and Southgate Community Center (NCS) by cosponsoring family programming in their area. Crescent Neighborhood Center hosted a Fall Festival event for the residents. We provided an airbrush tattoo artist for the youth participants. That activity was extremely popular; the event attracted 40 families. Collaboration & Outreach also supported Southgate Community Center's 4th annual Fear Fest haunted house event, through the donation of Halloween decorations, candy and giveaways. It was held last Saturday; admission was the donation of a canned or non-perishable good that goes directly to the South Lakes High School Food Pantry.

Executive Director

October: Arts Fairfax meetings/Arts Awards luncheon; Dep. County Exec Pat Harrison session with staff; All RCC Staff meeting; Archiving/Record-keeping discussion; Aquatics project meetings; Aquatics Director hiring process; Newcomers tour to Lake Anne; RCC HW tour by French students; visit from Herndon arts center consultants; RHT meeting and reception; GRCC new member event (November 1).



concept presentation & discussion

Terry L. Smith Aquatics Center

Reston Community Center - Fairfax County, VA

11/6/2017





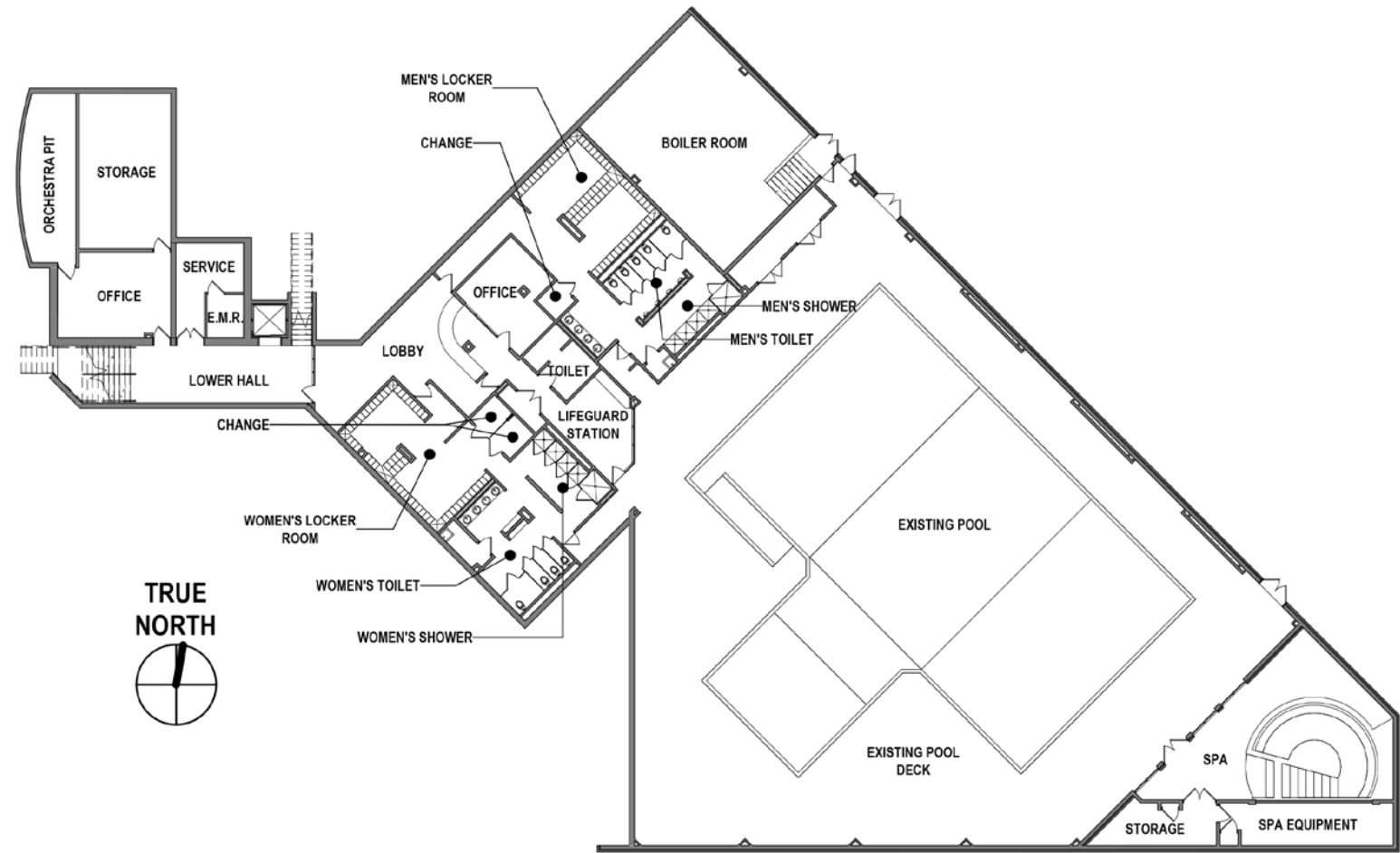
- June - Soil testing was completed
- July – Architect selected and soil report completed
- August – DPWES project manager Martha Sansaver joins team and RRMM/Lukmire begins the facility assessment using HGA and ECS reports as starting points
- August/September/October – RRMM/Lukmire team assessed structural issues, soils, mechanical systems and legal/permit issues associated with the HGA concept plan



PROGRESS TO DATE

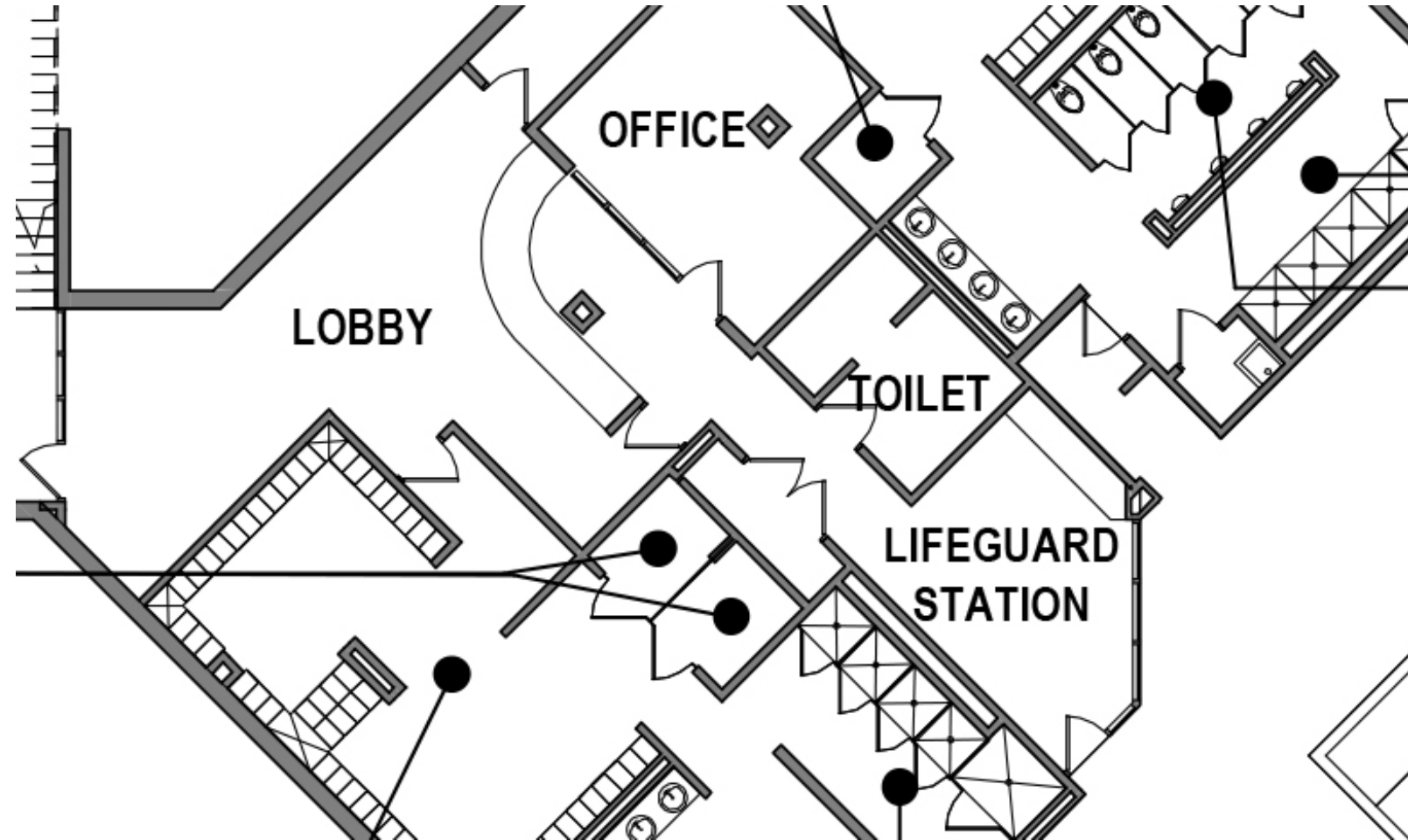


- Reviewed all the existing drawings and plans in RCC's possession to assess the various renovations and other efforts that impacted the TLS Aquatics Center through the years
- Reviewed the facility – toured its various areas and components during the annual maintenance period in August/September
- Reviewed all the reports compiled to date on the project, including the Hughes Group and ECS reports
- Pool and pool deck, associated support equipment systems – need replacement; other support areas of the TLS Center are in good condition
- One ADA issue at the Customer Service desk requires treatment
- Two lists of outcomes are developed: Base Bid deliverables, and Bid Alternate deliverables



EXECUTIVE SUMMARY

- Requires an adjustment to the door to the Lifeguard Station in order to comply with 2010 ADA requirements



CUSTOMER SERVICE DESK



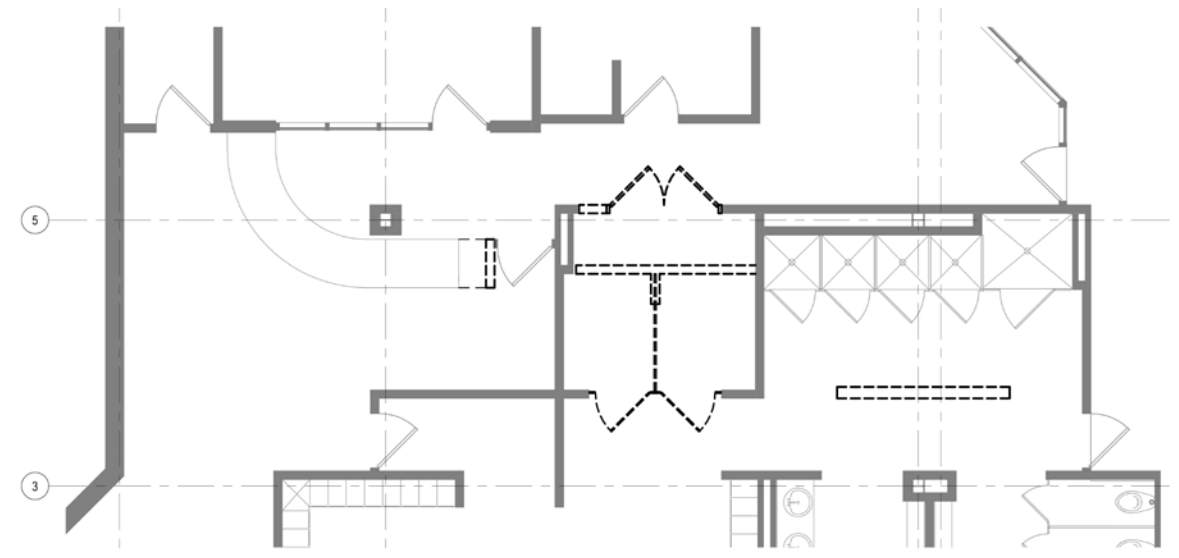
- Reviewed to be sure that sufficient support fixtures/facility features (showers, lavatories, etc.) will be present after renovation
- RCC's present complement of amenities more than meets code requirements



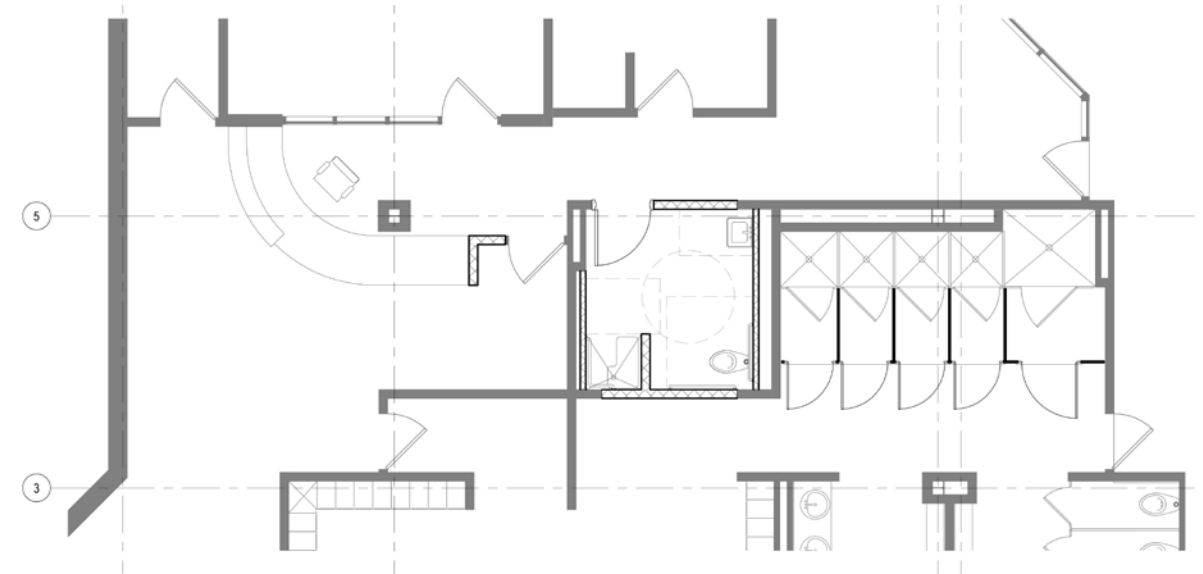
OCCUPANCY AND FIXTURE COUNT



- Both in good condition, ADA-compliant; a second Family Restroom is optional (Bid Alternate recommendation)
- Potential impact to existing privacy/changing area in Women's Locker Room if a new Family Restroom is installed; otherwise no changes
- No changes are recommended in the Men's Locker Room



DEMOLITION



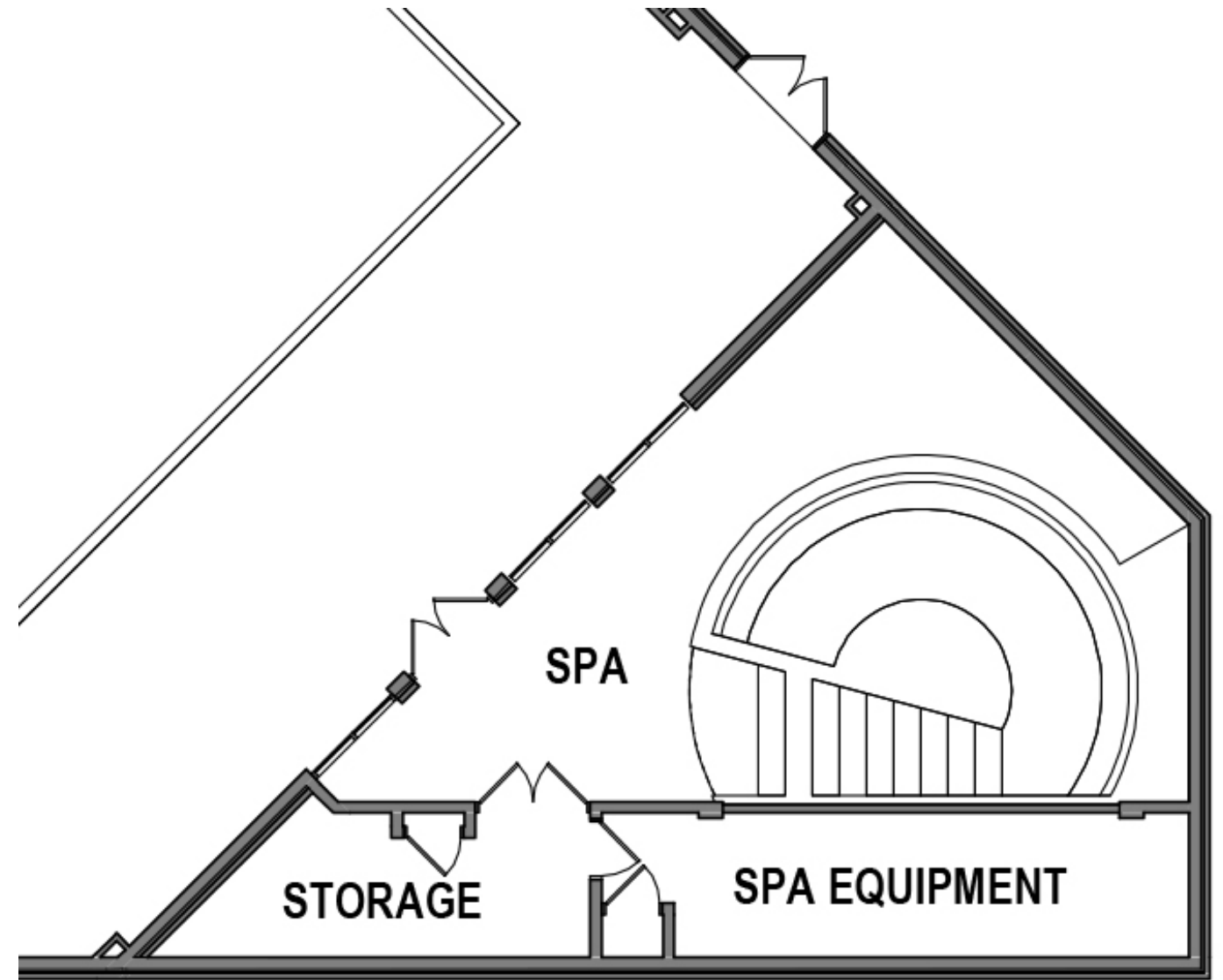
NEW WORK



FAMILY RESTROOM AND LOCKER ROOMS



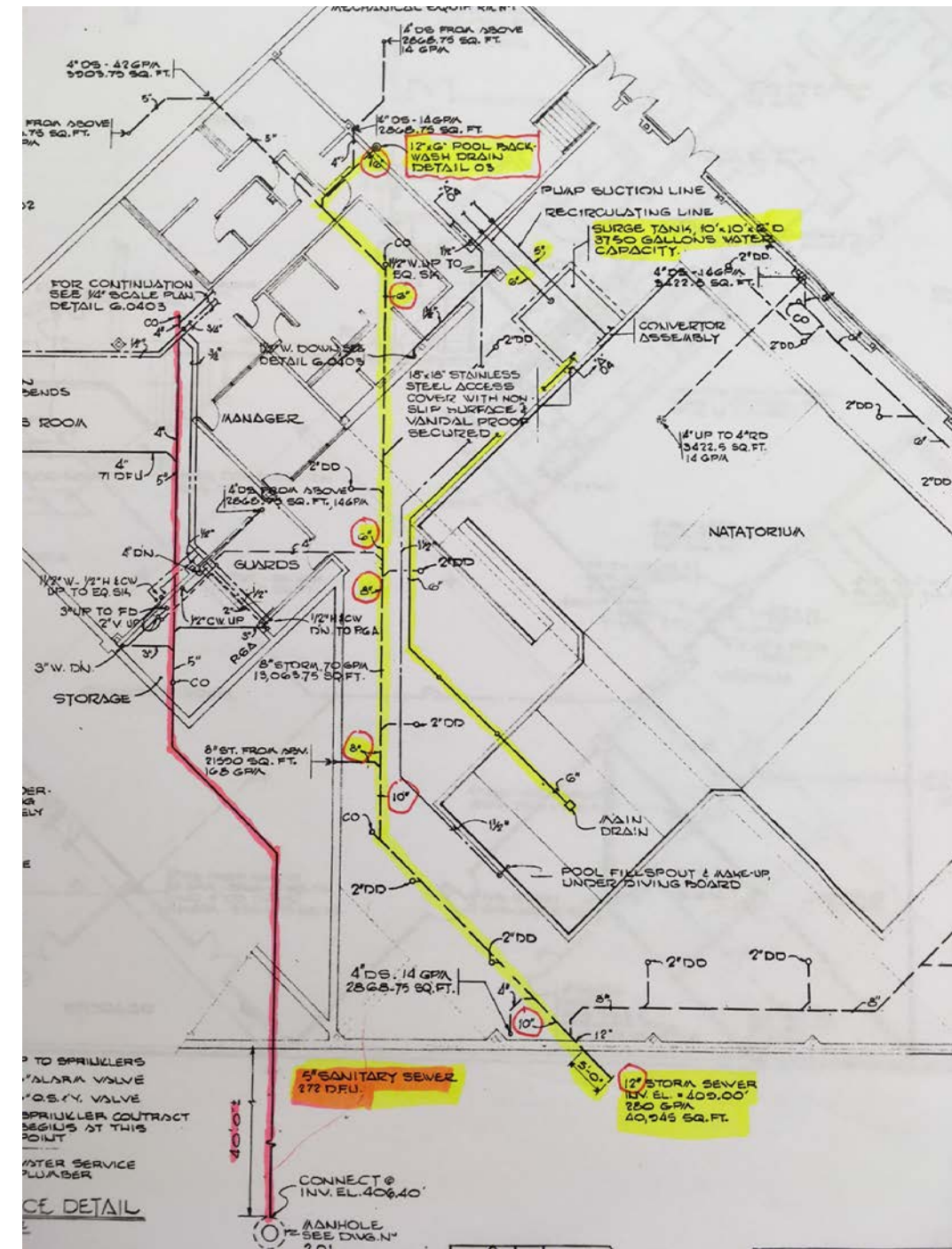
- The primary changes to the Spa will involve replacement of the pump/filtration systems; “Bid Alternates” to address lighting and adding a lift to enhance accessibility



SPA



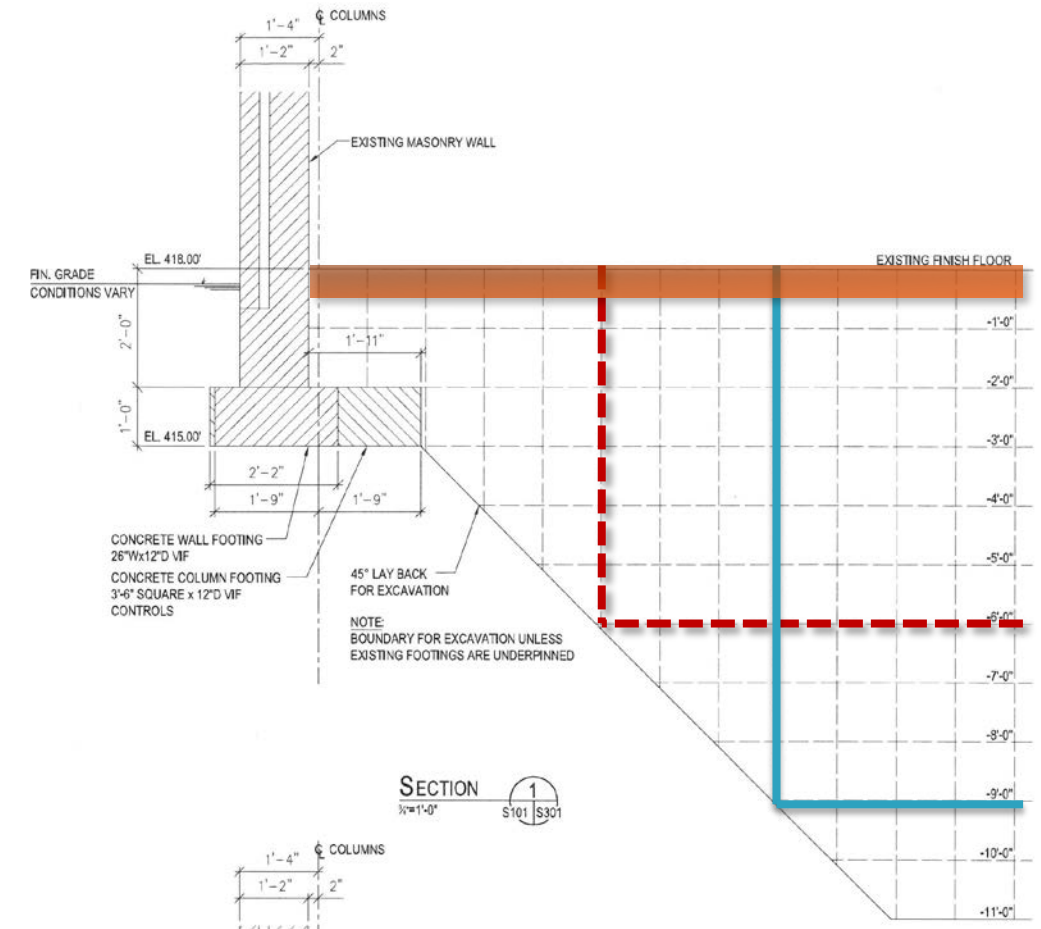
- Draining to the sanitary system would require removal/replacement of the existing pipe because it is too small – extremely disruptive and costly
- Fairfax County Stormwater Management and Health Department have confirmed that de-chlorinated water can be discharged to the storm sewer
- De-chlorination provides clean and safe water into the stormwater system appropriately; the de-chlorination equipment/system approach adds ROM of \$10K to project equipment specifications; no added time to maintenance routines



POOL AND SPA DRAINAGE



- Deck shoring accomplished in 2008; proved successful
- No visible signs of structural deficiencies to the building foundation
- Trusses will need to be spot-checked during construction to assure existing welds and connections remain sound
- Soils testing reveals poor soil; much of that remediates with the project (removal of existing soil)
- Soil removal from 2 to 5 feet is anticipated
- Further issues will need to be reviewed in the context of construction – may require installing helical piers to assure foundation integrity will last into the next decades of use
- Critical to protect the building's structural integrity and proposed pool layouts assure that no shoring will be needed



WITHOUT SHORING

5' OFF WALL = 6' DEEP -----

8' OFF WALL = 9' DEEP —————

ETC.



STRUCTURAL INTEGRITY



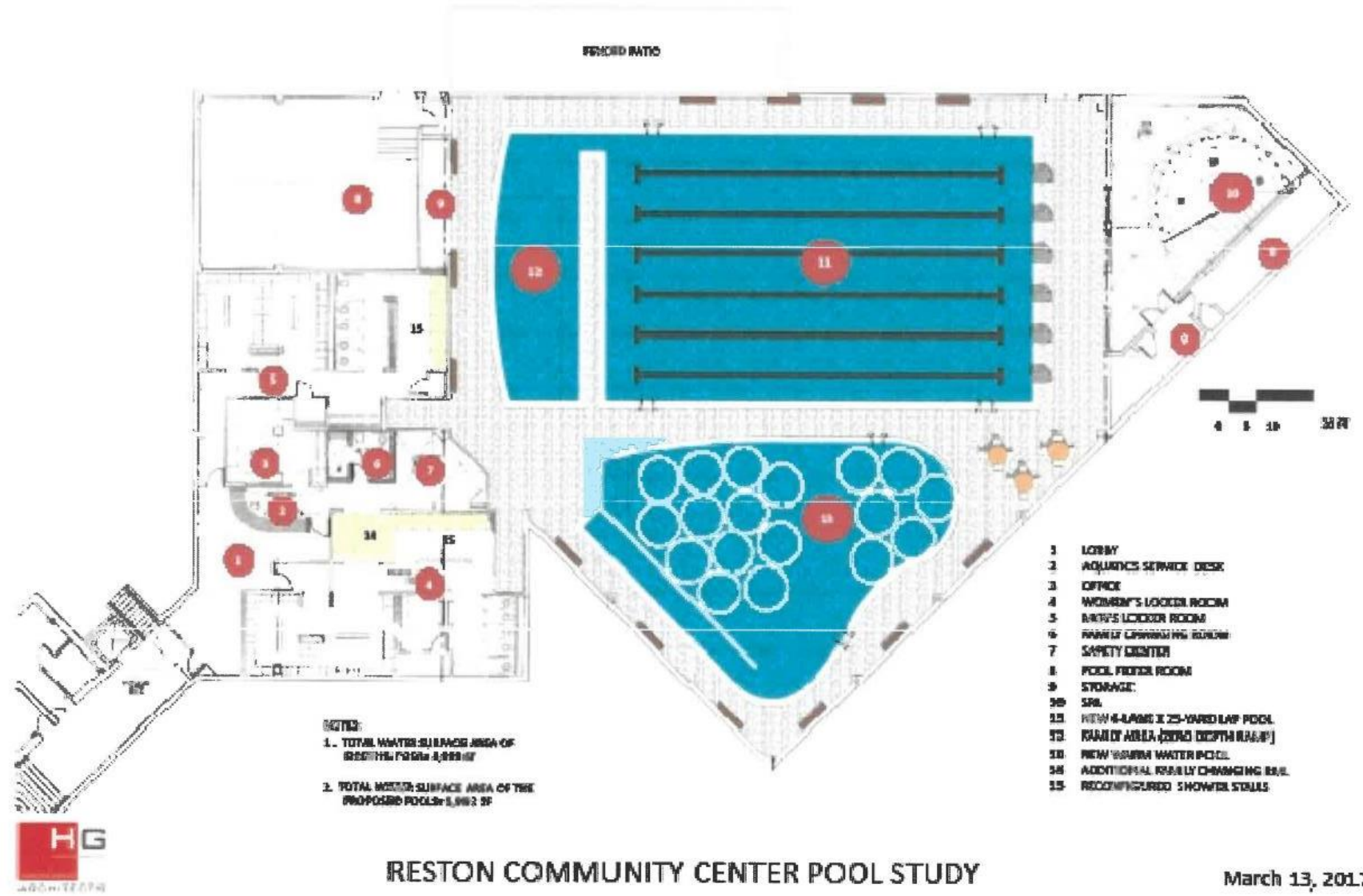
- Fire protection system reviewed; may need modifying with new layout
- Alarm system panel may need to be upgraded – depends on service agreement continuing
- Plumbing – some pipes may need replacement; insulation will need replacement
- HVAC – Boilers, chillers and cooling tower in good order generally – two pumps may be replaced; existing dehumidifier on the roof will be replaced; other roof-top units (energy recovery unit, spa dehumidifier) should be replaced to assure consistency and optimum overall performance; all ductwork will be replaced and zoned to the new pool configuration
- Exhaust equipment is in good condition
- Electrical systems – Some panel replacement needed, reconfiguration of outlets, separation of life safety and other loads needed; replacement of outmoded switch panels for lighting control
- Design of new lighting array to reduce glare and patchy coverage
- Replace lamps throughout with LED technology in pool areas; other areas as “Bid Alternates” might allow.
- Acoustical treatments part of the “Base Bid”



MECHANICAL, ELECTRICAL, LIGHTING, ACOUSTICS ASSESSMENT



- Depth of 10 feet not recommended due to implications of structural shoring that would be required
- 8 foot depth provides for all the programming desired by RCC (e.g., Lifeguard Training) and no shoring required



RESTON COMMUNITY CENTER POOL STUDY

March 13, 2017

A-2



HUGHES GROUP CONCEPT



LAP POOL

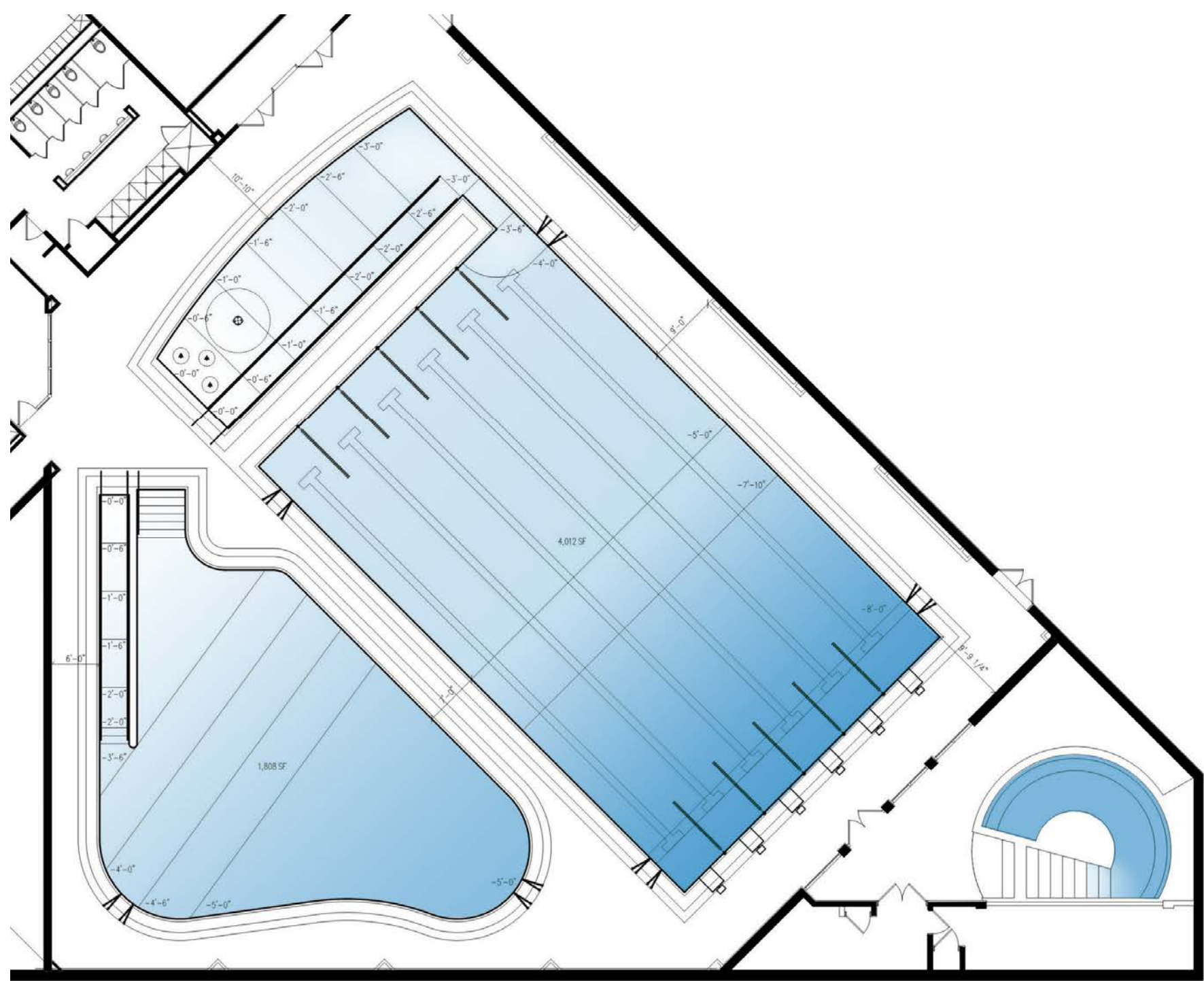
- 4,012 SF
- 6-lane
- 25 yard
- 45' x 75'
- 8' deep end.

THERAPY POOL

- 1,808 SF
- 5' deep end

SPA

- Size unchanged.



OPTION # 1

LAP POOL

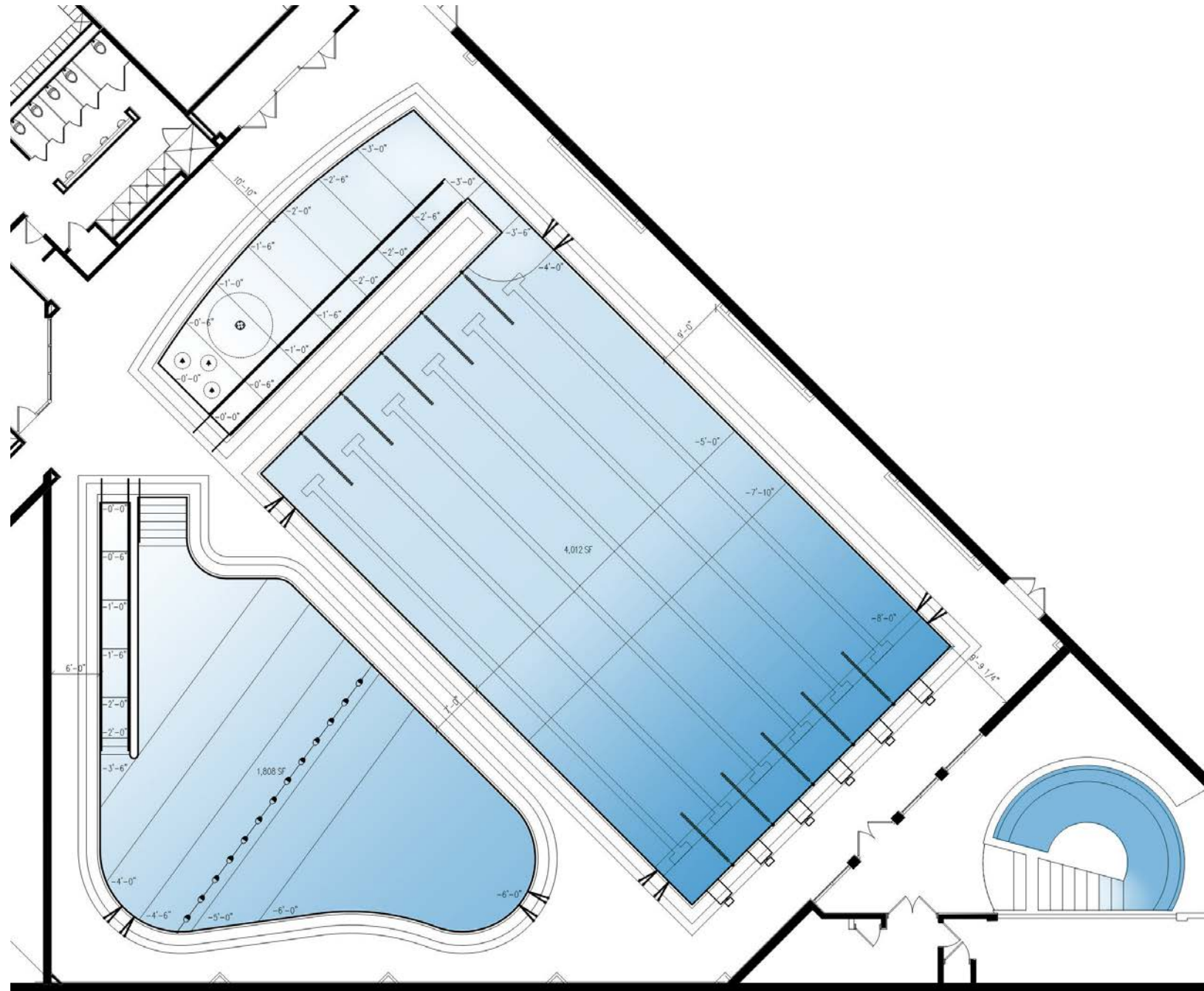
- 4,012 SF
- 6-lane
- 25 yard
- 45' x 75'
- 8' deep end.

THERAPY POOL

- 1,808 SF
- 6' deep end

SPA

- Size unchanged.



OPTION # 2



DISCUSSION



EXISTING CONDITIONS REPORT

THE TERRY L. SMITH AQUATICS CENTER AT RESTON COMMUNITY CENTER



Address: 2310 Colts Neck Road Reston, VA 20191
Project: RCC Aquatics Facility Renovation
11/7/2017



Architect:
Pool Consultant:
Structural Engineer:
M, E, P & FP Engineers

RRMM Lukmire Architects
Counsilman Hunsaker
S3E Engineers
Century Engineering

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Introduction

The following report consists of the RRMM Lukmire A/E team's review of the existing conditions at the Terry L. Smith (TLS) Aquatics Center. The team visited the site on 9/11/2017, 9/14/2017 and 10/24/2017. In addition to on-site observations, this report is based upon information contained in the Hughes Group Architects (HGA) Preliminary Assessment dated 4/10/2017 and the ECS Geotechnical Report dated 7/28/2017. The assessments are presented by discipline – Architectural, Pool, Structural, Mechanical & Electrical. At the end of the report, we have presented a “menu” of items that can be evaluated while finalizing the scope of work.

History

The TLS Aquatics Center was constructed in 1977 and is located on the lower floor of the Reston Community Center at 2310 Colts Neck Road, Reston, VA 20191. The original facility consisted of the pool area, an outdoor deck area and associated equipment rooms, locker rooms, a game room and small office areas.

In 1988, there was a large renovation of the facility. The outdoor deck area was replaced with an indoor spa/whirlpool area, that remains today, and the locker rooms, game room and offices were completely renovated and replaced with new expanded locker room areas and a new check-in desk, office and lifeguard station.

In 2008, the pool deck area was completely re-tiled and a new service desk and family restroom were added. Other minor renovations were also undertaken at this time. As part of this renovation, eighty galvanized steel helical piers, ranging from 5 to 27.75 feet deep, were installed through the existing pool deck. This shoring was done to address the settlement of the pool deck due to the poor soils condition. Visible settlements of the pool deck have not been observed since the helical piers were installed, and this is confirmed in a report by ECS Mid Atlantic LLC, dated 7/28/2017.

In August 2017, RRMM Lukmire Architects of Arlington, VA were hired to provide this existing conditions assessment, as well as conceptual and schematic design work for replacing the existing pool. In addition, other minor changes to the facility are to be included in a final scope of work to address improvements to broaden market appeal and operational effectiveness based on the preliminary scope provided in the HGA report.

Executive Summary

Site visits by the A/E team revealed that, aside from the pool, pool deck and associated equipment, the TLS Aquatics Center is in good condition. The locker rooms and staff areas appear to work well, have enough plumbing fixtures and will require only minor work to address a few ADA issues. At the end of this report all deficient items discovered by the A/E team have been listed and categorized into base bid items and add alternate items. Base bid items must be included in the construction contract as they are vital to the usability of the TLS Aquatics Center. Add alternate items are things that it would be nice to include in the construction contract, but are not required. The construction contract documents will be organized so that cost estimates and contractor pricing will provide a price for the base bid and prices for each of the add alternate items. If the base bid comes in below the \$3,562,000 budget, add alternate items can be selected until the budget is fully used. As a next step the A/E team will produce schematic design documents and produce a schematic cost estimate.

Architectural Assessment by Area

The following pages will provide an architectural assessment of each area of the TLS Aquatics Center.

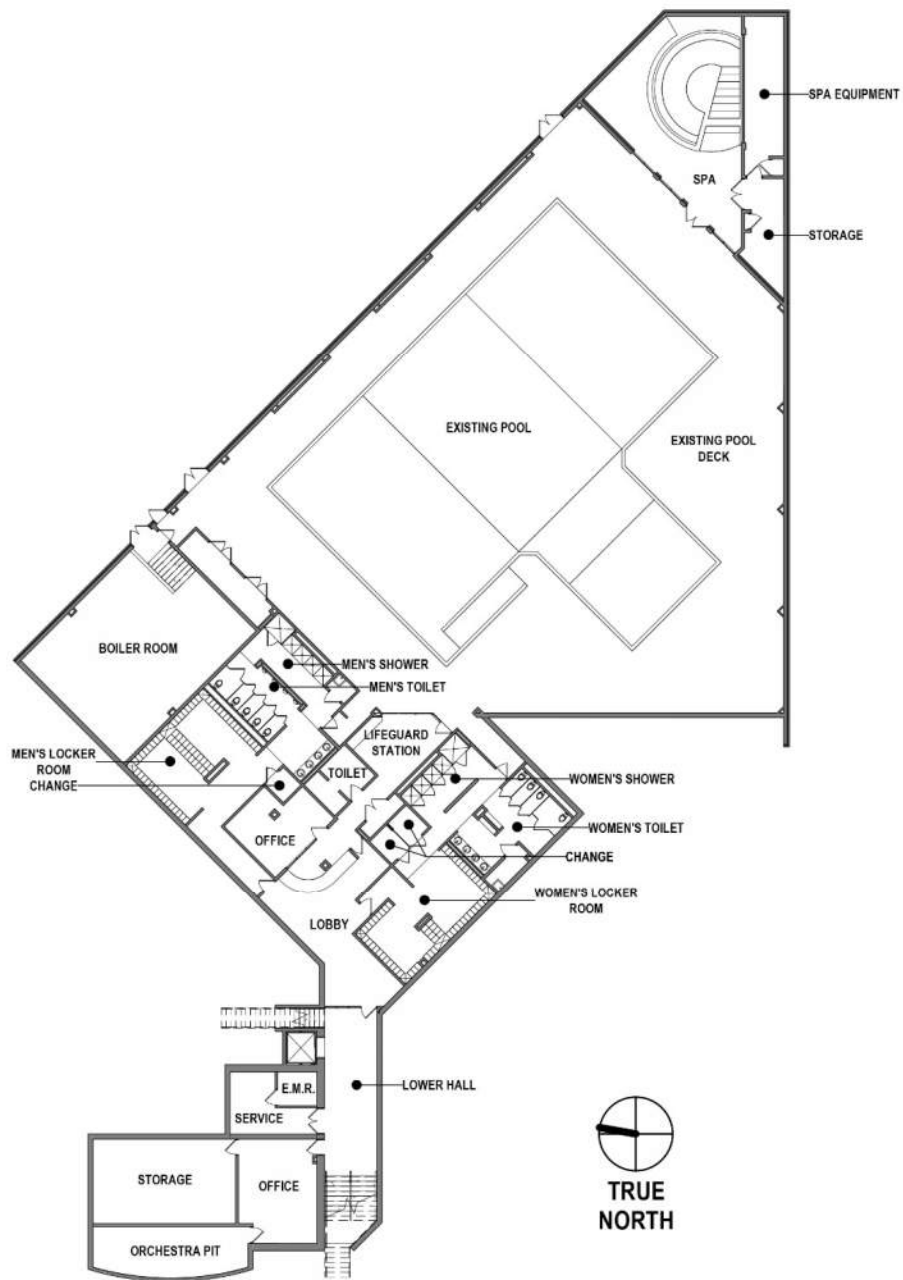


Fig. 1 - A plan of the existing Terry L. Smith (TLS) Aquatics Center

Customer Service Desk

Entrance to the TLS Aquatics Center is on the lower level of the Reston Community Center. Access is provided by a large open stairwell or by a smaller side stair located adjacent to an existing elevator. This elevator serves the lower level providing accessibility. The entry lobby finishes consist of carpeting, full height tile walls and a 2x2 suspended acoustical tile (SAT) ceiling, all of which are in relatively good condition. The existing reception desk has two workstations – one at standing height and one at ADA height. The layout is somewhat limited due to a structural column falling directly between the two workstations. Staff members indicate that usually only one employee is at the desk at any given time. Access to both the men’s and women’s locker rooms is directly from the entry lobby. The door from the lobby to the staff area, directly adjacent to the customer service desk, is not accessible. It is missing the required 18-24” pull side clearance at the latch side. This will need to be rebuilt to bring the area into compliance with the 2010 ADA Standards.

Access to the single existing family restroom is through a door adjacent to the customer service desk. The pool is then accessed by passing through the lifeguard area. Ideally, patrons would enter the family restroom directly off the lobby and proceed to the pool area directly from the family restroom. Redesign could correct this condition, but it may prove impractical given the project’s budget constraints.



Fig. 2 - Entry lobby looking toward stairwell



Fig. 3 - Reception desk looking toward lifeguard station



Fig 4 - Men’s locker room entrance



Fig. 5 - Women’s locker room entrance

Lifeguard Station

The existing lifeguard station is located adjacent to the pool and both staff and patrons may access through this area to gain access to the pool. A storefront window wall, with workstation furniture, separates the lifeguard station proper from the pool area. Finishes in this area are in relatively good condition. This area houses first aid equipment, lighting controls for the existing pool, as well as, storage casework, a small refrigerator and a coat rack.



Fig. 6 - Lifeguard station looking toward pool area



Fig. 7 - Lifeguard station as seen from Pool

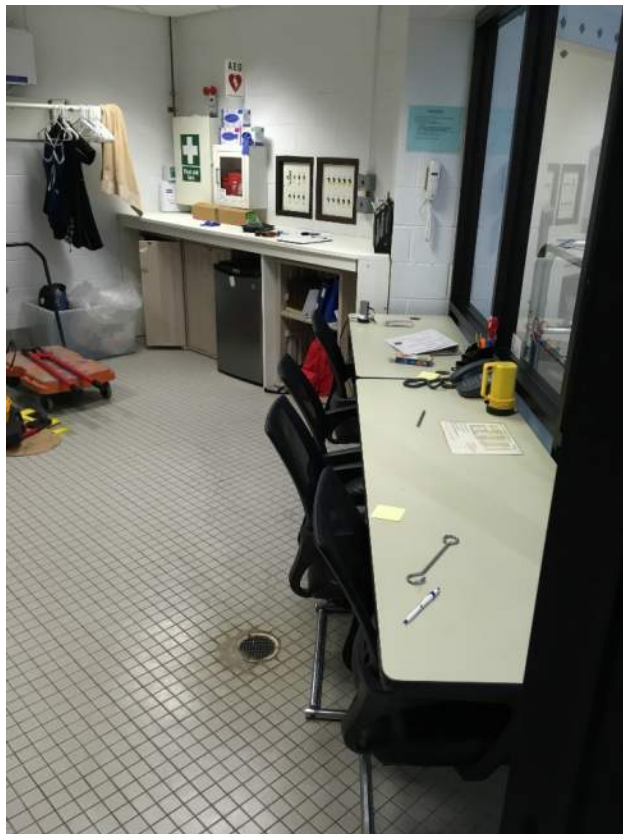


Fig. 8 - Interior view of lifeguard station



Fig. 9 - Interior view of lifeguard station

Family Restroom

The family restroom is located off the hallway that connects the reception desk area to the lifeguard station. It contains a toilet, sink and shower all of which comply with ADA accessibility standards. The flooring in this space is 2x2 ceramic tile and the walls are full height 4x4 ceramic tile. The ceiling above the sink and toilet area is 2'x2' SAT and the ceiling above the shower area is painted gypsum board. All the finishes in this area are in good condition. The potential location for an additional family restroom is indicated in the photo at the bottom of this page. This is an ideal location due to the proximity to the existing family restroom and to existing plumbing lines.

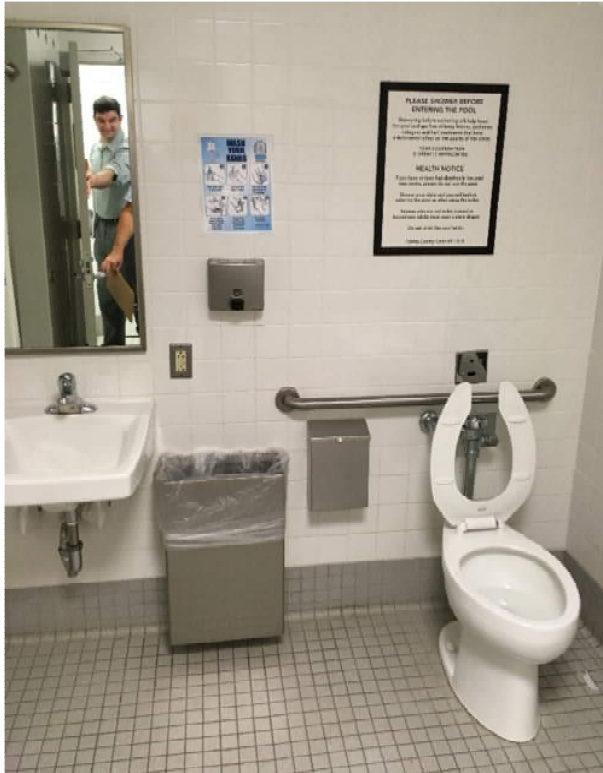


Fig. 10 - Interior of the family restroom



Fig. 11 - Interior of the family restroom shower

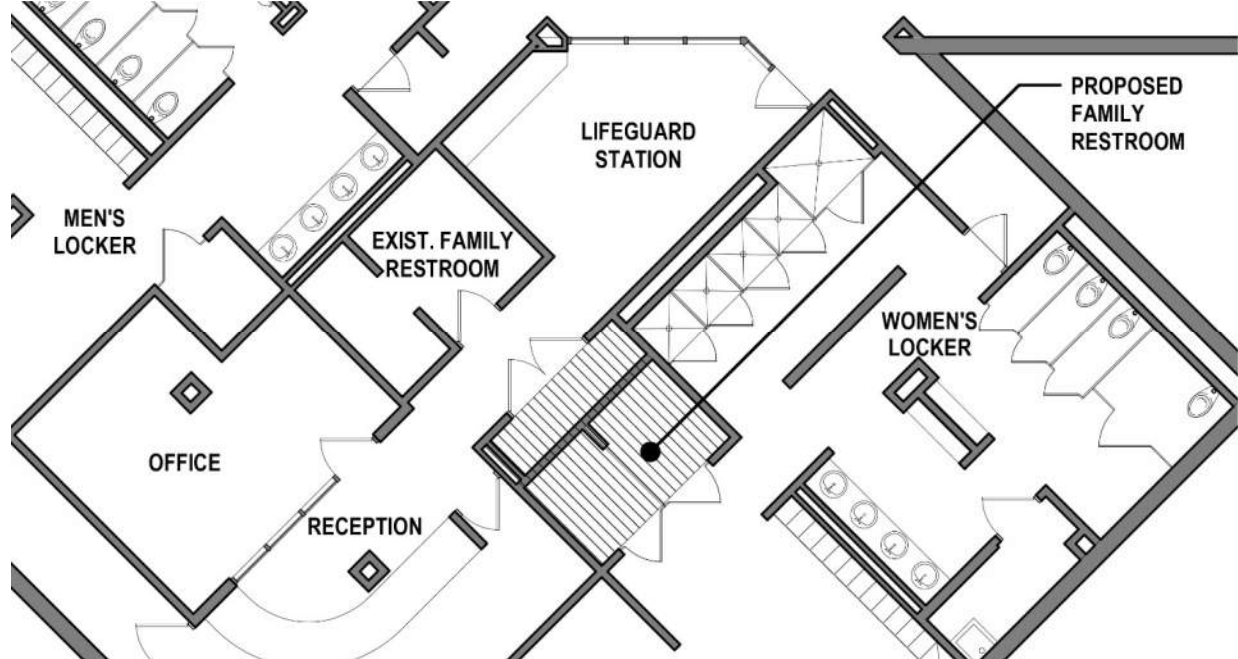


Fig. 12 - Potential location for additional family restroom indicated with hatching.

Occupancy calculations and required plumbing fixtures

The maximum occupancy load of the TLS Aquatics Center is based on Section 69.1-3-14 – Design Load of the Water Recreation Facilities Ordinance of Fairfax County, VA. To determine the maximum number of occupants allowed in the TLS Aquatics Center you divide the total water surface area by 27 square feet. Concurrent with the production of this Existing Conditions Report, the RRMM Lukmire team is developing concept designs for the new pool. Of the 3 options under consideration, the largest has a total water surface area of 5,836 SF. For the purposes of the calculations, and to be conservative, we will use 6,000 SF.

6,000 SF / 27 = 223 occupants – Say 112 male and 112 female.

Per the Water Recreation Facilities Ordinance of Fairfax County, VA Section 69.1-7-5, the required number of showers is 1 per 40 occupants. Per Section 69.1-7-6 & 7, the required number of toilets, urinals, mop sinks and lavatories is governed by the International Plumbing Code.

Showers – 3 male and 3 female required. 5 female, 5 male and 1 unisex provided in existing facility – **OK**.

Toilets – 2015 IPC Table 403.1 occupancy A-4 requires 1 per 75 male occupants and 1 per 40 female occupants. 2 male and 3 female required. 5 male, 4 female and 1 unisex provided in existing facility – **OK**.

Lavatories - 2015 IPC Table 403.1 occupancy A-4 requires 1 per 200 male occupants and 1 per 150 female occupants.

2 male and 2 female required. 4 male, 4 female and 1 unisex provided in existing facility – **OK**.

Drinking fountains - 2015 IPC Table 403.1 occupancy A-4 requires 1 per 1,000 total occupants. 1 required. 1 provided in the existing facility – **OK**.

Mop sinks - 2015 IPC Table 403.1 occupancy A-4 requires 1 mop sink in the facility 1 required. 2 provided (one in each locker room) in the existing facility – **OK**.

Based on these calculations the plumbing fixture counts in the existing facility are more than adequate to handle the 2 proposed pools. An additional family restroom would only need to be added if staff desired it for operational reasons.

Women's Locker Room

The women's locker room contains five shower stalls, four sinks and four toilets. Additionally, it contains two private changing areas, a large locker area and a janitor's closet. The flooring in this space is 2x2 ceramic tile and the walls are full height 4x4 ceramic tile. The ceiling throughout is 2'x2' SAT. All toilet partitions, shower partitions and lockers are stainless steel and are in good condition. Sinks, toilets and showers are in good working order.

The five existing women's showers do not have separate changing areas directly outside of them. This sort of configuration is more desirable because patrons can enter the changing area, disrobe in private and then enter the shower. When exiting the shower, this secluded area allows patrons to dry off and change in private. Consideration will be given to providing new stainless-steel partitions to provide these five showers with a private changing option. Making this change would allow the deletion of the two separate changing areas in the women's locker room which would allow the creation of a new family restroom off the hall between the reception desk and the lifeguard station.



Fig. 12 - Changing areas at women's locker room



Fig. 13 - Lockers and benches in the women's locker room



Fig. 14 - ¾ high wall in the women's locker room.



Fig. 15 - Shower partitions at women's locker room



Figs. 16 & 17 - Sinks and toilet partitions in the women's locker room

Men's Locker Room

The men's locker room contains five toilets, four urinals, four sinks, one screened shower and four unscreened showers. The flooring in this space is 2x2 ceramic tile and the walls are full height four inch x four inch ceramic tile. The ceiling throughout is 2'x2' SAT. All toilet partitions, shower partitions and lockers are stainless steel and are in good condition. All sinks, toilets and showers are in good working order.

While it would be beneficial to provide separate changing areas outside of each shower, the men's locker room layout does not allow removing the existing $\frac{3}{4}$ height wall on which the urinals are mounted and in which the urinal plumbing is contained. This would require a larger renovation of this space.



Figs. 18 & 19 - Shower and toilet / urinal area in men's locker room



Figs 20 & 21 - Sink and locker area in men's locker room

Pool Area

The TLS Aquatics Center at the Reston Community Center is comprised of two bodies of water. The main body of water is a six lane, 25-meter competition pool that was constructed in 1977 and the second body of water is a large spa, separated from the natatorium in its own environmentally controlled space and completed in 1988.

The competition pool is T-shaped which includes six lanes for competitive swimming and a deep-water area in the T portion of the pool. The diving board was installed, along with two starting blocks, for practice starts. A deck mounted drop slide uses the competitive area of the pool, as its plunge area and a non-ADA ramp provides sloped entry access into a shallow area of the pool. The pool has settled over the decades and the differential settlement is evident in that the stainless steel gutters around the perimeter of the pool are not level. Extensive settlement of the pool deck required remediation in 2008. This remediation effort included the placement of below grade helical piers to support the pool deck. Each year, the pool closes for an annual maintenance period during which cleaning and other repairs occur. In 2017, seals along the expansion joints and perimeter were replaced. The roof also occasions spot repairs as this area's sections of roof are reaching the end of their useful life.

Due to the age and settlement of the pool, the physical life of the pool is waning with the structure reaching the end of its life cycle. Beyond physical obsolescence, the pool has also reached functional obsolescence. Many of the current programs and activities offered at the TLS Aquatics Center are managed within the current pool, but are offered in a pool that limits the participation in and the full potential of the programming offered.

The back of house systems for the pool have been maintained and replaced as needed. The existing recirculation pump, filtration system and chemical systems are in good condition. Pool chemicals and electrical panels are also located in the pool equipment room. It is typical for pool chemicals to be stored in a room separate from the pool equipment to maintain separation from the corrosive environment which shortens the life of electrical equipment and pool equipment. All exposed piping systems and valves appear to be in good condition.



Fig. 22 - Exercise class in the deep end



Fig. 23 - Lap lanes drained for cleaning & maintenance



Fig. 24 - Overview of pool area

Spa

The spa is in good condition with no reported issues. The back of house equipment for the spa recirculation system is in fair condition. As indicated before, chemicals and electrical panels are in the same room as the pool equipment and electrical equipment. The exposed piping in the spa equipment room is color coded and in good condition.

The wall between the spa and the spa equipment room is constructed of glass block with fluorescent lights around the perimeter inside of the spa equipment room. It appears that the original design intent was to illuminate the glass block. The outcome is a very uneven look that could be corrected with the installation of contemporary, evenly spaced LED strip lights. This would provide the spa area with a much better overall appearance.



Fig. 25 - Uneven lighting at glass block wall in spa.

Pool and spa drainage

Both the pool and spa drain to the storm sewer. Current practice in the design of new pools and spas is to drain to a sanitary sewer to prevent a large volume of chlorinated water from doing damage to the downstream environment. In the case of the TLS Aquatics Center there is only a five-inch diameter sanitary sewer leaving the building and that pipe extends forty feet or more into the woods at the south side of the existing building. Good practice requires a sanitary sewer line of at least six inches in diameter which would mean the existing sanitary sewer pipe would need to be replaced. Replacing that pipe would require digging up its entire length outside the building. This would be invasive to the woodland area south of the building and would add significant cost to the project.

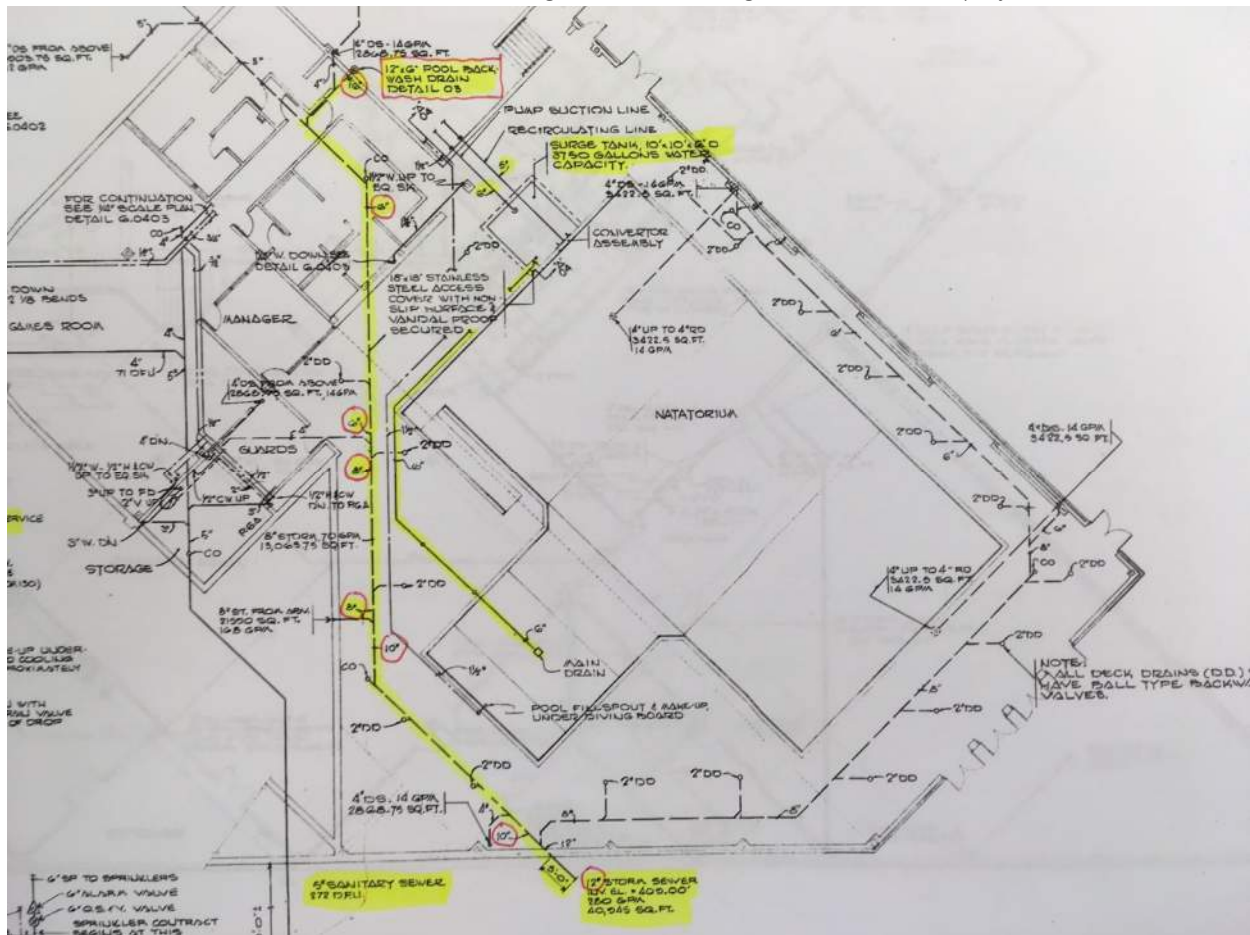


Fig. 26 - Route of existing pool drainage to the storm sewer.

The A/E team recommends that the pool and spa continue to drain to the storm sewer by adding a de-chlorination system to each body of water. The de-chlorination system will remove chemicals from the water prior to discharge which will allow the treated water to continue to drain to the storm sewer. This treatment system will not change the rate of flow from the pools so maintenance time to drain the pools will not be increased. The cost to install this de-chlorination system is approximately \$10,000 total for all three planned bodies of water – lap pool, leisure pool and spa. This cost is significantly less than the cost to permit, excavate, replace and backfill the forty plus feet of sanitary sewer line through the wooded area south of the building. Fairfax County regulations allow the discharge of pool water to storm sewers if it has had the chemicals removed by a de-chlorination system. This was confirmed in a phone call between the A/E team's aquatics consultant and a member of the Fairfax County Health Department. Additionally, members of the Fairfax County project management team confirmed with Fairfax County Stormwater Management that the MS4 permit allows discharging de-chlorinated water into the storm sewer.

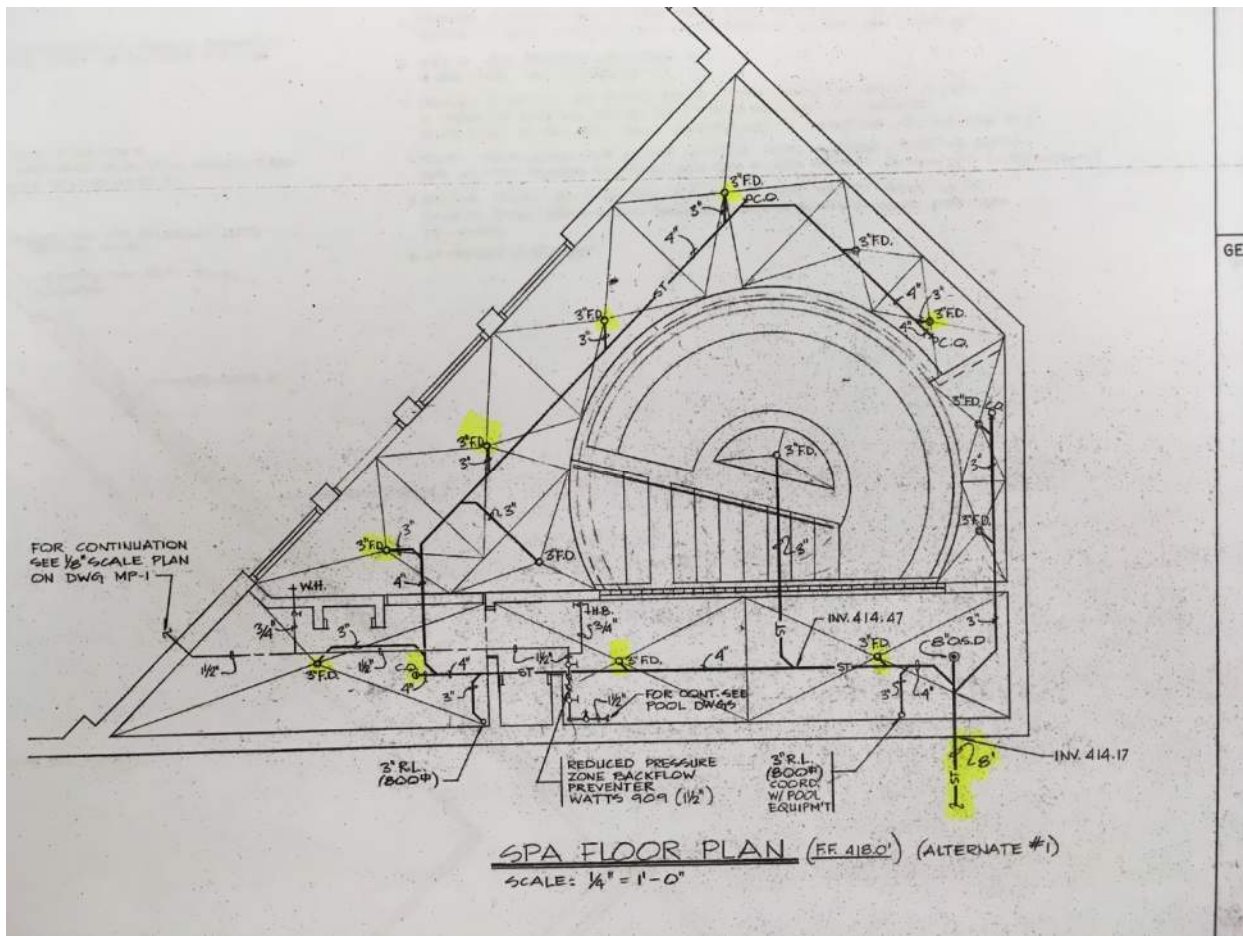


Fig. 27 - Route of existing spa drainage to the storm sewer.

Structural Assessment

The TLS Aquatics Center at Reston Community Center includes two indoor pools in a vaulted space, along with locker room facilities and other support spaces, constructed in 1977. The base structure for the entire building includes steel framing over concrete foundations. The roof of the pool area is composed of metal roof deck spanning a series of spaced bar joists and beams. A large steel truss is incorporated to achieve a large column free space over the pools and to create a large vertical skylight to brighten the space. The truss and other steel beam framing is supported by steel columns that transfer the building loads to the foundations below. The foundations are a series of continuous and isolated spread footings bearing directly on the subsurface soils. The pool area is a concrete slab on grade, creating the floor spaces around the pools and in the support areas.

In 2008, there was a significant structural remedial action taken to support what was reported as a failing floor slab around the pools. For that action, eighty helical piers were installed, along with small concrete grade beams to support the deck and arrest the settlements. The remediation appears to have been successful as the deck appeared in decent shape upon our visit. However, the reports made during the corrective action (and the recent testing noted below) suggest poor soil conditions remain below the floor slab in this area. Consolidation of these soils over the years has likely created an annular space between the slab and subsurface in many areas. Left unchecked, additional failures in the slab might be anticipated.

In mid-2017, ECS, a testing agency, was engaged to investigate the subsurface conditions under the pool deck area in consideration of a renovation project for the pools. The investigation found a layer of probable fill soils below the deck area to a depth of four feet. There is a significant range in density of the fill soils varying from very loose to stiff. Below the fill layer there is a stratum of natural soils. These soils also showed significant variations in density with soft/loose layers encountered as well. Ground water was only found in one boring and it was attributed to a perched water pocket (just below the deck surface). The analysis recommends removal and replacement of the soft soils lenses below the pool area. Much of this will be achieved when removing the original pool structures. Soils removal depths of 2 to 5 feet are anticipated. If soils removal would jeopardize the existing building construction, a mechanical support system, such as helical piers, may need to be introduced.

A cursory review of the pool area indicated no significant or rampant cracking in the walls or floor areas suggesting a firm substrate under the building foundations. According to site personnel, the pool itself has settled somewhat creating issues with the drainage of the pool skimmers. This suggests some weak soils under the pool structure may still exist. Some rusting and deterioration was found on the exterior door hardware, but for the most part, the exposed, painted structural steel appear in good shape. Due to the environment, it is recommended that the steel connections, and specifically the truss welding, be spot checked during painting and scraping efforts to assure corrosion is in fact in check.

Excavation for the new pool layout needs to protect the existing building foundations and their supporting subgrade. Soils bearing pressure bulbs and soil stability concerns suggest that excavations not occur within a zone created by a 45-degree plane extending from the bearing corner of the footing. The depth of such excavation, therefore, varies based on the footing size, depth, and distance. Examples of this envelope are shown on the attached drawings. In all cases the zones can be lowered if necessary, by underpinning the footing and lowering the planes' initiation point.

Mechanical Assessment

GENERAL

This assessment reviews the pool renovation and associated areas including the pool admin, locker rooms, pool, spa, spa mechanical room and main mechanical room.

FIRE PROTECTION

The building is currently fully wet sprinklered without a fire pump. The 6" fire protection piping currently enters from the pool mechanical room and is protected by a double check detector. The sprinkler distribution system will need to be modified to accommodate any new floor plan layouts in accordance with NFPA 13. Piping within the building is black steel. Sprinkler heads, within the Locker Rooms, are concealed pendants, and within the pool, mechanical room, and spa area appear to be exposed upright pendants.



Fig. 28 - Double check detector

	1ST	2ND	3RD	4TH
WET VALVE SERIAL NO.	SEM-A1100H			
STATIC WATER PRESSURE	90.75			
RESIDUAL WATER PRESSURE	65.70			
DID ALARMS OPERATE?	Y	Y		
WATER SUPPLY VALVE OPEN AND SEALED?	Y	Y		

INSPECTION MADE AND WITNESSED BY		
Date & Insp.	Made By	Witnessed By
6/1/17	J. W. [unclear]	J. [unclear]

Fig. 29 - Sprinkler Inspection

PLUMBING

The domestic water and gas service (2 PSI) currently enters the pool mechanical room. A majority of the under-slab sanitary pipes in the locker rooms and spa area appear to have been replaced in 1988, making them around 29 years old. If these pipes are intended to be re-used, the under-slab piping should be scoped to determine if replacement is required due to the condition. The under-slab piping within the pool area will be removed to accommodate the renovated pool layouts. A portion of the domestic cold water, domestic hot water and sanitary piping appears to have been replaced in 1988, but most of the piping appears to pre-date the 1988 renovation. If these pipes are intended to be re-used, these pipes should be ultrasonic or destructively tested to determine their condition. The domestic hot water is generated by a central plant and appears to be in good working condition. The pipe types appear to be as follows: domestic cold-water piping = copper; domestic hot water piping = copper; sanitary piping = cast iron and gas piping = black steel. The insulation on the domestic water piping is in fair to poor condition and it is recommended that it be replaced.



Fig. 30 - Fair-to-poor insulation

The plumbing fixtures within the rest rooms appear to be in good working order.



Fig. 31 - Locker room lavatories

HEATING, VENTILATING AND AIR CONDITIONING

The building is served by a 4-pipe system consisting of (4) Boilers, (4) Modular Chillers and (1) Cooling Tower. The boilers, modular chillers and cooling tower were installed in 2007 and are 10 years old. The table below indicates the anticipated useful life remaining of the equipment by ASRHAE standards.

	Mark	Year Installed	Useful Life Remaining from 2017	Manufacturer
Boilers	<u>B-1</u> , <u>B-2</u> , <u>B-3</u> , <u>B-4</u>	2005	12 years	Power Flame
Chillers	-	2010	16 years	ArctiChill
Cooling Tower	-	2007	10 years	Evince



Fig. 32 - Existing boilers



Fig. 33 - Existing chillers



Fig. 34 - Existing cooling tower

The pumps serving the 4-pipe system appear to have been installed in varying years. The table below indicates the anticipated useful life remaining of the equipment by ASRHAE standards.

	Mark	Type	Year Installed	Useful Life Remaining	Manufacturer
Chilled Water Pumps	<u>P-1</u>	Base Mounted End Suction	2007	10 years	Bell & Gossett / Baldor
Chilled Water Pumps	<u>P-2, P-3</u>	Base Mounted End Suction	2003	5 years	Bell & Gossett / Emerson
Heating Water Pumps	<u>P-4, P-5</u>	Base Mounted End Suction	2007	10 years	Bell & Gossett / Marathon Electric XRI

The Dectron pool dehumidifier (PDU-1) located on the roof serves the pool. This piece of equipment appears to be in fair condition and will be replaced. The unit appears to be past its useful service life.

The Innovent energy recovery ventilator (ERU-A) located on the roof serves the pool. This piece of equipment was installed in 2007 and appears to be in good working condition with around 5 years of useful life remaining by ASHRAE standards.

The Seresco pool dehumidifier located on the roof and spa mechanical room, serves the spa. This piece of equipment appears to be in good condition but the building engineer has indicated that this unit has been presenting issues and

should be replaced. Consideration may be given to replacement.

The ductwork serving the pool unit should be replaced and zoned properly to the new pool configuration.

The 4-pipe pipe insulation, throughout the TLS Aquatics Center, appears to be in fair condition, but should be considered for replacement.

The exhaust fans serving the areas appear to be installed in varying years. The table below indicates the anticipated useful life remaining of the equipment by ASRHAE standards.

Mark	Location	Area Serving	Year Installed	Useful Life Remaining	Manufacturer
<u>EF-1</u> , <u>EF-2</u> , <u>EF-3</u>	Outside on Façade Wall	Pool	2013	16 years	Greenheck
<u>EF-4</u>	Spa Roof	Spa	2012	15 years	Greenheck
<u>EF-5</u>	Spa Roof	Spa Mechanical Room	2014	17 years	Greenheck

Electrical Assessment

GENERAL

This assessment reviews the pool renovation and associated areas including the pool admin, locker rooms, pool, spa, spa mechanical room and main mechanical room.

26050 ELECTRICAL SYSTEMS - MATERIALS AND METHODS

The existing building service of 3000A is adequate for any expected changes to the pool system. There is a 2000A MLO switchgear, which feeds a 600A MCC, which then powers most of the pool pumps. This MCC is relatively new and is using about 250A of the available 480A. It is recommended to reuse this equipment if possible.



Fig. 35 - Existing MCC, MDP and panel M

In general, the existing panelboards are older and are approaching the end of useful life. We understand a thermal imaging test was done recently, we recommend doing another thermal imaging test sometime during design on all existing panelboards to compare results. While a lot of the breakers are newer, the internal components and the

enclosures are showing signs of age. Panel A1-L and A1-R are relatively new and in good condition.



Fig. 36 - Existing panel A



Fig. 37 - Existing panel A1

All spa equipment is fed from power panel S located in the spa mechanical room. Panel S, and other electrical equipment in the machine room, are starting to show signs of corrosion due to the proximity to the chlorine systems. It is recommended to disconnect, remove and replace all equipment in this room, either in another location, or in an enclosure suitable for exposure to chlorine and damp conditions.



Fig. 38 - Existing panels

The existing EM panel appears to be in fair condition. However, it has a mix of life safety and standard backup loads and to comply with the Life Safety Code, requires all life safety components to be isolated on their own ATS switch. It is recommended to add an additional ATS and panel to separate the life safety Loads from all other EM loads.

There are various panels and load centers located throughout the mechanical room which do not have adequate working clearance. It is recommended to evaluate relocating any electrical panel without adequate clearance.

All existing conduit and wire are sized and installed for existing equipment. It is recommended to remove and replace any conduit and wire for new or updated equipment. Some conduit may be able to be reused based on design.

The existing general receptacles and circuits in the pool and spa area are in good condition and are to remain.

Additional receptacles may be added in the mechanical rooms to meet the code requirement of locating a receptacle 25' from all equipment.

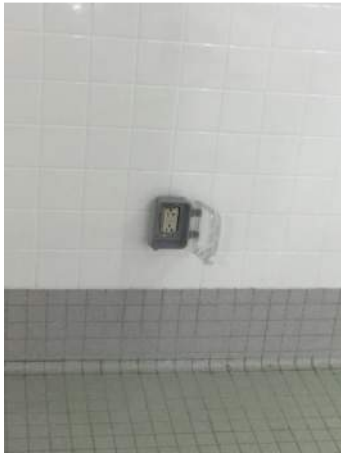


Fig. 39 - Typical general receptacle

There are existing security system cameras located in the main pool area and spa. It is not known if these existing CCTV systems will be affected by pool renovations. Power and low voltage wiring to the cameras is to remain. Coverage will be reviewed with any changes in area layouts.



Fig. 40 - Typical CCTV camera

265000 LIGHTING

The existing HID or retrofitted LED lamp lighting in the pool area is not adequate for the space which results in glare when swimmers are directly underneath a fixture, as well as a non-uniform lit area. It is recommended that existing low-bay lighting is to be disconnected, removed and replaced with LED fixtures. Conduit and wiring can be reused if possible. The fluorescent lighting along the long wall of the pool should also be replaced with LED fixtures.



Fig. 41 - Typical pool fixture



Fig. 42 - Typical wall wash fixture

The existing compact fluorescent recessed downlights in the spa area provide minimal light. A new lighting layout is recommended for this area. The existing lights, used for illuminating the light wall in the rear of the spa room, are spaced improperly, causing a break in the light pattern. It is recommended to replace the lights behind the glass wall using newer technology and layout.

The existing lighting in the locker rooms requires maintenance and utilizes outdated fluorescent U-Lamps. It is recommended to replace these fixtures with LED fixtures to reduce maintenance and increase efficiency.

The lighting in the administration area uses all T5 lamps which are deemed adequate. Replacing with LED is an option.

Emergency lighting is provided throughout the TLS Aquatics Center with fixtures connected to the emergency panel, ATS and generator. The existing circuits can be re-used if the life safety loads and the standard backup loads are separated as discussed above.

Exit lighting is provided in the TLS Aquatics Center, primarily near exit doors. Existing exit signs will remain or be relocated as needed to accommodate any new plan layouts.

Control for the locker rooms, pool and spa areas consists of a centralized toggle switch panel. The existing panel is outdated and provides minimum control. It is recommended to remove and replace the existing controls.



Fig. 43 - Existing lighting control panel

FIRE ALARM SYSTEM

The existing Simplex 4100U Fire Alarm System is in good working condition. However, the model was discontinued in 2010. We recommend, depending on how long the product will be serviced, evaluating an upgrade to a newer model control panel.

Scope of Work Menu

The above existing conditions report identified many aspects of the existing TLS Aquatics Center that should or could be upgraded. It is understood that this project has a fixed construction budget of \$3,562,000. We have created a menu below, broken into items we feel are high priority (base bid) and lower priority (add alternates). We will proceed to structure the construction drawings and specifications to break out add alternate items clearly so that bidders can provide prices for the overall base bid and each add alternate item listed below. This way, if the base bid comes in below budget, Fairfax County / RCC will be able to go down the list of alternates and see which ones they can afford to accept.

Please note that the items below are numbered for identification purposes only and do not represent any judgement regarding rank or importance.

Base bid items

1. Replace the existing pool and deck with new, separate lap and leisure pools. Layouts TBD.
2. Provide all new pool and spa equipment – pumps, heaters, filters, piping, etc. – to serve the new pools and existing spa.
3. Design new pools and spa to discharge to the storm sewer by installing a de-chlorination system for each body of water.
4. Replace lighting and lighting controls in the main pool area.
5. Replace HVAC systems, including ductwork, serving the main pool area.
6. Replace HVAC systems, including ductwork, serving the spa area.
7. Replace Lighting in spa area and spa equipment room including the lighting behind the glass block.
8. Rezone the sprinkler system (as required by reprogramming of spaces).
9. Coordinate any changes required to the fire alarm system, if any.
10. Rebuild the door and wing wall between the lobby and customer service desk to achieve the 18-24" pull side clearance required by the 2010 ADA Standards. A gate design may be acceptable in lieu of a full height door.
11. Address poor acoustics in the main pool area.
12. Examine main trusses before repainting to verify the integrity of the welds and connections. This will need to be done during construction by using a combination of an allowance for the prep and testing and unit prices for any rewelding that may be required.
13. Use design process to achieve art/aesthetic attributes that will satisfy public art considerations.

Add alternate items

1. Resurface spa – replace tile.
2. Re-seal clerestory windows above main truss and secondary truss.
3. Revise existing egress doors to include glass and sidelights. Address vandalism and access control issues.
4. Replace the existing rusty water fountain in the main pool area.
5. Add another family restroom in the area currently occupied by the storage closet and the women's privacy areas. This is not a code requirement as there are adequate quantities of plumbing fixtures in the existing facility.
6. Redesign the reception desk to provide only one workstation with both standing and ADA height surfaces.
7. Replace lighting in mechanical room.
8. Replace lighting in administration area.
9. Replace HVAC systems serving the pool support spaces (locker rooms, offices, lifeguard station, etc.).
10. Coordinate changes to CCTV, if any.
11. Replace lighting in locker rooms
12. Replace roof and roof insulation above pool areas.
13. Add ADA lift for spa.

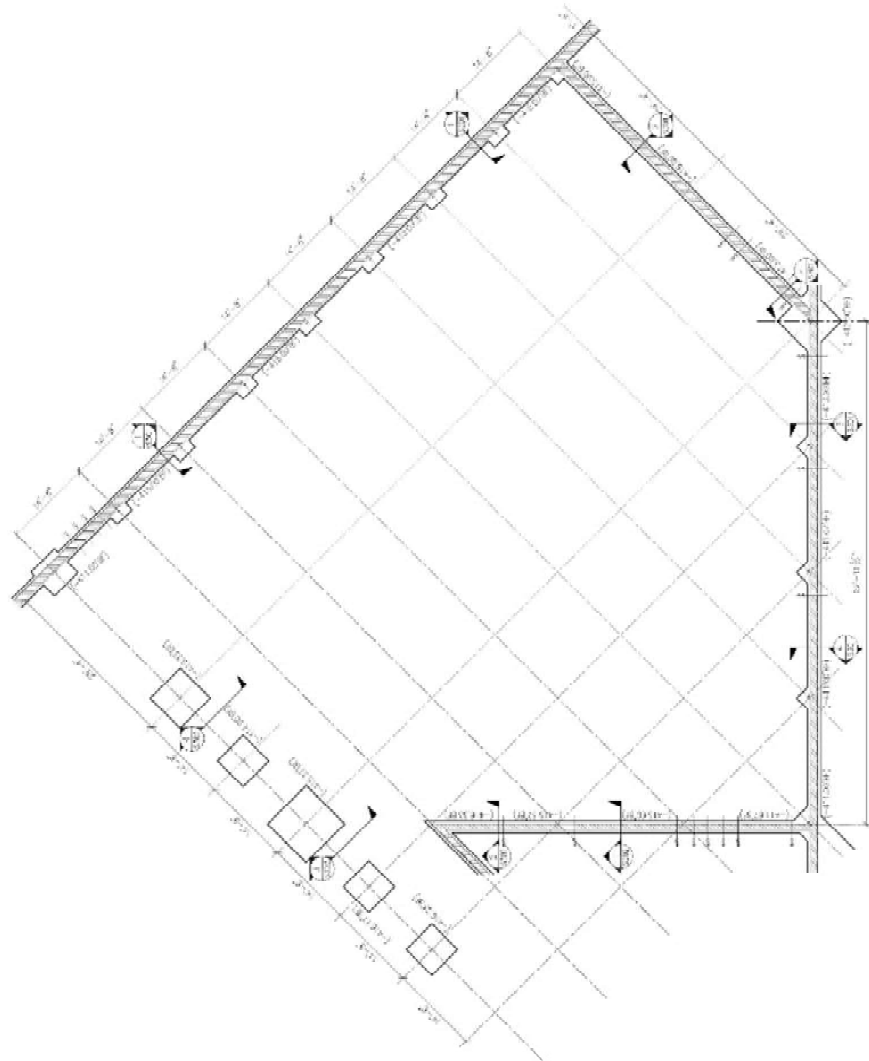
Design items

1. Pipe testing of existing systems (4-pipe, domestic water, sanitary & HW tank).

Appendix A – Structural Area of influence drawings

The following drawings illustrate structural areas of influence inside of which work cannot take place without shoring the existing foundations. All three pool options being developed by the A/E team do not require the existing structure to be shored.

NOT FOR CONSTRUCTION
 PROGRESS PRINT 09-18-2017



0.4" = 1'-0"
 SCALE (VERTICAL)

FIRST FLOOR & FOUNDATION PLAN - SECTION LOCATIONS 3A-3
 3A-3

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 2. CONSULT WITH THE ARCHITECT/DRAWER'S ATTENTION REAR TO

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PROJECT RESTON COMMUNITY CENTER AQUATICS CENTER RENOVATION HUNTERS WOODS VILLAGE CENTER RESTON, VIRGINIA	DRAWING Structural Floor & Foundation Plan	RRMM REGISTERED PROFESSIONAL ENGINEERS 10000 WOODLAND DRIVE, SUITE 200 RESTON, VIRGINIA 20190	SHEET S1.01
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