



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS' MEETING
DECEMBER 3, 2007**

Present:

- Bill Bouie, Chair
- Colin Mills, Secretary
- ⊙ Cathy Vivona
- ⊙ Karen Cleveland, Vice Chair
- ⊙ Carol Ann Bradley
- ⊙ Bill Penniman, Treasurer
- ⊙ Beverly Cosham

Absent:

- Bill Keefe
- ⊙ Claudine Varesi

Staff:

- Thomas Ward, Acting Executive Director
- ⊙ Leila Gordon, Acting Deputy Director

Visitors:

None.

The Chair called the meeting to order at 8:00 p.m., welcoming the viewing audience.

Approval of the Agenda:

Bill Bouie, Chair

Bill Bouie noted that the November 26th Building Committee Report should be inserted after the Finance Committee Report under the November 2007 Reports heading on the agenda.

MOTION #1:

Cathy Vivona moved that the Board approve the amended Agenda. Colin Mills seconded the motion. The motion was unanimous.

Approval of the November 5, 2007 Board Minutes:

Bill Bouie, Chair

The Chair suggested the following corrections to the November 5, 2007 Board Minutes:

- On page 5, first paragraph under Chair's Remarks, second to last sentence: "Reparation Master Plan" should be changed to "Recreation Master Plan."
- On page 6, last paragraph, second to last sentence: "capitalized" should be changed to "identified."
- On page 7, second paragraph, last sentence: "Friday, January 18, 2008" should be changed to "Thursday, January 17, 2008."

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- On page 10, third paragraph, second to last sentence: "summarizer" should be changed to "summarize."
- On page 18, first sentence after title line: "FAFA/CE" should be changed to "PAFA/CE."

MOTION #2:

Cathy Vivona moved that the Board approve the amended November 5, 2007 Board Minutes. Beverly Cosham seconded the motion. The motion passed unanimously.

Approval of the November 5, 2007 Board Actions:

Bill Bouie, Chair

MOTION #3:

Colin Mills moved that the Board approve the November 5, 2007 Board Actions. Beverly Cosham seconded the motion. The motion was unanimous.

Chair's Remarks:

Bill Bouie, Chair

The Chair commented on how active November had been due to ongoing discussions about the renovation projects that would occur at the Center and the various performances happening at CenterStage. He said he was pleased with the progress RCC has made, excited about working with the new Board, and looked forward to the challenges ahead.

Introduction of Visitors:

Bill Bouie, Chair. The Chair noted the absence of visitors.

Citizen Input:

Bill Bouie, Chair. None.

Board Member Input on Activities Attended:

Bill Bouie, Chair

Carol saw Beverly Cosham's *I Wish You Love* concert as well as the *Flamenco Vivo Carlota Santana* and *Trout Fishing in America* performances at the CenterStage and the Reston Chorale's Holiday concert in the Community Room. Carol is also finishing up her Collage class. Carol, Beverly, Colin, Cathy, and Bill B. attended Bonnie K. Freeman's farewell dinner at Jasmine Café. Beverly also attended the Reston Chorale's dress rehearsal and participated in the Thanksgiving Food Drive. Colin attended the Reston Community Players' performance of *Guys and Dolls* at CenterStage and the Reston Chorale's Holiday concert. Karen attended several committee meetings and participated in community activities outside of RCC. Bill P. attended the *Flamenco Vivo Carlota Santana* and *Guys and Dolls* performances. He signed up for RCC classes beginning in January. Cathy regularly plays bridge at the Center and also attended the *Flamenco Vivo Carlota Santana* and *Guys and Dolls* performances. The Chair attended numerous community activities and meetings over the past month. The Initiative for Public Art in Reston (IPAR) officially commenced with its first board meeting held last week. IPAR has collected \$100,000 in donations to date. IPAR members will interview three consultants next week and will make a recommendation to the board in January on which consultant to hire to help develop a master plan for the initiative. Fairfax County will be adopting IPAR as a template for other communities that may have an interest in public art. Among those involved are: the RCC acting deputy director; Ann Rodriguez, President and CEO of the Arts Council of Fairfax County; and Ann Rust, Chairman of the Arts Council of Fairfax County Board of Directors. The Chair thanked staff for doing an excellent job of organizing the Thanksgiving Food Drive, which was a huge success. Beverly mentioned some improvements that could be made to avoid confusion about the food distribution for people who came wanting to obtain food.

December 3, 2007 Board Minutes cont'd

Committee Reports

Bill Bouie, Chair

Community Relations Committee (November 19, 2007)

Cathy Vivona, Chair. The report was summarized and submitted for the record. Please see attached report.

The Chair commended Robert Hamman, Branch Executive of the Reston YMCA, and his staff for collaborating with RCC and South Lakes High School to provide their facility for the 2008 All-Night Grad Party.

Finance Committee (November 26, 2007)

Bill Penniman, Chair. The report was summarized and submitted for the record. Please see attached report.

Building Committee (November 26, 2007)

Beverly Cosham, Chair. The report was summarized and submitted for the record. Please see attached report.

Beverly noted that carbon monoxide detectors will be installed in the building during the fire alarm system replacement.

Long Range Planning Committee (December 3, 2007)

Beverly Cosham, Chair.

Beverly reported that at the beginning of the meeting, Dr. Thomas A. Wilkins and Marion Stillson, Vice President of the Reston Citizens Association (RCA), made brief presentations on the proposed referendum and charter to incorporate Reston as a town.

The Committee discussed the October 23, 2007 letter, addressed to the Chair from Kenneth R. Plum, Virginia House of Delegates, and Janet D. Howell, Virginia State Senate, requesting that by December 15, 2007, the Board 1) advise them of the role, if any, members of the Board played in developing the proposed charter; 2) inform them of any correspondence the Board may have had with RCA in the preparation of the charter; and 3) provide them with an official letter or resolution stating the Board's position on the referendum and the charter.

Following discussion, it was decided that the Board should not take a position on the proposed referendum and charter because it would represent a conflict of interest, since RCC is a Fairfax County agency. However, as individual Restonians, members could provide their input on the proposal to RCA. The Committee also requested that RCA supply the Board with more detailed information, which Colin Mills, designated Board liaison with RCA, agreed to provide.

The Chair said the Board's response to the first question in the letter was that Colin Mills had participated in developing the proposed charter since he was the South Lakes representative on the RCA Board of Directors. The Board's response to the second question was that the Board had not been approached by RCA, nor had they worked with RCA in the preparation of the charter.

The Chair will send the response letter to Delegate Plum and Senator Howell.

Approval of Committee Reports:

Bill Bouie, Chair

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MOTION #4:

Colin Mills moved that the Board approve the Committee Reports. Bill Penniman seconded the motion. The motion passed unanimously.

Acting Executive Director's Report:

Tom Ward, Acting Executive Director. The report was summarized and submitted for the record. Please see attached report.

Old Business:

Bill Bouie, Chair

Cathy asked about the status of the executive director search. Karen Cleveland, Chair of the Executive Director Search Committee, replied that the committee is working with Susan Woodruff, Assistant Director of the Fairfax County Department of Human Resources (DHR), on preparing the position description. The position opening will be posted for 30 days and the Committee will begin reviewing the applications in early January. The new executive director is expected to be hired by mid-March.

Responding to questions from Carol, the Chair indicated that the Fairfax County Park Authority and RCC were the only County agencies that have the authority to hire an executive director. DHR would assist RCC in facilitating the executive director search and vetting resumes. During the last search, the Executive Director Search Committee at the time had reviewed all 120 resumes received and had requested that DHR rank the resumes into high, medium, and low categories as they related to the position description. Ten candidates were interviewed. Five Board members will sit on the selection committee, as had also occurred during the last search. DHR did not dictate any procedures for interview questions; however, the selection committee was required to compile and provide DHR with the candidates' scores.

Other members of the Executive Director Search Committee are Carol Ann Bradley as Vice Chair, Beverly Cosham, Bill Keefe, and Colin Mills.

New Business:

Bill Bouie, Chair

Cathy recommended adding the following item to the Board Retreat agenda: How to structure committee meetings to provide an opportunity for dialogue between members and guests.

Bill P. also suggested that Board members provide a "wish list" of items for the Board to accomplish next year.

Cathy said the Board should consider scheduling a Long Range Planning Committee meeting on the Saturday of the retreat for the purpose of voting on the discussion items to help expedite the actions. Bill P. proposed an alternative to this idea: Board members could reserve a date on their respective calendars to hold a special meeting in January following the retreat. If there are any discussion items that warrant a Board meeting to take action, staff will have time to announce the meeting. The Chair said he would review the Memorandum of Understanding and Bylaws with the acting executive director and the acting deputy director to determine if Cathy's idea is permitted.

Beverly Cosham requested that the Board note that she had accepted Roger Lowen's request to serve as a non-voting citizen member on the Building Committee. The Board was unanimously favorable about Roger Lowen's appointment.

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Beverly announced that the Building Committee meeting scheduled on December 17, 2007 at 7 p.m. would instead be held on December 20, 2007 at 3 p.m. to accommodate Bill P.' s schedule.

On behalf of the Board, the Chair wished everyone a happy, healthy, and prosperous holiday season.

MOTION #6

Colin Mills moved that the meeting be adjourned. Beverly Cosham seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:51 p.m.

Colin Mills, Board Secretary

Date

**RESTON COMMUNITY CENTER
BOARD ACTIONS
TAKEN AT BOARD OF GOVERNORS' MEETING ON DECEMBER 3, 2007**

- | | | |
|-------------------|-----------|---|
| 07-12-03-1 | Bd | That the Board approve the amended Agenda. |
| 07-12-03-2 | Bd | That the Board approve the amended November 5, 2007 Board Minutes. |
| 07-12-03-3 | Bd | That the Board approve the November 5, 2007 Board Actions. |
| 07-12-03-4 | Bd | That the Board approve the Committee Reports. |
| 07-12-03-5 | Bd | That the meeting be adjourned. |

Colin Mills, Board Secretary

Date



MEMORANDUM

DATE: November 26, 2007

TO: RCC Board of Governors

FROM: Cathy Vivona
Chair, Community Relations Committee

SUBJECT: November 19, 2007 Community Relations Committee Meeting

The Community Relations Committee met on Monday, November 19, 2007. Present were:

- Cathy Vivona, Chair
- ⊙ Karen Cleveland
- ⊙ Colin Mills

Claudine Varesi and Carol Ann Bradley were absent and excused. Attending from the RCC Staff was Thomas L. Ward, RCC Acting Executive Director. The Chair called the meeting to order at 6:02 p.m.

Update on RCC Citizen Survey and Focus Groups: The acting executive director distributed copies of the draft citizen survey dated October 12, 2007 to the Committee members. The University of Virginia Center for Survey Research (CSR) had completed the pretest of the telephone survey a week ago. The CSR interviewers had no difficulty obtaining completed surveys from a sample of 20 to 30 people. The survey ran approximately 20 minutes, which was 5 minutes more than what RCC had contracted for. Following the results of the pretest, CSR presented the acting executive director with proposed changes to the survey. For example, CSR recommended asking RCC3 on page 4 of 24 to a random sample of 15 percent of the total respondents. The acting executive director had reviewed the list of recommendations with Robin Bebel, Assistant Director of CSR, and requested that CSR sample enough people to ensure a statistically valid response in terms of the overall confidence interval for 1,000 completed surveys, which was 95 percent. CSR made final updates to the survey instrument, completed training of the interviewers, had begun fielding the survey, and were on track to deliver the preliminary report to RCC in January prior to the Board Retreat.

Karen commented that 20 minutes was long for a telephone survey. The acting executive director replied that CSR had applied the sampling methodology to reduce the survey time to 15 minutes rather than revising the survey and eliminating questions.

The acting executive director said that there were questions embedded in the survey instrument designed to identify likely focus group participants. However, there had not been any discussion about the composition and main interest of the two focus groups. Since the survey was underway, the acting executive director suggested that the Committee begin discussing what the focus groups should achieve, the composition of the focus group membership, and the timeline for administering the focus groups.

The Chair commented that the survey should move relatively smoothly into at least one focus group, but said it was uncertain how the results of the survey would affect the administration of the focus group.

In response to a question from the Chair, the acting executive director said he had recommended that one focus group consist of patrons who were employees of Small District 5 (SD5) businesses but not

residents of SD5. He noted that RCC staff could identify these individuals through the registration database and a record of pool pass purchases. The acting executive director said that talking to employees of SD5-based companies would help RCC staff learn how to increase utilization of the Center by this group of people and, therefore, show value to the business community. Karen concurred with this recommendation because it would help find out why SD5 employees were using the Center and what types of programs and activities they would participate in, which would help RCC staff market the Center to the rest of the business community. Karen suggested that this focus group be conducted first and that the second focus group consist of a broader group of people, such as human resources personnel of SD5-based companies and those who have never used the Center.

Responding to a question from the Chair, the acting executive director believed the Committee would outline broad themes that the CSR administrators would pursue in the focus groups to gather information, which would be synthesized in a qualitative analysis. The Chair requested that the acting executive director find out about the timeline, direction, analysis, and role of the Committee regarding the focus groups. The Chair recommended adding an item to the agenda for the next RCC Board meeting to present the proposal for the first focus group and solicit ideas for the second focus group. The Committee agreed with this recommendation.

Update on Phase III HVAC Renovation and Natatorium Renovation Projects: The acting executive director reported that a pre-contractor quote meeting had been held on Tuesday, November 13, where two of the three mechanical contractors under contract to Fairfax County, Fidelity Engineering Corporation and Harvey W. Hottel, Inc., had attended. RCC staff would receive the price quotations by the close of business on Friday, November 30, review those quotes, and make a recommendation as to which vendor to select based upon a cost analysis. The notice to award would be issued in December and a purchase order would be issued on or before January 2, 2008. RCC planned to develop the scope of work for construction administration services through SWSG, PC, an architectural engineering firm, to manage the HVAC renovation and Natatorium renovation projects over the summer and ensure that the mechanical contractors work together and stay on track. The contractors had to have all of the necessary equipment purchased and in their warehouses by the end of May 2008. Construction was scheduled to begin on June 1, 2008 and end in mid-October to allow RCC staff time to move back in the building before it reopened on November 1, 2008.

In response to a question from the Chair, the acting executive director noted that BeBe Nguyen, RCC Director of Communications, had issued a press release on August 29, 2007 regarding the HVAC renovation project. Karen commented that the project had received an adequate amount of coverage in the local newspapers.

Responding to another question from the Chair, the acting executive director said RCC staff members would have to double their efforts in terms of sufficiently communicating to patrons the location of their classes to help minimize disruption as much as possible.

In response to a question from Karen, the acting executive director explained that the current plan for Web registration was for Vermont Systems to write an interface between the RecTrac registration software and GOVOLUTION, the County contractor for credit card processing, during March 2008. Assuming that the programming was completed by the end of March, RCC staff would test the online registration process during April and May. The current methodology to register patrons would not need to change because of online registration. The software had the capability to specify on an activity and activity section basis when online registration would begin for a particular program. However, this would be an opportunity for the RCC Board to review the current registration process and make changes. RCC would also need a public relations campaign to include a mail-out to every household in the registration database notifying them of the upcoming online registration and instructions on how to access it. RCC could either assign user ids to households or allow them to establish one on their own. RCC staff would

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examine the household database, delete duplicate data, and make other necessary revisions. If the software was completed and certified by GOVOLUTION as scheduled, online registration could be turned on for the summer and fall programming.

Responding to another question from Karen, the acting executive director pointed out that even if people did not register online, RCC staff had the capability of e-mailing through the registration database to those households. Therefore, online registration was not a prerequisite.

Executive Director's Response to Letter from Clark Rumrill: The Chair called attention to a letter dated October 11, 2007 from Bonnie K. Freeman, former RCC Executive Director, in response to a letter dated October 3, 2007 from Clark Rumrill, a SD5 resident who spoke at the June 18, 2007 public hearing on the FY09 RCC Budget and Capital Improvement Plan. Committee members briefly reviewed the letter from the former executive director.

The acting executive director pointed out a typographical error in the first sentence of the third paragraph on page 1: 12% should be changed to 89%.

In response to a question from Karen, the acting executive director indicated that the FY2009 revenue figure for Lake Anne covered the Arts Education programs and did not include the facility rentals.

The Chair called attention to the second sentence of the second paragraph of page 2 which indicated, "In 2006, 18% of households registered for a class, used a swim pass, or rented a room." The acting executive director said that this figure did not reflect all of the households that participated in the Center, which was certainly much larger. People purchased tickets to CenterStage theatre performances through two ways: 1) filling out an order request form or 2) walking up to the box office. RCC staff planned to transfer the box office operation to the RecTrac registration software to keep better track of households who attended the theatre performances.

The Chair commented that 18 percent was not accurate and could be misinterpreted easily. The acting executive director pointed out that a majority of the participation in General Programs were drop-in programs, where RCC staff knew the number of attendees but lacked the data necessary for analysis.

New Business: The Chair noted that a new program where families prepared bagged meals in the RCC Hunters Woods kitchen every Wednesday night during November to feed clients at the Embry Rucker Community Shelter was fully registered.

The Chair recommended that RCC coordinate a health day at the Hunters Woods center, which would feature three or four health services that were offered free by different venues. Colin said blood donation could be one service. Karen pointed out that there were similar events in the community, such as the YMCA Healthy Kids Day and YMCA Activate America, a community-wide health initiative that included the Reston YMCA, the Reston Association, and some for-profit fitness clubs. The acting executive director replied that he would verify if RCC was involved in this initiative. He also noted that in the past, RCC had hosted a Senior Health Day. The Chair requested that this proposal be added to the agenda for the Program Policy Committee. Karen, Chair of the Program Policy Committee, agreed with this request.

The Chair said that during the day, she had observed many empty meeting rooms and expressed the need to think of a creative way to fill the rooms, such as scouting for non-profit organizations who needed meeting space. The acting executive director noted that the distribution of meeting room use typically peaked at 11 a.m., tapered off at 2 p.m., and peaked again at 7 p.m. The days when the Center was not in full use between 2 and 4 p.m. presented an opportunity to market the Center to businesses, non-profit

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organizations, and specialized clubs. Karen stressed the need to maximize the use of the Center and find ways to fill in the odd hours.

With no further business, the meeting adjourned at 6:46 p.m.



MEMORANDUM

DATE: November 28, 2007
TO: RCC Board of Governors
FROM: Bill Penniman, Chair
Finance Committee
SUBJECT: November 26, 2007 Finance Committee Report

The Finance Committee met on Monday, November 26, 2007. Present were:

- Bill Penniman, Chair
- Colin Mills
- ⊙ Cathy Vivona
- ⊙ Bill Bouie
- ⊙ Beverly Cosham

Attending from the RCC staff were:

- Thomas L. Ward, Acting Executive Director
- Leila Gordon, Acting Deputy Director
- Renata Wojcicki, Director of Finance

Bill Keefe was absent and excused. The Chair officially called the meeting to order at 6:08 p.m.

RCC Fund Statement: The director of finance explained that in February, the County Executive would present the FY2009 Budget Plan to the Board of Supervisors and at the end of April, the Board would hold public hearings on the FY2009 Budget Plan and the FY2008 Third Quarter Review. The FY2008 Revised Budget Plan expenditures allocated for capital projects was higher than originally anticipated due to carryover funds, which were commitments for projects that occurred in FY2007 but were paid for in FY2008.

The Chair called attention to a \$1.9 million decline in the total available balance from the FY2008 Revised Budget Plan to the FY2009 Advertised Budget Plan. The director of finance replied that the difference was due mainly to larger capital projects. She explained that RCC had collected more tax revenue in FY2008 than originally budgeted; therefore, the FY2008 beginning balance increased to \$7.2 million and the total available balance increased to \$14.9 million.

The director of finance pointed out that if revenue drastically dropped, so did the Maintenance, Feasibility Study, and Capital Project reserves; therefore, she suggested that the Committee consider revising the current restrictions on these reserves.

Advertised FY2009 Budget Plan: The director of finance said there was no benchmark or constant for capital projects to measure against as there was for personnel and operating expenditures. FY2009 budgeted capital projects awaiting RCC Board review may be carried over to FY2010.

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In response to questions from the Chair, the director of finance said the actual dollars for the HVAC renovation project were allocated in the FY2009 Budget although the project had begun in FY2008. The \$3.5 million allocated for capital projects in the FY2008 Budget included HVAC Phase III and \$545,450 for capital projects would be added to the FY2009 Budget to accommodate changes to the scope of the project. Part of what was budgeted for FY2008 would carry forward to the FY2009 Budget Plan; therefore, RCC would have a higher end of year balance for FY2008.

Staff Review of Current Finances: The director of finance briefed the Committee on RCC's year-to-date financial status for September/October. Collection of tax revenue was not as significant as it was in July and August and was at 54.35 percent of the budget used year-to-date. An increase of tax revenue would occur in December when the second installment of real estate taxes was due. Performing Arts-Theatre Administration sold the majority of theatre tickets at the beginning of the performance season in September. The majority of Theatre Rental revenue will be collected at the end of the fiscal year. The Performing Arts Cultural Activities/Arts Organizations line item had no revenue budget because it was a clearing account containing theatre ticket sales that would be paid to the appropriate arts organizations. Aquatics Classes/Drop-In revenue was a little low at 27.03 percent of the budget used year-to-date due to cancelled classes. The acting deputy director noted this was not due to an enrollment pattern, but staffing shortages that prohibited RCC's ability to support the class offerings with qualified staff.

Continuing her briefing, the director of finance indicated that revenue for Teens, Camp Goodtimes, and Arts Education was at a higher percentage of the budget used year-to-date due to summer camps. Community Events met its budgeted amount for revenue and would not receive any more revenue for the rest of the fiscal year. Camp Goodtimes exceeded its revenue projection because of high enrollment.

The director of finance had expanded all administrative activities and reallocated most of the administrative salaries to Booking, Finance, Customer Service, Engineering, Maintenance, and other cost centers. Personnel expenses had been reallocated to the appropriate cost centers to determine how costs behaved and how much support each cost center was receiving, which involved changes in budget allocation and transfer of payroll expenditures. Administration personnel expenses were higher at 45.43 percent of the budget year-to-date because certain expenses still needed to be moved. Personnel expenses for General Programs Administration were at negative \$24,253 because those dollars had been moved to other cost centers. Teens and Arts Education had higher personnel expenses due to summer camps. Personnel expenses for Camp Goodtimes was under budget at 91.41 percent used year-to-date and no more activity would occur between now and May when training sessions began.

RCC reserved a significant part of the budget in Administration at the beginning of the fiscal year to procure expected services and supplies on contract with Fairfax County relative to the operations of the building, which included electricity, water, and custodial services. There were distinctive differences in the types of procured services or supplies between the administrative functions and the program functions. For example, the Administration through Media operational expenses related to supplies and services to support program staff. The Performing Arts through Arts Education operational expenses related to services of instructors and supplies necessary to offer programs.

The dressing room renovation project required a budget entry of \$60,000 from the HVAC upgrade capital expenses at Third Quarter Review, which would be reflected in RCC's year-to-date financial status for April. The Fairfax County Department of Management and Budget (DMB) had combined all the FY2008 budgeted capital projects in one account and RCC had moved them to individual line items to track expenditures accordingly. The cost for the design of the dressing rooms included in the operational expenditures would be transferred to the capital expenses.

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Responding to a question from the Chair, the director of finance said the contractors would probably recuperate money for necessary supplies and equipment purchased for the HVAC Phase III renovation; therefore, RCC may receive requests for reimbursements for those purchases before actual construction began.

FY2009 Budget Guideline Summary: The director of finance presented a summary of the main points of the FY2009 Budget Development Guidelines that were published by the County Executive and DMB. She reported that commercial real estate growth was expected to increase 6 percent and residential real estate growth was expected to decline 4 percent in Small District 5 (SD5). The director of finance would provide the Committee with additional information obtained at the beginning of February from the Fairfax County Department of Tax Administration. Bill B. noted that approximately 8 million square feet of commercial space was planned in SD5 over the next 18 months and 90 percent of it had already been leased.

Fiscal Year Cycle Calendar: The director of finance presented the fiscal year cycle calendar. In January, RCC staff members would prepare for the Third Quarter Review process where they would review their personnel and operational expenditures to date, anticipate what needed to be done for the remaining months of the fiscal year, and ensure that they were within budget. In January/February, staff would begin to discuss the FY2010 Budget requirements with the RCC Board. Additionally, staff would meet with the Committee to work on the FY2008 Third Quarter Review to prepare it for submission to DMB.

The Chair recommended that Committee members review the handouts distributed by staff this evening and ask questions regarding the information at the next meeting. He also requested that the director of finance add a date line to all handouts.

RCC Recommended Internal Controls: The director of finance noted that the last handout was a summary of internal controls practiced by RCC staff to ensure that all work duties complied with all applicable County policies and procedures.

New Business: The Chair commented that the majority of Committee discussions centered on the budget and expenses year-to-date summary presented by the director of finance. He questioned whether the summary should be organized differently or if a different report should be presented instead at each meeting. Bill B. said the Committee should spend more time addressing capital projects and the Capital Improvement Plan (CIP).

The Chair proposed the following items for the Committee to examine next year: Capital projects and the CIP; the FY2010 Budget Plan and the public budget hearing; the major reserve funds; and the SD5 tax rate. A brief discussion ensued on these issues.

There being no further business, the meeting adjourned at 7:26 p.m.



MEMORANDUM

DATE: November 29, 2007

TO: RCC Board of Governors

FROM: Beverly Cosham, Chair
Building Committee

SUBJECT: November 26, 2007 Building Committee Report

The Building Committee met on Monday, November 26, 2007. Present were:

- Beverly Cosham, Chair
- ⊙ Bill Penniman
- ⊙ Bill Bouie

Attending from the RCC staff were:

- Thomas L. Ward, Acting Executive Director
- Renata Wojcicki, Director of Finance
- Leila Gordon, Acting Deputy Director

Carol Ann Bradley was absent and excused. The Chair officially called the meeting to order at 7:31 p.m.

Capital Project Plan: FY2008 – FY2009: The acting executive director briefed the Committee on the status of the FY2008 and FY2009 capital projects. Four capital projects were funded for FY2008 and currently in progress: the HVAC replacement, the Natatorium renovation, the dressing room renovation, and the theatre rigging. Other capital projects were budgeted for FY2009, most of which were awaiting input from the RCC Board. The continuation of the HVAC replacement and additional funds for the theatre rigging were also budgeted for FY2009.

Phase I of the HVAC replacement has been completed. Phase II was also completed with the exception of outstanding punch list items the contractor was working on: a boiler was flaming out, a wiring issue with a variable frequency drive for the cooling tower, wipers on the ultraviolet light were not functioning, and filling the sleeves where the wall was penetrated. These items do not affect the functionality of the Phase II work with the boilers. Regarding Phase III, quotes are due this Friday, November 30, from the two vendors that attended the pre-bid conference on November 13: Fidelity Engineering Corporation and Harvey W. Hottel, Inc. The HVAC replacement project is being done under an existing Fairfax County heating and cooling contract and RCC is only required by the Department of Purchasing and Supply Management to solicit bids from the three vendors that are part of that contract. One of the vendors declined by virtue of not attending the mandatory pre-bid conference. RCC staff will evaluate the bids and select the contractor next week and will issue a purchase order to the awarded contractor by January 2, 2008. The contractor is required by January 9 to provide RCC with a construction schedule of major milestones and a shop drawing register for the architectural firm to review and approve. On January 29, RCC staff will present to the Finance Committee options for the relocation of staff and equipment. The acting executive director believed the \$100,000 budgeted for the relocation will not be sufficient because it will only cover rent for the space and not the expenses associated with

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moving the equipment out of the building and storing it off-site. By February 8, SWSG and RCC will review the construction schedule. The contractor is required to place all of the orders for the long lead-time items by February 29. All equipment materials are expected to be on-hand by May 30 before Phase III begins. The contractor will have to include in the bid the staging and storage costs for the equipment. Construction will commence on June 16, be substantially completed on September 22, and be finally completed on October 17 with all punch list items addressed and the HVAC system operational.

As part of the HVAC replacement project, the RCC Board approved and funded the replacement of the fire alarm system. There is an existing County contract in place for fire alarms, so a bid process will not be required. The acting executive director expects to receive a price quote from the vendor by December 31, 2007.

In response to a question from the Chair, the acting executive director said he would find out about installing a carbon monoxide detector in the building since natural gas will be supplied to the new dual-fuel boilers.

Continuing his briefing, the acting executive director noted that RCC has received a complete set of drawings and specifications for the fire alarm system replacement. By mid-February, he expects to have a signed purchase order with the contractor.

The RCC Board budgeted for the Natatorium renovation project, but staff has not made a presentation to the Board members regarding the scope of the project. RCC has not yet received the completed drawings and specifications from SWSG. The acting executive director asked whether SWSG should also prepare an artist rendering to show what the renovations to the Natatorium would look like. Bill B. requested that the acting executive director find out the timeframe and cost associated with the artist rendering.

The acting executive director said the RCC Board will need to make a decision on the Natatorium renovation project so staff could send out it to bid in February, issue a contract with the vendor in March, and lock in resources to ensure the project occurs in the beginning of June.

Responding to a question from Bill P., the acting executive director explained that the Committee could decide to modify the scope of work, proceed with the project in its entirety, or cancel the entire project. RCC staff would ensure that the bid document was consistent with the expectations of the Board. SWSG representatives would attend the Committee meeting on December 17 to answer technical questions and address issues.

In response to another question from Bill P., the acting executive director explained that a SWSG representative had advised him that given the complexity of the HVAC replacement project and the importance of reopening the entire facility as scheduled, it was unwise to keep the Natatorium open during that period because the domestic water would be off in the building, the electricity would be unstable, and the fire alarm system would not be active, the acting executive director recommended against keeping the Natatorium open during the HVAC replacement Phase III. The acting deputy director noted that she has discussed with the aquatics director about exploring other deployment and location options. Bill B. pointed out that Reston YMCA representatives have been receptive to the possibility of moving RCC aquatics programs to their facility. The acting deputy director stressed the importance of housing as many of the critical program groups as possible and delivering services as continuously as possible to help mitigate the impact of the building closure.

Continuing his briefing, the acting executive director noted that the RCC Board has also approved and funded the dressing room update project for \$60,000. RCC staff has received a complete set of

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drawings and specifications and will either prepare an Invitation For Bid (IFB) to solicit bids or hire J. Roberts Consulting, LLC, a County contractor. At the pre-bid conference, the acting executive director suggested the HVAC vendors consider bidding on the dressing room update project.

The acting executive director indicated that he had received a price quotation of approximately \$140,000 to \$145,000 from SWSG for construction administration services to ensure completion of the projects during the June through October timeframe to reopen the building on time. RCC would work with the Fairfax County Department of Public Works and Environmental Services to define the scope of work.

Responding to a question from Bill B., the acting executive director said since RCC had decided to use the existing heating/cooling maintenance contract for small systems rather than go out to bid on this project with a formal IFB, RCC could not impose any penalties in this contract if the project was not completed on time. The acting deputy director pointed out that RCC staff could write as detailed a scope of work as possible that corresponded to the bidder's milestones and the RCC Board's expectations in order to achieve overall cost savings and obtain a layout of how the contractor's work would intercept with the actual project. Bill B. agreed and said staff should write a scope of work that gave the construction administrator the ability to make decisions about the project and to garner any resources needed to meet the timeframes and the budget. Bill P. suggested building incentives into the contract if possible.

Responding to a question from the Chair, the acting deputy director noted that RCC staff is preparing the cost estimates for the relocation of staff and equipment during the building closure.

The Committee briefly discussed the possibility of keeping the Natatorium open later or reopening the building sooner than scheduled.

The acting executive director noted that he had also distributed to the Committee Phase III instructions to the bidders.

There being no further business, the meeting adjourned at 8:12 p.m.