



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS' MEETING  
SEPTEMBER 8, 2008**

**Present:**

- Bill Bouie, Chair
- Karen Cleveland, Vice Chair
- Colin Mills, Secretary
- Bill Penniman, Treasurer
- Bill Keefe
- Beverly Cosham
- Cathy Vivona

**Absent and Excused:**

- Carol Ann Bradley
- Claudine Varesi

**Staff:**

- Leila Gordon, Executive Director
- Denise Snyder, Executive Assistant

**Visitors:**

None.

The Chair called the meeting to order at 8:07 p.m., welcoming the viewing audience.

**Approval of the Agenda:**

Bill Bouie, Chair

**MOTION #1:**

Colin Mills moved that the Board approve the Agenda. Bill Penniman seconded the motion. The motion was unanimous.

**Approval of the July 7, 2008 Board Minutes:**

Bill Bouie, Chair

**MOTION #2:**

Colin Mills moved that the Board approve the July 7, 2008 Board Minutes. Cathy Vivona seconded the motion. The motion passed unanimously.

**Approval of the July 7, 2008 Board Actions:**

Bill Bouie, Chair

**MOTION #3:**

Colin Mills moved that the Board approve the July 7, 2008 Board Actions. Beverly Cosham seconded the motion. The motion was unanimous.

**Chair's Remarks:**

Bill Bouie, Chair

## **September 8, 2008 BOG Meeting cont'd**

The Chair stated that the summer was a busy one filled with many projects. He said that the building renovation projects at the Hunters Woods Center are on schedule, and that the move back to Hunters Woods is scheduled for October. He gave kudos to the RCC staff and Board for making things happen. He also expressed that the RCC is much better for the experience because of the way that the RCC has reached out into the community. He spoke about the Reston Festival and how the soggy weather at the Multicultural Festival did not deter folks from coming out. He also said that Beverly sang the greatest rendition of *God Bless America* ever performed at the Multicultural Festival.

### **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

Bill Keefe stated that the triathlon that was scheduled to take place over the weekend was actually a biathlon – the swimming portion did not occur. He mentioned that the Taskforce on Planning and Zoning is meeting with ARCH this coming Wednesday. The first meeting took place in May or June. He said that there is a very ambitious schedule to review the Reston Comprehensive Plan and portions of the PRC zoning district. There will be lots of work and community involvement in the project. Bill asked that Leila get an update from Supervisor Hudgins' office; Leila responded that she had already had contact from the Supervisor's office and that they asked for possible timeframes to meet with the full RCC Board.

Cathy Vivona played bridge and attended the end portion of the Multicultural Festival – just in time to see everyone packing up - and also attended the Reston Festival. Bill Penniman is taking a sculpture class, attended several committee meetings and also attended the Farmer's Market. Karen said that she did a lot of traveling over the summer. She was unable to attend the Multicultural Festival. Colin attended the Reston Festival and attended a couple of Take-a-Break concerts. Beverly attended the Reston Festival, attended a couple of Multicultural Festival meetings as liaison for the Board; sang at the Multicultural Festival, attended the Initiative for Public Art Reston (IPAR) meeting and the RCC/RA Taskforce meeting. The Chair attended IPAR and RCC/RA meetings.

Leila stated that she attended several IPAR meetings and also stated that the consultant's reports will be delivered shortly. She went on to say that this summer has turned out to be the best ever in terms of attendance for the Take-a-Break concert series. She further stated that on December 5, the American Federation of the Arts, IPAR, RCC, Arlington County and people from all over the world who are involved in public planning and public art, are planning a joint knowledge exchange seminar where a featured venue will be Reston.

Bill B. said a special thanks to the Board for their determination, effort, and support and for all that they have accomplished this year.

### **Committee Reports**

Bill Bouie, Chair

### **Special Board Meeting – August 4, 2008**

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

## **September 8, 2008 BOG Meeting cont'd**

### **Finance Committee Report – August 12, 2008**

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

The following change was made on page 3, 7<sup>th</sup> paragraph, 3<sup>rd</sup> line; “Beverly Cosham” was changed to “Colin Mills.”

Bill P. credited staff for the renovation project coming in under budget. The next Finance Committee meeting is scheduled for September 22.

### **Long Range Planning Committee – September 8, 2008**

Beverly Cosham, Chair.

Beverly stated that the Long Range Planning Committee met prior to the Board meeting to discuss: the summary of capital project change budgets and status; the results of the meeting with DPSM on sole source procurement issues for the RA Taskforce study and pool overlook/GP office; and the motion to be forwarded to the full Board for their approval regarding the redesign of the pool overlook/GP office.

Beverly reported that Leila gave the committee a summary of the capital project changes and the budgets and the status of the renovations in progress at Hunters Woods. She stated that the projects are moving along well, and thanked staff - Tom Ward, Deputy Director; Renata Wojcicki, Finance Director; Joe Leary, Aquatics Director; and Michael Emery, Building Engineer – for the wonderful job that they are doing along with SWSG on oversight.

Beverly further reported that the second item discussed was the results of the meeting with DPSM on the sole source procurement issues for the RA Taskforce study, which was highlighted earlier during the Special Board Meeting report of August 4, 2008. Leila will be attending another meeting related to the Taskforce tomorrow, from which she will provide an update. Beverly stated that it has been suggested that there could be a memorandum of agreement between the RA and RCC Board. The agreement would be an amendment to the contract that RA already has in place with their consultants. The next joint Taskforce meeting will take place on September 23, 2008 at 7:30 p.m. at a place to be announced.

Lastly, Beverly reported that a motion was passed by the Long Range Planning Committee to approve the list of submitted projects for consideration.

### **Approval of Committee Reports:**

Bill Bouie, Chair

### **MOTION #4:**

Karen Cleveland moved that the Board approve the Committee Reports. Bill Penniman seconded the motion. The motion passed unanimously.

### **Executive Director's Report:**

Leila Gordon, Executive Director. The report was summarized and submitted for the record. Please see attached report.

Leila gave a special “shout out” to all of the RCC partners who so generously helped the RCC to find space during RCC's “On the Road” adventure.

Leila stated that the Reston Multicultural Planning Committee is scheduled to meet and during that meeting will examine the timing of the festival for the next season.

## September 8, 2008 BOG Meeting cont'd

The RCC is gearing up for Fall classes, programs and activities and the CenterStage 30th Anniversary reunion/professional touring artist series will kick-off with the pre-sale for District 5 folks on September 14.

### Old Business:

Bill Bouie, Chair. None.

### New Business:

Bill Bouie, Chair.

Beverly informed everyone that on September 19<sup>th</sup> at 11:00, there will be a ribbon cutting at the Workhouse Art Center ([www.lortonarts.org](http://www.lortonarts.org)). The ribbon cutting will start an entire week of events at the site. Beverly will be singing with the *Washington Philharmonic* on September 21 as part of the festivities and everything will culminate on Saturday, September 27 with a gala featuring Barbara Cook.

Leila mentioned that this coming weekend, the Arts Council of Fairfax County presents the International Children's Festival 2008 at Wolf Trap.

The Chair announced the upcoming RCC 2008 Preference Poll and encouraged the viewing audience to make a difference in the community by volunteering to become a member of the RCC Board. The filing deadline for candidacy registration is September 18. Details for filing can be found in the RCC Candidates Handbook.

The following motions were presented for Board approval:

### **MOTION #5:**

Bill Penniman moved that the Board approve the redesign of the General Programs office space adjacent to room 5 and the pool overlook as well as the following list of projects discussed and approved by the Long Range Planning Committee as part of the natatorium and HVAC project:

- Dectron conversion to electronic controls (humidity control in the aquatics area)
- Data/voice re-cabling for entirety of HW (phone and computer speed)
- Systems furniture for aquatics office (to accommodate changed design/configuration)
- Pool Overlook/Programmer Office construction and redesign to add work stations to accommodate GP Director, Arts and Events Director, Community Events Director, Assistant Technical Director for A/E, Senior, Adult, Teen, Youth Directors, and four work stations for their assistants; as well as the ability to secure access to the pool overlook area with a lockable doorway.
- Signage (both the new Terry L. Smith Aquatics Center and wherever else it would be appropriate.)

Cathy Vivona seconded the motion. The motion was unanimous.

**MOTION #6:** Bill Penniman moved that the Board approve a commitment of up to \$50,000 to support joint studies with the Reston Association for potential recreation space in the community. Beverly Cosham seconded the motion. The motion was unanimous.

### **MOTION #7:**

Colin Mills moved that the meeting be adjourned. Beverly Cosham seconded the motion. The motion was unanimous.

**September 8, 2008 BOG Meeting cont'd**

The meeting adjourned at 8:41 p.m.

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Colin Mills, Board Secretary

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Date

**RESTON COMMUNITY CENTER  
BOARD ACTIONS  
TAKEN AT BOARD OF GOVERNORS' MEETING ON SEPTEMBER 8, 2008**

- |                   |           |   |
|-------------------|-----------|---|
| <b>08-09-08-1</b> | <b>Bd</b> | <b>That the Board approve the Agenda.</b>   |
| <b>08-08-08-2</b> | <b>Bd</b> | <b>That the Board approve the July 7, 2008 Board Minutes.</b>   |
| <b>08-08-08-3</b> | <b>Bd</b> | <b>That the Board approve the July 7, 2008 Board Actions.</b>   |
| <b>08-08-08-4</b> | <b>Bd</b> | <b>That the Board approve the Committee Reports.</b>  |
| <b>08-08-08-5</b> | <b>Bd</b> | <b>That that the Board approve the redesign of the General Programs office space adjacent to room 5 and the pool overlook as well as the following list of projects discussed and approved by the Long Range Planning Committee as part of the natatorium and HVAC Project:</b> <ul style="list-style-type: none"><li><b>• Dectron conversion to electronic controls (humidity control in the aquatics area)</b></li><li><b>• Data/voice re-cabing for entirety of HW (phone and computer speed)</b></li><li><b>• Systems furniture for aquatics office (to accommodate changed design/configuration)</b></li><li><b>• Pool Overlook/Programmer Office construction and redesign to add work station to accommodate GP Director, Arts and Events Director, Community Events Director, Assistant Technical Director for A/E, Senior, Adult, Teen, Youth Directors, and four work stations for their assistants; as well as the ability to secure access to the pool overlook area with a lockable doorway.</b></li><li><b>• Signage (both the new Terry L. Smith Aquatics Center and wherever else it would be appropriate.)</b></li></ul> |
| <b>08-08-08-6</b> | <b>Bd</b> | <b>That the Board approve a commitment of up to \$50,000 to support joint studies with the Reston Association for potential recreation space in the community.</b>  |
| <b>08-08-08-7</b> | <b>Bd</b> | <b>That the meeting be adjourned.</b>   |

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Colin Mills, Board Secretary

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Date



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS'  
SPECIAL MEETING  
AUGUST 4, 2008**

**Present:**

- Bill Bouie
- Cathy Vivona
- Beverly Cosham
- Bill Penniman
- Bill Keefe

**RCC Staff:**

- Leila Gordon, RCC Executive Director
- Robert Arguinzoni, Adult Program Director
- Renata Wojcicki, Finance Director
- Tom Ward, Deputy Director
- Joe Leary, Aquatics Director

RCC Board member, Beverly Cosham, called the meeting to order at 6:15 p.m.

Leila started the meeting by giving some background information on why the joint Reston Association (RA)/Reston Community Center (RCC) Taskforce was formed. Its purpose is to conduct a study to determine whether or not the RCC and RA could work collaboratively to create additional indoor recreation facility opportunities for the community of Reston.

Leila briefly described the contents contained in the handouts distributed to each member. The first document was a memorandum from Larry Butler, Director of Parks and Recreation, to the RA Board. The memorandum recaps what came out of the July 7 RCC Board Long Range Planning Committee meeting in which the committee met jointly with members of Reston Association (RA) Board and management staff to discuss the potential for RA, RCC and the Park Authority (PA) to work collaboratively in building a facility that would address some of the recreation needs that RA is currently considering in the short term. Specifically, they have a desire to build indoor tennis courts and other needs that are clear to the RCC in terms of registration patterns and waitlists – an indoor aquatics facility and other types of indoor space for general recreation or fitness purposes. They discuss ways in which to maximize financial resources, and also the PA's primary resource, which is land adjacent to the site being reviewed, and creating a relationship based on the land plots that exist between the PA and RA that would allow funding that PA might use to purchase land which would then be returned to the project by RA in the way of spending on the facility.

RCC's contribution would primarily be in the area of indoor fitness, aquatics programming and those areas of facility management expertise. The taskforce would look at ways to accomplish these goals in such a way that would allow each entity to achieve its desired outcomes and also to use resources as wisely as possible for the benefit of the community.

During a meeting of the full RCC Board on July 7, it was determined that it would be a great opportunity for the Board to pursue and RCC Board members were then appointed to the joint taskforce. The members are Cathy Vivona, Beverly Cosham, Bill Keefe and Bill Bouie. It was also determined that an interim meeting would take place before the taskforce met with just the RCC Board members and

## **RCC Board of Governors' Special Meeting – August 4, 2008**

### **Page 2**

management staff to take a look at what the priorities would be for the kind of facility envisioned and to decide how best to use SD 5 funding to support the project.

The group also reviewed Larry Butler's presentation on preliminary cost estimates for indoor tennis courts and indoor swimming that was put together for RA's July 23<sup>rd</sup> Board meeting. RA's charge to Larry was to look at a facility that would house five indoor tennis courts and the ability to enclose one of two current RA facilities as opposed to a facility that would house both. The document also gives estimates of the financial obligation if the taskforce pursues the initiative. Leila pointed out that the most important element in the document is that RA has already authorized the staff of RA to pursue the facility feasibility study in terms of potential costs for getting further study done along with a market analysis to determine what the community is willing to support.

In response to Cathy's questions, Leila said that RA's last marketing analysis, the PRO study which was a general survey of the community in terms of outdoor recreation, is now two years old. Leila went on to say that there is not unanimity of opinion on the RA board as to the necessity for 5-6 courts to be enclosed. The number and types of courts that will satisfy the community's need is open for study. The move is toward allowing that discussion to be moderated by data as opposed to the opinions of the tennis fans in the community and similarly in terms of the aquatics facility requirements, the swimmers in the community. Leila pointed out that one of the benefits of participating in marketing analysis and feasibility studies with RA is to assure the outcome reflects both entities' constituents and concerns.

In addition to the RA model, the Board members were given documentation which contained information that Eileen Boone, General Programs Director, and Robert Arguinzoni, Adult Program Director, pulled from the RCC data retrieval system (RECTRAC) and an analysis of aquatics class enrollment figures for three representative seasons. Leila gave a brief overview of the data which clearly showed that there is a demand for the type of programming that will be offered and it also gives justification for what the priorities are for the RCC Board going into the taskforce period in September.

In response to a question from Cathy, Leila stated that the evening's meeting was advertised as a special committee meeting of the RCC Board; therefore, the members could act as a committee of the RCC Board but that they would need to go to the full Board for action.

In response to questions from Bill P., Leila responded that neither phases of the study have been conducted by RA at the present time. She further stated that any analysis prepared must be able to give data that can be segregated by geographies of users and that the information from the recent PA study could then be used to provide general County demographic, fitness and recreation kinds of profiles which are the things that could cost a large amount of money in a marketing analysis. Cathy added that the market analysis would not have to be outside of the Reston environment.

In response to another question from Bill P., Leila stated that there were many beneficial by-products of this summer's experiences, one being that RA has had an opportunity to work on a daily basis in conjunction with RCC's daily operations and some method for accommodating small district 5 employees and non RA members in the RA environment. There is therefore an RA staff level confidence that this joint venture can be done.

In response to questions from Bill P., Leila answered that the assessment and feasibility study estimated cost of \$66,000 includes indoor recreation options.

Bill B. was asked to brief everyone on the Park Authority's element in the process. He stated that the Park Authority has the only bond issue this year on the ballot – a \$65 million bond – and projects must be defined within that bond issue except for the line item, land acquisition, in the amount of \$26 million. He

## **RCC Board of Governors' Special Meeting – August 4, 2008**

### **Page 3**

said that the Park Authority, along with the County Executive, is in the process of looking into whether or not RA would consider selling Browns Chapel to the Park Authority. The Park Authority already owns Baron Cameron which is 68 acres and with the additional 32 acres of Browns Chapel, it would give the Park Authority 100 acres of contiguous, protected open space. He went on to say that if an agreement was made with RA to buy the property, that there would be a contingency that would state that anything paid to RA must be used to develop a recreational facility on the same property. The money from the Park Authority would pay the RA and the RA in turn would take that money and reinvest it in infrastructure on that property which would give some seed money to move the building process forward.

Bill B. further explained that the third party that would enter into the process would be the RCC who would participate in the form of putting in an indoor aquatics facility and other things, e.g., a gym, meeting rooms, and the like so that there is one major destination recreational facility in Reston that would result from a partnership between RCC, RA and PA. The concerns of the Park Authority would be the term of the agreement, the condition of the facility once it is turned back over to them, and operating costs. To alleviate those concerns, the basis of the negotiation would be building and operating the facility in the term of the agreement; RA running the tennis operation for example and RCC running the Aquatics and other fitness areas or some similar combination, and what the term of the agreement among the three partners might be, 30 years, 40 years, or whatever.

In response to Cathy's questions, Bill B. stated that the County would have no role in the management process in reference to maintenance during the term of the agreement. The role of the Park Authority will be to buy the land which would offset part of the building cost. He went on to state that the ball fields are maintained by RA. He further stated that a feasibility study had already been done for the proposal to build a major sports complex in Lorton. The study gave very detailed data county-wide on who would use such a facility.

In response to questions from Bill P., Bill B. stated that cost of the joint venture would likely be in the \$30 million range once it is complete judging from data on costs in the present. The longer the building is delayed the likelier costs would rise.

Bill B. spoke of the possibility of generating additional benefits. He went on to say that it could be the impetus for getting the Lake Anne revitalization engine moving forward. He said that there had been talk of building a tunnel from Lake Anne under Baron Cameron to walk to such a facility. Lake Anne would almost be connected with the facility.

In response to a question from Cathy, Bill B. responded that the planning and development staff of the Park Authority is currently going through an evaluation process to determine the value of the property. Bill K. added that the attorney for RA said that any sale of RA property would require RA to go to referendum. Leila also added that it would be more attractive for the larger number of RA constituents to go to referendum on a project of this scope than to go to referendum on six tennis courts.

Leila also reiterated that the PA study for the sports complex could provide general county demographic, fitness and recreation profiles. She said that the information could be used for context and for the broader considerations in the RA/RCC venture. Once the marketing analysis is complete, it would be easier to determine what the scope of construction project potential is and its cost.

In response to a question from Bill P., Leila stated that demographic timelines trend toward an aging community and an increasingly diverse community. The most recent broad, demographic information regarding the area states that the fastest growing foreign-born population in Reston is Chinese families. There are groups of people out there that have not been tapped in terms of being able to utilize the community's recreational resources.

## RCC Board of Governors' Special Meeting – August 4, 2008

### Page 4

Leila commented that one of the things that need to be included as a study issue is environmental /neighborhood impact. Bill B. added that if the Park Authority actually purchases the property and includes it as a part of Baron Cameron; they would actually have to do a Master Plan change. Leila stated that the plus to having all three entities working together, RCC, RA, PA, gives each protection against arguments that might be directed at one financing entity. Each entity will benefit.

In response to a question from Beverly, Bill B. answered that he was of the mind that if the Park Authority takes the lead, it will not have to go through RA's Design Review Board (DRB) process; however, there was some debate about whether or not DRB would be involved. Bill B. added that RA has made it clear to him that whether or not the Park Authority participates or not, they want to move forward with the joint venture with RCC.

The discussion turned to whether or not there would be interest in having a tennis-only facility and it was the general consensus of the group that it would be very difficult to garner support for the RCC to become involved on an operational basis in areas that the RCC has not had any experience – this includes both tennis and the ball fields. It was also the consensus of the group that the facility should include swimming, exercise/fitness rooms and things along that line which would be aligned with the RCC mission. Bill B. added that every feasibility study that has been done indicates that a swimming-only facility would be a major failure and that it would not be self-supporting. Leila added that the RCC wish list then would include issues that were described relative to the scope and the content of the study. She added that there should be detail with respect to population and geography and the need to ensure that the scope of the market analysis include recreation space that might be used for fitness purposes, dance classes, meeting rooms and social gathering/rental space as well as indoor aquatics in addition to whatever RA's concerns are with respect to tennis and swimming. She further stated that the marketing analysis should consider those options delving deeply enough into the community to determine whether there is an interest in these or other related areas.

In response to a question from, Bill P., Leila answered that the redevelopment plans that exist to date for Lake Anne do not envision the "J" being significantly impacted. There could, however, be a significant impact on traffic to RCC Lake Anne. The impact would not be on whether or not the RCC Lake Anne is lost, but the impact will be on how overall Lake Anne redevelopment construction is navigated. She said that the problems to date with the planning for that is largely a function of there being many owners making it difficult in terms of easements and competing interests.

In response to Bill P.'s question, Bill B. stated that there should be a 50/50 split for the cost of the studies. Bill P. suggested that since the RCC has a line item for feasibility studies, that the RCC should proceed but he said that the issue would be how to redefine the feasibility study that RA is thinking of to encompass what the RCC wants. Bill B. said that RA will actually set up a task/focus group that they will sit down with collectively and individually to gather all of the information before RCC and RA get a final statement of work of what the consultant firm would do.

In response to a question from Cathy, Leila responded that depending on how the project is approached, it may be entered into with RA and they would subcontract the study. Bill P. asked that Leila check with the County to find out how to proceed procedurally. Leila stated that as an agency, the RCC has contracting authority of up to \$50,000. She will work with Renata and the County to assure that RCC proceeds appropriately.

#### RCC Outcome Priorities for Joint Task Force Meetings with RA:

- The ability to segregate responses in any type of study to geography that aligns with SD #5 boundaries and segregates with RA members and non RA members in SD #5.
- There needs to be some element of access to all Fairfax County residents

## RCC Board of Governors' Special Meeting – August 4, 2008

### Page 5

- Revenue relationships for any category use should be defined by operation expertise, tying revenue to the primary operator of the zone
- What are the community's priorities; i.e., determine what should be included in the facility
- Can we issue a bond referendum?
- Whatever is done, if it includes RCC money, would have to provide for a multipurpose outcome which includes aquatics, fitness, etc.

#### Concerns/Priorities:

- Concerned about partnering with entities other than the County in terms of operation
- The need to be very careful about how responsibilities are assigned; they would have to be clearly defined
- RCC's referendum schedule (defined by the Virginia election schedule) as opposed to RA's schedule - not enough time to complete what needs to be done within a 9-month timeframe
- Bond referendum - knowing the scope of RCC bond language by an April/May timeframe
- The possibility of having to revisit the RCC MOU
- Having a back up plan in case an agreement was not reached
- Knowing what the annual expenses will be to determine whether it can be done within the per annual tax rate
- Being able to create a marketing study that describes geographies, constituencies and multi-purposes for the facility.
- RCC's priority stake in the facility – 50 meter, Olympic-sized, competition pool
- Some complement of fitness and meeting and/or multipurpose space and space that has dancer-friendly floors
- Possible family pool

A tour of the Cub Run facility can be scheduled within the next few weeks.

The Finance Committee will meet on August 11 at a time to be determined.

#### **MOTION:**

Cathy Vivona moved that the RCC participate with Reston Association (RA) in a feasibility and marketing study and to contribute half of the amount of the study up to \$50,000, and that it is outlined for RA what RCC's priorities are for the study to include the pool and other fitness-related and community meeting room facilities. Beverly Cosham seconded the motion. The motion was unanimous.

Bill K. stated that he would like to see a generic write-up of what has to be done by certain timeframes which would help RA to understand RCC's timeline - that it is not meant to be an indefinite discussion, but that it is something that needs to be brought to the table relatively soon and that a decision needs to be made to go to referendum. Bill P. added that it would be beneficial to have a study that included having tennis and not having tennis.

Leila brought forth an unrelated proposal which involved the redesign of the program office space in the rear of the Hunters Woods facility near the pool overlook which will simultaneously address the security issues with the steps as well as overcrowding. The proposal would be to close that area off. She distributed a drawing designed by SWSG of what the space would look like at a cost of approximately \$90,000 - \$100,000. The \$90,000 plus would include refurbishing, redesigning and configuring the office space. The space would help to free up space in the Arts/Community Events office area. The design will reduce the Arts/Community Events space to a two-person office and increase the number of persons in the program office to eight program directors and four program assistant stations. The plan is to extend the wall out halfway down the length of the meeting room wall and out. Another wall will be created so that a lockable door is created to get into the pool overlook area which would help to control

## **RCC Board of Governors' Special Meeting – August 4, 2008**

### **Page 6**

access to the overlook. Eventually the pool overlook area will be raised up to floor level; however, there is not enough time to accomplish that at the present time. Raising the pool overlook would fit nicely during the timing of the community room enhancement project.

Bill P. suggested that the project be done during the Community Room enhancement project rather than at the present time. Leila recommended that if it is the decision not to move forward with the project, that they need to ensure that the capability to accommodate additional office space in reference to the HVAC/VAV control box is put in place now so that in the future when the decision is made to make the additional office space, the ceilings will not have to be torn down again to put new VAV and duct work in place. The timing presents a real opportunity to address staff overcrowding and also eliminates the issue of displacing staff and patrons again down the road and it also addresses safety issues. The project will be brought before the Finance Committee for consideration.

There being no further business, the meeting adjourned at 7:15 p.m.



## MEMORANDUM

**DATE:** August 13, 2008  
**TO:** RCC Board of Governors  
**FROM:** Bill Penniman, Chair  
Finance Committee  
**SUBJECT:** August 12, 2008 Finance Committee Report

The Finance Committee met on Tuesday, August 12, 2008. Present were:

- Bill Penniman, Finance Committee Chair
- Beverly Cosham
- Colin Mills

Attending from the RCC staff were:

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

Cathy Vivona was absent and excused. The Finance Committee Chair officially called the meeting to order at 6:00 p.m.

**End of Year Closeout; July Financials; FY10 Budget Development Timeline:** The director of finance briefed the Committee on June/July financial activities. She reported that the beginning fund balance for June (2008) was \$9.2 million. Revenue projections for 2008 are seeing an additional \$648,000 in overall additional funds with the majority of that revenue coming from taxes and interest. There was a significant overall savings this past year in personnel expenses in the amount of \$496,000 due to a number of merit vacancies. Those savings were offset with exempt staff hours that were provided to support activities and added overtime hours for staff that needed additional hours to complete assigned tasks related to vacancies. Renata explained that personnel expenditures usually end up with some savings due to the fact that not all instructor positions are filled, (from class cancellations,) and the fact that staff-negotiated salaries are within budget. The maintenance budget was revised due to preparation for the move; additional manpower was needed to accomplish the task. Under Operational expenditures, \$380,000 was added to the fund balance in terms of unspent dollars. A savings of approximately \$96,000 in media was due to the fact that the RCC marketing plan was not fully executed. Anything left over in 2008 from capital expenditures was carried forward and added to the 2009 budget; therefore, \$2 million, which includes revenue savings in personnel and operating expenditures, was brought forward.

In response to a question from Bill, Renata stated that there is no carryover for 2009 for personnel in terms of additional funds available. She pointed out that the number in the encumbrances column in operational expenses is usually the amount that would be carried forward – that amount is \$59,290 and it was added to the 2009 approved budget.

**August 12, 2008 Finance Committee Report**  
**Page 2**

In response to another question from Bill, Renata stated that the remaining balance of \$380,000 was returned to the fund balance. Leila clarified that it is unencumbered money that returns to the fund balance.

In response to a question from Bill, Renata answered that under Capital Expenses, the YTD figures included encumbrances of \$2.4 million and the encumbrances carryover into 2009 in addition to \$1.8 million in the FY09 budget.

Renata made the following corrections to the beginning and year-end fund balances for July: The beginning fund balance should be \$9,289,128 and estimated year-end fund balance should be \$5,762,211.

Renata stated that because enrollment has not started, the revenue funds reported only reflect revenue that was from activities that took place during the summer with salaries and overall expenditures related to those revenues – that is why significant revenues not characteristic for month-to-month revenue activity are reflected in the report. She stated that there are a significant number of tax payments which are all due on October 5. She said that Personnel expenses are higher than usual (September through May) due to an instruction-intensive costly programming such as summer camps. Personnel expenditures for merit positions are reporting well under percentage-wise. The average should be approximately 10%. Leila added that there are still a considerable number of vacant merit positions although there is exempt support for those positions. She further stated that the big savings in carrying a vacant merit position are that the benefits costs in exempt positions are FICA only and in a merit position, it is 28% of the base pay in addition to salary. Leila added that the customer service manager has been in an exempt position for the past several months, the Arts & Events position is still vacant, the promotion of Kevin Danaher to the Community Events Director position leaves another vacancy; therefore, there are a total of two vacancies in Arts & Events. Although General Programs is fully staffed, there will be extra exempt money that will go towards supporting some of the added workload for the remaining staff in GP due to the family leave for the GP Director. Aquatics just finished the interview process for the Assistant Aquatics Director position which has been vacant since last January. There are vacancies in Finance, Media, and Customer Service still to be filled.

In the way of administrative operational expenditures, \$400,000 was encumbered due to the fact that in the previous two years, \$350,000 set aside for two procurement-related County contracts were exhausted. For the past two years, \$50,000-\$60,000 had to be added to increase the encumbrances to allow for an easier procurement process - more funds were allocated this year. Operating expenses were increased by \$59,000. Overall there is \$4.6 million to provide for all those things that are anticipated to be done. The funds that are available at this point to complete all projects are \$1,551,386. All other funding has been committed. Renata said that she has an upcoming meeting with Tom Ward, RCC Deputy Director, this week where they will identify and verify budgets and determine how money can be moved or whether money needs to be moved to support administrative/maintenance needs.

Leila added that the significant change orders in regard to the HVAC project that have been seen thus far relate to things that were discovered that they did not know existed. She said that it accounts for a large sum of money. The pool overlook/back office redesign project will have an impact in the HVAC project as a change order. There was a fairly substantial change order in terms of the natatorium project to accommodate changes that were discovered once the project started. There was also a substantial change order involved with the research/testing for the pool leak which also involved a significant expense. Leila added that prior to the September Board meeting, a list of the change orders detailing how the changes occurred and where they occurred will be compiled.

In response to a question from Bill, Renata responded that the numbers in the FY2009 budget for locker replacement were numbers that were originally included even though the project was later dropped. She

**August 12, 2008 Finance Committee Report**  
**Page 3**

added that some of that funding had already been reprogrammed and that the locker room replacement has been eliminated as a line item project.

In response to another question from Bill, Leila explained that the "HWLA priority" is the Hunters Woods/Lake Anne priority 1 - a summary of projects – i.e., the ADA, the storefront, the counter, etc., which is included in the CIP.

**Special Committee Resolution:** Leila reported that a special committee of the Board met on August 4, 2008 to discuss what RCC's priorities will be going into the joint RCC/Reston Association (RA) taskforce and to examine the potential for partnership between RA and RCC, and possibly the Park Authority (PA,) to determine the community's needs for more indoor recreational space and to determine the feasibility of addressing those needs. The following resolution came out of that meeting to be presented to the Finance Committee:

**Resolution:** Resolve that RCC participate with Reston Association (RA) in underwriting a marketing analysis and feasibility study to determine the community needs for indoor recreation by sharing half the cost of the studies up to a maximum of \$50,000 of RCC funds.

Bill commented that, since the issue came with a recommendation to proceed from another committee, the key issue for the Finance Committee standpoint was to advise the Board whether or not RCC had enough funds available to afford it and it was agreed by committee members that the funds are available; therefore, the following motion was made:

**Motion:** Beverly Cosham moved that the Finance Committee, after having examined RCC finances, determined that there is adequate funding to support underwriting a marketing analysis and feasibility study and that it is a reasonable expenditure. Colin Mills seconded the motion. The motion passed unanimously.

**Review of HVAC Phase III Renovation Change Order to Pool Overlook Area:** Leila explained that she was proposing a significant change order in the HVAC project that would involve the redesign of the General Programs office space adjacent to meeting room 5. The door in meeting room 5 will be relocated which will significantly increase the size of the program office adjacent to that room and also to allow the storefront to be altered to increase the safety and the security of that area because a doorway to the pool overlook will be added. Leila stated that SWSG has prepared an estimate for the change order; however, not included in the estimate is their architectural and design cost nor the inspection costs for the project. Leila further stated that she would estimate the cost for design to be no more than approximately \$3,000. The big ticket items for the project would be \$15,000 for specialties (glass storefront walls) and \$20,000 for furnishings which she says is an arbitrary number due to the uncertainty of how much of the systems furniture that was once in there can go back into the area. She said that research still needs to take place in the way of competitive bidding, researching of County contracts and looking at systems furniture. The \$20,000 represents a high-end estimate. A total of 12 staff will be housed in that space.

In response to a question from Bill, Leila stated that the net increase in staff will be three people, one full-time workstation and two additional assistant work areas.

Leila continued that it would be more feasible to do the redesign project now while the bulkheads that have to house the duct work are open and while the duct work is being installed for the HVAC. She said that the addition will alleviate overcrowding in the Arts & Events office. She added that the options are to either proceed now or to defer until the FY20010 Community Room Enhancement study but the problem with deferring would be that the redesign project would become more expensive.

**August 12, 2008 Finance Committee Report**  
**Page 4**

Bill stated that he and Leila had an opportunity meet at Hunters Woods to see what was being proposed. He further stated that the project is not a very large one and that the issue for the Finance Committee was whether funds are sufficient to support the project and it is generally consistent with the mission, while the Board will decide whether the project should be undertaken. Bill added that the RCC clearly has the funds to do the project.

**MOTION:** Colin Mills moved that the Finance Committee inform the Board that RCC has sufficient funds to support the proposal to redesign the Pool Overlook/General Programs area. Beverly Cosham seconded the motion. The motion passed unanimously.

In response to a question from Beverly, Leila stated that there is a good possibility that the project could cost less than anticipated.

Leila pointed out that the redesign project will give customers a sense that something relatively dramatic has changed not only in aquatics but also upstairs. From a staff perspective, she stated that the idea that the Board took advantage of the timing in a way that really helps to enhance the productivity of staff, is extremely important. She further expressed that her hope is that as things progress with the issues in the FY10 CIP the Board would consider opportunities to look at space design/plans for office areas and think about ways to alleviate some of the difficulties of getting work accomplished in some of the office environments.

Leila informed the Board that in reference to the FY2010 Budget calendar, the BOS date for approval of the carryover is September 8, 2008. She stated that the Finance Committee should meet so that it can be moved first in committee and then as a committee of the whole with the full Board for approval and then submitted to the County on time.

In response to a question from Bill, Leila stated that there are some department meetings that will take place in the first week of September and one or two meetings that will take place this week to review project budgets. Program budgets will be reviewed once Leila and Renata return from vacation. The Arts & Events index codes and allocations are being reorganized and the marketing and public relations budgets will be centralized within the Media department to maximize those expenditures. Leila further stated that besides the project changeovers for the actual construction issues, she would like to get a handle on what the cumulative costs of space rental and program relocation ended up being both from an expense side and a revenue side. She also stated that she should be able to give the Board a clear picture of changes in either operating methodology or in the revenue environment.

A brief discussion ensued regarding the best time for the Finance Committee to next meet.

**New business:** None.

There being no further business, the meeting adjourned at 7:00 p.m.

Reston Community Center  
 Budget vs. Actuals Worksheet  
 Jul-08

<b>100%/12*1mos=8.33%</b>						
<b>Beginning Fund Balance</b>	\$ 9,289,128					
<b>Est. Y-End Fund Balance</b>	\$ 5,762,211					
<b>Revenue</b>	<b>Budget FY09</b>	<b>July</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>YTD % actual</b>
Administration	\$ 7,350,203	3,496,698		\$ 3,496,698	3,853,505	47.57%
Performing Arts-Theatre Admiss.	49,500	0		0	49,500	0.00%
PA Theatre Rental	20,900			0	20,900	0.00%
PA Cultural Activities/ Arts Org	0			0	0	0.00%
Aquatics Classes/drop-in	270,000	1,004		1,004	268,996	0.37%
Aquatic Rental	18,000			0	18,000	0.00%
General Programs Admin				0	0	0.00%
Teens	65,288	22,628		22,628	42,660	34.66%
Senior	49,298	4,860		4,860	44,439	9.86%
Youth	34,264	271		271	33,993	0.79%
Adult	128,838	3,770		3,770	125,068	2.93%
Community Events	5,000	1,000		1,000	4,000	20.00%
Camp Goodtimes	52,200	51,099		51,099	1,101	97.89%
Arts Education	101,890	41,306		41,306	60,584	40.54%
<b>Total RCC Revenue</b>	<b>\$ 8,145,381</b>	<b>\$ 3,622,634</b>	<b>\$ -</b>	<b>\$ 3,622,634</b>	<b>\$ 4,522,747</b>	<b>44.47%</b>

<b>Personnel Expenses</b>	<b>Budget FY09</b>	<b>July</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>% Budget Used Ytd</b>
Administration	486,635	16,926		16,926	469,709	3.48%
Board OG	5,764	135		135	5,629	2.34%
Booking	109,897	5,188		5,188	104,709	4.72%
Comptroller	302,284	15,314		15,314	286,970	5.07%
Customer Service	359,374	7,187		7,187	352,187	2.00%
Engineering	91,103	4,489		4,489	86,614	4.93%
Maintenance	269,473	16,338		16,338	253,135	6.06%
IT	102,483	4,913		4,913	97,570	4.79%
Media	160,971	8,343		8,343	152,628	5.18%
Performing Arts	418,860	18,406		18,406	400,454	4.39%
Aquatics	638,023	25,266		25,266	612,757	3.96%
General Programs Admin	96,027	4,422		4,422	91,605	4.61%
Teens	124,365	16,024		16,024	108,341	12.88%
Senior	138,576	6,001		6,001	132,575	4.33%
Youth	160,724	16,001		16,001	144,723	9.96%
Adult	152,053	5,909		5,909	146,144	3.89%
Community Events	157,564	3,260		3,260	154,304	2.07%
Camp Goodtimes	82,041	30,706		30,706	51,335	37.43%
Arts Education	247,729	26,900		26,900	220,829	10.86%
<b>Total Personnel Expenses</b>	<b>\$ 4,103,946</b>	<b>\$ 231,726</b>	<b>\$ -</b>	<b>\$ 231,726</b>	<b>\$ 3,872,220</b>	<b>5.65%</b>

Operational Expenses	Budget FY09	July	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Administration	490,925	1,725	387,791	389,516	101,409	79.34%
Board	38,150	366	4,500	4,866	33,284	12.76%
Booking	49,603	40	5,719	5,759	43,844	11.61%
Comptroller	450,707	19,902	191,617	211,519	239,188	46.93%
Customer Service	0			-	0	0.00%
Facility Engineer	117,633	2,818	21,019	23,836	93,796	20.26%
Maintenance	290,515	6,530	25,392	31,921	258,593	10.99%
IT	147,386	190	383	573	146,813	0.39%
Media	294,886	1,036	128	1,164	293,722	0.39%
Performing Arts	346,210	1,375	2,640	4,015	342,195	1.16%
Aquatics	98,728	1,503	3,578	5,081	93,647	5.15%
General Programs Admin	5,100			-	5,100	0.00%
Teens	129,783	24,361	6,382	30,743	99,040	23.69%
Senior	102,395	6,621	10,798	17,419	84,976	17.01%
Youth	31,065	656	4,695	5,351	25,714	17.23%
Adult	153,816	(6,856)	68,486	61,630	92,185	40.07%
Community Events	81,882	21,405	22,032	43,438	38,445	53.05%
Camp Goodtimes	31,960	6,643	875	7,518	24,442	23.52%
Arts Education	100,703	9,516	12,499	22,015	78,688	21.86%
<b>Total Operational Expenses</b>	<b>\$ 2,961,447</b>	<b>\$ 97,831</b>	<b>\$ 768,535</b>	<b>\$ 866,366</b>	<b>\$ 2,095,082</b>	<b>29.25%</b>

Capital Proj. Expenses	Budget FY09	July	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
HVAC Upgrade 003717.1	\$ 2,232,889	363,198	\$ 1,343,730	1,706,928	\$ 525,961	76.44%
Natorium 003717.2	\$ 1,762,123	222,930	\$ 815,297	1,038,227	\$ 723,897	58.92%
Theatre Rigging 003717.3	\$ 110,105	0	\$ 164,574	164,574	\$ (54,469)	149.47%
Fire Alarm Repl. 003717.8	\$ (10,660)		\$ 177,383	177,383	\$ (188,043)	-1664.01%
Lockers Repl. 003717.4	\$ 222,500			0	\$ 222,500	0.00%
HW LA Priority 1 003717.5	282,000			0	282,000	0.00%
Moving Lights 003717.6	39,540			0	39,540	
				0		
<b>Total Capital Expenses</b>	<b>\$ 4,638,497</b>	<b>\$ 586,128</b>	<b>\$ 2,500,983</b>	<b>\$ 3,087,111</b>	<b>\$ 1,551,386</b>	<b>66.55%</b>

<b>Total RCC Expenditures</b>	<b>\$11,703,890</b>	<b>\$ 915,684</b>	<b>\$ 3,269,518</b>	<b>\$ 4,185,202</b>	<b>\$ 7,518,688</b>	<b>35.76%</b>
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## Executive Director Report for July/August 2008

### Programs

**Aquatics:** Vantage Hill operations were scheduled to end as of Labor Day weekend and a Fybromyalgia class was added for September at the YMCA due to demand from patrons. The new Aquatics Assistant Director, Katie Routh, has been hired. Planning now is for the Terry L. Smith Aquatics Center to reopen to public use on October 1.

**Arts and Community Events:** The final preparations for the Reston Multicultural Festival have been completed. Registration for fall Arts Education programs is above capacities nearly across the board, with extensive wait lists for some classes. The Rigging Project is underway and should be completed on schedule. YAT performances in August at Sunrise Elementary School were tremendously creative and well-received. Take A Break concerts had their best summer attendance ever.

**General Programs:** Similarly to popular arts offerings, our fall programming in GP is demonstrating robust enrollment with waitlists in the areas of fitness, local excursions, and the SAT preparation and similar classes. GP actively supports the Reston Multicultural Festival in providing youth and family activities and oversight of arts and crafts and cultural demonstrations aspects of that event.

### Operations

**Media:** Lots of action has been seen in all media outlets on the Multicultural Festival. Preparation is underway to promote the Preference Poll. The staff work on the Winter-Spring Program Guide is done through the middle of September. Ashley Padvelskis has been hired in the Graphics Designer position.

**Facility Rentals:** RCC Lake Anne usage and programming has greatly increased the foot-traffic to the Village Center. Reports anecdotally from merchants are that the Plaza saw its busiest summer in years as a result.

**Operations – Building and Projects:** Construction is on schedule at RCC HW. We are projecting that in addition to the early pool opening, we will be conducting substantial move-in during October a little ahead of the anticipated schedule.

### Executive Director Outreach

**Meetings:** County: Workforce Planning with HR, consultations with FMD and DPSM regarding joint task force efforts. Community: IPAR Board (w/Bill Bouie), collaboration with Sup. Hudgins, RA, RTCA, GRCC on Reston's "Virtual Video Tour." RCC: Staff strategy map, balanced scorecard efforts. RCC eNewsletter launched.

**Events:** Fairfax Chamber Business and the Arts Luncheon, First Responders Recognition Luncheon, both in July.