



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
JULY 22, 2019, 6:30 p.m.**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Bill Keefe
- Michelle Moyer
- Vicky Wingert
- Paul D. Thomas
- Bill Penniman

Absent and Excused:

- Lisa Sechrest-Ehrhardt
- Dick Stillson

Attending from the RCC Staff:

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

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

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the June 3, 2019 Board Minutes

Bill B. moved that the Board approve the June 3, 2019 Board Minutes. Bill P. seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the June 3, 2019 Board Actions

Bill B. moved that the Board approve the June 3, 2019 Board Actions. Paul seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev remarked on the extreme heat and said her words are melting before she can get them to do anything. She referred everyone to Brian's entry in this week's staff newsletter about staying safe in the heat. Bill B. mentioned he has not been getting the newsletters; Karen G. will investigate getting him back on the mailing list. Bev said she also appreciated Renata's post about new laws in Virginia. Bev offered a couple of quotes:

"A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty."
– Winston Churchill

“Make your life a masterpiece; imagine no limitations on what you can be, have or do.” – Brian Tracy

Introduction of Visitors

None

Citizen Input

None

Committee Reports

June 17 Annual Public Hearing Report – Long Range Planning Committee Chair Michelle said it was a fairly simple and standard meeting. We talked about the highlights, and the meeting had representatives from a variety of organizations standing up and saying positive things about our partnership efforts. The principle items of discussion were the Community Survey and the aquatics renovation, as well as upcoming items in the Capital Improvement Plan.

MOTION #4:

Approval of the June 17, 2019 Annual Public Hearing Report

Bill B. moved that the Board approve the report. Bill P. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Bill K. attended the GRACE Creative Response event for the exhibit *Overlooked*. He said it was nice to see GRACE Chair Robert Goudie and others reference RCC and our partnership as key to this offering. Bill said it was wonderful to see GRACE taking artistic risks and artists explaining how they do what they do. He recommends that the CenterStage continue to offer similar opportunities to hear artists discuss their work and perhaps even more of those as well as the author discussions.

Bill B. went to a lot of meetings. He and his wife returned from the Senior Olympics in Albuquerque with four gold medals between them. Bill said a highlight of the experience was dinner with Julia “Hurricane” Hawkins, a 103-year-old runner who set records in the 50- and 100-meter dashes. She did not start running until age 100. Bill said she is a true inspiration. There were almost 15,000 participants at the games, including Robert Gordon representing Washington, DC. Bill and Gina carried the Virginia flag in the opening ceremony. Bill also went to a family reunion and Take a Break concerts at Lake Anne.

Paul has been selected as the incoming South Lakes High School PTSA president. He attended a Take a Break Concert at Lake Anne and saw some of the family-friendly entertainment at Summerbration at Reston Station. He also took his son to college orientation at Virginia Tech and attended the Annual Public Hearing.

Michelle went to the Annual Public Hearing, the Lake Anne Farmers Market and has been busy with work and travel.

Vicky went to the Annual Public Hearing and the farmers market. She listened to a Take a Break Concert from her kayak on Lake Anne, and has been taking her granddaughter back and forth to camps.

Bill P. went to a long Reston Planning and Zoning meeting. He was sorry to miss the Annual Public Hearing, but the alarm went off in his house in Charlottesville, so he had to go down there.

Executive Director’s Reports

Leila directed the board to the year-end closeout report in the handouts section of their binders. Leila said we did very well financially last year, with nothing really unusual in our various budget areas. We had an overall revenue increase of about \$79,000. The interest revenue performed at more than 4,000 percent of our target.

Revenue: Leila said red numbers are where we over-performed; black shows where we missed our target. Aquatics had a substantial drop-off; a significant factor is that we stopped selling passes in anticipation of the pool closing. She said it is anticipated that the trend-line will reverse when we reopen.

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Youth and Teen also underperformed, but Leila pointed out that we should also be taking into account fee waiver totals as that displaces full-fee space in offerings. The combination of the actual revenue and the value of fee waiver participation gives a better understanding of the robust participation in this cost center's offerings – particularly for summer camps.

Lifelong Learning shows the same thing. Collaboration & Outreach also underperformed significantly reflecting the shift of our focus from registered offerings offsite to a marketing model until we get critical mass in terms of interest in the content. We have had conversations throughout the year on these revenue issues.

Michelle asked where the revenue would be if interest did not perform so well. Leila said we would be under our revenue target, but nowhere near a structural imbalance in the budget. Paul noted that when we underperform on revenue, we also have savings on expenses (i.e., we don't have to pay as many instructors). Bill P. commented that wouldn't apply with respect to the fee waivers' impact – because we offer the content anyway. He wondered if the participation levels indicate that we should expand summer camps. Leila said we would have to find more space; we are already packed, and that includes the 40-60 kids every day who do our travel camps.

Bill K. asked where the LARCA fees are represented on the document. Leila said Cheryl Terio-Simon, who owns the RCC Lake Anne building, pays those. We pay rent to her. Fees are built into the rent structure.

Personnel: In this category, because it represents costs, red are overrun numbers and black indicate savings. Leila said when Renata builds the budget we use prediction factors provided by the Department of Management and Budget for the cost of fringe benefits, and we have no way of knowing whether people will choose more expensive benefits. Aquatics personnel spending was higher than anticipated because we needed more personnel while shutting down in December. In our Administration cost center, we load up a large sum of money for “other post-employment benefits” – retirements, etc.(OPEBs); turnover savings add up, and we had vacancies for several positions. The rest of savings in program cost centers is a function of what Paul described – canceled programs' offsets.

In Lifelong Learning, Karen and Cassie have been locating content providers who really want to volunteer their time. They are vetted or they are county employees of agencies serving that community. That gives us the opportunity to offer programs for free, which is a win-win.

Michelle asked about personnel notes 5 and 6, which showed a vacancy in our maintenance position inventory. Leila said we had an assigned employee for Building Engineering, but since part of the building was shut down this year, it didn't seem like the most prudent time to consider filling it. We have also had some turnover in facilities, which is to be expected. Bill P. said we are slightly over in only two of eight categories, which is pretty good. Leila said that is partly due to Renata's conservative budgeting and her careful oversight of our hiring processes.

Operating: Red numbers that represent cost overruns here are a result of unusual circumstances. The Board category reflects the one-time cost of the purchase order for the Community Survey. We had the money to absorb that expenditure from other categories within the Operating Expenses environment. The Community Events overrun is due to new concert series established in the beginning of the fiscal year (July 2018) and this spring, including the Thursday lunchtime series at Reston Town Center and the two weekend shows at Summerbration Fun Brunch.

Leila said as a function of the carryover memorandum we sent to the County, we will also ask to load money to offset the survey costs, new programs and the development of a new website so the cost centers impacted will not show overruns in FY20. Everywhere else is basically savings on content.

Bill P. asked about the response to the new community events. Leila said she thinks people like them. Leila said in September the RCC YouTube channel will be set up, and one of the short films is about our offsite programming. Staff will be having conversations about weather. Leila said weather has become more of a challenge than it was 30 years ago when we started doing Take a Break concerts. It used to be about one show a month had a weather cancellation; now it is at least one every weekend. Leila said Arts

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and Events does a great job budgeting, but weather is something worth watching. Last weekend was the first time Leila can remember concerts getting canceled due to heat.

Capital Projects: Leila said the carpet replacement project is finished. The RFP for solar panels will be in mid-late August (for awards). She said there will be a path for installation of the panels with no cost to RCC. We will shift about \$160,000 from that to the locker room project. DPWES wanted us not to change budgeted amounts for the aquatics project existing contract commitments. Leila noted that the County staff shepherding the solar energy RFP says the tax credit will not go away in its entirety for several more years, even if it takes more time to get the project done (however, it might be slightly reduced).

Other project updates: the gallery doors at Lake Anne are finished; we are waiting to close on the CenterStage floor after cement work done in June and very early July.

Aquatics Renovation Report: We are in a high activity period. Leila said the contractor has gotten excellent safety reports, and the project area is inspected on nearly a daily basis. The work is proceeding on schedule. The contractors discovered a roof drainage and leak problem; as a result there will be change orders to remediate those issues. The remediation plan includes drying up the foundation wall and sealing it. We will build in extra drains from the roof and regrade the exterior so water will travel toward the stream bed and not toward the foundation.

Work (pouring cement forms) on the lap pool is scheduled for next week; the warm water pool work is already underway. Lap pool plumbing will start next week. Bill P. asked about the schedule. Leila said they plan to give us the keys on schedule allowing our Aquatics department to open on schedule.

Motion #5

Approval of the FY2019 Year-End Closeout Report

Paul moved that the Board approve the report. Michelle seconded the motion. The motion passed unanimously.

Old Business

There was no old business.

New Business

Leila presented to the Board a proposal from Fairfax County's Department of Cable and Consumer Services. They have approached RCC to see if it would be interested in taking on public access cable operations from Comcast. Comcast's obligation for public access programming (and the studio here in Reston) ends in October 2019. We would not be obligated to the same amount of programming time. We would inherit the equipment (for which we would need storage) and would continue broadcasting Board meetings, the RCC YouTube platform and community access programming.

Leila said she checked Comcast's link page, and many of the shows referenced are dead links as they are no longer programs. True usage is pretty limited, and includes "Aging in Reston" (occasionally), the Chamber show and John Lovaas' show.

Leila said she thinks it is a good opportunity worth exploring, though we would need storage space and personnel. She envisions personnel as non-merit positions at first as we determine whether we want to further pursue this. Leila said Fairfax County does not want to approach another provider; the county would like to work with another county agency. Comcast is only the provider for Reston; the rest of the county has other providers.

A discussion ensued about the pros, cons and questions about doing this. Vicky asked what percentage of Reston Comcast 28 serves and whether shows are visible on Verizon Fios, Reston's other cable provider. Leila said she would check on that. Shows would also be available on RCC's YouTube channel and via the web.

Paul said this seems like an opportunity to broaden our YouTube channel with more programming that serves the community. Leila said we could use this to establish some mission-aligned programming as well as expand our community impact and service.

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Bill P. asked why Comcast is leaving. Leila said that they don't want to be in the studio operations business and want to exit the leased space they use for that. Bill asked how we would broadcast video. Leila said the link would be internet based. Bill asked how we would decide who gets airtime (example: if a racist group wanted a show). Leila said that will be figured out; we likely would not have to take everyone who asked if we have established public benefit guidelines to use to screen proposed programs.

Paul said he thinks it is worth pursuing. Bev said it sounds interesting. Paul said it might be an opportunity to air some of our programming, such as Lifelong Learning enrichment programs.

Bill K. asked if we could do Spanish translation for materials in order to enhance our Aquatics outreach and promote better understanding of the fee waiver supported swim lessons offerings. Leila said the Reston Opportunity Neighborhood program has been working on outreach for those relationships to promote trust. She said the kids know English; the challenge is their family situation. Matt and Scott are working not only to teach them to swim, but to train them for Aquatics employment. Michelle also mentioned the potential for volunteer support for the learn-to-swim offerings from South Lakes High School students who need volunteer hours.

Michelle asked about the recent crime incidents (a homicide and a fight with injuries) at Hunters Woods Plaza. Leila said police from the Reston District Station will meet with RCC staff this week for a re-briefing on safety. Police have been quiet about the homicide as it is still under investigation. In the fight, every person involved knew each other. Leila went to a Hunters Woods Coalition meeting, which was very similar to what she expects will happen in a community meeting with Supervisor Hudgins here next Monday. Leila said people talk about what they have heard rather than what has really happened. Leila said she has walked out of RCC Hunters Woods at all hours since 1983 and has never encountered a scary experience here or at Lake Anne. Police crime statistics bear out that this area is safer than people believe.

Leila said Hunters Woods has far fewer incidents than Reston Town Center and other parts of Reston (with the acknowledgement that lower incident number could be due to less reporting to police), and that overall the Reston District has the lowest crime rate in the county. To improve how people feel about their safety, we are ordering safety whistles for the staff and those who attend the community meetings. Reston Association is seeking new LED lighting on the path. They need about \$100,000 more in funding for that. Leila proposed to RA that they establish a sponsorship opportunity for that project to pitch to Hunters Woods neighbors.

MOTION #6: To Adjourn the Meeting

Paul moved to adjourn meeting. Bill P. seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:50 p.m.



Paul Thomas for
Lisa Sechrest-Ehrhardt
Board Secretary

7-29-19
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON DATE

- 19-0722 -1 Bd That the Board approve the Agenda**
- 19-0722-2 Bd That the Board approve the June 3, 2019 Board Minutes**
- 19-0722-3 Bd That the Board approve the June 3, 2019 Board Actions**
- 19-0722-4 Bd That the Board approve the June 17 Annual Public Hearing report**
- 19-0722-5 Bd That the Board approve the FY2019 Year End Closeout report**
- 19-0722-6 Bd That the meeting be adjourned.**



Paul Thomas for
Lisa Sechrest-Ehrhardt
Board Secretary

7-29-19
Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS PREFERENCE POLL COMMITTEE
JULY 22, 2019, 7:30 p.m.**

Present:

- Bill Keefe, Chair
- Bill Bouie
- Michelle Moyer
- Bill Penniman
- Vicky Wingert

Absent and Excused:

- Lisa Sechrest-Ehrhardt
- Dick Stillson

Attending from the RCC Staff:

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

The meeting was called to order at 7:50 p.m.

The committee members previously reviewed the 2019 Preference Poll Candidate Handbook online and also had printed copies at the meeting. The handbook was mostly unchanged from 2018, except for updated financial figures from FY2019.

Chair Bill K. said the handbook looked fine.

Leila gave an update on the solicitation for a new voting vendor. She said the selected vendor will save RCC roughly \$4,000, but there have been some issues in getting the contract finalized and a purchase order issued. That should be completed in the next week.

Bill asked for a review of the important dates. Leila said candidate applications are open from August 1 – 15. Voting is from September 6 – 27. The Candidates Forum is September 11. Bev, Paul and Michelle's terms are expiring.

The meeting adjourned at 8:00 p.m.



Executive Director Report June 2019

Administration

Finance, Personnel, Capital Projects

RCC's fiscal year closed with return of resources to the fund balance that improves our reserves profile. Carryover produced added allocations in the FY20 budget to fund the completion of the Aquatics Renovation project, unencumbered capital projects (not encumbered as yet because of scheduling considerations), miscellaneous purchases that weren't concluded by June 30, new program and concert series activities, the community survey effort, and the redesign of RCC's website.

The month of June produces all the merit system employee evaluations; for RCC that effort required performance reviews for more than 45 employees. The performance management process offers supervisors and their staffs an annual conversation about career and work goals, as well as the opportunity to recognize employee excellence that has occurred over the preceding 12 months.

The CenterStage floor replacement project required final cement work in late June to repair the edges surrounding the new floor. With the completion of that effort and related billing, the project will be officially closed. The Jo Ann Rose Gallery entry and audio/visual upgrade project has also concluded.

Programs

A very significantly expanded summer season of entertainment all over Reston is underway. This year, lunchtime events joined the Family Fun Entertainment Series and Sunday Art in the Park performances at Reston Town Square Park. Saturday and Sunday "Fun Brunch" complements the Summerbration Concert Series at Reston Station. Lake Anne continues the tradition of Take a Break Concerts. Altogether, more than 80 programs are offered over the course of the May through September calendar. These events represent greatly expanded programming for the community, however, the weather continues to present real challenges to their execution. For upcoming years, we will be adding a new position to support the growing calendar of offsite programs.

In addition, RCC's involvement in Reston Opportunity Neighborhood (RestON) generates several other family-oriented programs for those communities to enjoy. The Lifelong Learning calendar is filled with trips and tours during summer months. Fitness programs continue with robust participation in the warmer weather. Summer camps of course fill both RCC facilities with the sounds of happy children.

The Aquatics team is in high gear with planning for new programming and returning favorites that can be hosted in the new pools. There will be a great deal of hiring to complete in the fall months to achieve the full staffing needed to reopen.

Executive Director

Meetings/Events: Reston Chamber Board; Master Arts Plan; Opportunity Neighborhood; Human Services Leadership team; Senior Management Team; **ARTSFAIRFAX** Board; County Arts Committee; GRCC Ace Awards.

Aquatics Renovation Report July 22, 2019

Milestones/Highlights

The new roof is nearing completion. Forming of the warm water pool and installation of the rebar in it is to be complete by the end of July; with the same process occurring in August for the lap pool. During the project, as various heavy rain events have occurred, leaking was discovered from a variety of sources and locations. Modifications to the roof drainage plan and remediation of the angles at which drains empty will be done to eliminate these issues. In addition, areas affected will be dried and sealed to prevent future leaks and resulting damage. These discovered problems and the related solutions necessitated change orders to the project but we are still within the contingency allowances budgeted.

The pool sub-contractor, Paddock, will be intensifying the work for which they are responsible in the coming weeks and marshaling the work force to complete it. RCC staff are working on scheduling locker room improvements (totaling approximately \$160,000) and will coordinate that scheduling with the pool renovation contractor and Department of Public Work and Environmental Services (DPWES). The Aquatics Director and Program Manager are developing their re-opening calendar. That has been shared with the project team. Programming is in a state of ongoing development as the winter/spring guide document is being finalized.

Patrons and Communications

To date: Construction Passes issued to RCC patrons: 605

198 to Adults (Under 55)	295 to Adults 55+ (Seniors)	112 to Youth
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RCC website – detailing construction progress:

<http://www.restoncommunitycenter.net/aquatics-renovation/construction-update>

