



**Reston Community Center
Board of Governors Monthly Meeting
September 9, 2019
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:01 – Approval of Agenda	Beverly Cosham, Chair
8:02 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
• Approval of July 22, 2019 Board Minutes (As Reviewed and Approved by the Board Secretary)	
• Approval of July 22, 2019 Board Actions (As Reviewed and Approved by the Board Secretary)	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Reports	
• July 22 Preference Poll Committee	Bill Keefe, Chair
8:25 – Approval of Committee Reports	Beverly Cosham, Chair
8:27 – Board Member Input on Activities Attended	
8:37 – Executive Director’s Reports	Leila Gordon, Executive Director
8:42 – Old Business	Beverly Cosham, Chair
8:46 – New Business	Beverly Cosham, Chair
8:50 – Adjournment	

Reminders:

Event	Date	Time
2019 Preference Poll voting	September 6-27	
Preference Poll Candidates Forum	September 11	6:30 p.m.
Reston Multicultural Festival	September 28	11:00 a.m. – 6:00 p.m.



**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

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“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
- 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.



RESTON COMMUNITY CENTER



Board of Governors Candidate Handbook

2019

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Candidate General Information

The Reston Community Center (RCC) Preference Poll is an annual community event to select three members to serve on the Reston Community Center Board of Governors. Online and mail-in balloting options are available. Walk-in voting will be conducted at RCC Hunters Woods and RCC Lake Anne. To increase participation in the Preference Poll and to assure the integrity of online and mailed balloting, the RCC Memorandum of Understanding (MOU) was changed with approval by the Fairfax County Board of Supervisors in June 2009 to allow for one vote per residential and commercial property. Those participating in the Preference Poll will receive a voter login and pin from an independent agency to vote online, and/or to be verified by that agency functioning as the RCC Counting Agent if the ballot is mailed to it. Ballots dropped in the ballot boxes at the two RCC locations will be entered in the independent online system by representatives of the League of Women Voters.

Why become a candidate?

In 1975, Reston residents voted in a general referendum to establish a small tax district to fund the building and operation of the Reston Community Center. Bonds, in the amount of \$2.6 million, were sold to finance the construction of the Center. Today, a special tax equal to \$0.047 per \$100 of property value is assessed on all residential and commercial property within the district. For example, the owner of a property worth \$100,000 pays \$47 annually to fund the programs, services and facilities of RCC. This tax assessment enables RCC to continue to address the community's recreational, leisure, and cultural needs and aspirations.

The Fairfax County Board of Supervisors established the RCC Board of Governors to represent the interests of Small District 5 in the operation of the Community Center. Board members serve as community volunteers. Board appointments are made by the Fairfax County Board of Supervisors after residents of Small District 5 have made their preferences known in the annual poll. Board members work together to establish the overall policy for RCC and oversee its programs and fiscal operations. Board members also represent RCC at social, recreational, cultural and educational activities throughout the small tax district.

How do I become a candidate?

If you are interested in becoming a candidate for one of the vacancies on the Board and are a resident of Small District 5, please complete a Statement of Candidacy and return it to RCC Hunters Woods **by August 15, 2019 no later than 5:00 p.m.** to:

Preference Poll Committee Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
ATTN: Karen Goff

The Statement of Candidacy forms are on pages 5 and 6 of this Candidate Handbook and are available online at www.restoncommunitycenter.com.

When will the Preference Poll be conducted?

Preference Poll voting will be available online and via mail September 6 - 27. People may also drop ballots at either RCC facility into secured ballot boxes. Only one vote per address is

counted, and the first vote received is the vote counted. Mailed-in ballots must be received no later than 5:00 p.m. on September 26; walk-in and online ballots must be received no later than 5:00 p.m. on September 27. The 2019 Preference Poll schedule is as follows:

August 2019

- 1 Candidacy filing begins
- 15 Candidacy filing closes at 5:00 p.m.
- 15 Candidate Orientation at 6:00 p.m. (photos taken prior)

September 2019

- 6 Online/Mail-in balloting begins
- 11 Candidate Forum at 6:30 p.m.
- 26 Mail-in ballots must be received by 5:00 p.m.
- 27 Walk-in and online balloting close at 5:00 p.m.

Appointment to the Board is made at the Board of Supervisors meeting that follows the closing of the Preference Poll.

New Board Orientation – Conducted with Supervisor Cathy Hudgins; TBD.

What are the next steps?

All interested residents of Small District 5 are encouraged to:

- Complete and return the Statement of Candidacy Form to the address noted on the previous page.
- Review “Frequently Asked Questions.”
- Review the RCC Preference Poll Policies as described in this Candidate Handbook.
- Visit the Reston Community Center facilities at Hunters Woods and Lake Anne.
- Attend the Candidate Orientation on August 15 at 6:00 p.m. and have your picture taken.
- Participate in the Candidate Forum on September 10 at 6:30 p.m. (open to the public and recorded for television and internet broadcasts through Comcast Channel 28 and Facebook Live).
- Cast your vote in the Preference Poll.

Candidate Campaigning Restrictions and Information about Ballots

The RCC Preference Poll is conducted in a manner that is consistent with Virginia Election Law. Accordingly, no campaigning, electioneering or display of campaign material may occur within 40 feet of either RCC facility. Candidates and their supporters must observe this distance restriction in their campaign activities. Activities that fall under this prohibition include urging people to vote for the candidate, or asking people if they have voted yet. Candidates are respectfully requested to defer responses to questions from patrons to a place outside the RCC and/or its programs for more discussion. Candidates may cite the Preference Poll Candidate Campaigning Procedures to explain their constraints.

Campaigning Procedures

1. Candidates may not campaign during RCC programs, on RCC premises, or at RCC sponsored or co-sponsored events.
2. Candidate literature may not be distributed at RCC locations or activities.
3. Candidates will remain at a distance of 40 feet if they conduct campaign activities within sight of RCC facilities or RCC program or activity sites.
4. Candidates may prepare campaign literature but may not use RCC resources to do so.
5. Candidates should conduct themselves at all times mindful that the Preference Poll is a means to obtain the views of the community and is not an election per se.

Voting Procedures

Ballots and instructions for online, mail or walk-in voting will be mailed to all Small District 5 residential and commercial addresses. For people who do not receive a ballot, and whose address is qualified to participate, RCC Hunters Woods Customer Service representatives at the front desk will be able to verify the eligible address and issue a ballot upon presentation of photo identification with the address on it. People may use one of these methods to participate:

- **VOTE ONLINE:** Visit the RCC website, www.restoncommunitycenter.com, and locate the Preference Poll voting icon to proceed to the login screen for this Poll. There you will need to enter your USERID and PIN (in the box at the top right of the page) to be able to proceed to the information about the candidates and to vote. Online voting ends at 5:00 p.m. on Friday, September 27, 2019. If you need assistance, please call RCC's Central Information Desk at 703-476-4500, Monday through Friday, between the hours of 10:00 a.m. and 4:00 p.m.
- **VOTE BY MAIL:** Voters fill out the ballot and mail it using the enclosed pre-addressed envelope. **Be sure to add postage to your envelope prior to mailing.** Mailed ballots must be received by 5:00 p.m. on Thursday, September 26, 2019.
- **VOTE IN PERSON:** Voters bring a ballot to RCC Hunters Woods or RCC Lake Anne and deposit it in a ballot box; ballots left in lobbies or on countertops **will not be counted.** Ballots will be accepted until 5:00 p.m. on Friday, September 27, 2019. It is important to remember that ballots **must be placed in the ballot boxes by the voter;** ballots that are left on the counter at either RCC location will be destroyed. RCC employees may **not** take ballots from patrons; patrons must place the ballots in the ballot boxes themselves. Ballot boxes will be placed in the lobbies of our facilities from 9:00 a.m. each day to closing during the Preference Poll cycle of voting.

Statement of Candidacy General Information

Candidacy filing:

- All candidates must complete a Statement of Candidacy Form and return it by August 15, no later than 5:00 p.m. to:

Preference Poll Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, Virginia 20191
Attn: Karen Goff

Filed Statements may be sent by mail or email (karen.goff@fairfaxcounty.gov), or hand-delivered.

Residency/age requirements:

Candidates must be residents of Small District 5 and at least 18 years of age. Residency will be verified through Small District 5 property tax records.

Photos:

RCC requests candidate photos for publicity. Candidates may submit their own photo or be photographed at the Candidate Orientation at RCC Hunters Woods on August 15. A candidate filing statement without a photo of the candidate made or provided by the close of the Candidate Orientation session will be publicized without a photo. Printing schedules require that all materials for the printed ballot must be complete by the end of the Candidate Orientation.

Candidate Forum:

A Candidate Forum will be held on September 11 at 6:30 p.m. It will be held at RCC Hunters Woods. It will be open to the public and also recorded for television and internet broadcasts through Comcast Channel 28 and livestreamed on Facebook. The forum will provide candidates with an opportunity to state their interests, answer questions and increase voter awareness about their candidacy. Candidates are permitted to bring written notes for their presentations at the Candidate Forum; no other materials will be permitted. The press is invited to attend.

Further information:

Karen Goff, Reston Community Center: 703-390-6147 or Karen.Goff@Fairfaxcounty.gov

**Statement of Candidacy Form
RCC Board of Governors
Preference Poll 2019**

All candidates must complete both Part 1 and Part 2 of the Preference Poll Candidacy Form. This form is also available online at www.restoncommunitycenter.com. Please sign and return your completed form by August 15, 2019, no later than 5:00 p.m. to:

Preference Poll Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
Attn: Karen Goff

Part 1: Personal Information

Name _____

Home Address _____

City/State/Zip _____

Primary Phone _____

Part 2: Statement of Candidacy

Please respond to Questions A and B on the following page. The questions and your responses will be used **exactly as written** to publicize your candidacy for the Board of Governors. You may respond by attaching a signed hard copy document, or by emailing a **signed** PDF of your statement, to Karen Goff, Reston Community Center.

Email: Karen.Goff@fairfaxcounty.gov

Regardless of which way you submit your Candidacy Statement, please provide your responses in a typed format and:

- Double-check your grammar and spelling.** Reston Community Center will not make any changes to your submission.
- Do not exceed the word count limits.** Statements exceeding the word count limit will be ended at the point in the statement where it reaches the limit.
- Be sure to sign the bottom of the form.**

STATEMENT OF CANDIDACY:

Question A: What previous experience or participation in civic activities would you bring to the RCC Board? [Do not exceed 100 words.]

Question B: How would your leadership enhance RCC's efforts to bring the community together by providing opportunities for enriching leisure experiences and connections that reach out to all to foster inclusiveness and a sense of belonging? [Do not exceed 150 words.]

Candidate Signature: _____

Frequently Asked Questions about RCC

1. *When did RCC open its doors?*

Reston Community Center officially opened its doors in May 1979. However, it also proudly counts in its history the "sweat years" – the six years prior to the opening during which a small group of Restonians, led by Jim Allred, rallied support for the idea and made this dream a reality.

2. *What mechanism created RCC?*

Restonians petitioned the Fairfax County Board of Supervisors for a referendum on bond sales to finance the Community Center, using a small single purpose tax district as the means. The referendum passed by more than a 2 to 1 majority, creating Small District 5. Bonds were sold to finance the \$2.6 million construction of the Center and the tax rate was established to pay off the bonds, and continue RCC programs, operations and services for the community.

3. *Aren't Reston and Small District 5 synonymous?*

Not quite. RCC serves the entire tax district which is largely congruent with Master Plan Reston. With the exception of 332 residential property addresses, Small District 5 encompasses residential and commercial property addresses in the 20190, 20191 and 20194 zip codes.

4. *Who runs RCC?*

The day-to-day operations are managed by the Executive Director who supervises the RCC staff of (up to) 50 Fairfax County merit employees and more than 200 seasonal employees.

The Board of Governors hires the Executive Director. The Board provides fiscal oversight and strategic planning. It does not become involved in daily operations or routine matters, but rather concentrates on broader policy and fiscal issues.

5. *Isn't RCC just an indoor pool and theatre?*

RCC was founded on the principle of inclusiveness – the desire to make every resident feel welcome and a part of Reston and its community "center." Reston Community Center is not just comprised of facilities (at Hunters Woods and Lake Anne locations). It is about bringing people together from all over the community in a variety of programs, activities, events and venues. This year alone, RCC will schedule more than 2,000 programs, classes, trips and workshops, present a 20-event professional touring artist season in RCC's CenterStage, host performances by Reston's community arts organizations, and provide rental space for private events that will draw tens of thousands of patrons to the Center facilities at Hunters Woods and Lake Anne Village Centers. Additionally, RCC will continue to present and sponsor such popular community events as our award-winning Reston Multicultural Festival, the Reston Dr. Martin Luther King Jr. Birthday Celebration, the Thanksgiving Food Drive and the Northern Virginia Fine Arts Festival. RCC is "enriching lives and building community."

6. Who pays for all this?

All property owners – residential and commercial – within Small District 5 fund the Community Center and its operations through the Small District 5 property tax. The current tax rate is \$0.047 per one hundred dollars of assessed value of property.

While most of the Center's income comes from property taxes, the Center also earns interest on its funds and receives some income from admission charges, room rental fees, and program fees. Occasionally, RCC receives donations or monetary gifts as well.

7. What is the annual budget of RCC?

The operating budget is created based on annual estimates for revenue and expenditures. There are three types of revenue. They are taxes, interest, and operating revenue from RCC's various services and programs. As of July 22, 2019, the Board of Governors Finance Committee will have received year-end results for the Fiscal Year 2019 (FY19). In FY19, RCC actual revenue (from all sources) equaled \$9,079,850 and total expenditures excluding Capital Projects equaled \$7,541,459. Capital Projects encumbrances and expenditures equaled \$6,041,058; projects are fully funded as a result of RCC reserves balances. RCC has established reserve funds to support capital projects, emergency maintenance expenditures, feasibility studies and program/economic contingencies. The total of RCC's Revised FY20 budgeted reserve funds is \$4,918,682 (separate and above funding allocated for Capital Projects). The total estimated expenditures for FY20 (Revised) include personnel expenses of \$6,043,030, operating expenses of \$3,510,874, and capital equipment/projects of \$4,836,706. The Revised FY20 budget includes the full funding currently estimated to be required for completion of the Terry L. Smith Aquatics Center Renovation Project as well as other Capital Projects. It provides a Maintenance Reserve fund of \$1,150,839, Feasibility Studies Reserve fund of \$191,807, Capital Projects Reserve fund of \$3,000,000, and an Economic and Contingency Reserve fund of \$576,037.

8. Where is the money?

Except for a petty cash fund maintained by RCC staff, Fairfax County keeps RCC funds in accounts in various financial institutions, where the money is commingled with other County funds. Nevertheless, the Center's portion of those funds can be readily identified and the interest earned is credited to RCC.

9. Who monitors actual financial performance?

Many people exercise financial monitoring. In general, the Executive Director is responsible for monitoring budget execution and the Board's Finance Committee is responsible for oversight. Information on financial performance originates with the Fairfax County budget and finance staff that provides data to RCC staff. The RCC staff also generates separately detailed financial reports for tracking revenue and expenses. These reports are reviewed by the Board's Finance Committee throughout the year. In turn, the Finance Committee reports financial activity to the full Governing Board.

10. Does the Board have legal authority to do this?

There is a hierarchy of documents including Virginia state law, the Memorandum of Understanding (MOU) between the Fairfax County Board of Supervisors and the RCC Board of

Governors, as well as the RCC Board of Governors By-laws. These documents authorize spending, create controls and establish legal accountability.

11. *Who has the final say on the budget?*

The budget process begins with RCC staff and board committees' input; public input at the committee meetings is sought and considered. The Finance Committee and staff review all input and submit a budget to the RCC Board of Governors. After entertaining public comment through an Annual Public Hearing for Programs and Budget, the Board provides budget preparation guidance to staff. The final proposed budget is presented to the Board of Governors in September. The Board approves the RCC budget proposal and submits it through Fairfax County staff to the Board of Supervisors. The Board of Supervisors is the final approval authority for the RCC budget.

12. *Once the budget is approved, is it "fixed in stone?"*

No, the budget can be adjusted to a modest degree throughout the year, based upon actual RCC operations requirements. In particular, the Executive Director has authority to reallocate budget amounts within major categories. However, in other circumstances, changes may need to be approved by the Board of Governors and/or County budget staff. Any changes that would exceed the current fiscal year total appropriation **must** be approved by the RCC Board of Governors and be submitted to the Fairfax County Board of Supervisors for final approval.

13. *What is the relationship between the Reston Community Center Board of Governors and the Fairfax County Board of Supervisors?*

The Board of Supervisors appoints all RCC Board members. The RCC Board of Governors operates under authorities that are delegated to it by the Board of Supervisors in the Memorandum of Understanding (MOU).

14. *Besides fiscal oversight, what other responsibilities does the Board of Governors have?*

The roles and responsibilities for the Board of Governors are detailed in the Memorandum of Understanding (MOU), which is the statutory authority for the Governing Board.

Aside from fiscal oversight, the MOU charges the Board of Governors with responsibility for certain organizational/personnel issues, program planning, community relations and the conduct of the annual Preference Poll.

15. *How does the Board fulfill these responsibilities?*

Each of the Board's committees is chaired by a board member and includes at least two other board members. Each committee meets and reports back to the entire board on their deliberations. The Board of Governors votes on all actions brought forward from the committees at their regular monthly meeting on the first Monday of each month. The current standing committees of the Board of Governors are Community Relations, Long Range Planning, Program and Policy, Finance, Building, Personnel, and Preference Poll. Additionally the Board of Governors may create ad hoc committees to address specific issues.

16. *What is the best way for someone to stay informed about RCC activities?*

Patrons are advised to keep up with RCC by visiting the RCC website, reviewing the seasonal RCC Program Guides (Winter/Spring, Summer and Fall editions) and participating in the wide range of programs and events offered by Reston Community Center.

**Statement of Candidacy Form
RCC Board of Governors
Preference Poll 2019**

All candidates must complete both Part 1 and Part 2 of the Preference Poll Candidacy Form. This form is also available online at www.restoncommunitycenter.com. Please sign and return your completed form by August 15, 2019, no later than 5:00 p.m. to:

Preference Poll Chair
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191
Attn: Karen Goff

Part 1: Personal Information

Name _____

Home Address _____

City/State/Zip _____

Primary Phone _____

Part 2: Statement of Candidacy

Please respond to Questions A and B on the following page. The questions and your responses will be used **exactly as written** to publicize your candidacy for the Board of Governors. You may respond by attaching a signed hard copy document, or by emailing a **signed** PDF of your statement, to Karen Goff, Reston Community Center.

Email: Karen.Goff@fairfaxcounty.gov

Regardless of which way you submit your Candidacy Statement, please provide your responses in a typed format and:

- Double-check your grammar and spelling.** Reston Community Center will not make any changes to your submission.
- Do not exceed the word count limits.** Statements exceeding the word count limit will be ended at the point in the statement where it reaches the limit.
- Be sure to sign the bottom of the form.**

STATEMENT OF CANDIDACY:

Question A: What previous experience or participation in civic activities would you bring to the RCC Board? [Do not exceed 100 words.]

Question B: How would your leadership enhance RCC's efforts to bring the community together by providing opportunities for enriching leisure experiences and connections that reach out to all to foster inclusiveness and a sense of belonging? [Do not exceed 150 words.]

Candidate Signature:_____



**Reston Community Center Board of Governors
2018 Preference Poll Committee Chair Report
November 5, 2018**

Overview

This year's Preference Poll presented the community with five candidates for the three open seats on the Board. Incumbents Bill Bouie, Lisa Sechrest-Ehrhardt and Gerald Zavala sought reappointment and new candidates Richard Stillson and April Tan filed and competed. Candidates expressed similar views on the need for RCC to be strategic in responding to the growth occurring in the community and to continue its mission focus on diversity of programs and services as well inclusivity that embraces the entire community. Another issue discussed was the current tax rate for RCC.

Participation increased compared to last year's poll. In 2018, 2,052 ballots were cast from the 28,537 ballots sent; this represents 538 more ballots cast than in 2017. Our high water mark for participation remains the highly contested poll in 2013. That year was the last year the indoor rec center issue consumed community interest and still represents the high water mark of participation – 2,221 ballots cast.

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

Voting by Zip Code

- 20190 – 605
- 20191 – 993
- 20194 – 443

Ballots dropped into boxes at RCC facilities divided by location:

- RCC Hunters Woods – 64
- RCC Lake Anne – 65

A total of 3 ballots dropped in ballot boxes were deemed invalid. (Invalid ballots have a vote already recorded against the database.)

Total Valid Dropped Ballots - 126

Commercial Ballots Cast – 47 (Still a minimal participation level)

Of the Votenet tallied "online" ballots, 126 votes were inputted by the League of Women Voters and another 1,007 were inputted directly by individual voters. A total of 919 paper ballots were received by Votenet and inputted by Votenet. This is on par with prior years representing a roughly nine percent difference between online and mailed balloting.

Voting Results by Candidate (Rounded)

Candidate Name	Votes	Percent of Total Votes Cast
Lisa Sechrest-Ehrhardt	1426	25
Richard Stillson	1221	22
William G. Bouie	1194	21
Gerald Zavala	1036	18
April Tan	755	13

Recommendations

The Board's decision to adjust the calendar to permit a longer timeframe for the printing of the ballots and related materials was effective again this year. The alignment with the printing schedule worked well again and there was exact alignment between the published date of when voting opened and the receipt of ballots in the mail.

Recommended schedule:

Consistent with this year's scheduling pattern, the 2019 Candidates Forum would occur in the week that balloting opens. The CenterStage will be used. Balloting would conclude in sufficient time to permit the Board of Supervisors to make appointments in time for RCC's November Board of Governors meeting.

August 1 – 15	Candidate Filing (aligned to Fall Registration period; two weeks; Thursday to Thursday)
August 15	Candidate photo and orientation (Thursday)
September 6 – September 27	Voting is Friday to Friday for three weeks; to 5 p.m. on September 27.
TBD based on programming schedule	Candidates Forum – The CenterStage.

Continue these strategies:

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

Considerations/Staff Recommendations:

In FY19, a new request for quotes from electronic voting providers will be circulated and the potential exists for a new vendor to be successful in that process. The current variety and fees associated with this type of counting agent agreement suggests that process could lower our counting agent cost, although probably not substantially if we request the same level of encryption and security.

The greatest concern we have regarding the Preference Poll process is the large number of returned mail ballots we receive. Sample counting of the three and a half boxes of these indicates that approximately 2,200 ballots were returned to us. Staff is going to consult with the Post Office and our mailing list provider to determine what is causing so many to be returned to us since they are addressed to "Resident" (not to individuals) and are mailed first-class postage.

Another important concern is that our business/commercial addresses are not current and comprise a lot of the returned ballots. We need to develop a standard approach to obtaining or distributing commercial ballots. This subject should be explored by the Preference Poll Committee for the 2019 event.



Executive Director Report July/August 2019

Administration

Accreditation: RCC staff are nearing completion of our self-study addressing the current standards. We anticipate the ad hoc BOG Accreditation Committee will have materials to review in the week of September 23. The Committee will review materials related to key RCC policy, practice and function areas. Unless the Board prefers otherwise, the Committee will not need to review the items that are completely governed by Fairfax County Government requirements and procedures.

Capital Project, Maintenance and Equipment Systems Replacement Tool: Staff has been exploring different options for a Computerized Maintenance Management System (CMMS). The team gathered feedback on these products: Web Works by Tero, AssetCalc by EMG, Cartegraph and Dude Solutions. The Park Authority currently uses Tririga, but that system is not available on County contract for all agencies. Based on benchmarking and the needs of RCC, Dude Solutions (despite the unfortunate name of the software) has been selected. The initial cost is roughly \$10,000 and the annual license fee is about \$4,400. The first-year fee includes on-site training with a representative for one week for the Capital Projects/Repair and Maintenance Working Group. The firm has a County contract. Functions we are currently managing via spreadsheets and cost center record-keeping that this approach will replace are:

- Master Inventory
- Asset Management
- Equipment/Building Elements Lifecycle (Replacement Schedules)
- Maintenance Plans and Work Orders
- Expenditure Tracking

Community Survey: The two segments of survey activity will close on September 10. The mailed probability sample had a final push with reminders and online input codes in August with a return or complete online due date of September 10. In order to remain consistent with that timeline, we extended the period of the open non-probability sample to the same date. The University of Virginia team is confident they will reach the target probability sample size of 1,010 completed surveys.

As planned, the two sets of data will be separately compiled. The Center for Survey Research (CSR) analysis will be conducted primarily for the probability sample results. They may reference the online, non-probability surveys where appropriate. The two sets of data will be provided in their entirety as appendices to the analysis report. The “open-ends” (responses in the words of the survey-taker) will be scrubbed for personally identifying information before being compiled also in their entirety as an appendix to the report. CSR will be compiling the data during the next several weeks and then begin working on their report. They anticipate RCC’s review being complete by the end of November and the project concluded by early December.

Communications: The RCC YouTube channel’s short films have been completed. They will be uploaded in September. Each will be protected and only available via link for viewing. The effort to partner with Fairfax County’s Department of Cable and Consumer Services to enable public affairs programming is ongoing. We anticipate completing the draft agreement and transfer process by the end of December. Board concerns have been communicated, and the Cable and Consumer Services team anticipates being able to address them to our satisfaction. Calendaring for time to film in the CenterStage has been completed.

Staff have completed a full cycle of using our agency software, RecTrac, for entering text to enable publishing of our guides and other materials. This was accomplished with customized report functions created for the agency by Vermont Systems. While the transition has been challenging, staff teams have been diligently reviewing the process with each iteration of program guide content and adjusting. It will serve us well moving forward.

Programs

Aquatics: Staff delivered a CPR class for each of the three Opportunity Neighborhoods housing complexes this past summer. An additional three classes were offered for registered participation to Reston patrons (and of course, those eligible for the Fee Waiver program could participate in those offerings if so desired.) Collaboration with Trail's Edge at Hunters Woods is anticipated; discussions are ongoing about scheduling programs for residents there to fill "off-hours" of pool use.

RCC is returning to the American Red Cross (ARC) program for staff certifications and "learn-to-swim" curriculum and milestones for achievement certifications for participants. ARC experienced significant blow-back from their original plan to charge exorbitant fees to handle certification processes and has since returned to a public service focus for that programming. The Virginia Swims Group curriculum use has been declining and will likely phase out altogether as a result. ARC has greater name recognition and from a practical perspective is more desirable as staff certification as it gives lifeguards and water safety instructors more "portability" than the VSG certifications did.

We will be hiring for our part-time positions this fall as well as filling the full-time, merit position of Aquatics Operations Director. That position will have primary responsibility for the oversight of our lifeguard staff and pool operations or maintenance issues. The position will be advertised and filled via an open hire competitive process.

Arts and Events:

For the summer programming expansion in Community Events, our concert season went from 50 performances in 2018 to a total of 77 performances in 2019. Overall, because of the new weekend daytime format at Reston Station, the average attendance decreased – those were 26 new weekend daytime offerings. They averaged just 39 people per event (where not canceled by weather calls). The average attendance for our Take a Break concerts went from 353 to 382 per event held, but experienced very challenging weather conditions with three more canceled performances this summer than last. The Summerbration series at Reston Station did not do as well this summer as last summer (average attendance went from 110 to 77) perhaps as a result of the staging relocation due to construction. Attendance for the Family Fun Entertainment Series at Reston Town Square Park held steady with an average of 132 (versus 129 last year.) The Sunday Art in the Park (same location) experienced excellent growth from an average of 262 per event to 331. In all our concert and entertainment offerings outdoors, weather presented the usual and more extreme conditions. The staff will continue to examine all the trends and data and determine if there should be changes to our approach. Total summer concert/entertainment participation for 2019 was 10,337 attendees – 15 percent more in total attendance than last summer.

In Arts Education, registered participation was down a bit from 710 in 2018 to a total of 617 this year. Attendance at Young Actors Theatre and LARK events was about the same year-over-year.

Leisure and Learning: In Youth/Teen, enrollment dropped from last summer to this summer (1,207 versus 1,095) because we were unable to program our rear RCC Hunters Woods outdoor area due to renovation for the pool/roof. Typically, we offer some camp activity out there. Space this summer for camp offerings was very tight indoors as well and we were unable to offer swimming options. Our co-sponsored program participation included 1,884 participants this summer in Opportunity Neighborhood efforts (the total in 2018 was 1,996) and 425 participants in the co-sponsored Reston Kids Tri this summer as opposed to 475 participants in that event last summer. Collaboration and Outreach offerings related to Opportunity Neighborhood locations are affected by weather conditions. Lifelong Learning had an interesting shift; in summer 2018, registered participation was 759 and drop-in participation was 1,584. For summer 2019, Lifelong Learning participation in registered offerings was 699 (a drop of 8 percent) while drop-in participation grew from 1,584 in summer 2018 to 1,635 in summer 2019 (an increase of 3 percent) – bringing total participation to 2,343 versus 2,334 – essentially equal overall participation.

Executive Director: July and August activities included meetings for the Master Arts Plan Task Force; Opportunity Neighborhood; board meetings of **ARTSFAIRFAX**, Public Art Reston and Greater Reston Chamber of Commerce; Fairfax County Strategic Planning senior management team "toll gate" session; Human Services System Leadership team meetings; retirements of Nannette Bowler and Fred Selden.

Aquatics Renovation Report September 9, 2019

Milestones/Highlights

At the last progress meeting, Thursday, August 28, the representative of Branch Builds (our contractor) presented a very unnerving assessment of the impact on the project calendar that was occurring due to inadequately scheduled crews from the pools and mechanical systems subcontractors. The assertion was that given present manpower, the project could be delayed by 23 days. The project management team from the Department of Public Works and Environmental Services (DPWES) and the head of Branch Builds reached out to the owners of the subcontractor firms to impress upon them the importance of opening the pools on time and with the highest quality outcome. They met at the site and discussed strategies to accelerate the project. At present, Branch Builds is required by the contract to have achieved substantial completion (when we get the keys) by November 13.

Branch Builds began scheduling weekend work on the site beginning with the September 7/8 weekend. With liquidated damages of \$1,400 a day stipulated in our contract, not to mention the reputational damage to firms involved with delays, there is tremendous incentive to achieve the calendar objectives for us. We are monitoring the situation very closely with our colleagues at DPWES.

The project is correcting the roof drainage and foundation wall leaking that had been occurring for an unknown period of time – this was discovered as the renovation and roof replacement progressed. That work is nearly complete and has had no negative project calendar impact. The improved storm-water drainage solution required a substantial change order but the impact to the project budget will not exceed contingency allowances already established as part of the budget. Purchasing of the ancillary deck and loose equipment by RCC has saved approximately \$10,000 from that line item of the original project budget. Other credits are pending on some key items. We remain under-budget for the project as a whole to this point.

Patrons and Communications

To date: Construction Passes issued to RCC patrons: 605 (no change from last report)

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>

