



**Reston Community Center  
Board of Governors  
February 4, 2013  
8:00 p.m.  
Meeting Agenda**

- |  |  |
|--|--|
| 8:00 – Call to Order   | Beverly Cosham, Chair                                      |
| 8:02 – Approval of Agenda  | Beverly Cosham, Chair                                      |
| 8:03 – Approval of Minutes and Board Actions   | Beverly Cosham, Chair                                      |
| <ul style="list-style-type: none"> <li>• Approval of January 7, 2013 Board Minutes<br/>(As Reviewed and Approved by the Board Secretary)</li> <li>• Approval of January 7, 2013 Board Actions<br/>(As Reviewed and Approved by the Board Secretary)</li> </ul> |  |
| 8:05 – Chair’s Remarks   | Beverly Cosham, Chair                                      |
| 8:10 – Introduction of Visitors  |  |
| 8:15 – Citizen(s) Input  |  |
| 8:20 – Committee Reports   |  |
| <ul style="list-style-type: none"> <li>• January 28 Long Range Planning Committee Report</li> <li>• February 4 Long Range Planning Committee Report</li> </ul>   | Bill Bouie, Committee Chair<br>Bill Bouie, Committee Chair |
| 8:30 – Approval of Committee Reports   | Beverly Cosham, Chair                                      |
| 8:35 – Board Member Input on Activities Attended   |  |
| 8:40 – Executive Director’s Report   | Leila Gordon, Executive Director                           |
| 8:45 – Old Business  | Beverly Cosham, Chair                                      |
| 8:50 – New Business  | Beverly Cosham, Chair                                      |
| 8:55 – Adjournment   |  |

---

**Reminders:**

<b>Event</b>	<b>Date</b>	<b>Time</b>
Community Relations and Program/Policy Joint Committee	February 11	6:30 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
January 7, 2013**

**Present:**

- Beverly Cosham, Chair
- Bill Bouie
- Bill Penniman
- Vicky Wingert
- Lisa Ehrhardt
- Roger Lowen
- Cathy Vivona

**Absent and Excused:**

- Bill Keefe
- Gerald Zavala

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

The Chair called the meeting to order at 8:02 p.m.

**MOTION #1:**

**Approval of the Agenda:**

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

**MOTION #2:**

**Approval of the December 3, 2012 Board Minutes:**

Bill B. moved that the Board approve the December 3, 2012 Board Minutes. Bill P. seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the December 3, 2012 Board Actions:**

Bill B. moved that the Board approve the December 3, 2012 Board Actions. Bill P. seconded the motion. The motion passed unanimously.

**MOTION #4:**

**Approval of the December 3, 2012 Long Range Planning Committee Report:**

Bill B. moved that the Board approve the December 3, 2012 Long Range Planning Committee Report, which is fully described in the attached report. Bill P. seconded. The motion passed unanimously.

**MOTION #5:**

**Approval of the December 17, 2012 Finance Committee Report:**

Bill B. moved that the Board approve the December 17, 2012 Finance Committee Report Meeting, which is fully described in the attached report. Roger seconded. Cathy noted she should provide the summary at this meeting. Leila apologized for the agenda omission. Cathy indicated that the committee went over revenue and expenses and looked at a few items more closely. The Committee discussed the Aquatics Private Lesson program performance. Capital projects were also discussed. All are enthusiastic about the Community Room improvements. All improvements are complete except the chandelier upgrade, which has been deferred. They also discussed the January 4-5 Strategic Planning Meeting. Vicky moved that the Board approve the December 17, 2012 Finance Committee Report as summarized and attached. Cathy seconded the motion. The motion passed unanimously.

## January 7, 2013 Board of Governors Meeting Minutes

### **Chair's Remarks:**

Bev hoped everyone had a wonderful holiday season. She remarked how little children add so much joy to the holiday season. With the absence of any in her family, she resolved to make an effort to be with younger children during the holiday season in 2013. She wished everyone an exciting 2013 and encouraged people in the community to attend the upcoming Board meetings.

### **Introduction of Visitors**

There were no visitors.

### **Board Member Input on Activities Attended:**

Lisa shared that as the Board liaison for South Lakes High School, she will be meeting with the principal this month. She will also be attending the opening kickoff for the Saturday School at Hunters Woods. Although she has been a member of the community for some time, she is learning a lot about Reston and is enjoying the new perspective as a board member.

Vicky attended several functions at the Reston Historic Trust in December. She enjoyed her first Christmas with her granddaughter who is 9 months old and was mesmerized by the whole experience. Vicky wished everyone a happy new year and productive 2013.

Bill P. went to one committee meeting with for the Reston Master Plan Task Force. He also attended the Ahn Trio performance and thought they were wonderful. Bill noted that, like the others, he had attended the Board retreat. He said his young grandson gave him a cough for Christmas, but it he enjoyed the time they spent together regardless.

Bill Bouie provided a succinct recap of his activities; he attended Initiative for Public Art – Reston (IPAR), Park Authority meetings and the Board Strategic Planning session.

Cathy played bridge, and the Strategic Planning session.

Roger shared that he recently celebrated his granddaughter's 1<sup>st</sup> birthday, which was great. He thought the January 4-5 Board Strategic Planning session was impressive and productive and believes that they effectively advanced the prospects of the Reston community. His son-in-law (an avid woodworker) recently visited Reston and they dropped in on the RCC Woodshop. Both were in complete awe. Roger thought that Calvin Church was very friendly and forthcoming in introducing him and his son-in-law to the shop. He shared that his son-in-law's home community in Akron, Ohio had nothing like this facility; particularly its state of art machinery, safety features and valuable instruction. He noted one particular machine has an advanced auto-shut off safety mechanism that has prevented numerous injuries.

Bill P. agreed that the Woodshop machinery safeguards are amazing and echoed Roger's thoughts about RCC having a truly unique facility and shop supervisors.

Beverly Cosham attended the public session in December presented by Delegate Ken Plum and Senator Janet Howell where the people assembled sent them off to fight the good fight for Reston's interests in Richmond during their upcoming Virginia General Assembly legislative session.

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

See attached report.

Leila recapped that she was in Florida with her grandchildren in December to accommodate one of the babies' surgery. She discussed the challenges RCC experienced with the new WebTrac registration on December 1 and the subsequent efforts to identify what caused the system to freeze. Most of December was spent looking into the problems and resolving the financial and program enrollment issues that arose from them. This included conversing with Arlington & Prince William County colleagues and working with the vendor to improve the process and reinstate confidence in its ability to meet RCC's needs. As one strategy to improve processing speed at the initial point of registration starting, RCC will be batch-sending receipts instead of immediately emailing the receipt to free up space on the server. The change will be instituted and a letter will go out to the patrons indicating that online registration will be turned back on and that we are confident in its ability to function. She added that a last resort contingency step was put in place by the staff in case of unforeseen system failures due to power outages, weather, or similar "acts

## January 7, 2013 Board of Governors Meeting Minutes

of God.” The back-up process will be to collect hard copies, batch them, assign lottery numbers and process accordingly. She reiterated her confidence in the WebTrac system and noted that this is only a last resort feature of the contingency plan.

Leila added that there was a lot of planning in December for summer programming. The Camp Guide was put to bed and the Summer Program Guide is being worked on by staff. She is energized by the summer programs planned. Leila shared that she also enjoyed preparing for a successful Board Strategic Planning session in January.

Beverly added that the 12-12-12 Team Building event with Mark Brutsche was fantastic and a fun time was had by all.

### **Old Business:**

There was no old business.

### **New Business:**

There was no new business.

Bev reminded everyone about the February 4<sup>th</sup> and 11<sup>th</sup> meetings here at RCC. She encouraged folks to visit the RCC website to see info on Reston’s Dr. Martin Luther King, Jr. Celebration. She noted that she will be singing a selection on Saturday night. The Sunday keynote speaker is Julian Bond; registration to enjoy that is required and the event is free. Also, please mark your calendars for the RCC Board of Governors Joint Community Relations and Program Policy meeting on February 11<sup>th</sup> at 6:30 p.m. She encouraged people to come in and let us know if there are programs patrons would like to see or share that they enjoy those that we already provide.

### **MOTION #6:**

Bill B. moved to adjourn the meeting at 8:20 p.m. Bill P. seconded the motion. The motion passed unanimously.



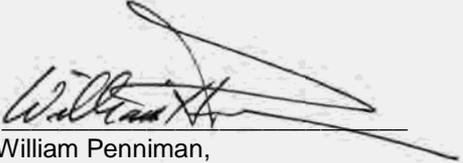
William Penniman,  
Board Secretary

01-11-2013

Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JANUARY 7, 2013**

- 13-0107-1    Bd    That the Board approve the Agenda.**
- 13-0107-2    Bd    That the Board approve the December 3, 2012 Board Minutes.**
- 13-0107-3    Bd    That the Board approve the December 3, 2012 Board Actions.**
- 13-0107-4    Bd    That the Board approve the December 3, 2012 Long Range Planning Committee Report.**
- 13-0107-5    Bd    That the Board approve the December 17, 2012 Finance Committee Report.**
- 13-0107-6    Bd    That the meeting be adjourned.**



William Penniman,  
Board Secretary

01-11-2013  
Date



**MEETING SUMMARY  
LONG RANGE PLANNING COMMITTEE  
January 28, 2013**

**Present:**

- Bill Bouie, Committee Chair
- Cathy Vivona
- Roger Lowen
- Bill Penniman
- Bill Keefe
- Vicky Wingert
- Gerald Zavala
- Beverly Cosham
- Lisa Ehrhardt

**Staff:**

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

---

Bill B. called the meeting to order at 6:35 p.m

Leila welcomed everyone and wished Gerald's wife well. Leila presented the group with two documents outlining RCC's community engagement process, including a timeline for the Park Authority's engagement and Master Plan processes.

As part of our engagement process, RCC will update the 2009 Brailsford and Dunlavey report. Following receipt of the B & D proposal, Leila provided them with feedback. She emphasized two needs to B&D:

- 1.) **Market analysis update:** what will be the impact of Lifetime fitness and similar assets in the community - that have or will be realized - that weren't known in 2009. This should include a review of the dynamics of Reston's master planning in terms of projected demographics and how that relates to RCC's vision and plan.
- 2.) **Financial modeling** – review our assessment about inflation not being a significant factor to consider with respect to the cost parameters of the capital project.

Following the retreat, Leila and Bill K. reached out to RCLCO, a real estate planning firm, regarding analysis of tax data points. They will analyze department of tax administration provided data and other relevant materials. Bill P. suggested there may be an updated presentation to the county staff from George Mason University on data sets, though it may not have been released yet. Leila will inquire about obtaining that for RCLCO. The target for the report is delivery at the March 11 Community Relations and Program/Policy Committees' meeting.

**Introduction of Guest:** Mr. Dennis Hayes from Reston Runners. Mr. Hayes thanked the board for having him.

Leila outlined the calendar/timeline for the Park Authority Master Planning process for Baron Cameron Park. Bill B. said that the Park Authority Board anticipates review of the Master Plan proposed for Baron Cameron Park at their second meeting in November. Leila reiterated that a 9-

month timeframe is needed to get on the ballot with a bond question if RCC pursues the project. The timeline presented provides a November 2014 target date for the ballot.

Leila presented the board with a list of RCC stakeholders that have been informed about and invited to participate in the February 11 combined Community Relations and Program/ Policy Committees' Meeting for public input. It is a fluid list and will continue to be updated in terms of stakeholders with confirmed attendance. In addition, RCC standard public relations efforts to encourage participation in the meeting will occur.

Bill B. reported that the Park Authority's expanded work group includes Larry Butler with Reston Association.

Leila anticipates a large meeting on February 11. She has reserved rooms 1-4, with the Community Room available as a contingency plan in case there is such a large group that we will need that space.

Leila asked the group to review plans for the Community Engagement meeting on February 11 and give feedback so that we can finalize plans in a brief meeting prior to the February 4 Board of Governors meeting. All agreed to attend a Long Range Planning Committee meeting on that date at 7:30 p.m.

Cathy requested to go back to the B&D report and stressed her desire for them to focus on citizen and stakeholder input, including new data that exists about the market, as well as performance and plans for the community's growth that may not have been part of the picture in 2008. RCC's last community survey was completed in 2010. That information will be provided to B&D.

Roger expressed concern that the program components for a possible indoor recreation facility would need to be refined beyond the Board-identified "pillars." Leila explained that the February 11 meeting will be very interactive in terms of gathering input regarding what people envision could be in a new indoor facility, as well as what concerns people might have. The session component on the facility would be moderated/facilitated by B&D.

Cathy emphasized that we should invite everyone with an interest and not just probable advocates for new facilities. The stakeholders list includes the gamut of Reston organizations and perspectives and the public at large will be encouraged to participate throughout the engagement process.

Bill K. asked if at some point we would be asking for endorsement letters for RCC's plans. Leila confirmed that there will be plenty of opportunity for the community to give input, no matter what their opinion.

Vicky asked if people were coming to discuss other program services and facilities. Leila confirmed this and said that she's informed interested parties that a potential indoor aquatics center will be discussed at the February 11 meeting, in addition to general input. Leila said she's made it very clear to the public that we do look for public input and that RCC will ensure that the engagement process is effective, complete and that we have a thorough understanding of community views.

Vicky and Bev pointed out a few groups that were inadvertently left off the list being reviewed of our stakeholders. Leila will correct the list and update the Board on attendees on February 4.

Mr. Hayes (Reston Runners) suggested that in addition to Reston Runners, the Longwood Grove neighborhood should be involved since it is in their backyard. Leila asked for the name of a

homeowner's association representative. Mr. Hayes said they do not have one, but that he would share engagement info with his neighbors so that they could be sure to stay informed.

Bill P. asked about the B&D financial model. Leila confirmed that they will run financial model numbers on the basis of how we run the aquatics portion of RCC Hunters Woods, so that the Board can compare an apples-to-apples scenario. Bill P. suggested that it might be helpful to run a model more similar to the Park Authority REC Center model to compare, so that the Board and the public would have two different models from which they can make an informed decision. Bill B. clarified that the Park Authority does not subsidize any of the recreational centers' direct programming and service costs.

Bill K. asked that B&D provide a PowerPoint to summarize their findings, much like last time. He wants to be sure this is included since it is not outlined in the description of deliverables from B&D. Leila said she would confirm this.

Leila stated that Park Authority stakeholders (including field users, dog park users and community garden plot users) will have significant input as well through their engagement process. However, RCC needs to focus on its parameters and stakeholders and have B&D facilitate input sessions based on those parameters.

Cathy said that during the retreat, she thought she remembered Bill P. suggesting that another public hearing might be appropriate. Cathy asked if that is happening. Leila said the B&D report suggests a February 25 facilitated, dedicated conversation meeting that would accomplish this. There are a lot of opportunities for input planned. Cathy suggested that opportunities should be emphasized. Leila confirmed that we will publish all meetings to the appropriate channels to ensure that stakeholders and the public are well-informed about opportunities to participate and voice their opinion.

Mr. Hayes mentioned that some residents in Longwood Grove object to the lighted fields. Bill B. questioned that the lights pose a problem. Bill K. said we will need to be sure there are big buffers around any building. Mr. Hayes said that RCC needs to communicate plans (and opportunities for input) as clearly as possible so that neighbors can gather facts upon which to base their input.

Gerald asked for the primary desired outcome from the February 11 meeting. Leila said that the objective is to hear from the community and partners about what their priorities are specific to this opportunity, and for RCC programs and services in general.

Leila said that per Board direction, we will assure a robust process with clear data is provided to the community, and that there will be ample opportunities for people to participate. The goal is to sit in our session on June 17 (Annual Board Public Hearing for Programs and Budget) knowing whether there is broad and significant support for a new indoor recreational facility or not. If there is, we need to have a clear understanding of what it will require in terms of a program and funding.

Bill K. asked if it's the same B&D team, since they did a great job last time. Bill B. said that we should indicate that as our preference.

Vicky likes the term "soft launch" (in regards to community engagement) and hopes that it is a soft launch and soft landing. Bill B. said that there are at least three other groups watching the Park Authority's efforts with RCC, waiting to take advantage of the site if RCC does not take advantage of this opportunity. If RCC does not move forward, one of the other groups will. Other groups are looking for sites such as sand volleyball courts or a large "sportsplex" – a concept which would include multiple synthetic turf fields with lights.

Leila asked Mr. Hayes about his neighborhood's perspective. He clarified that he is a supporter since he is an avid swimmer, runner and marathoner. As a homeowner, he suspects property values would increase in this athletic community. He reiterated that the local homeowners just need to be well-informed with facts so that they can make educated decisions.

Mr. Hayes announced that the Reston Runners would be holding the first annual Reston marathon on March 24. Six hundred people have signed up: 2/3 in the half marathon and 1/3 in the full marathon. They would like to grow to 3,000 or 5,000 participants within 3 years. He would love RCC's support on making this an annual signature Reston running event. The Board congratulated him on the event.

There was general discussion about athletic groups who would be interested in the Baron Cameron site and Leila described that those are the stakeholder groups the Park Authority should be reaching out to provide input to the Park Authority's concerns. RCC is considering a narrower spectrum of interests and should focus our engagement on the aspects of the opportunity that directly relate to RCC's concerns.

For February 11, the message to people who are interested is that they come ready to share their views. RCC does not have a view as yet; we have an opportunity. We don't have a position, we don't have a plan; we are simply presenting an opportunity that preliminary conversations suggest the Park Authority is willing to pursue with us. Leila will be sending text of our invitation out to the Board of Governors so that it could be forwarded to others. She stated that the February 11 normal community input meeting is the right time to introduce the concept of a possible new facility for the community to explore.

Bill B. suggested that the Reston Chorale and the Reston Community Orchestra are not going to be happy that resources are being diverted from a potential venue for them. Leila reiterated that we have a strategic plan and we are exploring opportunities as they are presented to us. This opportunity was presented first, but RCC remains committed to pursuing a performing arts venue if and when the circumstances present themselves that we can explore.

Leila committed to the following action items following this meeting:

- Updating the lists of stakeholders to reflect who we have contacted and who is confirmed.
- Forwarding scenario E to RCLCO to be reviewed with Scenario G.
- Clarify with B&D that we would like a public presentation for the final report.
- Sending the text of the invite out to the Board of Governors so they can share with other interested persons or parties.
- Scheduling a February 4 Long Range Planning Committee Meeting at 7:30 p.m. prior to the regular monthly Board meeting.at

Bill B. adjourned the meeting at 7:41 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS LONG RANGE PLANNING COMMITTEE REPORT  
February 4, 2013**

**Present:**

- Beverly Cosham, Chair
- Bill Bouie
- Bill Penniman
- Vicky Wingert
- Roger Lowen
- Bill Keefe
- Gerald Zavala
- Lisa Ehrhardt
- Cathy Vivona

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

Bill B. called the meeting to order at 7:41 p.m.

**FY13 Third Quarter Review**

Bill B. presented the FY13 Third Quarter Review memorandum. Leila indicated that all expenses and revenue were in line with normal spending.

**Motion:**

Bill B. requested a motion to forward the memo and related documents to the Department of Management and Budget. Cathy moved that the Board forward the FY2013 Third Quarter Review Memorandum as prepared by the staff to the Department of Management and Budget. Bill P. seconded the motion. The motion passed unanimously and will be presented at the regular monthly Board meeting for full Board approval.

**Strategic Planning Session Report**

Bill B. presented The Cleveland Coaching Group's report recapping the Board's January 4-5 Strategic Planning Session. The Board agreed to accept The Cleveland Coaching Group report as the official record of the meeting.

**Community Engagement Planning**

Leila reviewed the Community Engagement Planning document. It includes a clear outline of meeting dates that provide the Board with opportunities for public input, as well as the Park Authority's master planning process timeline (though the latter does not have firm dates yet). It reiterates the pillars that the Board established as the focus of an indoor recreation facility. It also details the new information that the Board would like Brailsford & Dunlavey to gather for citizen and board consideration, as well as the financial analysis of the tax district performance needed.

Leila presented the proposed format for the February 11 Community Relations and Program Policy Joint Committee Meeting. She estimated 35-40 people will be attending in addition to staff and Board. Cathy asked if we are obligated to give participants a certain amount of time. Leila said that a time slot is reserved for community members to give input on existing programming, services and facilities. Bill P. asked if the South Lakes High School principal and the South Lakes swim team were invited. Leila confirmed that they have been invited.

Bill B. adjourned the meeting at 7:56.



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

## MEMORANDUM

**TO:** Susan Datta, Director  
Department of Management and Budget

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

Leila Gordon  
Executive Director  
Reston Community Center

**SUBJECT:** FY 2013 Third Quarter Budget Review

**DATE:** February 04, 2013

---

The FY 2013 budget for Reston Community Center (RCC) is \$9,088,715. Our FY 2013 Third Quarter review indicates the following:

- RCC anticipates collection of our projected overall revenue.
- We anticipate an estimated net decrease of \$258,808 in salaries resulting from vacancies in exempt positions. No change to our personnel budget allocation is requested at this time.
- The Agency anticipates an estimated \$318,827 savings in operating expenditures as of the Third Quarter Review. No change to our operating budget allocation is requested at this time.
- The White Roof capital project, with its associated cost estimate of \$98,000, was cancelled by RCC's Board of Governors. The agency requests return of this one project's funding to Fund 400-C40050 (project CC-00004, Fund 400-C40051, GL # 564110.)
- Remaining capital projects scheduled for FY 2013 will carry forward into FY 2014 due to calendaring considerations.

Funding for the FY 2013 third quarter budget request is available in Sub-Fund 111, including the Managed Reserve accounts established in FY 2002 and modified in FYs 2003, 2005 and 2009 for the long term preservation and maintenance of Reston Community Center facilities and stability in its operations and programs.

**Cc:** Catherine M. Hudgins, Hunter Mill District Supervisor  
Patricia D. Harrison, Deputy County Executive for Human Services  
Carl Henderson, Department of Management and Budget, RCC Budget Analyst

# CLEVELAND GROUP, LLC

Board of Governors and Staff Retreat  
January 4-5, 2013  
Prepared for Leila Gordon, Executive Director,  
Reston Community Center  
Summary Report

## Attending:

### Board of Governors

Beverly Cosham - Chair  
Lisa Ehrhardt  
Bill Bouie  
Bill Keefe  
Roger Lowen  
Cathy Vivona  
Vichy Wingert  
Bill Penniman (Saturday only)

### Not in Attendance

Gerald Zavala

### Staff

Leila Gordon - Executive Director  
Tom Ward - Deputy Director  
BeBe Nguyen, Media Director  
Renata Wojcicki, Finance Director  
Cristin Bratt, Public Information Officer

### Saturday only:

Eileen Boone, Leisure and Learning Director  
Brian Gannon, Facilities Manger  
Pam Leary, Customer Service Manager  
Joe Leary, Aquatics Director  
PD Michnewicz, Arts and Events Director  
Harun Rashid, Information Technology

Karen Cleveland, Facilitator

## **Retreat Objective**

Have robust discussion regarding programming and partnership pillars, along with financing options, for the exploration of a joint venture with the Fairfax County Park Authority to build a Reston recreation center at Baron Cameron Park. The discussion and parameters set are intended to give staff a clear vision with which to proceed.

## **Friday, January 4, 2013**

Chair, Beverly Cosham welcomed everyone to the 2013 Board of Governors and Staff Retreat and thanked them for committing their time and expertise to this important initiative. Executive Director, Leila Gordon, reviewed the objective for the retreat and then led a discussion about the current financial state of the RCC, potential costs associated with the building of a recreation center, and possible financing options. She provided historical data on the reserve fund accumulation and usage, status and growth of program areas and the tax rate.

## **Saturday January 5, 2013**

Facilitator Karen Cleveland began the morning by reviewing the agenda for the day and soliciting any additional agenda items and expectations for the retreat. Hearing none, the retreat proceeded.

**I.** Leila Gordon summarized the Friday evening discussion by stating that it was indeed a robust and thorough discussion beginning with a review of historical numbers and trends. Board members then discussed various options to finance the proposed recreation center in the most cost-efficient and responsible manner possible. They also discussed the establishment of a debt reserve fund and the importance of being completely transparent with the community throughout the entire process.

**II.** Karen then reviewed Board priorities as established at the 2012 Board Retreat. They are as follows:

- Reaffirmed RCC facilities address our mission, expand our capacities, respond to community needs and are aligned with community opportunities and resources.
- Evaluate against RCC core competencies.
- Evaluate demand, practical timeline and prioritize accordingly.
- Explore all potential partners before going it alone.
- Solicit community input throughout.
- Conduct thorough cost benefit analysis.
- Complete feasibility study or studies.
- Develop business plans.

Additionally, the board reaffirmed an aquatics center as a priority and discussed preferences, ranked desired locations/partnerships and tasked staff with vetting said options and coming to the board with recommendations. The strongest priority was pursuit of a possible partnership with the Fairfax County Park Authority.

**III.** Karen then reviewed the following highlights of the **2009 Brailsford and Dunlavey Market Analysis for the proposed Browns Chapel facility**:

2008-2009 COMMUNITY INTERESTS/NEEDS EXPLORED BY RCC AND RESTON ASSOCIATION

- Reston is concerned that it's not keeping pace with its mission and national reputation of being a progressive community.
- RA's and RCC's priority is for a multi-sport recreation center focused on indoor aquatics, tennis, and community space. Diversity of options is a high priority and the Task Force is open to accommodating a wide range of programs based on demand and support of the community.

- Design quality should reflect the nationally respected stature of Reston and be consistent with existing efforts to promote environmental education and sustainability.
- The primary market for a new facility should be Reston residents. The facility would also serve Reston businesses and their employees.
- The primary objective is to provide responsive programs and facilities to Reston constituents and not merely to generate revenue.
- User fees will be dependent on the level of service and programs provided, with the goal of minimizing the financial impact on Reston residents.

#### 2008-2009 MARKET ANALYSIS

- Demand for the organizations' expansive programs exceeds the supply of Reston's indoor facilities.
- As Reston matures as a community, the region is continuing to expand, thereby putting additional pressures on existing facilities.
- The demographic make-up of Reston suggests a higher propensity for participation in recreation activities.
- The median age within Reston as well as the surrounding area continues to increase; therefore, the ability to provide services, programs, and facilities that cater to an increasingly active adult market will be critical.
- In general, community input from focus groups supports the development of a proposed indoor recreation facility to serve the needs of Reston residents and also fulfill demand on a regional level. These participants also felt that the result of the proposed project should be a flagship facility in which the Reston community could take pride.

#### OPTIONS: Base, Standard and Comprehensive Programming Options

##### 2008-2009 RCC/RA Programming Pillars:

- Tennis (Reston Association to operate)
- Aquatics
- Gymnasia
- Specialized activities
- Support spaces

#### **IV. Priorities for facility features and programming for 2013 consideration**

The group created a wish list for the overall facility based on their research and input received from citizens to date. They agreed to wait until they receive community input and specifics to hone the list further. If this project moves forward they discussed the possibility of utilizing the Hunter's Woods pool primarily as a warmer water pool.

The following is the list of components from "brainstorming"; will be refined in engagement processes:

##### **Overall Facility**

- LEED Certified
- Green roof, playing field
- Multipurpose meeting rooms
- Concessions
- Massage therapy/spa features
- Soft play rooms for small children
- Storage
- Pro Shop
- Casual space/lounge
- Vertical, exterior green walls
- Adequate parking
- Public art

##### **Aquatics**

- 50 m multipurpose pool supporting kids, lap swimming, competition, wading, diving and zero-depth entry
- Spectator space
- Well lit - natural and artificial
- State of the art mechanical systems to control water temperature, air temperature, communications, score board, image projection and flexible space requirements
- Lifts
- Separate pool for family/other activities
- Diving area w/ 1m, 3m and platform
- Deep water for scuba and kayak training
- Resistance pool area
- Hot Tub
- Splash Pad (outside)
- Sun deck
- Steam and Sauna rooms
- Large locker rooms and family locker rooms w/dryers
- Cubbies in pool area
- Party room
- (2) wet classrooms
- Exceed current ADA requirements with eye to future

## **Fitness**

- Studios
- Weights/machines
- Track
- Multi-purpose basketball courts
- Climbing wall

### **Aquatics and Fitness Pillars**

Reston-centric (both)  
Flexible Sports Courts  
Lessons (Registered Programs)  
Leisure options  
Drop-in use

## **V. Partnership Priorities**

The following partnership priorities and parameters were discussed and agreed upon to ensure RCC's interests are well represented and there is a reciprocal respect for the Fairfax County Park Authority's interests.

- The interest of Reston residents is paramount and should be represented in the planning and programming of the facility.
- RCC should have autonomy in programming to best meet the needs of Reston.
- There should be flexibility in the timing of important benchmarks and timing regarding funding.
- The MOU should clarify roles and responsibilities for the entire project as well as costs and management of common areas and transportation related issues.
- The partnership should be as long-term as possible.
- RCC has an expressed interest in creating something unique with a "Wow" factor.
- RCC desires a true partnership and thus honors boundaries of existing programming at Lake Fairfax Park (particularly the Water Mine Park).
- RCC and FCPA should work together on communication.
- RCC recognizes the \$20-\$25 million dollar value of the land being contributed to the partnership by the Park Authority and will consider contributing to other site improvements as an offset to field loss.

### **Timeline** (basic, short term)

#### **2013 Key Dates for Public Involvement**

2/4 BOG Meeting  
2/11 RCC Public Input meeting – Community Relations & Program/Policy  
3/4 BOG Meeting  
3/11 BOG CR-PP meeting – follow-up: Preliminary Data and Staff Reports  
3/18 BOG Finance Committee

4/1 BOG Meeting  
4/8 BOG Finance Committee  
April/May FCPA master planning for Baron Cameron Park kicks off  
5/6 BOG Meeting  
5/13 BOG Finance Committee  
6/17 RCC Public Hearing for Programs and Budget Meeting  
TBD Focus group(s); Data Presentations

## **2014**

March 2014 (possible) Seek BOS approval to put bond issue on 11/14 ballot  
November 2014(possible) Bond referendum

### **Messaging**

- Present as an opportunity:
  - Park Authority land - \$20-\$25 million value
  - Does not take Reston owned land
- Inform sports/activity groups who have lobbied for a recreation center and encourage them to speak with a unified voice
- “We’ve listened and we’ve heard you” – past/present
- RCC has been and is being responsive to the community and responsible with taxpayer’s money
- Tax rate has been lowered when there was a healthy reserve
- Project should be funded without increasing tax rate beyond previous levels
- Establish a debt reserve fund
- Looking long term
- Due diligence required; bond referendum and Park Authority final words

### **Unresolved Issues, To-dos and Next Steps**

- Staff to have B&D Study updated; seek Financial Assessment
- Refine timeline and create critical path document
- Work with FCPA to develop communications plan
- Reach out to all community partners - reciprocal discussion regarding facility needs and planning
- Refine desired components after receiving community input
- Consider fee waiver policy for leagues consistent with our approach to individuals



## Community Engagement Planning

### Key Considerations:

- Park Authority conducts its own “Master Planning/Land Use Consideration for Baron Cameron Park” process; anticipated launch and timeline is described in the calendar section.
- We will have a key decision-making target date aligned with our June 2013 Annual Public Hearing for Programs and Budget (scheduled on June 17, 2013).

### Key Data Sets to be gathered for RCC:

- Update to Brailsford and Dunlavey 2009 Study – Market and Financial
- Independent analysis of real estate outlook for Small District 5 – RCLCO, Len Bogorad
  - RCLCO is a leading knowledge solutions provider to the real estate industry. They are real estate consultants, analysts, financiers, developers, and designers – dedicated to offering end-to-end solutions. Since its founding in 1967, RCLCO has been at the leading edge of real estate trends and issues. Their impressive record of accomplishments has made them the “first call” for clients seeking strategic advice. They set the highest industry standards by partnering with clients to answer key questions and solve complex issues-offering strategic guidance that is always market driven, analytically based, and financially sound. RCLCO real estate advisors help clients make the best decisions about property development, planning, and investment, so they can seize the right opportunities for tomorrow... today.
- Community responses to RCC and Park Authority engagement

### Key Input and Calendar Dates: RCC and Park Authority

- **February 11 at 6:30 p.m.** – Annual Joint Meeting of Community Relations and Program/Policy Committees to gather public input on RCC facilities, programs and services.

*Meeting Objective: To hear from our community and partners about their priorities for facilities, programs and services and initial reaction to possible partnership with Park Authority.*

- **February 25 at 6:30 p.m.** – Possible focus group/input session with Brailsford and Dunlavey to gather detailed input regarding an indoor recreation facility.

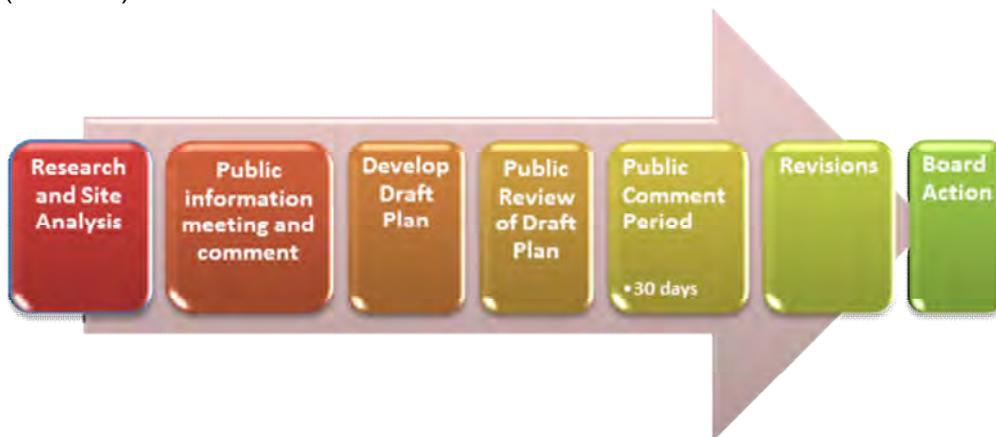
*Meeting Objective: To learn more detailed information from the community about the possible indoor recreation facility a partnership with the Park Authority might help us realize.*

- **March 4 at 8:00 p.m.** – Regularly scheduled Board meeting. Opportunity for further public comment.

- **March 11 at 6:30 p.m.** – Staff and Outside Reports: Responses to input from February meeting. Will include an interim report from Brailsford and Dunlavey, and report from RCLCO.

*Meeting Objective: To identify key points of consideration for a partnered facility, program and service efforts; provide projected financial and market conditions for the upcoming three years; and further define engagement and public input opportunities. Staff report will include analysis of other facilities, programs and services comments and suggestions.*

- **March 18 at 6:30 p.m.** – Finance Committee review of Staff Report.  
Opportunity for further public comment.
- **April 1 at 8:00 p.m.** – Regular monthly Board meeting.  
Opportunity for further public comment.
- **April 8 at 6:30 p.m.** – Finance Committee meeting; recommendations on budget outline/instructions to staff.  
Opportunity for further public comment.
- **Late April/May:** Park Authority Master Planning community input process begins (tentative).



- **May 6 at 8:00 p.m.** – Regular monthly Board meeting date.  
Opportunity for further public comment.
- **May 13 at 6:30 p.m.** – Finance Committee review of staff prepared FY15 (FY14 adjusted) Budget Outline.  
Opportunity for further public comment.
- **June 3 at 8:00 p.m.** – Regular monthly Board meeting.  
Opportunity for further public comment.
- **June 17 – Annual Board Public Hearing for Programs and Budget (FY15 Budget Outline, CIP/CMP: FY14-17)**



## Executive Director Report January, 2013

### **Administration**

We are awaiting a full and detailed report from both our IT department and the software vendor we are using for RCC room booking, registration, general ledger accounting, and related functions, regarding the lack of performance of the online registration platform. After our December 1 experience, our team conducted trouble-shooting, diagnostics and further investigation of other customers' experiences with the vendor's online registration module in order to correct problems that caused the system to freeze and to ascertain that other customers had not had a similar problem. Arlington County and Prince William County colleagues provided us with information that their utilization had not had similar problems and that they used a variety of strategies to moderate the intensity of volume in the first hours of registration for their programs. We adopted the strategy of batch-sending email receipts as the one that would offer the greatest relief to the system during high-volume interaction.

In addition, we replaced the webserver on January 22, expanding its capacity in the process. During the first 30 minutes of camp registration on Friday, system utilization on the webserver was low: CPU utilization never exceeded 1%; Memory utilization never exceeded 2.8 gigabyte out of 4 gigabyte; and Page File utilization never exceeded 1.25 gigabyte.

### WebTrac Configuration

WebTrac has been configured with 25 agents. (Think of an agent as a never ending program that wakes up when there is work to be done like searching the database or processing a registration and then goes back to sleep until there is a request to process another transaction.) In a normally functioning WebTrac environment, each transaction takes an average of 16 milliseconds to process. At this rate, a single agent should be able to handle between 50 and 60 individual web sessions a second.

### What We Know about February 1

Between 9:00 a.m. and 9:15 a.m. there were 139 households logged into WebTrac. Over 100 of those households were logged on at or before 9:00 a.m. By 9:02 a.m. all 139 were logged into WebTrac. All 25 of the configured agents became busy and remained that way. Either they failed to receive an acknowledgement back from RecTrac (the software layer that actually processes the registration) that the transaction processing had completed or failed to process that acknowledgement. As a result of all 25 agents remaining busy, WebTrac was unable to processing additional transactions. WebTrac was taken offline at approximately 9:30 and our Customer Service team implemented our back-up plan.

We were assured in December when this happened by our vendor that they had identified the source of the problem and corrected it. Obviously, they did not accomplish that. What our vendor thought at the time was that a particular layer of code in a new software module that wasn't correct was the culprit. They had a high degree of confidence in that assessment and stipulated that creating a "load test" with as many as 2,000-plus simultaneous actions would be extremely cumbersome and difficult to both recreate and to trouble-shoot.

What this past Friday reveals is that the system likely froze after just 25 requests to process payment through our interface with Govolution, the software/credit card transaction product used by Fairfax County agencies. The long and short of the two experiences has been to further narrow down the possible problem in real-time rather than a test environment; given the much smaller numbers involved that we now know from Summer Camp registration, we are recreating in a test environment the same events to be able to analyze the defective code lines. Our vendor's belief is that once they see that precise code issue, they will be able to fix it.

### Next Steps

We are going to re-create in a test environment, to the degree feasible, the conditions of Friday, February 1. We will let the vendor's team try to solve the code problem(s) working with our IT team.

In addition, we will research current available products for registration, general ledger accountability, facility reservations, and the other aspects of our software applications. If we determine a better solution is available to us, we will pursue it. While I am confident there are other products available, there is also a substantial number of similar agencies using the same vendor without this problem. We will do a rigorous analysis of the pros and cons involved with this and alternative products.

Until we are satisfied that we have a capable product that appropriately interfaces with our payment system, we will revert to our prior registration approach.

### **Programs**

January is of course the Dr. Martin Luther King, Jr. Celebration month and as noted by many people, this year's events were extremely successful and well-received. In addition, program starts in our Leisure and Learning offerings for youth, teens, adults and 55-plus patrons got underway. Participation is at anticipated or better levels in most programs. Aquatics classes also get underway for the winter round of lessons in January and as is typical are filled to capacity with waitlists for the popular weekend schedule.

### **Executive Director**

Activities/Meetings: Human Services agency directors annual meeting to discuss priorities going forward into 2013; discussions of possible update to 2009 study with Craig Levin of Brailsford & Dunlavey; 50/25 Documentary Film project meeting; discussion of how to establish criteria for public art in Tysons with Department of Planning & Zoning/Office of Community Revitalization including Anne Delaney, Angela Adams (Arlington County), and Liesl Fenner (Americans for the Arts) with Arts Council of Fairfax County; Arts Council board meeting; conversation with Gene Jones, Reston YMCA Executive Director; Best of Reston 2013 Production Committee kick-off; Welcome Reception for new Reston Hospital CEO, John Deardorff; Northern Virginia Parks and Recreation agency directors meeting; and a meeting with our website vendor, Balance Interactive.