

McLean Community Center
GOVERNING BOARD MEETING
February 27, 2008
1234 Ingleside Ave., McLean, VA 22101

Board Present: Sean Dunn, Chair; Katherine Armstrong, Jan Auerbach, Julia Berkson, Drew Clark, Kevin Dent, Nyka Feldman, Charisse McElroy, David Sanders, Ed Shahin

Board Absent: Jeb Byrne

Staff Present: Michael Cadwallader, Executive Director; Clare Kiley, Deputy Director; Carol Pardon, Administrative Assistant

Guests: Jane Edmondson, Dranesville Supervisor's office

Convened: 7:48 p.m.

Agenda adopted.

Citizen Comment: None.

Minutes of January 23, 2008, approved.

Chair's Report: Sean Dunn

- Dunn reported that he received a letter from a neighbor on Oak Ridge asking for more signage because people are turning around in a private driveway. The issue was referred to the Capital Facilities Committee.

Executive Director's Report: Michael Cadwallader

- Cadwallader referred to his report in the Board folders. He commented that good feedback has been received about the MCC's MLK Celebration. The Alden Theatre was filled to capacity and the program was very well received. The MCC's new Web site is up. It is a work in progress as improvements continue to be made. Because of weather problems activities on Friday, Feb. 22, were cancelled. Family Bingo Night has been rescheduled to March 7. MCC employees receiving Fairfax County Length of Service awards were Joe McGovern (10 years) and Vivian Brown (20 years).

Executive Committee: Sean Dunn, Chair. No report.

Election Committee: Katherine Armstrong, Chair

- Armstrong reported that the Election Committee met to discuss the election process and to consider using the League of Women Voters to act as tellers for a fee. Subsequently she spoke to Una White of the League and was quoted a fee of \$500. She communicated this to the Committee via e-mail, and the majority of the Committee supported it. Armstrong introduced a motion to the Board that was seconded to move forward with hiring the League for \$500. [See below for the wording of the motion and the vote.] Board discussion ensued.
 - Armstrong explained that last year the Board considered using the League but it was too late in the process. It was very hard to get tellers to work the election, she said. Clark distributed a

memo listing reasons why the Board should not outsource the work of the tellers to the League on McLean Day. He said that the event was an opportunity for the Board to provide effective outreach to talk to the voters and to get feedback on community concerns. He said former Board members could be asked to volunteer as tellers as well and thereby reconnect. Since the key problem is getting enough tellers, he provided an action plan for getting 20 volunteers through incentives. For example, the high schools could be engaged to help get students to volunteer for class credits. The Governing Board needs to be the face of the Community Center, he said. Don't set aside that important civic responsibility.

- McElroy agreed that the Governing Board needs to be the face of the MCC. However, tellers are busy with the voting process and are not in a position to take the pulse of the voters. She said she liked the idea of having Board members present to answer questions from citizens while the League was doing the actual vote taking. She added that in future years voting could be expanded to other locations besides Lewinsville Park and it would take the help of the League to do this. Auerbach agreed that the voters do not know or care who the tellers are, and that \$500 is a good price. She suggested exploring some of Clark's ideas next year. Dunn agreed. Armstrong said that Clark's memo had some excellent suggestions for incorporating other people into the process, but some of them are not practicable. For example, it is impossible to get commitments from teens until the sports calendars come out. She added that using the League frees up Board members to enjoy McLean Day, too. Shahin said he was embarrassed that so few Board members showed up to be tellers last year. Nevertheless, involving the League of Women Voters is like having the Good Housekeeping seal of approval. Next year, the Board will be able to compare.
 - Clark said that if the Board isn't permitted to participate in the process, could the Board have an additional booth close by? Board members could take surveys, ask and answer questions, etc. Armstrong said that the League would have to be in charge of the election tent. Although Board members could not be engaged in taking votes she didn't know if a Board member could be present. Feldman said it was very important to have a Board table. Voters are in a hurry to get the voting over in the election tent and get into McLean Day, she said. Sanders suggested that Board members wear name tags rather than having a booth.
 - Armstrong explained that in addition to acting as tellers, the League of Women Voters would count the ballots. Sanders asked about the League calling their fee a "contribution." Armstrong said that the League is on Fairfax County's approved vendor list and that it provides teller services for the Reston Community Center's Governing Board election. Cadwallader said that all the County cares about is that a service is rendered for money paid. It does not matter if the League wants to call the payment a "donation" rather than a "fee."
- ***Motion: That the Board engage the League of Women Voters to handle the Board elections at one polling place on McLean Day, with three tellers from 9 a.m. to 5 p.m., for a \$500 contribution.*** Approved by the Board (Clark opposed).

Program Committee: Nyka Feldman, Chair. No report. Meeting was cancelled.

Communications Committee: Charisse McElroy, Chair. No report. Meeting was cancelled.

Liaison to Friends: Charisse McElroy. No report.

Finance Committee: David Sanders, Chair.

- Sanders referred to the January 30 minutes in the Board folders. He reported that progress is being made on the performance measures-driven effort with the staff. The Committee did some budget review work, he said, and explained that Cadwallader had a difference with the County, which lowered a personnel line item in the FY 2009 budget that had been approved by the Governing Board. The County explained that the alteration was a result of a change in its personnel compensation system. Sanders said that the County sometimes makes changes to the MCC's budget that are not just accounting changes. Some budget figures provided using County assumptions/projections may vary from actual, more realistic figures. Staff and the Committee are trying to bring MCC's budget projections more in line with reality.
 - In response to a question, Cadwallader said that the County's real estate revenue estimates (for the MCC's tax district) are not available yet. He also said that an annotated version of the current-year budget summary through December 31, 2007, will be presented at the next Finance Committee meeting.

Capital Facilities Committee: Jan Auerbach, Chair

- Downstairs Renovation: At their January 28 meeting, Committee members learned the proposed renovation to enlarge conference rooms (CFs) 1 and 2 downstairs would cost more than four times the original estimate because of duct work and other unanticipated expenses. Rather than \$20,000, the renovation would cost \$80,000. Also, because the work would trigger ADA requirements, it would cost an additional \$17,000 to bring the downstairs rest rooms into compliance. CF 1 is being proposed to be used mostly for children's art classes. The McLean Project for the Arts (MPA) reported that the room accommodates six to seven children now. Enlarging the room would expand capacity to a total of nine to ten children, which is not a cost-effective gain. Instead, the Committee was recommending spending up to \$5,000 to tile the floor, repaint, and improve the lighting. Because 3/4 of that part of the building is below grade, putting in a window isn't practicable. The Committee also was recommending that the Program Committee explore holding art classes at the Old Firehouse Teen Center. Improvements to CF 2 were not discussed at the meeting. The following was put before the Board for a vote:
 - ***Committee Recommendation:*** *That it is not cost-efficient to modify the downstairs space for the MPA. Instead, the recommendation is to enhance the space by painting the walls, retiling the floor, providing a storage space, and improving the lighting. The task of programming the space goes to the Program Committee and the MPA and MCC staffs. Also, recommend to the Program Committee that it explore holding art classes at the Old Firehouse Teen Center.* Approved by the Board.
- ADA-Compliant Restroom: At the January 28 meeting, the Committee learned that none of the restrooms in the MCC are ADA-compliant, and expressed a preference to have an ADA-compliant restroom on the main floor. The following was put before the Board for a vote:
 - ***Committee Recommendation:*** *That staff be tasked to look at the restrooms on the lobby level, the dressing room restrooms, and at any potential new space in which a new ADA-compliant restroom could be built, and bring the proposal back to the Committee.* Approved by the Board.
- Other Project Updates: Also at the January 28 meeting. Cadwallader provided updates for other proposed capital projects. He reported that staff has dropped the proposal to renovate the reception area. (See Committee minutes.)

- Feb. 18 Meeting on Expansion Report: Auerbach said that staff had been asked in May to work on an in-depth analysis of the proposal to expand downtown, and to submit a draft report in the fall. In December, staff submitted a draft that had little of what had been asked for, she said. A second draft was submitted by staff and was discussed at the Committee's February 18 meeting. It provided details for the proposed downtown facility, including a teen center (in which the only dedicated space was a lounge for the teens), a black box theatre, a rehearsal hall, and two meeting rooms. However, the draft did not provide the justification for the expansion. A third draft will be presented to the Committee at a meeting in March.
- Feb. 25 Meeting: Storm Water Management: Auerbach said the Committee had met on December 17 (2007) to review recommendations from contractor SWSG on how to improve storm water management at the MCC site and recommendations from Ron Tuttle, the County's storm water management expert. SWSG and Tuttle proposed some different approaches. They got together and agreed on a joint proposal, after which they and Cadwallader met with the County permit people to determine if implementation of the proposal would trigger a site plan requirement. If it did, the MCC would be obliged to come into compliance with all current storm water and BMP (best management practices) requirements—a very expensive proposition. The County indicated that the proposed improvements would trigger the requirements, but Tuttle said that he thought he might be able to work with the County and get waivers.

The joint proposal of SWSG and Tuttle was discussed at the Committee meeting on February 25. Also present were representatives from the McLean Citizens Association (MCA) and from the neighborhood. Auerbach remarked that making the upgrades meant the MCC would be doing the right thing without being required to. It would bring the MCC into compliance with current BMP standards, improve storm water retention, and enhance appearance of the site. It also would be appreciated by the neighbors and the MCA. The Committee approved the following items to recommend to the Board, contingent on the work not triggering additional requirements, at a total potential cost of \$155,000 (including the deep root silva cell system):

- Replace the split light pole at the NW corner of the parking lot (\$5,000)
- Reconstruct the culvert headwall to the appropriate height (\$10,000)
- Remove/replace dead trees and Bradford pears (\$30,000)
- Place 4 tree boxes in two parking lots (\$36,000) or install a deep root silva cell system (potentially \$100,000)
- Plant wildflowers around the concrete swale and the parking lot (\$7,000)
- Place rain barrels at downspouts closest to landscaping (\$1,000)
- Reinstall the grasscrete near the kitchen (\$2,500)

It was recommended that someone check with the neighbor closest to the back parking lot where wildflowers would be planted to see if such screening would be acceptable. The following Committee recommendation was put before the Board for a vote:

- ***Approve making the recommended site/storm water improvements, contingent on obtaining County permission and not triggering site plan requirements, at a cost of up to \$155,000.*** Approved by the Board.

Auerbach reported that there were additional items being investigated: regarding around the building to reduce future flooding (estimated \$50,000), replacing some of the parking lot pavement with pervious concrete (\$300,000 - \$800,000), and negotiating with the Fairfax County Park Authority to build a pond on their land, across Oak Ridge, perhaps as a cost-sharing measure (under \$100,000).

- Spring Hill Gym: Auerbach said that at the Governing Board’s January meeting, Dranesville Supervisor John Foust asked the Board to explore funding of the gym at Spring Hill Recreation Center again. At the Capital Facilities Committee meeting on February 25, Shahin proposed that the MCC fund the entire gym and operate it as an MCC facility. Auerbach explained why the Committee supports the proposal: past surveys of the public listed active recreation space as a high priority; it is unlikely the County will build a community gym in McLean; the Park Authority has indicated it will not fully fund the gym that is on the master plan at Spring Hill; full funding would resolve issues over sharing space with the Park Authority; and MCC classes and programs/activities could be held in the gym. Further, space could be rented to MYA (McLean Youth Athletics) and others and thereby recoup most operating costs. Because ground could likely be broken within the next two years for the gym, it could temporarily house the Teen Center while a new one is being built. This idea has not yet been discussed with the Park Authority.
 - Discussion: Armstrong said she thought it was a fabulous idea because surveys show people want a gym, and there is a definite need. Shahin said he proposed the idea because he was opposed to partnering with the Park Authority. He said that if a new MCC community center was being built today, there is no doubt that we would include a gym. McElroy said that in every survey, people indicated they wanted a gym. Berkson said high school kids would definitely like a space for active recreation.
 - Clark wanted to know if the momentum and commitments to downtown expansion would be affected by committing to a gym. Auerbach said the downtown expansion remains the Board’s first priority, but it will probably take three to five years before breaking ground. The gym would allow the MCC to offer some programs earlier, meet the community’s need for an active recreation space, and provide a home for the Teen Center after the Old Firehouse is razed. She updated the Board on what is happening in the downtown revitalization process. The McLean Planning Committee is sponsoring public meetings on April 3 and 4 at the MCC. On April 30 they will have one or more options to present. Updates to the revitalization plan will be approved in May or June, and on June 30, it will go into the County Master Plan.
 - Regarding the gym, Clark said, people want it, but is providing it our job? It is a good idea, but a venue is needed to discuss it thoroughly. Dent expressed reservations about the MCC funding a gym and the potential for opening the Board up to others for requests for money. Is the gym in line with the MCC’s mission? He said there was way too much tax revenue coming in. The attitude seems to be, we have money, now how are we going to spend it? He said the gym proposal was worth looking into, but more investigation was needed into what it will cost to build and operate, and what deal we can hammer out with the County. He said he wanted to consider the proposal in the context of matching up revenue with MCC’s cost structure. Auerbach said the Committee’s recommendation is to investigate the gym idea, but the implication is that this is the path the Board is heading down.
 - Clark asked if the \$3M the MCC would put up is for a 100% stake in the gym. The response was yes. Jane Edmondson, the Supervisor’s representative, said that the Deputy Director of Community & Recreation Services gave her the figure of \$3.2M for a 5,000 square foot gym, based on the gym that will be part of the Providence Community Center. She said a lot depends on what is wanted in the gym. She said that Kevin Fay (Dranesville representative to the Park Authority) has put an unfunded placeholder for the gym into the 2008 park bond.

➤ **Motion:** *That the MCC investigate a 100% ownership in a Spring Hill gym; specifically, capital costs, operating revenue and expenses, and an agreement with the Park Authority.* Approved by the Board.

- Auerbach said that she and Dunn were meeting Thursday with Dan Montgomery to discuss the possibility of renting space downtown for a black box theater. She said the agenda for the next Capital Facilities meeting will be the space justification report, downtown rental proposal, and the Oak Ridge signage issue.

Continuing Business:

- Clark asked what was the appropriate forum and timing for evaluating the space and footprint for a downtown building and razing the Old Firehouse. Auerbach said she wants to firm up a proposal for what to build downtown and its justification within the next few months. She said her goal is to have conceptually identified what the space is, why it is needed, and what the square footage will be by the end of the Board year.
- Clark asked about evaluating the Web site. McElroy said it is on the Communication Committee's agenda. In response to Clark's questions about Wi-Fi, Cadwallader said that the lobby now has Wi-Fi, and that the provider, Guest Services, will come back in late spring to do the rest of the building. Clark said he wanted the Communications Committee to explore how Wi-Fi can be an inducement to get people to come and hang out at the MCC.

New Business:

- Feldman said there should be a forum that is not a full-blown strategic planning session, but a special session to discuss the future face of the MCC. Sanders called it a visioning session. Dunn, Feldman, Sanders, and Clark will scope it out, with perhaps April being the targeted month in which to hold it.

Committee Meetings

- Capital Facilities: May meet on March 10 and March 24, at 7:30 p.m.
- Communications: Tuesday, March 4; 7:30 p.m.
- Program: Wednesday, March 12, 7:30 p.m., at the MCC
- Finance: Wednesday, March 19, 7 p.m.
- Election: Armstrong is communicating with Una White from the League of Women Voters

➤ **Motion:** *Move into executive session on a personnel issue* [9:40 p.m.]. Approved.

➤ **Motion:** *Move back into open session.*

Meeting adjourned: 11:15 p.m.

Respectfully submitted,

Ed Shahin,
Acting for
Nyka Feldman, Secretary