

**McLean Community Center Governing Board  
Special Meeting – August 20, 2014**

**MINUTES**

**Board Members Present:** Chad Quinn, Chair; Susan Bourgeois, Vice Chair; Craig Richardson, Treasurer; Dennis Findley; Paul Kohlenberger; and Laurelie Wallace

**Board Member(s) Absent:** Jay Howell, Secretary; Tarun Kamath; Amanda Whitfield; and Lathan Turner

**Staff Members Present:** George Sachs, Executive Director; Ashok Karra, Comptroller; and Ellen Barial, Executive Assistant

**Guests Signed In:** Jane Edmondson, Chief of Staff, Office of Supervisor John Foust; Joe Wetzel and Derrick Swaak, Board Members, McLean Project for the Arts; and Joel Stillman, McLean Youth Athletics, Inc.

Mr. Quinn convened the August 20, 2014 special meeting of the McLean Community Center (MCC) Governing Board at 7:34 p.m.

**ADOPT AGENDA**

The meeting agenda was unanimously approved.

**INTRODUCTIONS AND PUBLIC COMMENT**

After guest introductions, there were comments from two members of the public: Jane Edmondson on behalf of Supervisor Foust, and Joel Stillman on behalf of MYA. Their public comments begin on page four.

**APPROVE MINUTES OF THE JULY 23, 2014 MEETING**

Minutes of the July 23 board meeting were approved unanimously.

**BACKGROUND**

Mr. Quinn explained the reasons for the special meeting.

- A special board meeting was held to act on Capital Facilities Committee recommendations pertaining to the Ingleside renovations, and Finance Committee recommendations related to financing the renovations.
- The current Capital Facilities Committee, which is leading renovation planning, has been meeting over the last year to make recommendations on how to proceed with the renovations project.

- The Finance Committee has recommendations that affect the renovation project, as well as the FY16 budget as a whole.
- Chairs of those committees will lead the discussions on those issues.

### **CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)**

The MCC Governing Board approved a recommendation from the Capital Facilities Committee (CFC) to proceed with Option D as the Master Plan and to spend the initial \$8 million on hand to effectuate the same. Over the course of the next month, the CFC will present a phased plan as to what portions of Option D will be constructed with the current funds and what will be done at a later time (or times) pending additional funds.

Ms. Bourgeois said that committee members' recommendations were based on a number of factors, including the following:

- In June, the CFC adopted a design option designated as Option D, which committee members believe would meet current needs, and give MCC a plan for the future.
- Option D represents the master plan for the Ingleside facility.
- Committee members and staff went through a very in-depth process to identify MCC's interests over the next 30 years.
- The CFC has asked the project architect to find out how much MCC can build now, and to look at adding on.
- The CFC will bring that information to the Board at its next meeting.

To give direction to the architect, the Board took action on the following motion:

#### **MOTION:**

The MCC Governing Board approved asking The Lukmire Partnership to prepare concept designs within the context of Option D for the August 28 CFC meeting that:

- a) Add a rehearsal hall of between 1,200 and 1,500 sf.
- b) Renovate the non-theater area of the facility as envisioned by Option D.
- c) Remain within the \$8 million TPE.
- d) Result in no net loss of meeting rooms.
- e) Brings building up to code.
- f) Satisfactorily addresses SWM issues.
- g) Limit footprint enhancement to the current courtyard area.

***Decision:* There were five votes in favor of the motion, one vote against, and no abstentions. The motion passed on a vote of 5-1.**

## **FINANCE COMMITTEE (Craig Richardson, Chair)**

Mr. Richardson said that the Finance Committee has made three recommendations regarding MCC's FY16 budget, including approving the budget for the Ingleside renovations, changing the Board's policies on the contingency fund and the capital equipment fund, and setting a tax rate for FY16. The Finance Committee adopted a series of motions that were presented to the Governing Board for action.

1. **MOTION:** The MCC Governing Board approved a budget of \$8 million for phase one of the Ingleside renovations.

Mr. Richardson said that Mr. Karra showed the Finance Committee how MCC could finance the Ingleside renovation project within the \$8 million dollar amount and meet other budget requirements (see motion 2 below).

**Decision: The motion passed unanimously with no abstentions.**

2. **MOTION:** The MCC Governing Board adopted a policy of maintaining \$500,000 in the contingency fund, and an amount equal to 2% of total fiscal year revenue in the capital equipment fund.

Mr. Karra said that the recommendation was a way of freeing up money for the renovation project, while still preserving a contingency fund and a capital equipment fund in amounts that would meet MCC's needs. In addition, Mr. Karra said that there is a \$35,000 operating surplus estimated for FY15 and \$68,000 for FY16.

**Decision: The motion passed unanimously with no abstentions.**

3. **MOTION:** The MCC Governing Board approved retaining the current tax rate of 2.3 cents per \$100 of assessed value for FY16.

With anticipated operating surpluses for FY15 and FY16, the Finance Committee recommended maintaining the current tax rate for FY16.

**Decision: The motion passed unanimously with no abstentions.**

## **MEETING SUMMARY**

Mr. Quinn made the following comments:

- We have taken very important steps toward the renovation of the Ingleside facility.
- I thank board members and staff for their diligent work on the renovation project, and for modeling our financial stewardship value.
- The Board has spoken; I look forward to us continuing our work on the renovations.
- I am optimistic that we will have results that our tax district residents can be proud of.

We have very important meetings coming up regarding the renovations and MCC's budget for FY16 (which begins July 2015).

August 28: CFC meeting with architect Greg Lukmire to look at design options under budget constraints. The full board and residents are invited to attend.

September 8: Finance Committee's review of departmental budget proposals. [Prior to that meeting, committees will be working on departmental budgets next week and early September. Please refer to meeting calendar in meeting packets.]

September 15: Finance Committee Meeting of the Whole – where full board will review and discuss revised budget proposals. A Public Hearing on the FY16 budget follows that meeting.

September 22: A follow-up CFC meeting if needed.

September 24: A budget proposal, which takes into account discussions at Meeting of the Whole and Public Hearing, will be presented to the Board for approval. The draft budget proposal will be available on the MCC website well in advance of the Meeting of the Whole/Public Hearing, and prior to the September 24 board meeting.

## **PUBLIC COMMENT**

### Jane Edmondson

Ms. Edmondson spoke on behalf of Supervisor John Foust to clarify the outcome of a July 24 meeting that included Supervisor John Foust, Ms. Edmondson, Board Chair Chad Quinn, and Mr. Sachs. Ms. Edmondson said that the purpose of the meeting was to have Mr. Quinn and Mr. Sachs present information regarding renovation and budget plans, and to get feedback from Supervisor Foust.

Ms. Edmondson said that Supervisor Foust offered opinions and comments, recognizing that the MCC Governing Board has to make decisions about how to proceed. The Supervisor's opinions and comments included the following:

- Renovation of Ingleside is a must.
- Extra capacity would be nice, but is not needed.
- Not sure that Ingleside is the best place for an addition.
- There was concern about the neighborhood's response to an addition.
- Without an addition, MCC would not have to go through the 2232 process.
- Believes that the bid contingencies in the County's draft TPE (total project estimates) are overstated.
- If a bond is considered – which was viewed as a tax increase – MCC would have to get public buy-in.
- Believes that MCC's revenue will increase from 2014 to 2015.
- It was reported to the Supervisor that there are other areas of revenue increase such as increasing fees gradually to begin to recoup more of the costs for some programs.

- The Supervisor said that MCC should also look at ways to reduce costs. Mr. Sachs said that staff members are preparing department budgets that cut costs.
- It was further reported to the Supervisor that the FY16 budget would include a small surplus.

Joel Stillman

Mr. Stillman's comments included the following:

- Concerned that Elections Committee would not allow forwarding his MYA e-mail to board candidates.
- Was told that he could send e-mails to candidates directly.
- Dismayed that MCC is not using fund balance to build a gym.
- Said that MCC's surveys said that a gym was the number one thing that people wanted.

Mr. Quinn said that:

- Mr. Kohlenberger, Chair of the Elections Committee, would welcome Mr. Stillman bringing the issue of e-mailing board candidates to a meeting of the committee.
- The Board's decisions on a downtown facility were developed throughout the past year in public joint Downtown Planning Committee and Finance Committee meetings. A Downtown Report which spells out the Board's rationale is available for review.

**ADJOURNMENT**

There being no further business, Mr. Quinn adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Jay Howell, Secretary  
MCC Governing Board