



**2023 - 2024 MCC Governing Board
Capital Facilities Committee
April 8, 2024 - 6:30 p.m.**

MINUTES

- Committee members present:** *in-person:* Kathleen Cooney Porter; Matt Colsia
virtual: Kristina Groennings (*New York City, NY*)
- Other Board members present:** Rasheq Rahman
- MCC Staff present:** *in-person:* Betsy May-Salazar, Executive Director; Holly Novak, Executive Assistant; Jennifer Garrett, Technical Director; Matthew Hockensmith, Comptroller; Andrew Carter, OFC Manager
virtual: Joe McGovern, Facilities Manager
- Guests:** None.

CONVENE MEETING

Governing Board Chair Rasheq Rahman (*ex officio*) convened a meeting Capital Facilities Committee of the Governing Board of McLean Community Center on April 8, 2024, at 6:31 p.m. It was open to the public attending in-person; an announcement was made about the meeting being audio-recorded.

UPDATE ON CURRENT CAPITAL IMPROVEMENT PROJECTS

Alden Theatre House Light/Worklight LED Renovation-installation (replacement)

**remarks by Executive Director May-Salazar and Technical Director Jennifer Garrett*

This is the entire architectural infrastructure supporting the house lights. Our system is 20+ years old; no longer covered in any way/parts aren't available. We must replace it. In FY21, MCC funded the design phase; that work was completed in FY22-23. Then the board approved a project cost anticipated to be \$200-\$250K but the cost has now grown significantly. We've received multiple quotes; the low (and preferred quote) is about \$500K - a \$250K increase. For due diligence, we asked that vendor to revise the pricing minus some extra projects tied to the new system. This would only result in savings of \$40K, which would not cover the costs of doing those projects separately. MCC staff did a thorough walk-through to understand the scope of this significant replacement project.

Make-Do: As the actual infrastructure is 20+ years old, the vendor (a company called Strands) has not supported it for the last 8 years. It has gone down a couple of times. For parts essential for operation that are likely to need repair, we intentionally buy 'attic stock.' When the system has gone down, we've been able to bring in a contractor to switch out to a spare attic stock processor and send the broken unit back for repair.

Budget timing: Alden Theatre projects generally involve a 3-year period: Year 1 = design phase; it takes a full year from the time the money is available to spend; contractors will not work until they have a payout. By the end of that fiscal year, we have biddable documents – which then take a year to bid out. Our only window for construction is August/September – so as not to not have to shut the theater down. If we bid something out in July, there is no way a vendor can get their materials in time for an August install. So, it always pushes it into the next fiscal year.

Once ready to bid out, we ran into some delays due to county purchasing 'misunderstandings' and significantly higher labor costs. In July 2022, Fairfax Co. mandated that all jobs of this kind that are \$250K and above must adhere to Davis-Bacon prevailing wage standard. That has raised labor rates incredibly high and caused this project to balloon.

Will improve cooling in the Balcony seating: The balcony was added during a renovation in 1988 (not original to the theater). However, the main house lighting in the theater is original to 1975 construction. Lamps are screw-in incandescent R-40 floods (no longer made); they are hot. HVAC system is also original to 1975 construction

(conduits, ducting, designed flow) – it had ample space between house seats and the ductwork. Now that the balcony seats are situated very close to the ducts and house lights, it gets hot, whether or not HVAC is running. We want to make the balcony more comfortable: transitioning all lighting to LED will result in better comfort for the audience.

Justifications for this project: some \$\$ savings; some comfort improvement; it is time [age of the equipment]. We have hardware that we can't replace. LED is the future as Fairfax County is heading. It will save some funds (though savings will be calculated over several years to make it up because the job has now ballooned).

Several questions were asked for clarification about project details:

***brightness quality of new lighting** *Question: Do you get enough brightness from LEDs?*

Yes. During the design phase, we brought in all available fixtures that were on the market: plugged them in, hung them, changed lenses and picked out specific ones. Those we chose will be much brighter than it is now. Backstage lights are very dim but that is necessary and appropriate for when we are in 'show' mode. House lights must be sufficiently bright to be able to read printed programs.

***scope of infrastructure**

Question: We are effectively buying both the actual fixtures as well as a new set of wiring? Explain what 'architecture' means.

LEDs are all low-voltage; our current system is all high-voltage. We will pull out all 120 high-voltage wiring and re-use conduit where we can with low-voltage wiring (you can't run low-voltage and high-voltage in the same line). It's a complete changeover to a new low-voltage system.

***priority of having up-to-date software** *Question: Are you putting in new software?*

Yes – a new controller. The current control system is like a 1990's vehicle vs. what is current now ('push-button' vs. modern, computerized); the necessary upgrades are very apparent. The fact that we can't replace the current system and it is running out of support is a big concern. We do have alternate plans if the present system goes down: we could install switches on the dimmers but they are not designed to be operated that way. It's only a matter of time before such workarounds would adversely affect the equipment. We recommend replacing the entire system.

***ability to override to manual control**

Question: Do you have ability to manually-control like you do currently? Or is it fully digital? In the new system, is that a bigger dependency? If something goes down during a show, can you override?

We can manually take it over. If the processor goes down, that whole system goes down. It is still computerized yet there is always a capability to override. This new system will have a 'panic' feature to get all the lights up, if needed.

***ideal project timing to support Alden performance season**

Comment by Chair Rahman: It would be nice to start your new performance season with new equipment.

It would be very nice. For a positive end result, the vendors are on-track: if we can approve it and they can have a P.O. in hand by May 1, they can meet August/September 2024 timing (so we don't have to wait another year). Bids received were all within \$100K to \$200K of each other. We have worked with this particular vendor previously through the county. Theater controls person is the same company that did the theater light updates in 2006. Technical Director Garrett knows them and trusts they will do a good job.

***target lifespan of equipment**

For computerized systems, the recommendation is to expect one single decade (10 years). MCC always gets at least twice as much lifespan because we take very good care of our equipment. We hopefully will not have to do anything like this again until 20 years from now. This new system will be good for that long.

***redundant processor available; servicing agreement**

Question: Does this system have a redundant processor in case one goes down?

Absolutely yes - we always have a 24/7 service commitment (vendor will provide 24-hour service, 7 days a week). For this new system, we will have a redundant processor in place (it will involve a service call where someone switches it out within 24 hours). The theater will not be compromised by it. These systems are very stable: even the current old one has only started to become erratic over the past 7 years. 10-years is standard industry lifespan



Summary: Chair Rahman asked if there are any reservations we should know about before we move forward on this? Technical Director Garrett mentioned that the only thing we are disappointed about is the cost (that we didn't get this project done two years ago).

Chair Rahman appreciated the discussion and thorough questions. Based on this substantive dialog, he suggested the following MOTION to be voted on now and then advanced to the full Governing Board on April 17:

MOTION: To recommend to the Governing Board for approval of an additional \$250K for Alden Theatre House Light Replacement Project, bringing it to a total of \$500K.

Approved by a vote of three: Kristina Groennings, Kathleen Cooney Porter and Matt Colsia - all voting "AYE."

Roof above The Alden stage **remarks by Executive Director May-Salazar*

Background: \$90K was approved in FY2023. Rainwater was leaking into the theater. In planning to repair the roof we would use that opportunity to also change the roof smoke hatches (acoustical; better sound quality for theater). Roof repair work was completed (some of the \$90K was spent). Four roof hatches were purchased but the roofer realized that the weight of the new hatches was significantly greater than the previous units. Having done a full engineering study of the roof, we've now learned that the roof cannot support them without being reinforced. We received an alternate plan for what that reinforcement would look like - a cost estimate of \$100K to reinforce the roof. We must study it: clearly, that would take time away from the theater; it also involves ancillary costs for things we would have to remove in order to allow the construction work to happen.

Alternative options: Our instinct is to revisit aluminum (not acoustical) smoke hatches. Price estimate on aluminum type is \$23K. Or, perhaps we can modify the purchased new equipment to remove the weight out of them; it's worth investigating to see if it's a possibility. We are not ready to say we need more money until we figure out a plan.

What to do with equipment already purchased? Initial response from the hatch company is that purchased ones are *not* returnable. We intend to push back on that. Two are in a warehouse and two have been sitting outside in weather conditions for several months. We will request county support to leverage getting them returned back to the purchase source. There is also a way to potentially re-sell the smoke hatches:

Option 1 – Our theater consultant is an international company who specifies architecture and systems for performing arts centers all over the world. They may have possible projects who could take these smoke hatches off our hands. They will look into whether another performing arts project can use this equipment.

Option 2 – Fairfax County has an arrangement with a public auction company (Publicsurplus.com). There is a possibility the smoke hatches can get listed. If they were to be thus sold, the cost would not meet the cost we spent (not a significant return) but at least we would get something back.

The timing of getting them removed will be when we have the crane on-site to put the proper new equipment up.

Several questions were asked for clarification about project details:

***clarification about number of smoke hatches required** *Question: We need four of these smoke hatches, right?*

We believe there is some formula (ratio) that the fire department uses for size of theater, size of fly tower. We haven't looked into it to see whether four are necessary (four are what was previously there).

***partial substitution of less heavy smoke hatches (2 being aluminum)**

Question: Is there an option to use two of the heavier ones and two of the aluminum ones? I'm just thinking of other ways to avoid the four and perhaps just have two smoke hatches.

We did consider that idea. But looking at the plans, they have reinforcements on either side of each of the four; so it seems that roof reinforcement is required for all such installation.

***spent monies so far** *Question: And of the \$90K that we originally put toward this, how much of that is the actual...*



We've already spent \$63K of the \$81K - to repair the roof and purchase the four smoke hatches. The rest of that money was to install them. It will eventually be spent for whatever we decide to install.

Question: So, we're basically down about \$20K...?

If we must buy four new ones, the differential is that. And perhaps we can get some money back [through those two Options previously explained.] \$90K had been approved but the quote came in at \$81K, so we are only adding \$20K. We need to work through it and study the proposal for roof reinforcement. We will revisit this decision after doing more study; it may come to the full board (not next CFC meeting) once the information is compiled.

ADA upgrades – Old Firehouse **remarks by Executive Director May-Salazar*

We are super excited about this! We're moving forward with engineering company that did the prior work (and now back on contract with the county). We have a kick-off meeting with them tomorrow. They will do a reassessment of the plan, add the entrance doors, and then give a revised price and it will be ready to be put out to bid.

***benefit of county expertise:** The 'general contractor' county staff member is very good – he has brought in ADA professionals to evaluate everything to make sure all is done the way it needs to be. He has investigated many things related to ADA regulations and where we fall as far in terms of what we must follow according to when the design was done – so that we don't have to 'catch-up' to whatever has changed in the last couple of years. They also assessed the parking spaces (even though not really a part of it) to make sure where parking is located is fine. We are in good shape and are moving forward with this important renovation.

Several questions were asked for clarification about project details:

***clarification about MCC's budget outlay and county \$\$ commitment**

Question: We have \$500K from the county and then we assigned \$800 = a total of \$1.3M available for the project.

We should be fine; but they did say it will cost more than \$800K. The fact is that we approved \$800K toward the project. We did commit to the county (when they put in \$500K) that MCC would make up the difference and would not go back to the county to require more from them. We'll see where it lands, but we are hopeful. We won't have a timeline when they come back to us; it could be through December or Fall 2024 – they are now in early stages (evaluation...then doing work at some point after that).

***lifespan of current OFC lease** *Question: And our OFC lease - is it 10 years? Or 15 years?*

It's a 10-year lease and we are now at our 6th or 7th year in. We could ask that we want to go ahead and renew to extend it to 10 years beyond now.

SECURITY CAMERAS IN MCC PARKING LOT

Background: Over recent months there has been a rash of break-ins of vehicles in MCC parking lot. The pattern is primarily 'smash-and-grabs' of purses, bags or other property left inside the vehicle that is visible. It has happened multiple times in broad daylight hours as well as after dark. Due to ongoing concern and frustration this has caused to the public and MCC staff, we are keeping a log of the number of incidents occurring (documented in an e-mail to Joe McGovern, MCC Facilities Manager). We continue to emphasize vigilance and awareness of not having things visible in your vehicle when parked here. Signage has been placed in the parking lot and inside MCC entrances as reminders.

Site-inspection: A county contractor visited to assess and recommend a design that would be best for our property: it includes 7 cameras that cover all the lots, tying into a system with a monitor viewable at front desk and in an interior office. It would also coordinate with our existing cameras. Estimate = \$90K general cost for all work (not a lot of detail). They walked the lot; but available poles are not in this estimate. Most of it involves trenching to get electricity to the different locations. Some lights on MCC's property are not in correct locations to cover the cameras.

NEXT STEP: Move forward with the contractor who works with the county to get a real quote; they will review this plan and perhaps make suggestions or tweak it. We would receive a full scope and price; and we could scale it back if desired. We've now looked at it from the perspective of 'show us everything' but we could eliminate whatever is not needed, if we so chose.

***A key emphasis is to make sure we know why we are doing this and what the expectation will be of our staff – who are NOT security personnel.** It's definitely a public concern throughout the entire McLean area. We would want to set clear expectations: It doesn't mean that break-ins will be stopped just by having cameras.

Several questions were asked for clarification about project details:

***any privacy concerns (regarding installation of cameras)** *Question: Are there privacy concerns?*

Comment by Chair Rahman: No. The concerns have to do with current situation of car break-ins occurring in McLean. There is an expectation that once there are cameras on-site, it's "safer" and the problem is solved. However, we want to make sure that as a Governing Board, we know that this just gives us more information about problems that are happening. Let's make sure Supervisor Bierman is also well aware because this is an issue that has been coming to him (across McLean, not just at MCC). This is our first step; we'll see what happens. But MCC front desk staff are not trained security professionals who are to be monitoring that screen at all times. If something happens, we'll note it by a standard process (review of internal feed footage afterwards). If we saw something taking place, the staff would not be required to go out there. They would be instructed to call police if they see something happening. The police chief was excited to hear that we might be installing security cameras because it will be helpful to have access to that.

***style of camera to enhance perimeter security**

Question: Are there any other things we should be thinking about in terms of our next step in MCC security? Is it possible to get movable Point-to-Zoom cameras (operated by a mouse or joystick)?

We might cut down to fewer than 7 cameras. Point-to-Zoom cameras would require actions by people at the front desk. If these are stationary cameras, if they see something, they would just call 911.

***storage of archive security film footage**

Question: There are some cloud-based footage storage options. Would there be footage storage with this system?

Yes – but we don't yet know the details. We have the system currently internally but the monitor is in a closet (not continuously watched). The difference would be that we will be putting the monitor at the front desk and it will have real-time feeds for front desk staff to see. But again, we will set the expectation that: 1. MCC staff is not watching it all the time; and 2. they are not going to intervene during a break-in situation.

***reason for having monitor visible at front desk** *Question: What is the value of having cameras visible at the front desk?*

Ron Chavarro (head of Fairfax Co. Security) said that the only way he would recommend us doing this is if we put the monitor in so it's visible at the front desk. There is no point of doing it and having the monitor enclosed in a closet.

***expected level of response (passive oversight vs. actually intervening during a break-in happening)**

Question: There's a difference between guaranteeing that that we will intervene – and just having cameras there in the event there is a threatening issue that staff can call the police. It's not a guarantee that you're going to intervene.

It also allows us to put signage up that says this area is under surveillance. The staff may happen to glance over at the monitor and notice that something is occurring. There is a difference between having security cameras and actually intervening. Executive Director May-Salazar likes it for purposes of security of MCC staff. They can observe downstairs and down the side hallways (see what's going on); and also see into the parking lot. By viewing what's going on, if something catches their attention they know it before they walk out into a situation. MCC is open late hours and we have young children present.

***security cameras further enhances safe atmosphere for MCC's outdoor community events**

Comment by Comptroller Hockensmith: We are looking at security from the perspective of vehicle break-ins, but we also program outside for events, so this will add safety out there. If something were to ever happen outdoors, we would have it monitored better than we do now – that is an added important element.

Chair Rahman recommended that if board members hear anything about safety concerns that they raise those issues if they come up. Privacy concerns is a good point to consider, as well as understanding that MCC is a public space.

NEXT STEP: We will move forward to get a quote and see if it comes in line with the estimate – and then we can look at it in more detail.



OLD /NEW BUSINESS

Board Chair Rahman asked if there were any other matters of old or new business.

Sensory Room at OFC: **remarks by Andrew Carter, OFC Manager*

We are at the point now where we are talking to the Finance Dept. about the deposit and payment. The Sensory Room itself is actually done! The only thing left to do now is pick the colors (wait time is about 8-12 weeks). The goal is to have it finished by Block Party (in September). We will have a big opening of the Sensory Room. It comes with training, so all OFC staff will know how to run it. Hopefully in due time, we will start programming in the Sensory Room for kids and adults.

Comment by Executive Director May-Salazar: It's really fun to see it all come together and Andrew Carter has put a ton of work into this. It's great and we're moving right along on it.

Treasurer Kathleen Cooney Porter expressed gratitude to Andrew Carter for this important accomplishment: "Congratulations!"

Board Chair Rahman mentioned that when he attended "I Love McLean Day," former board member Maria Foderaro-Guertin's daughter is now an Eagle Scout. She is very interested to learn about Sensory Rooms. Chair Rahman is willing to facilitate an introduction so she can learn about the OFC Sensory room and maybe she can volunteer to help out. She was very keen on that.

Nothing else was mentioned as a further topic of discussion tonight.

ADJOURNMENT

With no further business, Board Chair Rahman thanked everyone for attending and adjourned the meeting at 7:14 p.m.

Respectfully submitted – Holly Novak, Executive Assistant