



**2024 - 2025 MCC Governing Board
Capital Facilities Committee
December 11, 2024 - 5:30 p.m.**

MINUTES

- Committee members present:** *in-person:* Doug Jeffery, Chair; Ron Keesing; Peter Pin
- Committee members absent:** Kathleen Cooney Porter
- Other Board members present:** None.
- MCC Staff present:** Betsy May-Salazar, Executive Director; Matthew Hockensmith, Comptroller; Joe McGovern, Facilities Manager; Jennifer Garrett, Technical Director; Andrew Carter, OFC Manager; Holly Novak, Executive Assistant
- Guests:** None.

CONVENE MEETING

Chair Doug Jeffery convened a meeting of the Capital Facilities Committee of the Governing Board of McLean Community Center on December 11, 2024, at 5:31 p.m. No changes to the agenda were requested; it was adopted by acclamation. Announcement was made about the meeting being audio-recorded for purpose of Minutes.

UPDATE: CAPITAL IMPROVEMENT PROJECTS **remarks by Chair Jeffery*

At the previous CFC meeting, the committee formally finalized a proposal to the full Governing Board: that FY2026 budget was adopted. This meeting will focus on updates related thereto, as well as the previous FY2025 budget.

**remarks by Joe McGovern, Facilities Manager and Executive Director Betsy May-Salazar*

We will focus-in on completed projects as well as the projects in-progress. The spreadsheet has been updated to show what we have spent TO-DATE (FY2025 Actuals column) with notes beside (to understand that a project is done but we're awaiting the final invoice). *(summary spreadsheet is shown at end of these Minutes)*

COMPLETED PROJECTS

House Lights – The Alden

This was a very big project that took many years to finalize; it is now complete. The Alden is very bright and lovely; much more purple, and a clear visual link to The Alden logo. Especially an improvement toward the back of the theater (under balcony overhang) where the floors are sloped in multiple directions, which caused a lot of people to stumble or trip. Now you can see that floor area much more clearly.

Question: Why does it show up as "FY2025 actuals?" Is it that it is to be paid in FY2025? Or it is committed in FY2025?

We are in FY2025 now; that's what we've spent so far in this fiscal year. This project is done and payments should be complete in FY2025.

Roof Hatches above Alden stage

We spent a lot of time on it last year because we needed to make a change from the roof hatches we originally thought would be installed. That took some time with an engineer to figure out. This project is completely done.

Storage Shed **two sheds were in the budget; we moved forward with one*

Existing shed next to the loading dock houses our golf cart. It was built without drainage and sections were showing water damage. Renovation: stripped out the bottom half, reinforced all studs; put PVC sheeting on inside and outside; installed Tyvek, replaced siding – it looks great and should last 15 more years! They did a good job (vendor was onsite for one week; very thorough work). Some trim pieces originally in wood are now changed to PVC. The original wood was not pressure-treated – this is pressure-treated. PVC should alleviate most of the water drainage issue. We did not do a much bigger request to add drainage - just fixing the existing structure was sufficient.

Need for an additional shed: There is room in the budget for potential purchase of a second shed (perhaps a turn-key



style, if economical) for Special Events. Many large, bulky items are currently stored upstairs on 5th floor. Having a space for all the outdoor-related things to be stored outside would be great. We will assess the need for this. Two separate sheds (not merged into one shed) is ideal for MCC operations.

HVAC replacements (MCC & OFC)

We replaced one unit at MCC. At OFC, two of four HVAC units were replaced that were extremely outdated. The new HVAC units work well now.

PROJECTS IN-PROCESS

ADA Upgrades – OFC

**a diagram of existing OFC facility was shown*

Background: The genesis of this project is that there are no accessible bathrooms at OFC. We wanted to do it years ago but without more than a year-to-year lease it was unwise to put this kind of money into a project where MCC might be out of the building on a short lease. Now having a ten-year lease with the county, we took steps several years ago to have ADA renovation plans drawn-up. We were able to revisit those plans and only make minor adjustments to ensure in compliance with current code.

Focus of the renovation: Women's restroom and men's restroom. Current configuration: 4 stalls in women's restroom; 2 stalls and 2 urinals in men's restroom. In each bathroom we are removing one stall to make a larger stall for wheelchair access. Also required is to be accessible from the parking lot to the point of the work – so the front entrance doors will have automatic openers. We are removing the interior set of double doors that is a hazard for people trying to open (we must leave it open currently). We are fixing some of the outdoor walkway that is heaving from existing trees – which was not accessible. That is being remedied.

Timing: Our hope is to start this very early in January 2025; our desired timeline was clearly communicated to bidders. Final bids are due tonight – 12/11/24. We have a sense of the spread of the bids and are hopeful they will come in under what was forecast. No decision yet on which contractor will be awarded; we should know within a week about timelines and start date. Additional contingencies built into the overall budget. OFC is a very old building – once they start digging up floors, there's no telling what they might find.

Relocation of OFC operations to MCC building: No OFC programming will happen there; everything will transition to take place at MCC during the construction. Next week, OFC staff will start moving over to MCC. SPARC (an adult special needs program) uses our building M-W-F. As long-term partners of OFC, they will be in MCC Community Hall so we can still maintain that relationship. Fairfax County BOS asked MCC to host SPARC – they were actually the push [for renovation] because it was crazy that we were hosting SPARC three times per week and yet we didn't have bathrooms that they can use. This was also a big reason why Supervisor Foust advocated to BOS to fund \$500,000 of this project. It's a needed renovation and we're very excited about it!

A few points were raised in discussion:

**How contract is awarded and whether MCC participates in decision? If we need to make a change, does the county or MCC do that?*

A county department manages the whole process, but we have been working hand-in-hand; the last nine months have seen the engineering firm reviewing and updating the plans. We have been part of all those conversations. The county acts as project managers: everything that must happen they have to run through us. But we are not the ones who have to communicate with the architect or submit for permits – the county handles all those aspects.

**Concern about only one toilet being available in the men's restroom: if that toilet breaks down, having a contingency plan. An advance plan is necessary for how that situation would be handled.* The contingency plan would be that we monitor the girl's restroom outside the door if a boy needs to go in there.

**Impact on programming, space usage at MCC when OFC activities move over here. Will OFC offer fewer classes than currently?*

It was requested that the Governing Board see the advance plan for how this entire operational change is going to work.

Explanation by Andrew Carter: OFC activities will occupy the conference room downstairs and children's art classroom; this is under-used space. After School program will be downstairs. A lot of the clubs we can continue to do throughout MCC building (Cooking Club will use the kitchen). Most OFC programs will still be able to run efficiently. We will use



Community Hall for several things. SPARC went into the schedule first; and then other things were prioritized around that. OFC activities – whether it be the kitchen, or Rehearsal Hall downstairs for fitness – are scheduled when those rooms were available (though not every day). We brought open Mah Jong over here. MCC could potentially have fewer rentals here if they were looking to rent at the same time and same room as SPARC will be using; but overall, expected to be a minimal impact.

Things temporarily scaled back: open game night (ping pong); rentals (obviously not happening at OFC). The expectation is that the project will finish before Summer Camp and hopefully by end of April 3 months). If this extends into June/July, that would be a different issue. We're assuming we are back well before that. If that were to happen, we would really need to think about the impact of OFC camp on the camps we run here. Also, SPARC would have to find a temporary home because we have camps in every room in the MCC building during summer.

**Did a representative of SPARC review the plans and give feedback?*

Yes – we have talked it through with SPARC. There were some 'wish lists' from them that we couldn't accommodate (i.e. a lift, but the space is just not big enough). But they are happy with the fact that we're doing this important renovation. Any upgrade is going to be a big improvement, so they are grateful. *Awesome! That's great.*

**Whether the façade of OFC building will change?*

The front entrance will have only ONE door with automatic door openers. The second set of interior glass doors will be removed to create much smoother entry. We will also change/update the awning. Trees along the front walk will be removed because they are impeding the foundation (one tree is dead; others are planted way too close to the building). The sidewalk will be repaired. We will redo landscaping to be more appropriate. The county arborist came out and made a determination about removing the trees and helped us identify some better trees in the proper scale. It will be a nice landscape that will be easy to maintain. And we will have the mural on the back wall.

Flooring + Painting – OFC

Flooring in the front space/dance floor will be replaced and the interior painted. Our hope is that we can absorb these costs into the budget already created for the ADA project. Goal: timing of the floor replacement and painting to coincide with the OFC renovation project finishing. The Sensory Room just got installed – that will be opened when OFC reopens (ideally in April for Sensory Day if building project complete). The biggest unknown is what they find under the floor when they start digging it up – because it is an old building that was retrofitted quickly and cheaply to transition from a fire station to a teen center.

Sensory Room – OFC

Everything was installed this past week. Electricians are coming to add more sockets (for safe operation). A few more things must be done safety-wise before we can have kids in there. Overall, it's a great room and we are envisioning new programming in that space. It's an exciting project (and frustrating that it's getting done right before closing!) But it will just make it a bigger future re-opening when the entire renovation is completed. We will be able to emphasize the whole thing: a shiny new Sensory Room and a renovated building!

**recommending a larger re-opening celebration*

This would be a good idea! Definitely the OFC Block Party in September will be a time to highlight the renovation. We can't announce anything specific yet because we don't have the timing. Perhaps we will do an opening for our Sensory Day program in April 2025 that will tie everything together.

Energy Study /Implementation – MCC

MCC Governing Board reviewed this in a previous meeting. We narrowed that project down to 3 items:

1. Sealing the building envelope (smallest of the three projects but probably will show the most immediate benefits). Not scheduled yet; it is likely to happen in Spring 2025.
2. Control System Master for all HVAC units – allows us to regulate how far people are changing thermostats and making sure thermostats aren't being left "on" or "off" over long weekends. Timing TBD.
3. LED lighting upgrades – everywhere that does not have it yet will go to LED: Community Hall, Maffitt, Stedman, kitchen, main office areas; some backstage areas (a lot has been done but there are miscellaneous lights; some areas under



the stage still have standard lights). Swinson Room, theater office on lower level (where OFC team will be working). MPA gallery upstairs – which needs it more than any other space because their ceilings are very high and hard to get to with conventional lighting. MPA has been informed of this forthcoming project.

Timing and process: On Wednesday, the lighting specialists for the energy engineers will conduct a full walk-through of every fixture in the building. Some will be required to be new fixtures, but most of it will be retrofitting existing fixtures. MCC has a combination of lighting styles... we've made a lot of progress in LED lighting since the pandemic and the renovation. But now getting the remainder of them installed is good. It is harder to source the old standard bulbs; and it's expensive to recycle them. Because spring season is busy, we will really have to find time to schedule the vendor in certain spaces. We'll figure that out. We are looking forward to this important upgrade.

A few points were raised in discussion:

*Specifics about fixtures and wiring for these projects: For most of the lighting, it involves the fixtures. Control system for HVAC mostly involves running wires from units to a master control panel and figuring out how to get from there to there. Lighting is mostly taking existing fixtures and adjusting to make it accessible for the new LED bulbs.

*Timing: *Comment by Executive Director May-Salazar:* Overall scope with the group that did the energy study and how they are rolling this out: they will go through the three different stages and give us the prices. Their hope is to have that done by late spring/May and then be able to start work based on our schedule as to when things are accessible.

*Budget outlay: Is all of this typical? Or is this a lot more than a typical year? It's a lot, but it's exciting!

This is huge – it is a big year, a lot of projects that got piled up and then combined. The fact that we're checking things off that have been years in the making is exciting – to know that we're finally getting to accomplishment! The OFC project is now a reality (actually the first project Betsy was involved in getting the funding when she started at MCC). We're on a pretty good pace with projects; it's a lot, it's exciting. That's also why FY2026 is lighter – because there were so many projects that we needed to get done before we added new initiatives.

Clarification by Comptroller Matt Hockensmith: With the building upgrades we had [renovation in 2017-2019] and being closed for a while; and then being open for one year before going straight into COVID-19 - we weren't sure how long the pandemic was going to be, or what the financial projections would be and when we could return to normal. So, we are showing multiple years of projects. We were able to do several smaller projects during COVID-19 because no one was in the building. That's when we did much of the LED lighting that didn't get addressed in the renovation – and also minor things like the copy room, Green Room and backstage – which is tough to do when you have scheduled shows in The Alden every week. We rotated priorities during those two years. The level of expense budgeted for FY2025 (over \$2M) is a lot! It represents several years together.

Digital Sign – McLean Central Park

**a picture was shown of the proposed design*

We are working with FCPA, which has an entire design scheme for MCP. To help us get this through and approved, we asked the designer at FCPA to develop a digital sign concept. The current sign promotes MCC programs – but is very cumbersome and labor intensive - with three rows of slide-in physical signage brackets. A digital sign will modernize all of that while still embracing the three different organizations that make up this campus. This design concept is simple, straight, not curved. It is appropriate height; the lettering will all be consistent; MCC logo will be on it. Now we have requested pricing. It is a 'permit-variance:' it is much bigger than what the standard size is. But the benefit is that FCPA has already committed to the concept and facilitated the design it. And the company doing the fabrication would see us through all of that. We have made a big step ahead; we will continue to tweak the design.

Size: It is about 10' x 4' and will include MCC logo and digital sign for programming. We can price it either way: there is an option. We would like to see our color logo– to mirror it exactly what is on MCC building. There was a question about having some lettering on the back side. However, the sign faces out toward the street, not into the park. There is not much foot traffic in that area facing the direction to the back side.

Public benefit of working in concert with other county agencies:

This is a project we have been talking about for years to enhance MCC's public communication, but it was hard to get



FCPA, Dolley Madison Library and MCC all on the same page. The McLean Central Park redevelopment was the genesis for us to really make this digital sign happen! The timing now is right – our Governing Board affirmed this was an initiative we wanted to follow, so Executive Director May-Salazar was able to say that MCC really wants to do this. FCPA had the whole design of the park and the hardscape but didn't have as part of their budget to roll this out. So, the fact that we can work in conjunction [with FCPA] is a good thing. That sign is ours and will be MCC's budget to replace. It's a good balance for us to get that kind of presence out there. We are getting the major benefit of being able to finally obtain a digital sign and our programming will be on that sign. Not only that, but we also got a professional design concept out of it (through the county). It would have been a very different scenario if we had our own designer and then took it to FCPA and said 'This is what we want to do.'

Fiscal responsibility: *Comment by Comptroller Hockensmith:* It's a good investment because having our sign over there and replacing that, as well as any upgrades we do to the Pavilion and the \$\$ amount that we contributed to the playground gives us leverage over what we wish to program in MCP. MCC really is more of a partner than what we were before all this project. It allows for us to program over there for summer concerts, PetFest and other events. So, it's a good investment.

Also, the money that we currently spend on temporary signage is outrageous – this digital sign will pay for itself in 10 years. We currently purchase 5-foot long custom promotional signs from Fast Signs that slide into the brackets. Some can be reused but many are for one-time use only. We spend \$10K per year on this temporary signage, and then we must recycle. Storage is a problem - stacked up in the office hallway. Installation is awkward, as MCC staff must walk to the park and physically swap them out. A digital sign will be a huge, helpful change.

MCC PIO office will manage the digital sign. The capabilities allow us to program it remotely (even from MCC building) – there is no proximity issue. We can schedule advance promotion for a whole month ahead; remove what has just happened and show what event is coming tomorrow. We can also do animations. Our community partners may have something they wish to promote. It will allow us to mention FCPA programs, the Governing Board election ("Consider running for the MCC Governing Board). The PIO office will manage it; it is ours and is under our control. If it's something park-specific (MPA ArtFest) we will do that. FCPA doesn't program in MCP; it is programmed by MCC & occasionally MPA.

Timing: We will let you know when we get budget estimate. This digital sign is definitely worth the investment. Timing of this project is ideal to be able to get it permitted to completion -hopefully in 2025. There are more 'unknowns' about this than the other projects. It would be great to be part of MCC's 50th!

Chair Jeffery thanked the staff for giving these updates. All the numbers are coming in at or slightly below estimate, so we appreciate your taking the time to compile the information.

OLD /NEW BUSINESS

1. **Water damage** – *Question: What is your thinking on approach to roof leakage (in today's rain)*

Facilities Manager Joe McGovern explained bad news: we had some issues with the company we've been working with (they did not invoice us timely). We finally got the invoices and then the county has a "Net-30" from the day you invoice it > which meant no work for about 2 ½ months until we got them paid. We just discovered yesterday that they are no longer on county contract. Now the question is whether to start from Square #1 with a new company.

Clarification about what the vendor DID accomplish to address water damage issues:

Infrared imaging; multiple water tests (flooding that section of the roof to see where it comes in). They did a huge water test and we didn't get any water in –we thought we had it solved. But today it's a waterfall over there. It's just a very bad spot in the roof where three different additions tie together. It's not that they don't know how to fix it; we actually can't identify where the problem is. A new company might be what we need.

Why they are no longer on county contract: they had a four-year permit with Purchasing and they just cycled-through. Even if it was a performance issue, we would not necessarily be aware of that. It's a standard thing; we're not aware that

it was a performance issue. When various contracts turn over, it's a much bigger problem for us – for example, when we've got HVAC contractors that know every HVAC unit in the building and then we must start over with someone new. The previous company had been trying to track down the what the issue is. But to be fair, they hadn't; so maybe a new company is not the worst thing in the world.

Question: Do they know how many unfinished obligations in the building there are?

They do not. If they did, we would be allowed to finish that project out.

Question: Do we have a sense of how much money we have spent doing the assessment (ballpark)?

No. Part of that is because they did a \$110,000 project that was the entirety of the hallway. Most of the hallway is fine (including the vending machine room) which is no longer a problem. The problem is now only that one pillar.

Question: In that wall, they did an assessment? Did they actually change something? Or was it just an assessment?

In the assessment they did repairs (not all of it was repairs to actual roof; some were repairs to the brick façade that needed tuck-pointing, things like that). Also, concrete panels that are attached which make it even harder to assess what is behind them: you must remove them; some are cracked. Those concrete panels were put up during the renovation, facing the courtyard; but they are also higher up on the face of that wall as well.

Question: Is there risk of mold to the employees and the people inside here?

Before the other fixes happened, there was some mold showing up in the storage closet of DuVal Studio. That has been remediated and fixed and that is not happening again; so we are localized to this one pillar. Is there perhaps mold up in that section of drywall? Possibly.

Clarification by Executive Director May-Salazar and Comptroller Hockensmith: It had been completely fixed for a while (same pillar). It was dry and then it started again. We saw on that pillar: some of it is coming straight out of the cracks in the brick. Water is weeping through the pillar; it's not just one area where it's coming through. And then on the backend of the pillar, the ground is wet, so water is coming in from behind it, underneath it.

We just learned that that vendor is no longer on contract. We haven't had time to look at the current vendors; but there seem to be some. However, the county is also very nuanced on what they are offering for 'roofing contracts' – some of it might be repairs; or it might be another company for replacement. We hope to have more information in the next month. We must reach out to county Purchasing because they have structured their contracts in specific ways. We are trying to work through these issues with Purchasing.

2. Renewable energy credits (in lieu of solar panels)

We have submitted the paperwork to do it for the entire MCC facility. We have three different meters and we requested they do it for everything. We have not received confirmation yet, but we will follow up.

Comment by Chair Jeffery: Awesome! I think that plus all the other energy items is something you want to advertise at Earth Day – before or after the event.

Clarification by Executive Director May-Salaar: Just like with McLean Day, we do a ZeroWaste contract so we're able to have excellent measurement and graphics of results. Regarding the energy savings, we will also be able to get some of that information from the contractor that will be measuring all the contracts, and we can highlight the 'credit' piece as well to make it clear about everything we are doing here.

Summary by Chair Jeffery: Cool! You all are managing a lot and we appreciate it. This is very exciting!

ADJOURNMENT

With all business matters concluded, Chair Jeffery thanked everyone for attending and adjourned the meeting at 6:25 p.m. Respectfully submitted – Holly Novak, Executive Assistant
