



**2024 - 2025 MCC Governing Board  
Capital Facilities Committee  
April 9, 2025 - 5:30 p.m.**

**MINUTES**

**Committee members present:** *in-person:* Doug Jeffery, Chair; Kathleen Cooney Porter; Peter Pin  
*remote:* Ron Keesing (2<sup>nd</sup> time virtual; Nashville, TN – business travel)

**Other Board members present:** None.

**MCC Staff present:** Betsy May-Salazar, Executive Director; Matthew Hockensmith, Comptroller; Joe McGovern, Facilities Manager; Jennifer Garrett, Technical Director; Holly Novak, Executive Assistant; Sarah Schallern Treff, Performing Arts Director

**Guests:** None.

**CONVENE MEETING**

Chair Doug Jeffery convened a meeting of the Capital Facilities Committee of the Governing Board of McLean Community Center on April 9, 2025, at 5:34 p.m. No changes to the agenda were requested; it was adopted by acclamation. It was announced that the meeting was being audio-recorded for purpose of Minutes.

**UPDATE ON CURRENT CAPITAL IMPROVEMENT PROJECTS**

*\*remarks by Executive Director Betsy May-Salazar, Joe McGovern and Matt Hockensmith*

**OFC ADA Renovation status**

Construction began in early February 2025; things are going well (on-schedule; under-budget). Demo is completed and contingencies have been released that were set aside for possible ‘unknowns’ which could have been discovered in an aged building. Now we are in the installation phase. Additions: 1. New flooring and painting so the work can be done while the same contractor has the building. 2. a card reader access system on the entrance doors which is connected into county security, which gives us more control in overseeing access to the building.

On target to be back in the OFC building before summer camps which was our goal (3<sup>rd</sup> week of June). We are pleased with the outcome and that no surprises were found during the demolition that need to be addressed. No big issues were discovered—which is great for an older facility.

*Clarification by Executive Director May-Salazar about flooring:* We had proposed doing OFC flooring as a separate project as part of the CIP FY26 budget, but we were able to add flooring into the OFC ADA renovation project within renovation budget so we will be able roll it into current year FY25. Because of doing so well on this project budget, we want to include any other relevant improvement into this construction timeline. County \$500K funds have been fully applied to the original ADA renovation project at this time and spending has begun on MCC committed funds.

**MCC Energy Projects**

CFC discussion on August 28 focused on the three areas that were approved as recommended by the Energy Study:

1. Improving building envelope from leaking cold air out/warm air in (smallest of the three projects)
2. Taking any remaining lighting that was not LED and converting it to LED
3. Control system for all the various HVAC systems to be centralized – so we can more easily manage how things are being set in all different rooms and make sure empty rooms aren’t being mis-set during non-use.

Bid process underway: We worked with contractor to provide all needed data to put into a bid package. Bids came back on budget. All paperwork is signed and sent to the county this week. GOAL: construction beginning early or



mid-May, hopefully finishing before summer camps start. If not, we will put a hold on it and re-start in mid-August. This is all built into the expectations; the vendor understands that timeline.

DISCUSSION: *\*The following points were addressed.*

**\*There will be little or no disruption to ongoing programming.** A weekly scheduled meeting with the contractor will identify which spaces can be accessed on a room-by-room scenario. The control system runs wires from units to a main unit. While there may be days where hallways have some missing ceiling tiles, nothing will impact programming.

**\*Adequate cooling for interior spaces will be maintained at all times while work is going on.**  
The control system upgrade will not have any impact on heating/cooling.

**\*MCC will receive data >> ‘value-added’ analysis of actual energy-savings achieved.**  
Documentation for 20 years is part of the contract with vendor: we pay the company a small fee each year to get this full analysis. They guarantee a certain savings and if they don’t meet that savings, they will pay us back. Having a 20-year period of data analysis is a benefit of going forward with this company. This thorough documentation involves specifics of our settings of zone temperatures; timing; scheduled usage of rooms. All of that is factored into the savings projections.

**\*Vendor has amazing expertise and very positive references from other Fairfax County facilities.**  
MCC building has some complicated machinery. Our normal HVAC or electrician service providers could not have done this energy savings project involving a full inventory of everything and implementing necessary changes. This company has done excellent work at other county facilities with very positive references.

## **UPDATE ON PROJECTS UNDER CONSIDERATION**

### **Digital Sign in MCP**

The preliminary design has been completed in tandem with FCPA and we have received a rough price quote from vendor who works with both MCC and FCPA. We have seen a demonstration of the digital sign. The quote is for all the pieces but not necessarily the stamped drawings and permitting process (which have ongoing iterations).

We have now reached out to the same engineering firm we worked with on OFC, who will take the created engineered drawings and assist with the permitting process. Every jurisdiction has different rules, requirements, nuances and the proposed sign will require a permit variance because of its size. Current cost estimate approx. \$160K. Budget includes demo of the existing structure, construction of new sign, permitting - everything start-to-finish.

**NEXT STEP:** We request a MOTION from this committee to recommend to the Governing Board approving up to \$160K for MCP Digital Sign. If estimate exceeds this cost, staff will bring back to CFC for discussion.

DISCUSSION: *\*The following points and questions were addressed.*

**\*MCC has ownership of the new digital sign - and control of what is promoted.**

MCP is public FCPA property; however, regarding the sign - MCC maintains it (change lightbulbs; put in new announcement boards). We are 100% funding it. Because it is FCPA land, that’s why we are partnering with FCPA – they did the design of the new digital sign to fit with the design McLean Central Park and they are in support of this project. It is very much a “partnership” although it is using our MCC funds. If it was theirs (FCPA), we wouldn’t get to tie into our digital signage or our branding and it wouldn’t meet MCC goals. MCC is 100% funding it.

**\*MCC will hold the rights and control the design and layout**

Now that it’s digital, we could more easily promote more programs, including community events. MCC will hold the rights and control and design the layout.

**\*Expected lifespan of digital component state-of-the-art technology is longer than 10+ years.**

We chose a higher-end digital so it would not look out-of-date immediately (with a lower pixelated style).



1. flexibility: ability to program the sign in advance (week/month/event specific). 2. Savings on annual costs (MCC spends \$10K on printed signs). The new digital sign is cost-effective, will look attractive, and be visible.

**\*Digital Sign vendor is Firewatch; no indication at this time that there are expected changes on project costs impacted by tariffs (but we will follow-up to confirm).**

**\*Future replacement of the new digital component WILL NOT necessitate replacing entire sign.**

The digital sign can be replaced in the future - swapping out a new display.

*Summary by Chair Jeffery:* With discussion on this topic concluded, the next step was to proceed on approval by this committee to present the expenditure as a MOTION to be advanced to the full Governing Board at April 23 meeting:

MOTION: To present the digital sign at \$160K budget line item to the Governing Board on April 23.

**Unanimously approved.**

Peter Pin, Ron Keesing, Kathleen Cooney Porter and Doug Jeffery – all voting “AYE.”

### **Security Cameras Upgrade in MCC**

Background: This effort started when we had break-ins in the parking lot; it has morphed into more of an interior focus. Because these are tied into the Fairfax County security system (and the county has a shortage of personnel in security) – there is currently a temporary pause on doing any *new* work – ‘replacement’ only. We were able to replace five existing cameras inside MCC with better cameras as part of general maintenance. Lifespan of cameras that were installed at the time of renovation in 2019 is about 5-6 years.

New cameras now installed: two outside (front entrance and back plaza area); both have more panoramic views – color; high-definition (which gives somewhat more ability to see). The one in center of lobby is now a 360-degree camera – it gives every perspective and is up at the highest level of the ceiling – a very complete view. One on the non-public hallway in top of building. One on the lower level - also now a 360-degree view and moved to the other end of the hallway, which captures the two rooms at a side nook area as well as the rest of the hallway. This is a significant difference in viewing capability. In addition, cameras are now linked to the county system.

Connection to Fairfax County security office:

Funding: Recent replacement costs were routine maintenance and part of general repair budget.

### Next Steps

Once the county lifts the pause on new projects, they will come on-site to reassess what is missing/not currently captured; and more importantly, installing a monitor for the Front Desk – so they are able to see activity on the multiple levels of the building and if a camera is down. We have determined that it is more critical to focus on the interior and perimeter of the building, rather than investing in cameras that focus on the parking lot.

We want to make it very clear that we don’t have security staff (it’s not the Front Desk staff’s responsibility to enforce security or watch that all the time). But it is reassuring to Executive Director May-Salazar that MCC staff can see the spaces and know that everything is in full view.

Once we have a cost assessment for future changes we will determine if it is a Capital project or part of general maintenance budget.

DISCUSSION: *The following points were addressed.*

**\*camera features: continuous recording capability whenever something is in the frame**

It is continuous recording, but only records when something is in the frame; then we can go back and review it.

**\*camera features: high-quality resolution from a distance but not enough to discern a car license plate**  
Maybe – but depends on how the car is oriented. In the parking lot, there is a lot of stuff in between the spaces.

**\*NO signage in parking lot about surveillance– because we don’t have any cameras out there.**

The cameras won’t be out there. If we don’t have cameras in the parking lot, we cannot display any hypothetical



signage that says there are cameras (as a possible deterrent).

**\*benefit of being linked to Fairfax County security as another set of eyes.**

County security is not viewing in real time but it would help us to know if any cameras are down. In addition to a monitor at the MCC Front Desk, it's just another set of eyes. If we did have a security issue here, the county could review the footage remotely, as with every other county agency.

*Summary:* This is the appropriate approach for this space: upgrading what we have; and not trying to cover the whole parking lot. We are pleased to be able to do this work under the 'general maintenance' category. Since the cameras were 'out,' the county came to assist because it was a replacement issue - not a 'new' order. This current scope might be scaled down enough as just 'general' maintenance. We will keep the Board apprised of progress.

**Roof Update**

At last CFC meeting, it was raining heavily and everyone saw the soaked drywall next to DuVal Studio. The vendor we worked with for years is no longer on Fairfax County contract. This forced us to go with a new county contractor. They came onsite and suggested something that was never proposed or recommended by any vendor previously: a cheap, temporary fix – a \$2K patch on the metal roof over DuVal Studio which empties onto the section of roof where the problem was occurring. This proves that water will get in and find its way wherever it wants to go. It appears to be working. We will continue to assess in future heavy rains. In the initial rain since, we got a bit of excess water; but the last 3-4 times it has rained we have not seen water inside. After further assessment, we will go solicit a quote on replacing the metal roof. A metal roof has the same lifespan as a regular roof – which is 25 years old now. It's about time to do it. We had multiple roofing companies look at it; the county and independent engineers looked at it. No one had ever suggested it was the metal roof that was the issue. This vendor, in about 15 minutes, correctly diagnosed the problem.

ACTION: After further assessment to see if temporary fix holds, we will get a quote on the metal roof replacement and bring it forward to CFC for consideration.

*Summary:* Chair Jeffery said it's fantastic and he appreciates the thorough analysis.

**MCP Pavillion infrastructure** *\*remarks by Executive Director May-Salazar and Technical Director Jennifer Garrett*

There is work we must do to be able to utilize that space; we will experiment this summer in the concert series.

1. We looked into a substitute for a back wall (which we thought was going to be there) to help cushion the facility from road noise. We have a good option but it's unlikely to be installed in time for this summer. We will do a 'quick fix' that will involve more labor on our part initially, but it will help us assess how much noise mitigation we will achieve from a fabric background.
2. We need to install some electrical wires through out to where we want to put the control tent (audio mixer). We will concentrate on renting battery-powered lights to do a lighting 'effect' (not illuminate). We will see how dark it gets and assess what we need to invest in. We will run control wiring (CAT6 and electricity A/C) from the stage to the mixer position. We will reach out to FCPA to find out who their electrician was for the job; that is the logical person to fill the empty tubes that were installed. We will do our best to install before our concert series starts.

DISCUSSION: *The following points and questions were raised.*

**\*There are positive benefits & reasons for using renewable energy sources (battery-powered).**

- Technical Director Garrett saw some very good equipment at a recent industry conference. The industry is pursuing a two-pronged approach: 1. Energy efficiency that relies on renewable energies (solar; battery storage units); 2. Because of advances in technology > greater ability to have a battery-powered source that has extended run time and provides lighting. A couple of very interesting units list for \$1,500 each.

**\*Renting is the best option – as a trial run.**

At this time, Technical Director Garrett feels it is premature to purchase. As relatively new technology, we would like to see how it works before committing to purchasing. We will try renting to see how they work for the summer



concerts. Before we make any such expenditures (it will be costly to get enough fixtures to do a decent job of lighting the venue out there) – we want to see if it’s worth it.

**\*Cycle of 2025 summer evening concerts is experimental use of MCP Pavilion**

We offer one concert every week from mid-June to end of July (TOTAL = seven in 2025). On Thursday evenings at 7 p.m. – moved because heat was a deterrent on Sunday afternoons. Concerts will run about 90 minutes. By the time we break down and the artist leaves, it will be close to 9 p.m.

**\* Proposed curtain (future summer purchase)**

The curtain would be able to be completely raised/recessed. We are looking at a projection screen that is designed to be outdoors (motorized; wireless control). Hopefully not only as a backdrop but it could be a screen for movies. If we do get something like that installed, we would put an inter-connect in the power box behind the Pavilion – so if there were ever a storm that knocked out power, while the screen was down, we could take our generator to plug into a dry line to power the screen (as our internal engineering back-up plan).

**\*Proximal neighbors will be informed about possible noise level & increased lighting level.**

The whole park closes at dark – but the neighbors inevitably will complain. We will follow county guidance. To neighbors, we will send letters of encouragement to attend and potentially provide comp. tickets to The Alden.

**\*Minimal investment this year is appropriate - pending public acceptance of the new Pavilion.**

MCC is not responsible for locating the Pavilion where it is; FCPA made that decision. We have scheduled big bands for this first series of concerts in the renovated MCP: Taylor Swift tribute; Elton John tribute; drum line; Prince cover band! We hope for an increase in attendance compared to our summer concerts in the past and are doing ancillary side activities in conjunction including ice cream cart. At Virginia Chamber Orchestra brass quintet – we are considering asking Bach to Rock to bring their “instrument petting zoo.” The Pavilion will also be used for other MCC festival events such as PetFest.

**\*potential funding contribution from McLean Community Foundation**

Former MCC Governing Board Chair Rasheq Rahman (who is now on MCF board) was instrumental in advocating for the Pavilion and MCC’s involvement. If we identify things MCC needs to invest in, Mr. Rahman encourages coming to MCF to consider grant funding. Executive Director May-Salazar likes this idea of combining forces - even if we get a partial contribution, it will show that the community is invested with MCC in this infrastructure in MCP. MCF has funded MCC projects in the past; it’s a very welcome approach.

ACTION: The overall approach we are taking is minimal and experimental to see what we need. Then if we need to invest more we bring to CFC for discussion.

*Summary:* Chair Jeffery expressed support that this is a good approach.

**Chair Jeffery opened the opportunity for specific questions on anything else:**

**\*landscaping** *Question: Landscaping – it sounds like you’re going to have that come after summer?*

Yes – we will look at that after the MCC 50<sup>th</sup> Anniversary: looking at all the grounds (in FY26).

ACTION: If work will be in FY26, if we want to fund it we would probably need to put that in Q3 – at CFC meeting to put that into the budget planning.

**COMPLETED PROJECTS:**

**\*AV/IT Dante Cat 6e Wiring Infrastructure Installation in The Alden Theatre:**

Technical Director Garrett has been working on this for years (an enormous \$\$ quote came in); she is now working with a reduced scope to try to get it within budget. We will concentrate on getting the wiring installed (which is expensive). Eventually, we would like to consider the entire scope, but if we concentrate on The Alden now and expand out later, that is wiser. It will allow us to accommodate the technical requirements of shows that are coming in now – all of which have an AV component of some kind.



We are currently able to get quotes: one company (AVISPL) is working on providing a quote for the infrastructure and going with the equipment we will need to install as part of that infrastructure. We are awaiting \$\$ figures from them. Our design team is also working on redlining the existing drawings. The entire project is viable for expansion in the future, but for this one we are redlining what we are not going to do and then will send it out for a re-bid. We went through a design phase that we paid for out of a different fiscal year. We were trying to roll-out the entire project; now we are segmenting it. The pricing came back well over budget (more than it should cost). We are not comfortable with it. We are not asking MCC Governing Board to approve something costing more than what it should be.

**\*Theatre Cyclorama motorized Roll Drop:**

The other project with a P.O. awarded, at a smaller scale: replacing the motorized roll drop. Instead of a complete system replacement, we opted to go with a fabricator who is willing to refabricate the tube that was damaged. Originally, the whole project for replacement was budgeted at \$30K but now the cost is only \$12,640. As soon as the deposit is received, the manufacturer will come on-site to make final measurements and then fabricate it.

**\*Theatre Chain Hoist System:**

Several vendors are interested in doing the chain hoist system. They have our scanned engineered drawings and have all expressed interest; but none have responded back yet with pricing. That is still to come (hopefully in summer 2025). We would like to do it this summer; it's the kind of project that can only happen during the August/September performance schedule break.

**ADJOURNMENT** *\*remarks by Chair Jeffery*

It's a lot! There's a lot being completed – which is great! Asking whether there were any other topics or questions to discuss, nothing further was mentioned by the group.

With all business matters concluded, Chair Jeffery thanked everyone for attending and adjourned the meeting at 6:25 p.m.

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Respectfully submitted – Holly Novak, Executive Assistant

| <b>McLean Community Center<br/>Capital Improvement Projects</b>               |                                    |  |                                |   |                    |   |
|---|------------------------------------|--|--------------------------------|---|--------------------|---|
| <b>Project Description</b>  | <b>FY25 Budget<br/>w/carryover</b> | <b>FY25 Mid<br/>Year<br/>Adjustments</b> | <b>FY25 Budget<br/>Revised</b> | <b>FY25 Actuals<br/>(as of 3.31.25)</b> | <b>FY26 Budget</b> | <b>Comments</b>   |
| <b>THEATRE PROJECTS</b>   |                                    |  |                                |   |                    |   |
| AV/IT/Dante Cat 6e Wiring Infrastructure Installation in Theatre Installation | 208,535                            | -  | 208,535                        | -                                       | -                  | Soliciting quotes for reduced scope   |
| House Light/Worklight LED Renovation - Installation (Replacement)             | 494,645                            | -  | 494,645                        | 486,511                                 | -                  | Completed   |
| Theatre Chain Hoist System  | 22,000                             | -  | 22,000                         | -                                       | -                  | Target completion FY25  |
| Theatre Cyclorama motorized Roll Drop   | 30,000                             | -  | 30,000                         | -                                       | -                  | In process - PO created - Estimated Cost \$12,640   |
| Replacement of Controllers for Dimmer Rack                                    | 20,501                             | -  | 20,501                         | 20,501                                  | -                  | Completed   |
| Equipment - Audio Booth Console   | -                                  | -  | -                              | -                                       | 68,000             | Due for replacement due to age - will assess Future Consideration - Will evaluate needs after FY25                |
| McLean Central Park Pavillion Infrastructure                                  | -                                  | -  | -                              | -                                       | TBD                | Concert Series  |
| <b>Total Theatre Projects</b>   | <b>\$775,681</b>                   | <b>\$0</b>                               | <b>\$775,681</b>               | <b>\$507,011</b>                        | <b>\$68,000</b>    |   |
| <b>MCC - OFC PROJECTS</b>   |                                    |  |                                |   |                    |   |
| ADA Upgrades - Old Firehouse  | 800,000                            | -  | 800,000                        | 14,296                                  | -                  | In process - target completion FY25   |
| MCC Energy Study/Implementation   | 50,000                             | 474,745                                  | 524,745                        | -                                       | -                  | LED Upgrades, New DDC System, Building Envelope Improvements. Work to begin spring 2025                           |
| Roof Above the AldenStage   | 49,577                             | -  | 49,577                         | 49,577                                  | -                  | Completed   |
| Sensory Room - Old Firehouse  | 42,050                             | -  | 42,050                         | 40,320                                  | -                  | Completed   |
| Signage - MCC, OFC  | 21,413                             | -  | 21,413                         | 17,130                                  | -                  | OFC, MCC Street Entrance Signs, MCC Plaza Logo, Central Park Dolley Madison-Ingleside Sign                        |
| Storage Sheds - 2 - Theatre and Sp Events                                     | 35,000                             | -  | 35,000                         | 11,597                                  | -                  | ing shed completed, additional pre-fab being considered Received preliminary quote. Estimated project cost \$160k |
| Digital Sign - McLean Central Park  | TBD                                | -  | TBD                            | -                                       | -                  |   |
| Security Cameras  | TBD                                | -  | TBD                            | -                                       | -                  | Evaluating indoor and perimeter needs   |
| OFC HVAC Replacement of 2 Units   | -                                  | 81,285                                   | 81,285                         | 72,085                                  | -                  | Completed   |
| MCC HVAC Replacement of 1 Unit  | -                                  | 36,000                                   | 36,000                         | 36,000                                  | -                  | Completed   |
| Vehicle Replacement - 2 Ford Transit Vans                                     | -                                  | -  | -                              | -                                       | -                  | Completed   |
| MCC Landscaping Development   | -                                  | -  | -                              | -                                       | TBD                | For Future Consideration  |
| OFC Flooring Project  | -                                  | -  | -                              | -                                       | TBD                | Will be integrated into ADA Upgrades - Old Firehouse above  |
| Repaving/Repair of MCC Parking Lot  | -                                  | -  | -                              | -                                       | TBD                | For Future Consideration  |
| <b>Total MCC - OFC Projects</b>   | <b>\$998,039</b>                   | <b>\$592,030</b>                         | <b>\$1,590,069</b>             | <b>\$241,005</b>                        | <b>TBD</b>         |   |
| <b>Total Capital Expenses - Theatre + MCC Projects</b>                        | <b>\$1,773,720</b>                 | <b>\$592,030</b>                         | <b>\$2,365,750</b>             | <b>\$748,016</b>                        | <b>\$68,000</b>    |   |