



**2025 - 2026 MCC Governing Board
Capital Facilities Committee
August 27, 2025 - 5:30 p.m.**

MINUTES

- Committee members present:** *in-person:* Michael Monroe, Chair; Anna Bartosiewicz; Peter Pin
- Committee members absent:** Katie Myshrall
- Other Board members present:** None.
- MCC Staff present:** Betsy May-Salazar, Executive Director; Jonathan Melendez, Deputy Director; Matthew Hockensmith, Comptroller; Joe McGovern, Facilities Manager; Jennifer Garrett, Technical Director; Holly Novak, Executive Assistant
- Guests:** None.

CONVENE MEETING

Vice-Chair Michael Monroe convened a meeting of Capital Facilities Committee of the Governing Board of McLean Community Center on August 27, 2025, at 5:32 p.m. No changes to the agenda were requested; it was adopted by acclamation. A courtesy announcement was made about the meeting being audio-recorded for purposes of Minutes and that public presence is for “observation only.”

OVERVIEW OF 2025-2026 CAPITAL FACILITIES COMMITTEE **opening remarks by Vice-Chair Monroe*

The purpose and vision of Capital Facilities Committee is to ensure that MCC remains safe, welcoming and forward-looking. The following guiding points will serve to align committee’s efforts to MCC’s Strategic Plan:

1. Maintain and protect our facilities through proactive upkeep.
2. Advance capital improvements that modernize and improve accessibility and promote sustainability.
3. Engage the community openly so our work reflects their priorities.
4. Long-term planning to anticipate the center’s needs over the next decade.
5. Steward taxpayer dollars responsibly while exploring partnerships and efficiencies.
6. Prioritize safety and resilience in everything we do.

The focus is stewardship- caring for what we have, improving thoughtfully, and preparing for the future so the McLean Community Center continues to serve generations.

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

Purposes of this meeting: reviewing proposed changes to MCC’s FY2026 budget and FY2027 proposed budget for capital facilities projects. After consideration, the committee would recommend to the full board the inclusion of CIP list into the proposed FY2027 budget. Examining key facilities updates in detail: where we are currently; changes we are requesting to the FY2026 already-approved budget; and what we look forward to for FY2027.

During thoughtful discussion about MCC-OFC capital improvement projects, board members raised questions and important points for clarification. MCC staff provided background context and detail to enhance overall understanding.

1. ADA upgrades at OFC – nearly complete (project started early Fall 2024; work began in February 2025). Restrooms remodel looks amazing! Upgraded flooring – replaced the old ‘checkerboard’ dance floor to a more modern-looking faux wood laminate. Walls now painted off-white, dramatically changing the look of the facility – keeping the ‘feel’ of a teen center but brighter and more user-friendly. Still to come: front entrance doors

replaced with ADA compliant doors (delayed due to longer lead time on materials); replacing louvers on sides of the building (old, rotted blocking) – new louvers will look terrific.

Scope: Total allocations include \$500K from County and \$800K from MCC. County funds expended first.

Currently approximately \$400K of MCC's \$800K committed. Once we received confirmation there were no surprises under the floor (after demolition) we added new flooring, removing the bulkhead and interior painting – thus, a more complete renovation.

Water damage problem being addressed: In replacing the floor (which was previously carpeted) it revealed water damage coming in under the front wall. The county is exploring a solution to rebuild the front wall with remediated drainage. Though we like the idea of garage-type doors that would open, that is not a feasible option.

Timing of repair: County-led project team currently pricing new facade design (hopefully in 2025). Not originally part of this project but we were aware this façade needed attention and now it is necessary.

ACTION: We have the funds in the current budget. Once we have a quote we will communicate with the committee the additional cost.

Phase Two: Once that wall replacement costs are established we will move to 'Phase Two' of preferences with the remaining funds available in the project budget: 1. Replace OFC reception desk 2. Replace the OFC kitchen cabinets and seating areas; replace some furniture.

New window treatments (within project scope): Many OFC windows over time were blackened (covered with plywood; blinds). It darkened the space – a black interior as a dance hall. All of that being removed has now brightened the space – making it much more inviting for multi-purpose use (open games; activities). Deputy Director Melendez is viewing it from the perspective of ensuring we choose designs and colors that are appropriate for trauma-informed design.

2. Energy project: started in Spring 2025. Three phases: 1. Building envelope tightening (*completed*); 2. Retrofitting/exchanging all existing lights that were not LED's to LED's (*completed*); 3. Controls (connecting all different HVAC units into a central head unit that can monitor and control). Most work has been done but head unit is not yet in place. We estimate only 1-2 weeks away from project completion. Overall, it has gone well but the summer timing was challenging with the building full of kids and staff for camps. We are excited for this to be done!
 3. Roof above The Alden stage – *completed*.
 4. Sensory Room at OFC – *completed*.
 5. Signage at MCC – included entry signs of property corners, Ingleside/Rt 123 sign as part of McLean Central Park, MCC logo on façade, OFC new lit sign. We are leaving fund balance for future upgrades.
 6. Storage sheds: We repaired existing shed for the theater that was showing rot. We are considering adding an additional shed for Special Events storage in the upper lot. Also considering options for storage inside by shifting existing storage spaces.
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7. Digital Sign at MCP: A sign was posted yesterday to share news about an upcoming sign (inviting public comment). The concept has worked its way through various county departments: FCPA, zoning, Supervisor Bierman's Office. The process requires that it be brought forward to the Board of Supervisors for approval. Supervisor Bierman is taking it forward on our and FCPA's behalf. Once that happens, we will be ready to proceed, with contractors already lined up. They will do engineered drawings based on schematic design and will re-price the project; building permit will be sought; ordering materials. The design is beautiful and we are very excited! We hope to install it in Spring 2026. It will be a massive positive change for MCC!
 8. Security Camera upgrades and monitoring system: (*several iterations over the years; no cameras in parking lot now*) We improved the scope of our interior cameras: replacing some existing cameras with a newer model and technology. There was a pause in the County on new security projects due to staffing limitations. But we were able to upgrade existing cameras that were no longer functioning. Those have made a huge difference - now we can see more

areas (360 capability) and sharper images. Still to come: a full assessment with the new county Security manager to see if there are any missing areas. We would like to replace one outdoor camera in the loading dock to a newer model with more sharpness. And we need a monitor stationed at the Front Desk – current monitor isn't easily accessible.

Next steps: Because we've already replaced five cameras, we don't anticipate the remaining project being a big budget. We have started the process with the county for assessment. Beneficial outcome: In the process of focusing on our existing cameras, the county proceeded to tie us into the county monitoring system. Regarding archival footage of all the cameras: we have temporary storage on our system, but the county also has access to that footage. We will inquire as to how long they will the footage.

Location of cameras: No cameras are in any classrooms – only in common areas: all hallways; lobby; perimeter (back plaza; front entrance; loading dock; lower level). It would invoke a privacy issue to have cameras inside classrooms.

Summary by Executive Director May-Salazar: The addition of a monitor at the Front Desk to be able to view all levels of the building and ensuring all cameras have been upgraded is the goal of the project. It may not rise to the level of a capital expenditure, but we left the line item in place until we have the pricing.

8. MCC Landscaping – this is for future consideration. We want to think through how we envision using the spaces around MCC grounds before doing any changes. We first wanted the QB sculpture to go in, and other projects.

Question: Would 'landscape development' include the courtyard – putting in trees? How about a tea garden with a fountain?

We may move ahead on the courtyard separately. Options are limited because it is very shallow dirt (no drainage; concrete underneath), however this area could be a highlight. We are considering perhaps removing that area from our other landscaping contract (which is mowing and weeding) and separating it out with a specialty contractor who wants to envision it as a 'gem' and take ownership of upgrading the design/usage.

Question: Is this whole side area also a functional improvement possibility?

Yes – we would like to better utilize this side outdoor space. That area has possibilities for a quiet meditative area or more purposeful (such as ability to do performances). There have been different iterations over time; we want to wait and consider carefully what our need is for utilizing that space. A meditative spot (SIA room looks out on that area) could be very nice. That would not be a huge programmatic or maintenance lift.

9. Repaving MCC parking lot (within next 2 years): There are some ruts and it certainly needs re-painting. We are considering whether to do in phases or one project. If re-paving, we will have to be very purposeful about timing: it's difficult to block access to our parking lot. We might have to re-line it before re-paving. Timing; late summer would be idea, one-year of advance notice to ensure clear schedule.

10. DuVal Studio roof replacement – ongoing problem on the pillar in hallway outside of DuVal Studio since after the renovation: water was frequently coming down the brick pillar and around it. After substantial work was done on the roof over that hallway almost everything has stopped except for water at the pillar. A new contractor suggested the problem was the DuVal Studio roof – adjacent to that space and empties into that space. It's a metal roof with a big seam; he did a \$2,000 patch repair. It was a first-step solution (test) to try to correct the problem. We've had some horrendous rainstorms and occasionally a little water has come in, but that patch repair mostly solved the problem. Now we are looking at options for replacing the entire metal roof. Important factors: how long it takes and how invasive the work will be? We can't program in that room while the roof repair is happening. We must meet with MPA to see when to carve out the appropriate timeframe (2 weeks likely). The roof is of the age that it needs to be replaced - 25 years old.

Question: Is this for FY2027? Yes probably because of the scheduling aspect. We have been doing this analysis internally; We must now coordinate with MPA regarding findings and scheduling roof repair. Current vendor on County contract.

11. Furniture replacement in meeting rooms (not immediate; but eventually will become a priority): Maffitt, Stedman, Community Hall have folding tables; stacking chairs. Tables are starting to age and need to be

replaced. Previous vendor no longer carries the same size. We are researching options.

Summary: FY2026 budget reduced slightly and the FY2027 budget has things that are at the ‘concept’ level at this point and not ready to have pricing put to them. We will work through and as we develop cost estimates we will come back to CFC for consideration.

Alden Theatre projects:

A/V project – working on this for several years (in specification and design phase). We were looking to expand the technical specifications, but the bids came back at \$1.6M+ -- too high. *Background:* Most productions coming in have some form of A/V component – projection; cameras; Go-Pros; images projected onto screens; confidence monitors. The Alden has no A/V infrastructure (it was built in 1975). This project will correct the last remaining system our theater should have to bring it up to date to support performing artists.

We adjusted the scope to be theater-specific (removing ancillary spaces) and received a viable proposal, but it increased the cost over estimate from several years ago. Requesting an increase in project budget. It will allow us to put in a projector anywhere, to be able to interconnect to a computer (based on our experience with previous performances). We will be able to send video anywhere and pull video anywhere. We will also use it to integrate a protocol of capability called “Dante” which is a protocol audio system (allows us to integrate and modify settings from a central point).

Original budget from five years ago was estimated at \$208K, it went to \$1.6M; now it is scaled back to \$378K. It is a one-time upgrade of installing the infrastructure: a ten-gig backbone to allow us to expand to fiber and network racks with Cat6 cable to various places to plug-in stations. It will have a Kodex that we can move around as we need for a projector or for a camera. This is for plug-and-play: in the past, it has taken four technicians three days to run Cat 6 cables for projectors where they needed to go and to the computers where they needed to go. **This will streamline the efficiency of tech staff and cut down on personnel costs and will allow us to turn over different events faster. It's foundational – a big deal. This is a complete and total infrastructure improvement.**

Question: Is there an audio connection from the theater out to the lobby?

There is not, but we wouldn’t want to do that because MCC is a multi-purpose space. There are other things going on outside the theater, so sound coming from the theater would interfere with other things happening in the building.

Question: Thinking down the road: if we get a huge act here, could we have an overflow screen with audio outside? A thought for the future: you could use this entire outdoor space for an overflow.

Yes – we had overflow previously (at a performance that was expected to sell-out), and we had to do wireless A/V to another room – it was very difficult. In designing capabilities for the theater, it could be expanded if that need came about. We also must keep in mind MCC’s parking lot capacity = 233 parking spaces. Inviting twice the capacity of the theater would necessitate not having any area of the rest of this building to be in use (which is hard to anticipate when you are scheduling 6 -8 months in advance).

2. Chain hoist system: ongoing; expect to have it completed by end of FY2026. It was a bit of damage caused by some building problems during the renovation. The theater was without power for a time and on the motorized chain for the sound system – the hoist was in place and potentially saw some moisture issues. Not a huge expense.
3. Cyclorama Roll Drop: was supposed to be installed by August. The contract was awarded, P.O. cut; but the contractor had some problems with his steel supplier. We anticipate installation between Christmas and New Year’s.

4. Audio Booth Console: The operating system is based on WindowsXP (there is no support anymore). We are starting to have issues with some drivers; there are no updates made for it anymore. It needs to be replaced. It’s a ‘box’ item so will not involve downtime in the theater.

5. McLean Central Park Pavilion infrastructure – We had a really good performance season this summer. We had our concerns initially, but it is going to be a successful performance space. The challenge now: they didn’t

properly install conduit that needed (according to code) to be installed before we could put any of our infrastructure in there to be able to operate more efficiently out of that facility. You can't have high voltage and low voltage in the same conduit. The county is working with the electrical contractor to correct.

Question: The conduit under the concrete? Are they going to tear it up?

They may have to tunnel under the sidewalk, but they are not going to be tunneling underneath the pavilion. End result will be the two empty conduits that are needed for the front-of-house mixer position, where we will then run power and control. We will not do anything with it until we see that the conduit is installed, because there is standing water and a moisture issue in that box as well. They are considering having a raised pedestal (instead of in the ground) for various outlets (CAT6 outlets and 120-volt outlets). Once that piping is in place, then we will reach out to the same electrical contractor to install the CAT6 cable (to operate the audio system) and the power. Set-up for performers in the Pavilion will be cleaner and easier - we won't have rubber mats run across the grass for the audio cables.

***Technical Director Garrett is stewarding this carefully to maximize MCC's future usage.** Much of it will be underground and connected to it at the top: plug-and-play. Until we see how it works, we will hold off putting in more power and control on-stage because there are many questions that aren't answered: If we were to put in a permanent audio system, who would have access? Who would control it? Who would put in permanent theater lights? MCC did receive permission (even though the park closes at nightfall) to install LED can lights in the pavilion so that when we are striking at dark, we will have some illumination on the stage during late evening hours. We will move ahead with that once they get the conduit installed and all physical structure is in place.

Question: Was the cabling that was put in there an error or was it done incorrectly that needs to be corrected?

They installed one run of conduit, not two. There is no wiring in place, but the conduit is not appropriate. They were going to put in the pipe; and we would fill in the pipe. FCPA is taking care of correcting it. MCC has not put any money into the pavilion yet. What we said MCC would do is the wiring needed for our concerts – it's not something FCPA needs for their purposes. We are in a good place. Once we have costs on the wiring, the McLean Community Foundation has shown interest in MCC applying for a grant in being part of that upgrade. So, we will reach out to MCF for part of the funding for that project. That will be good to have combined forces going towards that.

Summary: FCPA had dedicated a certain amount of money toward this project and committed to providing the conduit but not any of the cabling. We were evaluating during Summer 2025 concert series to determine what we wanted to invest additionally for the purposes of our events. We are in a very good place by approaching it minimally - running the cable for necessary power so it removes the labor need of running that for every concert; adding adequate work lights; not going overboard on trying to do anything huge in that space. We think what we accomplished in 2025 summer concert series was phenomenal and we don't need to go beyond what was done this summer. It worked surprisingly well.

5. Follow-spots in theater are extremely old and need to be replaced. We've been shopping around and it's a choice between a costly, versatile moving light that can be made into a remotely operated follow spot vs. a more conventional European follow spot. There is only one option that would fit in our location for follow-spots (in our catwalk) which is perilous, so we have fall restraints and wear harnesses up there. We were prepared to purchase the conventional option that would work however encountered supply issues due to tariff concerns and produce upgrade to new version. We tried the new version however it is longer than what we currently have and does not work in our space. As an alternative, we are now looking at a robo-spot; it looks like a game control. It works very well and works with the moving lights we have. Requires a camera; the control console can be positioned anywhere and is focused through a monitor.

Technical Director Garrett likes it but it's expensive compared to our previous workable conventional solution. We no longer have a conventional workable solution – and there is a safety issue involved with the very long follow-spot because we have community theater volunteers who run the follow-spots. Goal: we want to demo it

in our space first to be sure it is viable before committing to the cost.

Question: If it doesn't work, can you send it back? If it doesn't meet your needs?

Yes, we would be requesting to demo it prior to purchase. If it doesn't work, then we will have to go to the not-so-great conventional type and then modify how we use it. We hope to hear from the company soon to get a 'test drive' opportunity.

Summary: FY2026 has been approved. What we are now focused on approving the changes to FY2026 – a \$181K increase – the bulk of which is in the A/V IT project; and the FY2027 budget of \$22K with other item budgets yet TBD.

EXPLANATION OF VEHICLE REPLACEMENT FUND (new line item)

The Vehicle Replacement Fund was something the county always held that MCC contributed to. When we replaced the OFC vans, the county's new calculation was a much higher level based on 9% appreciation annually significantly increasing the amount MCC would be required to contribute. Those funds sit in the General Fund, and the county has parameters on how and when they can be accessed. Through many conversations with the county and MCC Board, the county agreed that the Replacement Fund was not a good fit for MCC because the 11-year requirement + milage criteria to qualify for replacement vehicles did not fit. We do a lot of local-only driving with the vans and would never hit the mileage cap threshold.

The solution that was determined was for MCC to not participate in the county Replacement Fund. Instead, we would develop an amount that we felt was appropriate and set our own money aside annually into a fund for vehicle replacement. Represented in the Finance Committee presentation for FY2027 is this Vehicle Replacement Fund line item. We've allocated 5% appreciation yearly (about \$18K per year). We have set that aside from FY2025 surplus into FY2026 and are proposing that for FY2027. That is not part of Capital Facilities, but this is the logical place to bring this forward; it does show in the budget as well.

The benefit is these funds stay with our interest-bearing funds. We can change the contribution amount on a year-to-year basis – if we are in a year where we don't have the funds, we don't have to put it in. We can reallocate it with Governing Board direction. Or we can increase the amount in a given year if we have a large surplus. When looking at funds available, rather than having one balance, this discipline of setting funds aside shows the ongoing operating needs for the funds. Contributing annually in this way will ensure that the funds are set already set aside and under MCC's discretion to use when we need to replace the vehicles.

Question: Do you borrow from some other category, or from Reserves?

Yes, it comes out of Reserves. It's a below-the-line item at the end of every year.

Question: Does the Reserve sit outside of the overall budget? Where does that line item sit in our financials?

It's not part of the Operating budget. There is a "Fund Balance Statement" on p. 19 of the budget presentation—it has been updated to increase the Capital Budget based on what we've discussed tonight. We keep \$1M in Operating Reserves and the balance in the Capital Expense fund. We have now added the Vehicle Replacement Fund and are separating the \$18K allocation from the Capital Expense Fund.

Following the thorough discussion and with all questions addressed, Vice-Chair Monroe stated a MOTION to accept this proposed CIP list for FY2027 budget and changes to FY2026 and recommend it to the full Governing Board as it convenes in a Meeting-of-the-Whole on September 3, 2025.

MOTION: To accept this proposed CIP list for FY2027 budget and the changes to FY2026, with the understanding that any TBDs will be filled-in later.

Approved by a vote of three: Michael Monroe, Anna Bartosiewicz, Peter Pin – all voting "AYE."
Katie Myshrall was absent.



Vice-Chair Monroe thanked the staff team leadership for doing all this great work. He said it's an honor to be on this committee and he thanked fellow board members Peter, Anna and Katie in absentia. We look forward to a great year together!

OPPORTUNITIES FOR PUBLIC ENGAGEMENT IN FY2027 BUDGET DEVELOPMENT PROCESS:

Small District 1A-Dranesville residents are welcome to contribute their feedback as taxpayers who support the McLean Community Center. Chair Monroe announced the following opportunities for the public to engage with the FY2027 budget development process at MCC:

1. Attend in-person to observe Finance Committee Meeting-of-the-Whole on Wednesday, September 3 at 6:30 p.m.
2. Express verbal comments in-person at upcoming Public Hearing on FY2027 Budget - Wednesday, September 24 at 6:30 p.m.
3. Submit written comments from now through Monday, October 13:
online: feedback@mcleancenter.org
by mail: McLean Community Center 1234 Ingleside Avenue McLean, VA 22101

ADJOURNMENT

With all business matters concluded, Chair Monroe thanked everyone for attending and adjourned the meeting at 6:30 p.m.

Respectfully submitted – Holly Novak, Executive Assistant

**McLean Community Center
Capital Improvement Projects**

Project Description	FY26 Budget	FY26 Budget w/carryover	FY26 Mid Year Adjustments	FY26 Budget Revised	FY27 Budget	Comments
THEATRE PROJECTS						
AV/IT/Dante Cat 6e Wiring Infrastructure Installation in Theatre Installation	-	208,535	169,617	378,152		Preliminary quote on reduced project - will go to bid
Theatre Chain Hoist System	-	22,000		22,000		Target completion FY26
Theatre Cyclorama motorized Roll Drop	-	23,680	(8,680)	15,000		Target completion August 2025
Equipment - Audio Booth Console	68,000	68,000		68,000		Due for replacement due to age - will assess
McLean Central Park Pavillion Infrastructure	TBD	TBD	TBD	TBD		include running wiring in conduit to booth location &
Follow Spot Lights			22,000	22,000	22,000	two lights - one in FY26 & one in FY27
Total Theatre Projects	\$68,000	\$322,215	\$182,937	\$505,152	\$22,000	
MCC - OFC PROJECTS						
Old Firehouse -ADA Upgrades, expanded to include other facility upgrades	-	679,792		679,792		Ongoing - Complete in FY26 Current funds committed approx. \$450,000 - pending front facade estimate
MCC Energy Study/Implementation	-	323,212		323,212		Ongoing - Complete in FY26
Roof Above the AldenStage	-	-		-		Completed
Sensory Room - Old Firehouse	-	1,729	(1,729)	-		Completed
Signage - MCC, OFC	-	4,283		4,283		OFC, MCC Street Entrance Signs, MCC Plaza Logo, Central Park Dolley Madison-Ingleside Sign
Storage Sheds - 2 - Theatre and Sp Events	-	30,653		30,653		Plan to purchase Special events shed in FY26.
Digital Sign - McLean Central Park	-	160,000		160,000		Estimated project cost \$160K. Target completion FY26
Security Camera Upgrades & Monitoring System	-	TBD	TBD	TBD		Pending county availability for cost assessment
MCC Landscaping Development	TBD	TBD		TBD		For Future Consideration
Repaving/Repair of MCC Parking Lot	TBD	TBD		TBD	TBD	For Future Consideration
Duvall Roof Replacement	-	-		-	TBD	
Replacement Furniture - Meeting Spaces	-	-		-	TBD	
Total MCC - OFC Projects	TBD	\$1,199,669	(\$1,729)	\$1,197,939	TBD	
Total Capital Expenses - Theatre + MCC Projects	\$68,000	\$1,521,884	\$181,208	\$1,703,091	\$22,000	

Vehicle Replacement Fund				FY26 Revised	FY27 Budget	Comments
Vehicle Replacement Fund				\$18,000	\$18,000	\$18,000/yr over 11 years
			Running Total		\$36,000	accounts for 5% annual escalation