

**2026 - 2027 MCC Governing Board
Capital Facilities Committee
September 2, 2026 - 5:30 p.m.**

MINUTES

Committee members present: *remote participation:* Peter Pin (*2nd time virtual: medical -McLean, VA*)
in-person: Minoo Razavi; Pascale Siegel; Bryn Smith

Committee members absent: Michael Monroe

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; Andrew Carter, OFC Manager

Guests: None.

CONVENE MEETING

Capital Facilities Chair Michael Monroe designated Treasurer Peter Pin to convene a meeting of Capital Facilities Committee of the Governing Board of McLean Community Center on September 2, 2026, at 5:34 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 “observe only.”

CAPITAL FACILITIES COMMITTEE OVERVIEW **opening remarks by Treasurer Peter Pin*

Peter Pin provided overview of committee’s purpose recognizing several new board members who are new to MCC’s budgetary process. CFC looks at the facilities; it’s our responsibility as members of the Governing Board to provide oversight – but not in the sense of managing operations. Our purpose is to offer constructive feedback and observations to help MCC management staff accomplish their job as it relates to the facilities. Any expertise that board members can contribute from your professional career is certainly welcome.

Key insights: 1. MCC is a Fairfax County agency which dictates the processes. Fairfax County has its own procurement procedures and regulations that MCC follows; however, MCC does also have some autonomy. Processes may differ from experience elsewhere, or appear out of our hands because they fall under the broader purview of Fairfax County. This is key background context for understanding MCC’s budget.

2. Evident over the years in terms of capital planning is that there are often large swings of monies for projects. These projects seem to dominate the budget and they are all required. It’s the role of the MCC staff to decide the best way to implement the capital facilities projects and optimum timing. Often large funds are allocated in one year, with swings from year to year or extending multiple years, that is just the nature of capital planning. The goal would be to get ahead of the curve when it comes to unforeseen events that will lead and require capital funding. That advance planning is what MCC senior management and their teams focus on. If it appears like a lot of swinging in the numbers and graphs, such is the nature of capital planning. We welcome all observations you bring to the table for the MCC staff team that will help them do their job.

**remarks by Executive Director Betsy May-Salazar*

This committee will have opportunity to address other issues throughout the year, such as the relationship to downtown McLean and analysis of space use and rental program. **Today we will review the Capital Facilities budget, primarily looking at projects that were approved in FY27 in concept but didn’t have budgetary figures attached to them yet, as well as FY28.**

Explanation - how budgeting of capital projects happens (as different from the rest of the budget):

MCC has an annual budget that resets annually. MCC's Capital budgets are project budgets that continue over multiple years. Sometimes the budget appears high in the upcoming year because the full budgets are reflected. However, these projects typically are not all completed or expended in that particular year. The work could span years. Also, capital projects may arise during a given year. Typically the Capital Facilities Committee will meet to discuss and then recommend to the Governing Board to approve that project, unless the project is an emergency in which case it may be brought directly to the full board.

Explanation of "mid-year adjustment" – why numbers are shown now that didn't exist prior:

The fact is that we now have budgets that we didn't have previously for several projects. Last year we brought forward several projects we knew we would need to work on but didn't know the budget amounts. We agreed as a committee to show those as TBD and do the work and come back to CFC. Now we have those quotes and we will explain the quote information in detail to this committee.

CIP LIST: CAPITAL IMPROVEMENT PROJECTS APPROVED FOR FY27 AND PROPOSED FOR FY28

**remarks by MCC senior management staff*

The purpose of this meeting is to review changes to MCC's FY27 budget and FY28 proposed budget regarding capital facilities projects; and for the committee to recommend to the full board inclusion of the CIP list into the proposed FY28 budget. This meeting explains facilities updates: where we are as of now; changes we are requesting to the FY27 already-approved budget; and what we're looking forward to for FY28.

**CIP budget is shown at the end of this Minutes document.*

There was thorough discussion of questions and points of clarification about specific projects:

Continuing CIP Projects – No Budget Change

* Digital sign in McLean Central Park *Question: Have we gotten to the point yet where we have a mock-up?*

Drawings and plans are complete; we are in final permit stage before construction. This has been previously presented to the Board multiple times, most recently in July.

* Security camera upgrades/monitoring system New items related to security system is managed by the county with specific contractor. Project has been submitted for several months, delayed due to supply issues.

Question: Will we have someone constantly monitoring the security cameras?

No – it is not the responsibility of our Front Desk employees; they are not security. But it does provide visibility to MCC spaces, including downstairs and outside. Some cameras being replaced are exterior, with a better view and wider range than what we have currently.

* MCC landscaping improvement (first phase): \$50K. This is a new initiative. How do we want to utilize the outdoor spaces? Passive ways to use the space; different seating? Different access points? How do people enter the building and use the space? Easy, low-maintenance landscaping, while creating a purposeful space for appropriate usage. There is opportunity for passive and quiet seating areas. We will look at landscaping in the courtyard and the best use of it. Not looking for big, built infrastructure but simple ways to improve our spaces to encourage the public to utilize. \$50K allocated to engage with landscape architect to explore concept and develop project budget for future years.

Question: Are you open to examining sustainable, climate adaptation landscaping?

Yes – that is definitely a focus to explore, emphasizing low-maintenance, self-sustaining.

Question: Could the \$50 K potentially increase over the next few years?

Yes – the \$50K is to set aside so we can work with a county-contracted firm to start the conversation and develop a plan which will lead to a budget proposal for future years.

Question: Will we issue an RFP (request for proposal) for the landscaping design?

If we use a county contract we don't need an RFP. The benefit of going with an approved contractor is the County has already vetted the contractors and secured competitive pricing. It simplifies the process and the timeline.

The following remaining projects were all previously TBD and now have new proposed budgets:

FY2027 CIP Budget

1. Repair/re-paving of MCC parking lot \$265K budget based on \$247K quote plus contingency for potential variance related to changing value of liquid asphalt index which is variable in the contract. Currently, liquid asphalt index is higher than contracted rate. We anticipate a possible increase in costs. We can adjust timing based on quote at time work. Parking lot was last repaved during 2017-2018 renovation of this building.

Question: In considering repaving - is it just asphalt?

They will grind down to a certain level and then repave, restripe and make curbs.

Question: Any thought about doing sustainable paving or permeable pavement?

We have not explored that. There are existing drains in the parking lot that empty into cisterns to help with water management. Perhaps this existing drain structure addresses the issue of sustainability.

Question: Why does the parking lot require repaving?

Simply based on the lifetime. It reaches a point where you need to repave it. It is deteriorating, with areas crumbling and rutting and gouges are starting to form, mostly caused by weather.

Observation by Treasurer Pin: I note that a lot of times there is a column that has TBD's and it's not until the mid-year adjustments that these get populated. What we don't see yet is: What is carrying into FY28? If the number needs to be adjusted at what point do we know that and is it in enough time for the planning?

The FY27 budget revised is what's carried into FY28 less what is spent during FY27.

2. DuVal Studio roof replacement: \$110K. This is the only portion of this building that has a metal roof; a big "V" with a valley down the middle. We've had issues for several years of water pooling in the interior hallway. It took time for a consultant to figure out that this roof was the source of the problem. A temporary patch was installed on the roof that has held up for this past year and addressed the leaking but is not a permanent solution. The quote for roof replacement is \$110K; they offered an alternative of patching the entire roof (about \$40K). What we don't know is: A. How much insulation is under the existing roof? B. If there is insulation, how damaged is it from the years of water coming in at various points? The roof is almost 30 years old, so we think it's in our best interest to replace it.

Question: The replacement would be metal - installing the same kind of roof? Yes – and it includes new insulation.

Question: What is the R-value (efficiency) of the insulation? The higher the R-value, the better the insulation. It is R-30.

Question continued: I'm very interested in sustainability. I think we should take every opportunity to not only meet code but address what the future holds in climate disruption and climate changes. Moving forward, electricity is going to become more expensive.

We'll have more extreme weather: big rainfalls all at once, difficulty to absorb water. So, I am interested in pushing the MCC to look beyond code and doing as much as we can to use better materials that won't degrade. I think that is the financially responsible thing to do.

ACTION: We can inquire about higher R-values for the insulation and what that would contribute to project cost and efficiency.

3. Replacement furniture for MCC rooms: \$30K. We have a supply of round and rectangular tables and stacking chairs in our meeting rooms. Many are over 30-years old and starting to show age. They are durable but get heavy repeated use. Quote based on replacing a portion of the chairs and tables.

FY2028 CIP Budget

4. HVAC replacement in MPA Emerson Gallery: \$75K. Current request is for FY28 Budget. 24-year-old unit with old refrigerant that is no longer sourced. It is a 30-ton unit and is a special shape with 8-10 week lead time. Price includes crane needed to lift to roof. Recommendation to replace came for full evaluation of all our HVAC systems. While this request is for FY28, there is a possibility/likelihood that we will need to replace sooner in which case we will bring back to committee. Approving budget amount will help facilitate that.

County Budget Timeline and Approval:

FY27 mid-year adjustments as well as FY28 Budget will be approved as part of the Fairfax County Budget in April 2027. MCC Governing Board approves this budget in October prior to submission to the County. We have sufficient

balance in our Capital Facilities allocations to manage and time projects as needed. We also request a mid-year adjustment in January if needed. We also have ability to go forward on an emergency basis for certain projects, such as the HVAC unit.

Continuing/Completed CIP Projects – No Budget Change

Alden Theatre capital projects:

1. A/V IT Cat6E wiring system: The Alden Theatre was built in 1975 and most of our systems are fully up-to-date, but not A/V. We are getting more acts and rentals coming in that require projection at different points, cameras at different points, and A/V equipment throughout the theater. It's no longer a luxury – state-of-the-art A/V infrastructure is essential now. This is a basic system to equip inside The Alden and will integrate everything: fiber backbone branching out to Cat6E to set up monitors, cameras, projections and computers that can inter-connect. It has been a long-term process from design, development, plans, putting it out to bid; re-engineering the drawings to reduce the scope and cost. Next step is to go out to bid and get awarded in FY27. Target installation August 2028.
2. Chain Hoists: Three chain hoists support our audio speaker systems (have been in the theater since 2012). Some exposure to climate change happened during the renovation and the current condition is questionable. This is to replace the existing chain hoists and send them out to the factory to be re-serviced and assessed. If they are repairable, they will go back up (chain hoists should be sent to the factory on a semi-annual basis to get re-surfaced; we have not been able to do that because of only having one set of chain hoists). This could potentially happen during FY27; it only involves one week of effort.
3. Motorized roll drop: During the 2011 earthquake, the roll-drop tube against the back wall developed a bend and the cyclorama curtain could not be flat. It has a 2.5 inch deflection in the center of the tube. We have tried to either replace the whole mechanism or replace the tube; but it didn't work. Once we can find a source, this project can happen quickly during the FY27.
4. Audio booth console: Was purchased in 2012; runs on XP. It's still functional but it is time to retire it. Because it's still functional, we can resell this equipment. Staff will attend a conference this year to talk with manufacturers about an ideal new console.
Question from Treasurer Pin: Most of the infrastructure modification will be closed out in FY27, but there will be some in FY28?
Yes – all the of A/V will close out in FY28. Goal for other projects to be closed-out in FY27.
5. McLean Central Park pavilion infrastructure: Completed. Not capitalized because below cost threshold. Added A/V wiring to the infrastructure in order to use pavilion more efficiently.

The amphitheater pavilion is where we present the summer concerts – that whole park got redesigned and re-built. MCC produced our first year of concerts in 2025 as a test, knowing that we needed to add some electrical infrastructure. That was the agreement with FCPA – that MCC would take-on some of those costs to meet our needs. The Alden team assessed in the first year: determined what was needed; and we completed project before the 2026 summer concerts. It worked very well in these recent summer weeks. It saved a lot of time on set-up and strike.

6. Follow-spots: Completed. Not capitalized because below cost threshold. Originally purchased and awarded but tariffs had an impact two years ago. The ones we chose fit on our catwalk; great lights made by a French manufacturer however they were eliminated from the market. They were being replaced by a new system that was too large for our space. We were going to go with a robotic unit (which would have cost \$22K). But, working with this specialized vendor whom we've come to know over the years, the vendor did a special run and made the last two for us! We got delivery in April; they are on the catwalk and are lovely! It's done and it was under capital.

SUMMARY by Executive Director May-Salazar:

The bulk of what we've talked about were adjustments to FY27; all those projects were approved in concept by the prior Capital Facilities Committee and by the Governing Board. Presented are the updated figures: \$482K in the FY27 mid-year adjustments and \$75K in FY28 projects.

RECOMMENDATION: Treasurer Pin recommends developing a comprehensive assessment of all MCC facility components (expected lifespan; anticipated replacement dates).

Question: In looking at overall facilities management (knowing that Joe McGovern has done thorough work on various projects), have we been able to do a complete facility condition assessment of all the components in the facility? And does the county have a mechanism of doing that out of their budget?

NO – we don't believe so. Executive Director May-Salazar has been considering reaching out to Risk Assessment to ask them to come and do a walk through. It is unclear of the level of that review, but it may be valuable to walk the property and get their perspective. MCC senior management has been actively discussing a data management system to track the lifespan and maintenance needs of MCC facilities.

Suggestion by Treasurer Pin: A formal assessment would come with a cost. Treasurer Pin made the effort of running some modeling to show a 10-year view of planning for different components of the MCC facilities: start life, noting what impact the facility's environment, human traffic, quality of materials, plus a forecasted matrix of all those elements. It shows capital planning over 10 years.

ACTION: Treasurer Pin offered to meet with MCC senior management to review his proposed model to see if it has any value. Looking at the individual components of the facility, it tries to build out a view of the whole projects over the scope of many years.

YES. It is useful to be able to project out for many years and be able to explain why MCC needs the level of reserves that we have. There are many variable projects. When you see the level of what things cost, it's important to be able to articulate why we need to preserve those funds so that we can respond to immediate project implementation and future needs.

Following this thorough discussion, a MOTION was put forward to accept this proposed CIP list for FY28 budget and adjustments to FY27 and recommend it to the full Governing Board as it convenes in a Meeting-of-the-Whole on September 9, 2026.

MOTION: To accept this proposed CIP list for FY28 Budget, adjustments to FY27, and recommend to full Governing Board for inclusion in FY28 Budget.

Approved by a vote of three: Peter Pin, Minoo Razavi, Pascale Siegel – voting “AYE.”

Bryn Smith voted “NAY.”

Michael Monroe was absent.

ADJOURNMENT

With all business matters concluded, Treasurer Pin 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	Balance (7.1.26)	FY27 Mid Year Adjustment	FY27 Budget Revised	FY28 Budget	Comments
THEATRE PROJECTS					
AV/IT/Dante Cat 6e Wiring Infrastructure Installation in Theatre Installation	371,725		371,725		Based on preliminary quote for reduced scope. Target bid process FY27; completion FY28.
Theatre Chain Hoist System	22,000		22,000		Target completion FY27
Theatre Cyclorama motorized Roll Drop	15,000		15,000		Target completion FY27
Equipment - Audio Booth Console	68,000		68,000		Target completion FY27
McLean Central Park Pavillion Infrastructure	10,000	(10,000)	-		Project complete. Final cost was below the \$10K threshold and was not capitalized.
Follow Spot Lights	22,000	(22,000)	-		Pursuing different non-capital solution. Budget reallocated.
Total Theatre Projects	\$508,725	(\$32,000)	\$476,725		
MCC - OFC PROJECTS					
Old Firehouse - Upgrades and ADA Project	173,058		173,058		Ongoing - ADA & Front facade complete. Energy lighting upgrade in process. Front desk and kitchen upgrades target completion FY27.
MCC Energy Study & Implementation	36,567		36,567		Ongoing - Complete in FY26
Signage - MCC, OFC	4,283		4,283		OFC, MCC Street Entrance Signs, MCC Plaza Logo, Central Park Dolley Madison-Ingleside Sign
Storage Sheds	30,653	(30,653)	-		Project complete.
Digital Sign - McLean Central Park	142,332	90,000	232,332		In process. Estimated project cost \$250K. Approved by FFX BOS 11/25. Target completion FY27
Security Camera Upgrades & Monitoring System	17,000		17,000		Target Completion FY27
MCC Landscaping Development - Design & Implementation	TBD	50,000	50,000	TBD	Target Design Concept FY27; Implementation FY28
Repaving/Repair of MCC Parking Lot	TBD	265,000	265,000		based on preliminary quote 8/26
Duvall Roof Replacement	TBD	110,000	110,000		based on preliminary quote 8/26
Replacement Furniture - Meeting Spaces	TBD	30,000	30,000		Evaluating replacement cost
HVAC Replacement - Gallery				75,000	Quote provided 8/2026
Total MCC - OFC Projects	\$403,893	\$514,347	\$918,240	\$75,000	
Total Capital Expenses - Theatre + MCC Projects	\$912,618	\$482,347	\$1,394,965	\$75,000	