



MINUTES

PLANNING & EVALUATION COMMITTEE MEETING

Thursday, August 24, 2017

10:30 am – Administrative Offices Annex

GVR Mission Statement: “To provide recreational, social and leisure education opportunities that enhance the quality of our members’ lives.”

ATTENDEES: Donna Coon (Chair Pro Tem), Nina Campfield, Connie Griffin, Lance Heise, David Messick, Jim Nelson (ex officio), Kathy Palese, Roger Philpott

PRESENT VIA TELECONFERENCE: Don Lathrop (Chair), Keith Skytta, Stewart Tagg

ABSENT: Trudy Baker

GUESTS: 9

STAFF LIAISON: Jim Conroy (COO)

ADDITIONAL STAFF: Kent Blumenthal (CEO), David Jund (Facilities Director), Mel Stephenson, Wayne Barnett, Karen Miars

CALL TO ORDER / ESTABLISH QUORUM

Chair Pro Tem Donna Coon called the meeting to order at 10:30 am.
Roll call by Karen Miars; Quorum established.

MINUTES

MOTION: Palese / Seconded. Approve July 13, 2017 minutes as presented.
Passed: 8 Yes / 3 Abstain (Messick, Nelson, Philpott)

NEW P&E COMMITTEE MEMBER

Newly appointed P&E Committee member David Messick will also serve as West Center Campus Subcommittee Chair.

PROGRESS REPORT: FUNDED 2017 CLUB REQUESTS

GVR Chief Operating Officer Jim Conroy updated the committee on project improvements completed this summer from funding previously approved by the P&E Committee for 2017 GVR Club requests.

PROGRESS REPORT: 3-YEAR CAPITAL PROJECT PLAN

Conroy met with WSM on August 11 to review in detail suggested modifications of identified major projects discussed at the July 13 P&E Committee meeting. WSM analysis on these modifications due to GVR on September 1. Not all recommended major projects will be completed within the next 3 years, only as funds are available. Conroy will report back to the P&E Committee, after he receives WSM’s recommendations with project costs on the “3-Year Capital Plan.”

SUBCOMMITTEE UPDATES

- A. **GVR Signage Project** - Subcommittee Chair Eric Sullwold reported.
- B. **Pickleball & Park Development** - Subcommittee Chair Kathy Palese reported.
- C. **Grants & Foundation** - Subcommittee Chair Connie Griffin reported. It was requested Director Denise Nichols be added as a member of this subcommittee.
- D. **Renewable Energy** - Subcommittee Chair Nina Campfield reported.
- E. **Program Evaluation** - Coon reported.
- F. **Criteria & Analysis** - Subcommittee Chair Don Lathrop reported.
- G. **West Center Campus** – no report.
- H. **Budget Liaison** – no report.
- I. **GVR Centers' Focus Groups** - Subcommittee Co-Chair Carol Lambert reported. Coon will be a Co-Chair of this subcommittee.

RECOMMENDATION: PICKLEBALL & PARK SITE COST ANALYSIS

MOTION: Coon / Seconded. Authorize the CEO to hire a consultant to determine development costs associated with prospective land parcels identified for the GVR Pickleball and Park Center funded by the Initiatives Reserve Fund, the cost not to exceed \$10,000.
Passed: unanimous

RECOMMENDATION: GVR STAFF TO PREPARE RESERVE STUDY PRESENTATION

MOTION: Coon / Seconded. Develop an educational training PowerPoint and/or video presentation about Reserve Studies funded by the Initiatives Reserve Fund (not to exceed \$2,500) and completed by January 1, 2018 that accomplishes the following objectives:

1. Provides an overview of why Reserve Studies are important;
2. Explains how Reserve Studies work and why they are important to GVR Facilities Maintenance;
3. Describe GVR's Reserve Study and its relationship to GVR's three reserve funds (e.g., Maintenance Repair & Replacement Reserve, Initiatives Reserve and Emergency Reserve);
4. Include how GVR has implemented Reserve Study to include how they are funded, and how it appears in GVR financial reports. Further, refer this to the P&E Budget Liaison Subcommittee for an action plan to be completed no later than September 21, 2017.

Passed: unanimous

RECOMMENDATION: ADOPTION OF 3-YEAR CAPITAL PROJECT PLAN

MOTION: Palese / Seconded. Authorize the P&E Committee to provide to the Board of Directors a three (3) year Capital Project Plan that is based on recommendations and information offered by the 2016 WSM strategic facilities master plan report, with analysis, engineering and design of projects within the 3-Year Capital Project Plan funded by the fiscal year budget or Initiatives Reserve Fund and offset where feasible by under expended funds in the GVR Facilities & Maintenance Annual Budget.

Passed: unanimous.

NEW BUSINESS

NEXT MEETING: Thursday, September 21, 10:30 am, AO Annex

ADJOURNMENT

MOTION: Palese / Seconded. Adjourn meeting at 12:19 pm.