



MINUTES

PLANNING & EVALUATION COMMITTEE MEETING

Thursday, September 21, 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), Trudy Baker, Nina Campfield, David Messick, Jim Nelson (ex officio), Kathy Palese, Roger Philpott

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

ABSENT: Lance Heise

GUEST SPEAKER: Kristen DiBone (WSM Architects)

GUESTS: 11

STAFF LIAISON: Jim Conroy (COO)

ADDITIONAL STAFF: Wayne Barnett, Kate McCormick, Karen Miars, Karen Rans, Mel Stephenson

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.

STATUS OF AUGUST 24, 2017 P&E COMMITTEE RECOMMENDATIONS

Original recommendations approved by the P&E Committee on August 24, 2017, (Pickleball & Park Site Cost Analysis, Reserve Study Presentation, Adoption of Three-Year Capital Project Plan) amended by Fiscal Affairs Committee prior to approval by the GVR Board of Directors on August 29, 2017 to state “funding sources to be determined by the Fiscal Affairs Committee.”

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MOTION: Messick / **Seconded.** Approve August 24, 2017 minutes as presented.

Passed: unanimous

WSM PRESENTATION ON 3-YEAR CAPITAL PROJECT PLAN

GVR Chief Operating Officer Jim Conroy noted signage and energy savings removed from the plan as specific entities and identified as ongoing elements of every project of the three-year plan.

From the suggested modifications identified by the P&E Committee, Project Architect Kristen DiBone (WSM Architects) presented WSM’s recommendations of the three-year Capital Project Plan with a proposed cost schedule of approximately \$3.4 million over five years.

Stewart Tagg joined the meeting.

SUBCOMMITTEE UPDATES

- **Signage Project** – Report given by Subcommittee Chair Eric Sullwold.
- **Pickleball & Park Development** - Subcommittee Chair Kathy Palese reported.
MOTION: Palese / Seconded. P&E Committee recommends the GVR Board of Directors authorize the CEO to negotiate purchase of the identified site for a Pickleball Center, with terms of negotiated purchase agreement subject to GVR Board approval.
Passed: unanimous

Conroy recommended a very structured decision-making mechanism put in place by the third year of the Capital Project Plan to exhibit fairness in funding across all GVR sites to keep integrity within the process.

- **Grants & Foundation** - Subcommittee Chair Connie Griffin reported.
- **Renewable Energy** - Subcommittee Chair Nina Campfield reported.
- **Program Evaluation** - Coon reported in the absence of Subcommittee Chair Carol Crothers.
- **Criteria & Analysis** - Subcommittee Chair Don Lathrop reported.
- **West Center Campus** – Subcommittee Chair David Messick reported.
- **Budget Liaison** – Subcommittee Chair Trudy Baker reviewed an action plan for a Reserve Study presentation.

Stewart Tagg left the meeting via teleconference.

- **Associates/Focus Groups** – No report.

NEW BUSINESS

- A. **Establish Capital Projects Steering Committee** – The Criteria & Analysis Subcommittee will review WSM’s recommendations on October 3. P&E Chair Don Lathrop will assign a Capital Projects Steering Committee to include chairs of P&E, Fiscal Affairs and Investment Committees to further review the three-year Capital Projects Plan in detail before recommending to the GVR Board for approval.
- B. **2018 Club Funding** – The recommended amount for 2018 Club funding is \$80,000 in the Proposed 2018 GVR Budget to be presented to the GVR Board for approval, which is \$20,000 less than 2017 Club funding.

WSM PRESENTATION ON 3-YEAR CAPITAL PROJECT PLAN – NEXT STEPS

MOTION: Palese / Seconded. P&E Committee recommends the Criteria & Analysis Subcommittee review costs in the modified WSM recommendations of the three-year Capital Project Plan to bring to the P&E Committee for approval on October 12 and if approved, to the GVR Board for final approval on October 24.
Passed: unanimous

NEXT MEETING: Thursday, October 12, 10:30 am, AO Annex

ADJOURNMENT

MOTION: Palese / Seconded. Adjourn meeting at 12:25 pm.