



AGENDA

Planning & Evaluation Committee
Thursday, January 11, 2024
1:30pm – 3:00pm MST
West Center-Rm 2 / Zoom

GVR's Mission Statement: "To provide excellent facilities and services that create opportunities for recreation, social activities, and leisure education to enhance the quality of our members' lives."

Committee: Kathi Bachelor (Chair), Beth Dingman, Christine Gallegos, Ed Knop, Robert Quast, Lanny Smith, Kathy Zollinger, Steve Mendoza (Facility Director), Marge Garneau (ex officio), Scott Somers (CEO), Natalie Whitman (COO/Liaison)

Agenda Topic

1. **Call to Order / Roll Call - Establish Quorum**
2. **Approve Meeting Minutes:** November 9, 2023
3. **Chair Comments**
4. **Business**
 - a. Ceramics Kiln Room Modifications
5. **Member Comments**
6. **Adjournment**

Next Meeting: Thursday, February 8, 2024, 1:30-3:00pm, WC-Rm 2/Zoom



MINUTES

Planning & Evaluation Committee
Thursday, November 9, 2023
1:30pm – 3:00pm MST
West Center Room 2 / Zoom

Committee: Kathi Bachelor (Chair), Christine Gallegos, Ed Knop, Robert Quast, Lanny Smith, Kathy Zollinger, Marge Garneau (ex officio), Scott Somers (CEO), David Jund (Facilities Director/Liaison)

Absent: Beth Dingman

Agenda Topic

1. **Call to Order / Roll Call - Establish Quorum**
Chair Bachelor called the meeting to order at 1:30pm MST. Roll called; quorum established.
2. Approve October 9, 2023, Meeting Minutes
MOTION: Quast moved / Gallegos seconded to approve the October 9, 2023, Minutes.
Passed: 5 yes / 1 abstain (Smith)
3. **Chair Comments:** The meeting was called to discuss an email from Director Crothers' to the Board and staff regarding the Capital Budget.
4. **Staff Reports**
 - a. Projects in-progress provided by Facilities Director David Jund.
5. **Business**
 - a. Director Crothers' email to the Board and Staff regarding Capital Budget.
 - Discussion was held on the Capital Budget which the P&E Committee and FAC Committee had unanimous recommendation to the Board of Directors to approve.
 - The P&E Committee reaffirmed its recommendation of the adoption of the Capital Budget as previously submitted to the Board.
6. **Member Comment:** 1 member
7. **Adjournment**
MOTION: Quast moved / Zollinger seconded to adjourn the meeting at 2:40 pm.
Passed: unanimous

Next Meeting: Thursday, January 11, 2024, 1:30-3:00pm, WC-Rm 2/Zoom



Green Valley Recreation, Inc.
Planning and Evaluation Committee
Ceramics Club Kiln Room Modification

Prepared By: Natalie Whitman, COO

Meeting Date: January 11, 2024

Presented By: Scott Somers, CEO

<p>Originating Committee / Department: Facilities</p>
<p>Action Requested: In light of new information, re-evaluate the committee’s previous recommendation to upgrade the kiln room in the Ceramics Club studio.</p>
<p>Strategic Plan Goals: Goal 1: Provide excellent facilities for members to participate in a variety of active and social opportunities Goal 5: Provide sound, effective governance and leadership for the corporation</p>
<p>Background Justification: In October, the P&E Committee developed a prioritized list of projects to recommend to the Board of Directors for addition to the Five-Year Capital Plan. Kiln room upgrades were a high priority at position three on a list of 13 projects. At the time, staff had reported that the kiln room was not up to code and committee members felt this presented a potential safety concern. Since then, mechanical (KC Mechanical Engineering) and electrical (CC Electrical Consulting) engineers have assessed the kiln room and determined that it is code-compliant. This news changes the nature of the project from one addressing a potential safety concern to a club expansion request. The kiln room will only need to be brought “up to code” if another kiln is added.</p>
<p>Attachments:</p> <ol style="list-style-type: none"> 1) October 9, 2023 committee meeting minutes 2) Capital Improvement Proposal Assessment



MINUTES

Planning & Evaluation Committee

Monday, October 9, 2023

1:00pm – 4:00pm MST

West Center Room 2 / Zoom

Committee: Kathi Bachelor (Chair), Christine Gallegos, Ed Knop, Robert Quast, Kathy Zollinger, Marge Garneau (ex officio), Scott Somers (CEO), David Jund (Facilities Director/Liaison)

Absent: Beth Dingman, Lanny Smith

Agenda Topic

1. **Call to Order / Roll Call - Establish Quorum**
Chair Bachelor called the meeting to order at 1:00pm MST. Roll called; quorum established.
2. **MOTION: Bachelor moved / Quast seconded to amend the agenda to include and approve the meeting minutes from September 26, 2023. Passes: 4 yes/ 1 abstention (Zollinger)**
3. **Chair Comments**
4. **Capital Improvement Project Development**
 - a. Summary of Board-approved projects underway
 - b. Brainstorming exercise to identify potential projects over a five-year period
 - c. Prioritization of potential projects
 - d. Development of a five-year capital improvement plan recommendation to the Board for consideration and to the FAC to develop funding recommendations for Board consideration.

MOTION: Gallegos moved / Bachelor seconded to amend the previous motion of September 26, 2023, and substitute the following motion, which is: The Committee prioritized various projects into a list of 1 through 13.

 1. Finish Del Sol Clubhouse
 2. West Center Expansion – Lapidary, Woodshop, Artisans'
 3. Ceramics Kiln Room Upgrades
 5. West Center Improvements – Member Services Center & Membership (Tied vote)
 5. Canoa Hills Gymnasium (Tied vote)
 6. Additional Security Cameras
 7. Lazy River
 8. Permanent Metal Workers space
 10. Las Campanas Fitness Center Expansion (Tied vote)

- 10. Outdoor Pavilion at East Center (Tied vote)
- 11. Desert Hills Yoga Studio
- 13. Desert Hills Locker Room Expansion (Tied vote)
- 13. Santa Rita Springs Fitness Room Expansion (Tied vote)

Staff is to, based on the priorities, populate the 5-year Capital Plan recommendation to the Board for consideration.

Passed: unanimous

5. **Member Comments:** No comments

6. **Adjournment**

No objections to adjourn. Meeting adjourned at 3:31pm MST

Next Meeting: Thursday, November 9, 2023, 1:30-3:00pm, WC-Rm 2/Zoom

Capital Improvement Proposal Assessment

Project Name: _____ Proposed by: _____
 Proposed Inception Year: _____ Proposed Completion Year: _____

Criteria/Assessment	Rating		Details
If this is a request for new or expanded club space, has the Club taken steps to maximize utilization?	Yes No N/A		If No, stop assessment. Club should take appropriate steps and reapply in the future.
Does the request conform to the CPM?	Yes No		If No, stop assessment and re-categorize request (ex. Club responsibility)
Does this request support GVR's mission and vision and align with the 5-year strategic plan?	Yes No		If No, project will not be considered at this time without extenuating circumstances.
Are there health & safety impact/benefits tied to this project/request?	Yes No		If Yes, stop assessment and reallocate request (ex. Operations) for speedier resolution
Would the project improve member accessibility?	Yes No		If Yes, stop assessment and reallocate request for speedier resolution
What are the 3-5 year participation trends related to the recreation amenity affected by this proposal?	Unknown Decreasing No change Increasing N/A	0 0 2 4	Consider in-house attendance data or research of national/regional trends.
Does this project improve GVR's marketability and/or competitive advantage?	No Moderately Yes	0 1 2	Consider: growing trends, what is offered elsewhere, etc.
Estimated additional annual maintenance costs (E.g., Long-term costs? Annual replacements? Additional staff required?)	Decrease or 0 1-5% increase 5-10% increase 10-15% increase	4 3 2 1	If proposal would add or remove services that exceed 5% of operating budget, a vote of the membership is required.
Rate the interest level of this improvement to the general membership	Limited Moderate Broad	1 2 3	Examples: <i>Limited:</i> Enhances a smaller club with modest anticipated growth trends <i>Moderate:</i> An emerging sport <i>Broad:</i> A pool or fitness center
Would this request have an adverse effect on another group of GVR members?	Yes No	0 1	
	Total Score		

Capital Improvement Proposal Assessment

Scoring Range	
Will be considered this round	<7
Will not be considered at this time	+ or >7

Aggregate Score

Notes:

Additional Considerations:

Club's history of Capital Funding Requests reviewed and included? Review data sheet of previous requests and awards, include in report