



## **AGENDA**

**Planning & Evaluation Committee**  
**Thursday, May 9, 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:** Jim Carden (Chair), Dave Barker, Candy English, April Hasson Hillard, Ed Knop, Bob Quast, Stewart Tagg, Betsy Walton, Diane West, 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:** N/A (previous meeting did not include action items)
3. **Chair Comments**
4. **Business** (Somers)
  - a. Purpose of committee
  - b. Approve 2024 Committee Action Plan
  - c. Introduction of proposed projects, CIP Policy and Process review
  - d. Meeting schedule:
    - a. Monday, July 15, 1:30-3pm
    - b. Thursday, August 29, 1:30-3pm
5. **Member Comments:**
6. **Adjournment**

**Next Meeting:** Monday, July 15, 2024, 1:30-3:00pm, WC-Rm 2/Zoom



**Committee Action Plan**  
**2024-2025**  
**Planning & Evaluation Committee**

*Bylaws Article VIII, Section 1:  
"The Committees shall make policy recommendations to the  
Board of Directors for approval."*

**Chair:** Jim Carden

**Staff Liaison:** Natalie Whitman

**Committee Members:** Dave Barker, Candy English, April Hasson Hillard, Ed Knop, Bob Quast, Stewart Tagg, Betsy Walton, Diane West, Marge Garneau (ex officio), Scott Somers (CEO)

**Committee Responsibilities:**

**3.4.2 Responsibilities**

- A. Meet quarterly, or as necessary, to review and recommend the capital projects for the Capital Improvement Plan to the Board, per the CPM.
- B. To be knowledgeable of the Strategic Plan and Five-Year Capital Plan to ensure that all planned capital projects comply with these plans.

**Priorities and Timelines Established for 2024-2025:**

- Review staff recommended Five-Year Capital Improvement Plan
  - ✓ July, 2024
- Finalize a Five-Year Capital Improvement Plan
  - ✓ August, 2024

**Resources Needed:**

- Capital Improvement Project Policy and Process

# GVR Capital Improvement Project Policy and Process

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## Definition

Capital improvement project: Any equipment or other fixed asset costing \$5,000 or more and with a useful life of greater than one year.

## Policy

Staff develops the Five-Year Capital Improvement Plan (CIP) and the Capital Improvement Budget (the first year of the CIP, including estimated costs). However, any member in good standing may submit a proposal for a capital improvement project. There are two paths to fund capital improvement projects:

**Type I: CURRENT YEAR UNPLANNED/UNBUDGETED CAPITAL IMPROVEMENT PROJECTS** - Each year, GVR will earmark \$100,000 in the Non-Reserve Capital Budget solely for the purpose of funding unplanned and unbudgeted non-reserve capital improvement projects. Funding and inception of these projects begin in the current year. These projects tend to be smaller in scope and do not generally require much planning or lead time. Proposal rounds for these funds open twice each year, given funds remain available for Round 2.

Round 1: January 1, with funding allocated and scheduled April 1

Round 2: June 1, with funding allocated and scheduled September 1

Staff provides an initial review by following the listed process:

1. Does the proposed project meet the definition of a capital improvement project? If yes, then proceed to #2.
2. Is the proposed project:
  - i. unplanned and unbudgeted?
  - ii. under an estimated cost of \$50,000?
  - iii. anticipated to begin in current year?
  - iv. not included in the MRR study?
  - v. not a club responsibility per the CPM and Club Agreement?

If all questions can be answered in the affirmative, the proposal may qualify as a Type I capital improvement project. Proceed to Assessment Phase.

## **Type II: FUTURE AND LONG-TERM CAPITAL IMPROVEMENT PROJECTS**

- Each year, GVR staff will develop a Five-Year Capital Improvement Plan (CIP) and Capital Improvement Budget accordingly for such capital improvement projects from capital reserve funds and capital non-reserve funds. Funding and inception of these projects begin in subsequent years. These projects tend to be larger in scope and require significant planning.

Staff provides an initial review by following the listed process:

1. Does the proposed project meet the definition of a capital improvement project? If yes, then proceed to #2.
2. Is the proposed project:
  - vi. unplanned and unbudgeted?
  - vii. anticipated to begin in a future year?
  - viii. not a club responsibility per the CPM and Club Agreement?

If all questions can be answered in the affirmative, the proposal may qualify as a Type II capital improvement project. Proceed to Assessment Phase.

### **Assessment Phase**

Staff completes the Capital Improvement Project Assessment for all completed and timely applications.

**Score <7** The proposal will not be considered at this time. Notify source party.

**Score =>7** Follow Type I or Type II steps below for all other proposals.

#### **The following apply only to Type I Capital Improvement Projects:**

1. Staff evaluates proposals and notifies the Board of Directors of the approved project proposals. Project(s) moves forward with no further review or approval required.
2. If funding is left over after round one, members will be invited to apply again for round two (opening June 1 each year) and all steps will be repeated.

#### **The following apply only to Type II Capital Improvement Projects:**

1. Upon annual staff reassessment and recommendation of projects and plans, Staff presents the Five-Year Capital Improvement Plan (CIP) to

the Planning and Evaluation Committee (P&E). The P&E Committee recommends the Five-Year Capital Improvement Plan (CIP) to the Board of Directors for consideration during the annual budget approval process.

2. Staff presents the Five-Year Capital Improvement Plan (CIP) and the Capital Improvement Budget to the Fiscal Affairs Committee (FAC). The FAC recommends the Five-Year Capital Improvement Plan (CIP) and the Capital Improvement Budget to the Board of Directors during the annual budget approval process.
3. Staff presents the Five-Year Capital Improvement Plan (CIP) and the Capital Improvement Budget to the Board of Directors. The Board of Directors considers approval of the Five-Year Capital Improvement Plan (CIP) and Capital Improvement Budget as part of the annual budget approval process.

## **Project Planning**

1. Begins in January of the project inception year.
2. Staff conducts member/user groups outreach, if necessary.
3. If necessary, staff works with an architect to develop high-level concept drawings and cost estimates.
4. Staff presents concept drawings and associated cost estimates to the Board of Directors for approval.
5. If rejected, staff repeats steps 3 and 4 until a concept is approved by the Board of Directors, or until the Board of Directors provides alternative direction.
6. Once and if approved, Staff pursues construction documents and permits and goes out for bid per policy.
7. Staff reviews bids or proposals and brings a recommendation to the Board of Directors for consideration.
8. Board of Directors awards a contract.

2024 CIP Type I (staff)			
Spring Round			
<b>Requesting Party</b>	<b>Cost WAG</b>		
Forwarded from last year			
GVR Lapidary Club (1 of 2)	\$5,000	Lighting - Install ceiling LED	Possibly in Ops budget now
GVR Lapidary Club (2 of 2)	\$5,000	Stainless steel lapidary trough liners	Denied--club responsibility
GVR Pickleball Club	\$4,000	Shade screens	On hold
GVR Pickelball Club	\$30,000	Fencing	On 2024 NRC budgeted list
GVR Pickleball Club	\$2,000	Shed, tables and chairs	Use shed from ABN?
Requests to submit proposals			
Members Denis and Judy Morin	\$20,000	Cornhole courts (2) with shades	On hold
Staff	\$8,000	Infrared sauna at Canoa Hills	On hold
Staff	\$18,000	Social gathering space on SRS roof	On hold
	\$92,000		
2024 CIP Type 2 (P&E & Staff)			
Santa Rita Art League	\$500,000-\$750,000	New studio on Fiesta roof	Staff has an alternate proposal
Tennis club	\$149,000	Third court at LC	Needs evaluation
Artisans Shop	TBD	Shop expansion	In planning process now
Metalworking Craft Club	TBD	New studio	In planning process now
Lapidary Club	TBD	Natural gas manifold	Needs evaluation
Pickleball Club	\$0	2-5 additional courts	Needs evaluation