



AGENDA

Planning & Evaluation Committee

Thursday, August 14, 2025

1:00pm – 2:30pm MST

West Center Room 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: Steve Reynolds (Chair), Dave Barker, Ed Knop, Barry Stock, Stewart Tagg, Kathi Bachelor (ex officio), Scott Somers (CEO/Liaison)

Agenda Topic

1. **Call to Order / Roll Call - Establish Quorum**
2. **Approve or Amend Agenda**
3. **Approve Meeting Minutes:** July 10, 2025
4. **Chair Comments**
5. **Business**
 - A. **Review and Recommend the 2026-2030 Capital Improvement Plan (CIP) to the Board for Consideration**
 - B. **Recommend Merging the P&E Duties into the FAC, thereby Eliminating the P&E if this Recommended Bylaws Change is Approved by the Members**
6. **Member Comments**
7. **Adjournment**



MINUTES

Planning & Evaluation Committee

Thursday, July 10, 2025

1:00pm – 2:30pm MST

West Center Room 2 / Zoom

Committee: Steve Reynolds (Chair), Dave Barker, April Hasson Hillard, Ed Knop, Barry Stock, Stewart Tagg, Kathi Bachelor (ex officio), Scott Somers (CEO), Natalie Whitman (COO/Liaison)

Absent: Dave Barker, Scott Somers

Board Attendees: Candy English

Visitors: GVR Clubs

Agenda Topic

1. **Call to Order / Roll Call - Establish Quorum**

Chair Reynolds called the meeting to order at 1:00pm MST. Roll called; quorum established.

2. Approve or Amend Agenda: Agenda was amended to remove the Bocce Club presentation. (The club withdrew their proposal after meeting with staff and the court builder to establish a regular maintenance routine.)

MOTION: Hillard moved / Tagg seconded to amend the agenda to remove Bocce Club presentation.

Passed: unanimous

3. Approve June 12, 2025, Meeting Minutes

MOTION: Tagg moved / Knop seconded to approve the Minutes of June 12, 2025.

Passed: unanimous

4. **Chair Comments** – There were none.

5. **Business**

A. Hear Clubs Submitted Project Applications

Clay Studio, Kerry Boll, president, presented and fielded questions about the club's need for stainless steel counters with integrated sinks. Committee members suggested it would be best to complete all counters/sinks at once rather than schedule one set per year. Boll agreed to return to his board to discuss a club contribution to the project. Staff agreed to pursue a cost estimate.

Canine Club, Barb Wray, presented and fielded questions about the club's interest in a dog park. Barb reports that Pima County Parks has plans for a dog park near the softball fields on La Canoa. The club would prefer to see a park developed at Las Campanas. Staff agreed to refine cost estimates based on that location with a dirt play surface, shade structures, water fountain, and seating.

Metal Arts Club, Natalie Whitman, staff, reported on a meeting with Metal Arts Club that resulted in a new approach to their needs: Install a prefab, 3-sided metal building on the east side of their existing containers to act as a covered outdoor work space. It is thought that shading the containers with this building will mitigate the heat and possibly eliminate the need for air conditioning. Committee members suggested the request may be premature since the club has not yet explored their new space and determined what their future needs will be. Staff agreed to develop the amended plan into an application for the committee to review at the August meeting.

6. **Member Comments:** 0 members

7. **Adjournment**

No objections to adjourn. Meeting adjourned at 2:43pm MST

Next Meeting: Thursday, August 14, 2025, 1:00-2:30pm, WC-Rm 2/Zoom



Green Valley Recreation, Inc.

Planning and Evaluation Meeting

2026-2030 Capital Improvement Plan

Prepared By: Scott Somers, CEO

Meeting Date: August 14, 2025

Presented By: Scott Somers, CEO

Originating Committee / Department:

Administration

Action Requested:

Review and recommend the 2026-2030 Capital Improvement Plan (CIP) to the Board for consideration.

Strategic Plan:

Goal 1: Provide excellent facilities for members to participate in a variety of active and social opportunities

Background Justification:

The P & E Committee, during its July 10 meeting, heard from the Canine Club and the Clay Club concerning their capital requests (project summaries attached). Per the Corporate Policy Manual (CPM) Capital Improvement Program (CIP) and Capital Budget Policy (see attached), staff has developed and is recommending the the attached draft 5-year Capital Improvement Plan.

The last two P & E committees were asked to rank the projects under consideration. This year, only three projects are being considered so the committee isn't being asked this year to rank the projects, but to review, discuss, and ultimately recommend the proposed and updated 5-year plan to the Board as drafted, OR recommend amendments to the proposed 5-year plan. Please note that the Clay studio's request for new tables is tentatively scheduled for 2026 and the Metal Arts shop yard is tentatively scheduled for 2030. The dog park, requested by the Canine Club, has not been included in the draft plan since the committee will be asked to vote to include or exclude the requested dog park from the plan. Staff has concerns about developing and maintaining a dog park, including on going operation and maintenance costs, risk, and liability.

An unanticipated potential expense is replacement of the Abrego South pool, spa, and locker room building. The bulk of the pool and spa costs can be expensed from the MRR – B Fund, but the bulk of the locker room building costs will need to be expensed from the Initiatives Fund. For budgeting purposes, staff has estimated this cost to be \$750,000, but are hopeful it will be less. It remains to be seen if these facilities can or should be rebuilt. A soils engineer will be taking core samples mid August to determine compaction capability. If the soil cannot be properly compacted, then the pool and spa should not be replaced. Secondly, this pool is used by the volleyball club, who have relocated to Abrego North, which is not an ideal pool for playing water volleyball. That said, the Abrego South pool is generally one of the least attended pools of GVR's 13 pools, so questions have been asked about the cost benefit of rebuilding this pool (see attached pool attendance spreadsheet). For this exercise, replacing the pool, spa, and locker room building are assumed to occur in 2026 and 2027. Staff

recommends including these costs in the budget to ensure the necessary funds are available if it is determined that the pool, spa, and locker room building can and should be rebuilt.

Fiscal Impact:

The anticipated cost of this plan (Initiatives Fund only) in 2026 is just under \$1,300,000. The estimated cost of the 5-year plan (Initiatives Fund only) is \$3,700,000, which does not include the requested dog park.

Committee Options:

- 1) Review and recommend the 2026-2030 Capital Improvement Plan (CIP) **as drafted** to the Board for consideration.
- 2) Review and recommend the 2026-2030 Capital Improvement Plan (CIP) **as drafted but to include a dog park in year _____** to the Board for consideration.
- 3) Review and recommend the 2026-2030 Capital Improvement Plan (CIP) **with additional changes as follows** to the Board for consideration: _____.

Staff Recommendation:

Option #1

Recommended Motion:

I move to recommend the 2026-2030 Capital Improvement Plan (CIP) as drafted to the Board for consideration.

Attachments:

- 1) Proposed 5-Year Capital Improvement Plan
- 2) Project Summaries
- 3) GVR pool attendance from 2024 and 2025 YTD
- 4) Capital Improvement Program (CIP) and Capital Budget Policy

GVR
8/6/2025
Cash Funding Projections

All Amounts Are **Projections**

	Budget 2025	2025	2026	PROJECTION				2029	2030
				2027	2028				
Initiatives									
Beginning Balance	\$ 1,033,544	\$ 993,705	\$ 973,772	\$ 306,519	\$ 305,680	\$ 425,810	\$ 469,111		
Funding From Operations Revenue	\$ 547,770	\$ 547,770	\$ 565,215	\$ 582,400	\$ 597,960	\$ 613,720	\$ 622,880		
Additional GVR Funding (Surplus)									
Transfer from Emergency	\$ 128,169	\$ 135,469							
Net Investment Earnings	\$ 48,562	\$ 72,784	\$ 58,056	\$ 27,761	\$ 33,170	\$ 40,581	\$ 45,130		
Projects:									
Del Sol Clubhouse Parking Lot Note	\$ (11,000)	\$ (11,000)	\$ (11,000)	\$ (11,000)	\$ (11,000)	\$ (11,000)	\$ (11,000)	\$ (11,000)	
DH Ceramics Kiln Room Code	\$ (90,000)	\$ (30,000)							
WC Lobby improvements	\$ (150,000)		\$ (190,000)						
Metal Shop Home	\$ (150,000)	\$ (243,000)							
DH Locker room	\$ (249,335)	\$ (91,956)							
LC Fitness Expand to Cypress			\$ (100,000)						
EC Lapidary Gas Manifold	\$ (43,000)	\$ -							
WC Club Expansion - Lapidary	\$ (991,524)	\$ (400,000)	\$ (634,524)						
WC Club Expansion - Woodworking				\$ (100,000)	\$ (500,000)	\$ (600,000)			
LC Third Tennis Court								\$ (200,000)	
SRAL Lower Level Expansion								\$ (400,000)	
Abrego South Locker Room Building			\$ (250,000)	\$ (500,000)					
Dog Park									
PBC Pickleball Courts			\$ -						
PBC Fencing			\$ (40,000)						
Clay Studio Counters and Sinks			\$ (25,000)						
Metal Arts Shop Yard								\$ (35,000)	
SRS Fitness Center Expansion			\$ (40,000)						
Total for the Year	\$ (1,684,859)	\$ (775,956)	\$ (1,290,524)	\$ (611,000)	\$ (511,000)	\$ (611,000)	\$ (646,000)		
Ending Balance	\$ 73,186	\$ 973,772	\$ 306,519	\$ 305,680	\$ 425,810	\$ 469,111	\$ 491,121		

▲ 100% club funded

Summary of 2025 CIP applications:

Clay Studio: Replace existing formica counters and porcelain sinks with integrated stainless steel. The club has \$12,500 they will offer toward this project if it is scheduled for 2026.

Estimated cost: \$72,650 greatly exceeding staff's initial estimate of \$25,000.

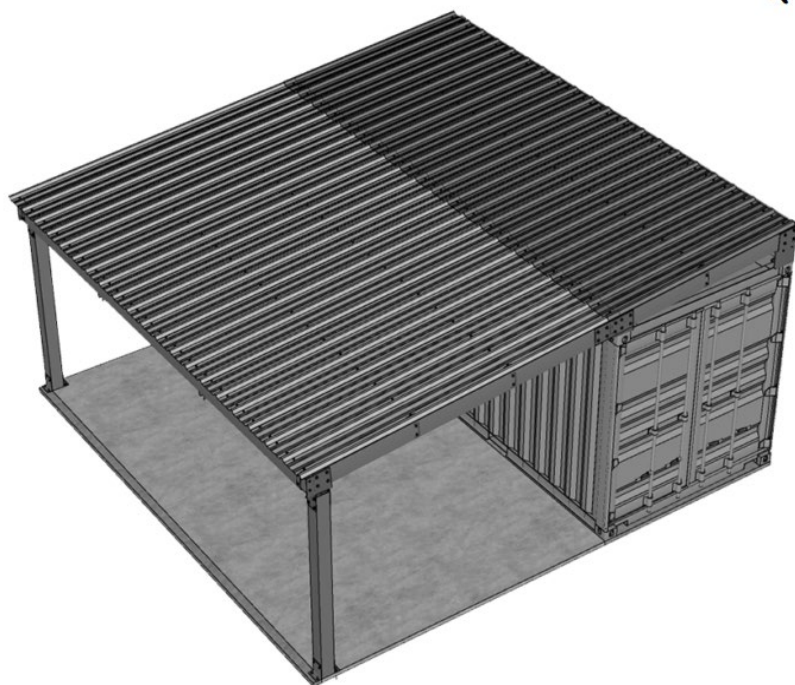
Estimated annual operational costs are not expected to increase over existing custodial time, and may actually decrease cleaning time. At this time, the MRR does not include fixtures with an expected lifespan of 30 years or more, so no allocation would be expected.

Metal Arts Club: Install a pre-fab metal building to the east of the existing containers behind the Admin Offices. This will provide a shaded outdoor work yard and shade the containers to the extent that insulation alone may be sufficient to mediate the heat. Staff recommend:

<https://shieldup.co/product/podroof-awning-for-covers/> (see below)

Estimated cost: \$25k, including permitting

Estimated annual operational cost: \$500. At this time, the MRR does not include fixtures with an expected lifespan of 30 years or more, so no allocation would be expected.



Canine Club: Develop an area to the NE of the currently developed site for a dog park.



(Site is limited for development due to slopes and overhead power lines)

Features: Fencing, shade structures and seating, water supply, trash cans, dirt and decomposed granite play surface

Estimated cost: \$144,500

Estimated annual operational costs: \$6,955 (daily staff checks x2, MRR allocation for shade structure, fence, water fountains)

GVR Pool Attendance 2024 and 2025 YTD**2024**

Reader	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	Totals
Canoa Hills	5893	5624	5514	4949	4104	3905	3871	3770	3616	3559	3052	3499	51356
Las Campanas	2448	3057	3823	4430	3571	3973	4120	3751	3127	2824	2014	2090	39228
East Center	1726	1946	2228	2289	2847	2485	2248	2260	2223	2519	1910	2509	27190
Canoa Ranch	2416	1974	2104	133	1192	1231	1129	1288	1490	1675	1778	1833	18243
Desert Hills	1485	1570	1701	1873	1711	1346	1379	1298	1431	1445	1155	1367	17761
Casa Paloma 2	774	891	1196	1272	1400	1089	1193	1232	1131	1280	887	865	13210
Madera Vista	766	950	1003	1157	1123	1127	1184	1060	1059	1185	856	981	12451
Casa Paloma 1	715	898	1045	1195	880	782	821	705	754	797	719	712	10023
West Center	737	793	787	913	841	833	1065	781	657	729	564	614	9314
Continental Vistas	597	688	709	839	887	838	885	588	696	691	524	492	8434
Abrego South	317	337	460	660	738	685	914	808	829	744	505	382	7379
Abrego North	462	541	733	790	739	629	663	543	611	671	436	425	7243

2025 YTD

Reader	25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug Totals	
Canoa Hills	3166	4367	4965	4642	4712	5516	5251	688	33307
Las Campanas	1952	3778	4064	3930	3393	4066	3870	537	25590
East Center	1954	2913	3290	3091	2424	2745	2584	354	19355
Canoa Ranch	2382	1958	2054	1688	1045	1209	1422	186	11944
Madera Vista	707	1089	1100	1178	1042	1159	1151	156	7582
Casa Paloma 2	754	1113	1121	1028	1008	1098	1007	106	7235
Desert Hills	1248	1727	1615	1720	897	23	1	0	7231
Casa Paloma 1	599	1028	1049	903	703	792	842	151	6067
West Center	714	922	923	823	658	567	668	75	5350
Continental Vistas	459	775	820	722	593	610	561	85	4625
Abrego North	373	615	658	607	646	673	638	96	4306
Abrego South	303	608	646	765	668	754	186	0	3930

D. Capital Improvement Program and Capital Budget

The Capital Budget is the annual appropriations for capital projects and acquisitions, which are approved by the Board of Directors. A Capital Improvement Program (CIP) is a forecast of major capital projects over a selected period of time. If a capital project remains a high priority, it is eventually placed in the Capital Budget for funding approval by the Board. The first year of the Capital Improvement Program becomes the basis for the Capital Budget. Both shall be prepared and adopted as part of the annual budget process. Board approval of the Capital Improvement Program (CIP) indicates not only the Board's acceptance of the CIP, but also its recognition that the document represents the general direction that the organization plans to take in meeting future capital needs.

Preliminary planning and design for a capital project, excluding Maintenance, Repair, and Replacement Reserve Fund (MRR-A only) projects, since they are addressed separately, typically occurs before the project is approved; the cost for this work is usually charged to the appropriate fund, but may be charged to the Operations Fund. If the project is approved, the preliminary planning and design costs for it may be charged to the project, with the project budget reimbursing the fund to which the work was originally charged. If a project is not approved, the cost of the preliminary planning and design for it are absorbed by the fund originally charged.

1. Policy and Process

The Board of Directors, advisory committees, and staff consider any master plans, needs assessments, feasibility studies, the strategic plan, member surveys, etc. when assessing and prioritizing projects.

Staff develops the recommended Five-Year Capital Improvement Plan (CIP) and the Capital 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, when the budget allows, GVR will earmark an identified amount in the Non-Reserve Capital Budget 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:

a. Does the proposed project meet the definition of a capital improvement project? See Part 5, Section 1, Subsection

5.1.1. If yes, then proceed to #2.

b. Is the proposed project:

unplanned and unbudgeted?

under an estimated cost of \$50,000?

anticipated to begin in current year?

not included in the MRR Reserve study?

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 recommended Five-Year Capital Improvement Plan (CIP) and Capital 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:

a. Does the proposed project meet the definition of a capital improvement project? See Part 5, Section 1, Subsection

5.1.1. If yes, then proceed to #2.

b. Is the proposed projects:

unplanned and unbudgeted?

anticipated to begin in a future year?

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.

2. Assessment Phase

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

The following apply only to Type I Capital Improvement Projects:

- a. 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.
- b. 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:

- a. Upon annual staff assessment and recommendation of projects and plans, Staff presents the recommended Five Year Capital Improvement Plan (CIP) to the Planning and Evaluation Committee (P&E). The P&E Committee develops a recommendation of the Five-Year Capital Improvement Plan (CIP) to the Board of Directors for consideration during the annual budget approval process.
- b. Staff presents the recommended Five-Year Capital Improvement Plan (CIP) and the Capital Budget to the Fiscal Affairs Committee (FAC). The FAC develops funding recommendations of the Five-Year Capital Improvement Plan (CIP) and the Capital Budget to the Board of Directors during the annual budget approval process.
- c. Staff presents the P & E and FAC recommendations to the Board of Directors, and notes any discrepancies between the two committees and/or with staff recommendations, of the Five-Year Capital Improvement Plan (CIP) and the Capital Budget. The Board of Directors considers approval of the Five-Year Capital Improvement Plan (CIP) and Capital Budget as part of the annual budget approval process.

3. Project Planning

- a. Begins in January of the project inception year.
- b. Staff conducts member/user groups outreach, if necessary.
- c. If necessary, staff works with an architect to develop high-level concept drawings and cost estimates.
- d. Staff presents any concept drawings and associated cost estimates to the Board of Directors for approval.
- e. 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.

f. Once and if approved, Staff pursues construction documents and permits and goes out for bid per policy.

g. Staff reviews bids or proposals and brings a recommendation to the Board of Directors for consideration.

h. Board of Directors awards a contract.

4. Prioritizing

a. Project prioritization is based on the following: Experience based judgment – based on the judgement of professional staff, governing board members, committee members, members, etc.

b. Broad categories of need:

High: projects that are essential and impending

Medium: essential but do not need to be funded immediately

Low: create benefit but not enough to merit inclusion



Green Valley Recreation, Inc.

Planning and Evaluation Meeting

Recommend Merging P&E with FAC

Prepared By: Scott Somers, CEO

Meeting Date: August 14, 2025

Presented By: Scott Somers, CEO

Originating Committee / Department:

Administration

Action Requested:

Recommend to the Board merging P&E duties into the FAC, thereby eliminating the P&E, if this recommended Bylaws change is approved by the members

Strategic Plan:

Goal 5: Provide sound, effective governance and leadership for the corporation

Background Justification:

In addition to being presented and recommended to the P & E Committee, the following Bylaws amendment is being presented and recommended to the Board Affairs Committee, and ultimately the Board of Directors, to be included on the 2026 Ballot for member vote:

Governance and Committee Reform:

Article VIII, Section 1: Standing Committees

Much has been said about thoughtfully recognizing and identifying the purpose and role of Board advisory committees. BoardSource says, "The board's standing committee structure should be lean and strategic and complemented by the use of task forces. Only ongoing board activities warrant a standing committee." A committee's "role is to help structure and manage the board's work." BoardSource recommends considering the following questions when evaluating your board committee structure:

1. Are committee assignments distributed evenly across the board so that every member has a chance to be involved in committee work?
2. Do your board committees foster, rather than hinder, board-staff interaction and cooperation and deepen the board's understanding of the issues that have an impact on the life of your organization?
3. Are any of your committees duplicating another committee's work or the staff's work?
4. Has a standing committee that had important work to do in the past completed its objective and taken on work that may have yet to be sanctioned by the board to occupy its time?

5. Does your board have so many committees that your board members are stretched thin and need to attend too many meetings?
6. Are there standing committees that could evolve into task forces to accomplish specific objectives within set time frames?
7. Are your board committees focused on policy and strategic work? Or are they involved in operations, which is usually the staff's responsibility?

The easiest way to keep the committee structure simple and flexible is to limit the number of standing committees to the bare minimum and to supplement these with task forces and ad hoc committees (BoardSource). According to Leading with Intent, the most common standing board committees are finance; executive; fundraising/development; and governance/nominating. Finally, does each committee have significant ongoing and important work to do? If a committee does not have enough work, it should be disbanded.

Based on these questions and recommendations, staff recommends the following committee and ad hoc committee changes:

Nominations and Elections: eliminate and transfer remaining duties to Board Affairs

Planning and Evaluation: eliminate and transfer remaining duties to Fiscal Affairs (*Splitting the duties of evaluating capital projects, plans, and costs between P & E and FAC has been cumbersome and problematic – the P & E Committee is charged with reviewing a capital plan without consideration of the costs associated with the plan since the FAC reviews the costs. Combining the functions of recommending a plan and considering the costs of the plan under one committee's duties will create a more holistic and complete approach to capital improvement planning*).

Investments: eliminate standing committee and transition to an as needed ad hoc committee

Board Affairs: maintain and take on remaining Nominations and Elections duties

Fiscal Affairs: maintain and take on remaining Planning and Evaluation duties

Audit: maintain, although technically a Special Committee

Committee Options:

- 1) Recommend to the Board merging P&E duties into the FAC, thereby eliminating the P&E if this recommended Bylaws change is approved by the members.
- 2) Recommend to the Board maintaining the current status where P&E and FAC duties are separate.
- 3) Make no recommendation to the Board.

Staff Recommendation:

Option #1

Recommended Motion:

I move to recommend to the Board merging P&E duties into the FAC, thereby eliminating the P&E if this recommended Bylaws change is approved by the members.

Attachments:

No attachments