



AGENDA

BOARD OF DIRECTORS WORK SESSION

Wednesday, May 17, 2023, 10:00am
WC Room 2 / Zoom

Directors: Marge Garneau (President), Carol Crothers (Vice President), Bart Hillyer (Secretary), Jim Carden (Treasurer), Barbara Blake (Assistant Secretary), Laurel Dean (Assistant Treasurer), Nancy Austin, Kathi Bachelor, Ted Boyett, Beth Dingman, Steve Gilbert, Bev Lawless, Scott Somers (non-voting)

AGENDA TOPIC

- 10:00 **1. Call to Order / Roll Call**
- 10:05 **2. Amend / Approve Agenda**
- 10:10 **3. Del Sol Clubhouse**
- 10:50 **4. Lapidary/Woodshop Expansion**
- 11:30 **5. Ceramics Expansion**
- 12:10 **6. Capital Projects Policy and Process**
- 12:45 **7. Adjournment**

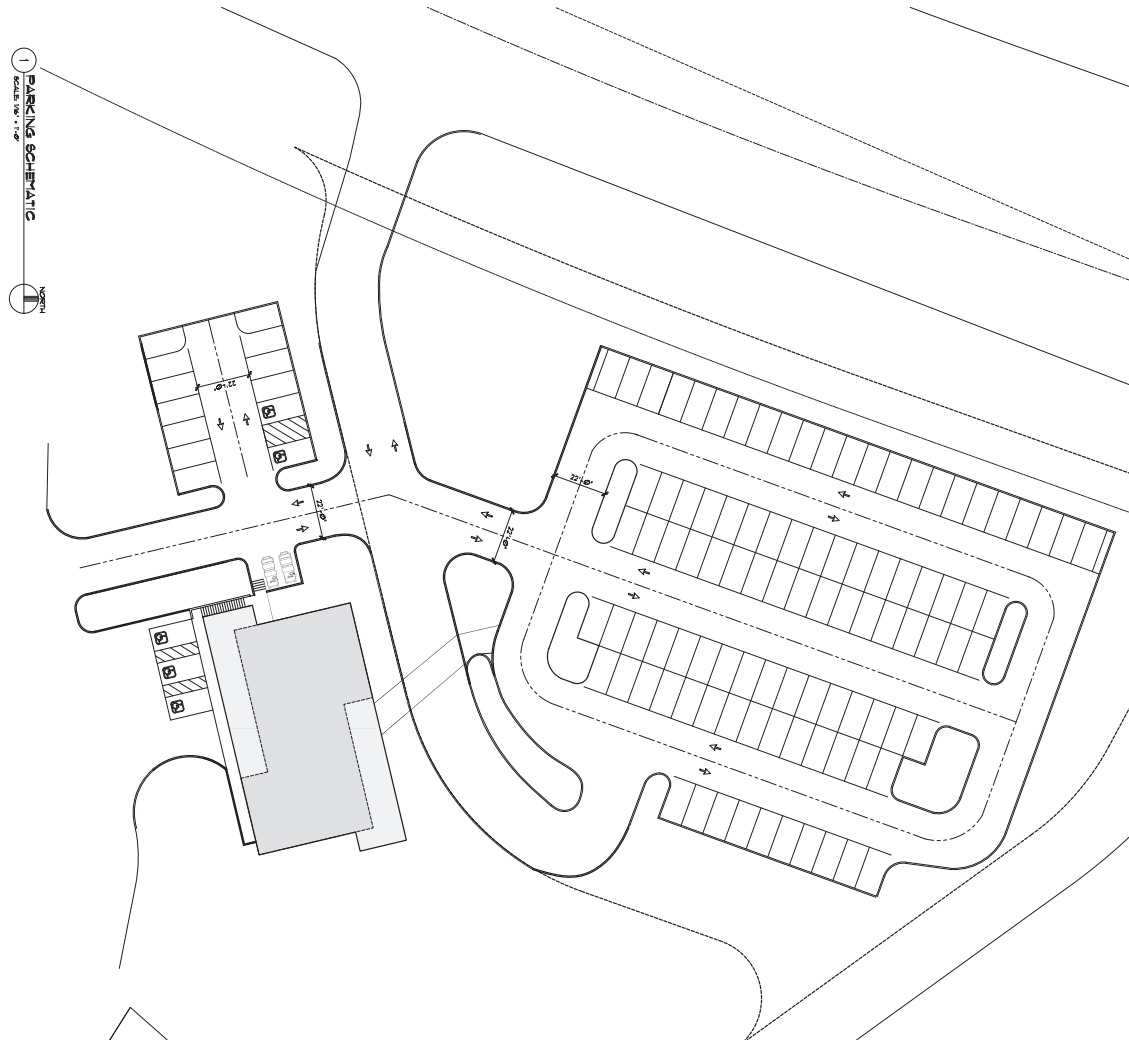


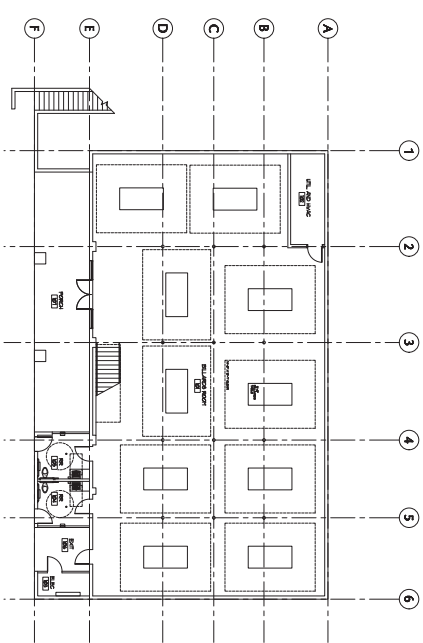
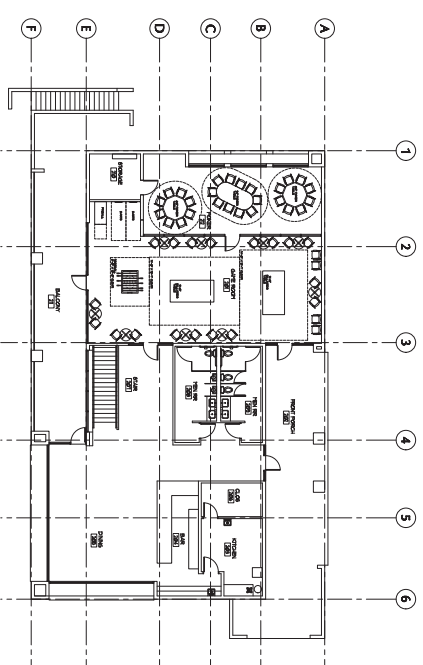
Green Valley Recreation, Inc.
Board of Directors Work Session
Del Sol Clubhouse

Prepared By: David Jund, Facilities Director **Meeting Date:** May 17, 2023

Presented By: David Jund, Facilities Director

<p>Originating Committee / Department: Administration</p>
<p>Action Requested: Discuss Del Sol Clubhouse use.</p>
<p>Strategic Plan Goal: Goal 1: Provide excellent facilities for members to participate in a variety of active and social opportunities</p>
<p>Background Justification: The Board of Directors is asked to review the high-level concept drawings of the Del Sol Clubhouse and parking lot. At the November 16, 2022, regular meeting of the Board of Directors, the following motion was approved:</p> <p>MOTION: Director Carden moved, Director Lawless seconded to continue moving forward with a vision of creating a social gathering recreation center. Build out the entire building to include the lower level to accommodate a minimum of 5 billiards and pool tables and other game-type activities, adding restrooms, a lift or elevator, and a stairwell to connect the two levels; and by seeking a solution to provide a wide variety of food and beverage options (such as a vendor). Passed: 9 yes / 2 no (Austin and Crothers)</p> <p>Staff has continued with the remodel of the upper floor restrooms. Seaver Franks Architects (SFA) provided staff with a review set of drawings of the build out and parking lot redesign. After staff reviewed the drawings, SFA was asked to move forward with developing construction documents to be submitted to Pima County for approval and permit.</p>
<p>Fiscal Impact: Project cost is estimated at \$1,200,000 which is earmarked under the Initiatives Fund on the Long-term Capital Projects Plan.</p>
<p>Attachments: 1) Del Sol Clubhouse Review Set - SFA</p>





PRELIMINARY
NOT FOR
CONSTRUCTION
OR
REVISIONS

TENANT IMPROVEMENT FLOOR PLAN SCHEMATIC



GVR DEL SOL CLUBHOUSE
3355 S. CAMINO DEL SOL
TUCSON, ARIZONA 85747

DATE: 01-30-2023
PLOT: 01-30-2023
DRAWN: JAC
CHECKED: JAC
SHEET
A2.0



Green Valley Recreation, Inc.
Board of Directors Work Session
Lapidary/Woodshop Expansion

Prepared By: David Jund, Facilities Director **Meeting Date:** May 17, 2023

Presented By: David Jund, Facilities Director

<p>Originating Committee / Department: Administration</p>
<p>Action Requested: Discuss Lapidary/Woodshop expansion.</p>
<p>Strategic Plan Goal: Goal 1: Provide excellent facilities for members to participate in a variety of active and social opportunities</p>
<p>Background Justification:</p> <p>Since before the 10yr. Strategic Master Plan was delivered in 2016, there was the idea of consolidating the 3 Lapidary studios into one studio that was designed to accommodate specific activities of the club. A large part of the initial critical path of the Plan was based on freeing up the Lapidary spaces at Desert Hills and East Center to an expanded Lapidary Studio at West Center. This would allow the 2 vacated spaces to provided either space constraint relief to adjacent designated space clubs or much needed class and meeting room space.</p> <p>Since receipt of the 10yr Strategic Master Plan, all various versions of capital projects plans have included a consolidated Lapidary studio as part of each plan.</p> <p>In 2019 and 2020, the Woodworkers of GVR submitted GVR Club Application for Funding requests to expand their space by approximately 2200 SF.</p> <p>In 2022, earmarks were placed on the approved Long-term Capital Projects Plan for the expansion of the Woodshop at West Center over fiscal years 2024 and 2025.</p> <p>In December of 2021, staff brought to the Board a plan to begin looking at developing an industrial arts complex at West Center. Part of the plan was a consolidated Lapidary studio and to look at ways having Metal Arts and Glass Artists at one location: the shuffleboard court area. The estimated expense to build out such a center on that particular location was assumed to be cost prohibitive.</p> <p>With the Glass Artists space now being developed at Santa Rita Springs and still with the need for a consolidated Lapidary studio, staff has revisited the design concept of an expanded studio at West Center similar to the Master Plan version.</p> <p>As this area is adjacent to the GVR Woodworkers, who have been requesting an expansion for the past several years, staff asked our architect to draw up a high-level concept of a</p>

lapidary expansion, that would consolidate both the Desert Hills and West Center Lapidary studios, and to include an expansion of the woodshop.

Fiscal Impact:

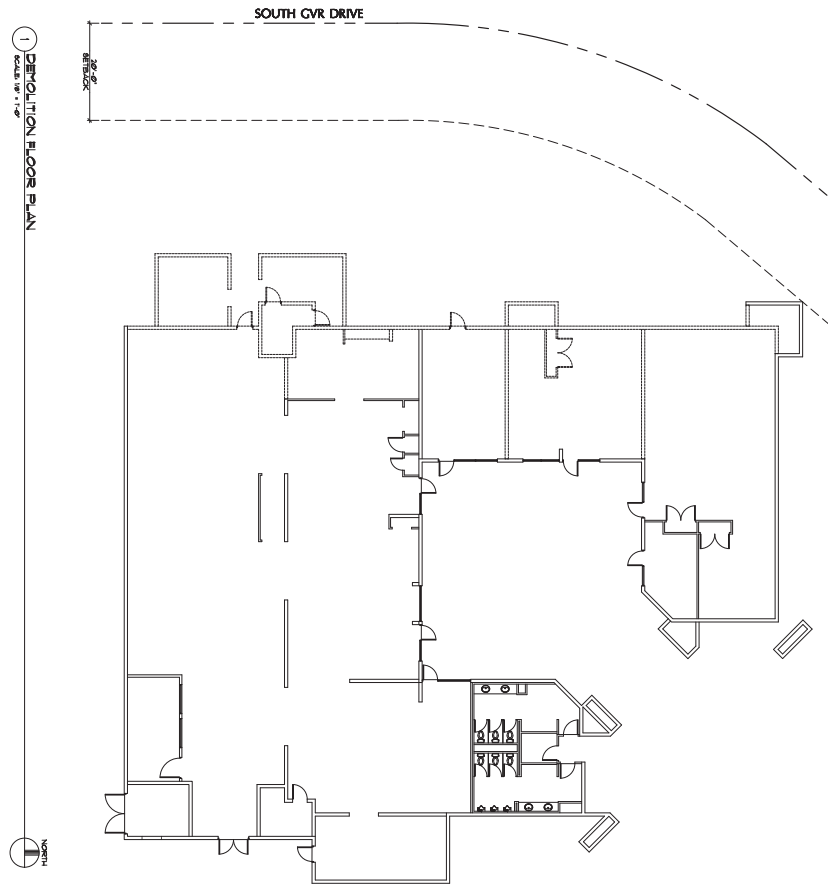
This will vary depending upon the size of the expansion needed for Lapidary and Woodshop.

Recommended Motion:

Work Session – No motion.

Attachments:

- 1) GVR West Center’s Expansion (Lapidary and Woodshop) Conceptual Shell Drawings



D2.0
SHEET

DATE: 04-14-2010
 PROJ. NO.: 375763
 DATE PLOTTED: 04/14/2010

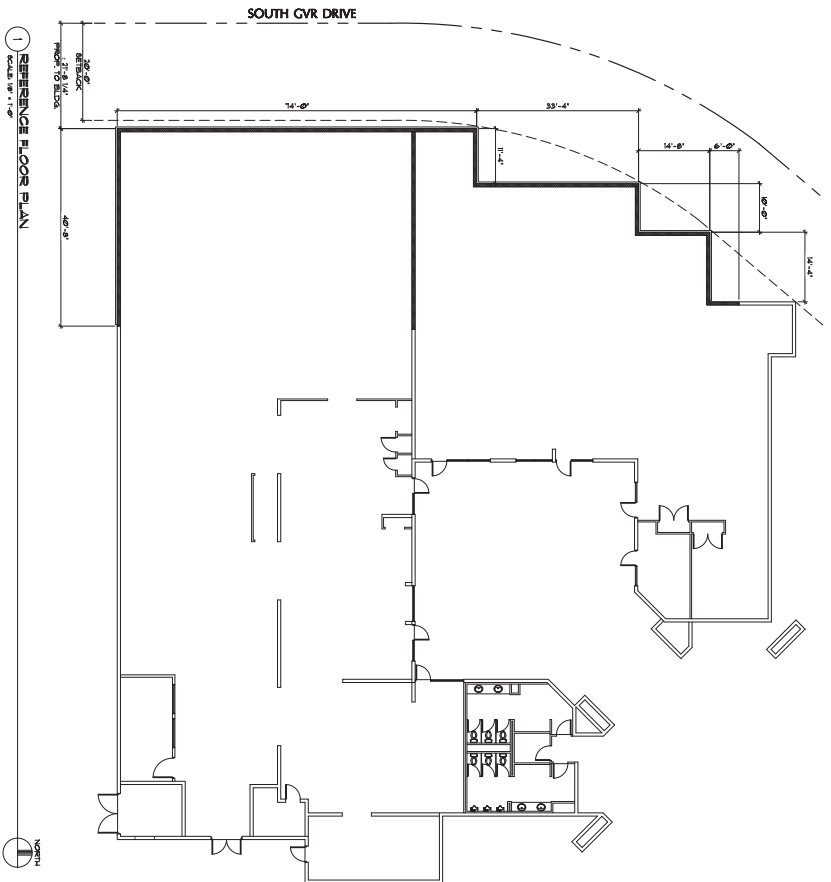
GREEN VALLEY RECREATION CENTER
 1111 SOUTH GVR DRIVE
 GREEN VALLEY, ARIZONA 85614



WEST CENTER'S EXPANSION
 DEMOLITION FLOOR PLAN

PRELIMINARY
 NOT FOR
 CONSTRUCTION
 OR RECORDING

REVISIONS



1 REFERENCE FLOOR PLAN
SCALE: 1/8" = 1'-0"



A2.0

SHEET
DATE: 04-14-2010
PROJECT NO.: 137074
DRAWN BY: JAV/STP

GREEN VALLEY RECREATION CENTER
1111 SOUTH GVR DRIVE
GREEN VALLEY, ARIZONA 85614



WEST CENTER'S EXPANSION
REFERENCE FLOOR PLAN

REVISIONS
PRELIMINARY
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CONSTRUCTION
OR RECORDING

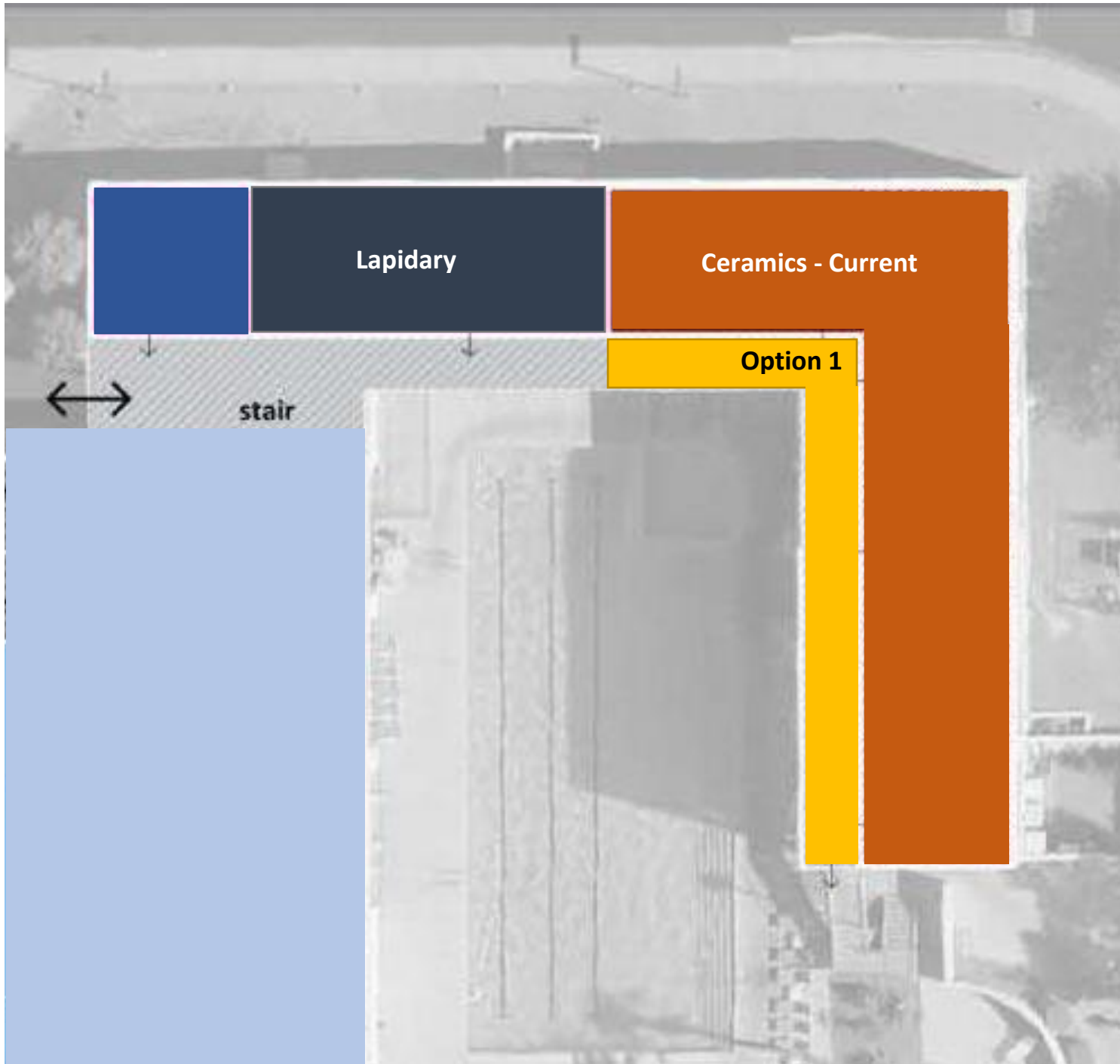


Green Valley Recreation, Inc.
Board of Directors Work Session
Ceramic Expansion

Prepared By: David Jund, Facilities Director **Meeting Date:** May 17, 2023

Presented By: David Jund, Facilities Director

<p>Originating Committee / Department: Administration</p>
<p>Action Requested: Discuss Ceramics expansion.</p>
<p>Strategic Plan Goal: Goal 1: Provide excellent facilities for members to participate in a variety of active and social opportunities</p>
<p>Background Justification: At the March 8, 2023 special meeting of the Board of Directors the following motion was approved: MOTION: Director Lawless moved, Director Blake seconded to direct staff to work with an architect to develop complete permit and bid-ready construction documents and cost estimates which would expand the current Ceramics Club space from 2,560 sq ft to 3,488 sq ft and bring the entire space up to County Code requirements; with a cost not to exceed \$35,000. Passed: Unanimous The architect has continued developing a design to expand the Ceramics studio. During the design process staff began exploring an alternative expansion that would involve Ceramics moving into the current Lapidary space at Desert Hills. This can be accomplished if an expansion of Lapidary at West Center was constructed. This alternate expansion would be a less costly project, but would still require bringing the kiln room up to code. The alternate expansion would give the Ceramics Club approximately 3600 SF.</p>
<p>Fiscal Impact: Project cost is estimated at \$200,000 which is earmarked under the Initiatives Fund on the Long-term Capital Projects Plan.</p>
<p>Recommended Motion: Work Session – No motion.</p>
<p>Attachments: 1) GVR Desert Hills Ceramics Club Expansion Concept Shell Drawings</p>



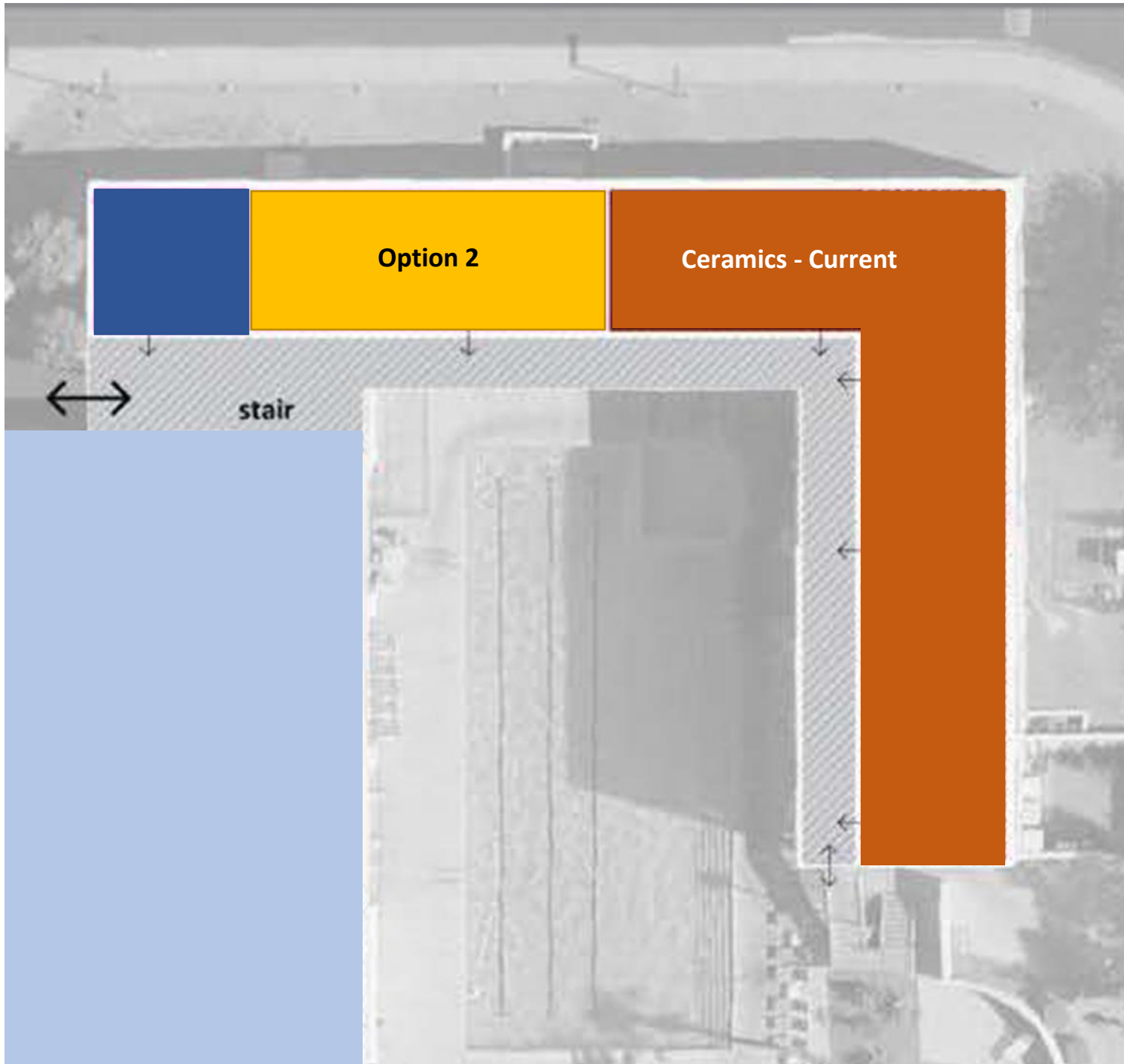
Ceramics Expansion

Option 1

Expand current space by enclosing the upper walkway and incorporating the new available space.

Studio area
increase:

2560 SF to 3488 SF



Ceramics Expansion

Option 2 (alternate)

Expand by moving into the adjacent Lapidary studio and relocating Lapidary into and expanded Lapidary space at West Center.

Studio area
increase:

2560 SF to 3600 SF



Green Valley Recreation, Inc.
Board of Directors Work Session
Capital Projects Policy and Process

Prepared By: Natalie Whitman, COO

Meeting Date: May 17, 2023

Presented By: Scott Somers, CEO

<p>Originating Committee / Department: Administration</p>
<p>Action Requested: Review and discuss the draft Capital Improvement Project Process</p>
<p>Strategic Plan Goal: GOAL 5: Provide sound, effective governance and leadership for the corporation</p>
<p>Background Justification: Currently, no policy describes the roles and responsibilities of staff, committees, and the Board in completing Capital Improvement Projects. This has led to confusion, assumptions, unnecessary expense, and most important to members, project delays.</p> <p>GVR is currently lacking policy describing the Board’s responsibilities to advance projects initiated by previous Boards. Projects have been abandoned mid-stream or been subject to significant changes when a new Board is seated. This has contributed to low member confidence in the Board’s ability to make important decisions in a timely manner, advance the best interests of the general membership, and work collaboratively in a professional and productive manner (see 2022 Member Survey).</p> <p>The attached proposed process identifies the general scope of work each participating entity can anticipate and establishes a process flow on which members can rely. The process identifies “points of no return”—decision steps that commit future Boards outside of unforeseen fiscal circumstances.</p>
<p>Fiscal Impact: N/A</p>
<p>Board Options:</p> <ol style="list-style-type: none"> 1) Direct staff to deliver the proposed process as drafted to the next regular Board meeting for approval.

- 2) Provide amendments to the existing draft proposal and ask staff to bring the amended policy to the next regular Board meeting for approval.
- 3) Provide alternative direction to staff.

Staff Recommendation:

Option #1 or #2

Recommended Motion:

N/A

Attachments:

- 1) Capital Improvement Project Process
- 2) Request to Submit
- 3) CIP Assessment
- 4) Flowchart

GVR Capital Improvement Project Process

Definition

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

-Each year, GVR will include \$100,000 in the annual operating budget to cover non-reserve capital projects that are requested by Clubs, and not previously scheduled on the Five Year Capital Plan.

-Any Club, GVR member in good standing, GVR committee or Board, or GVR staffer may request to submit a proposal for a Capital Improvement.

-Proposal rounds open twice each year:

- January 1, with funding allocated and scheduled April 1
 - June 1, with funding allocated and scheduled September 1
-

Phase 1: Initial review by staff

All eligible parties are invited to complete a *Request to Submit a Proposal*: a simple cover sheet for quick assessment, submitted to staff by members or user groups who wish to complete a full proposal.

Staff review the Requests to Submit:

1. Is the described capital improvement a moveable tool, piece of equipment, or furnishing? If yes, forward the suggestion to the appropriate staff for consideration and notify source party.
2. Is the described capital improvement already funded in the MRR? If yes, forward the suggestion to the Facilities Director and notify source party.
3. Is the expense a club responsibility per CPM and Club Agreement? If yes, notify the club.
4. In all other cases, provide the source party with a *Capital Improvement Proposal* packet and invite them to apply.

Phase 2: Assessment of Proposals by staff and P&E

1. Complete the Capital Improvement Proposal Assessment for all completed, timely applications.

Score <9

The proposal will not be considered at this time. Notify source party.

Score >9

P&E includes the proposal in the consideration process

2. P&E evaluates the club requests that passed assessment and finalizes a list of recommended projects not to exceed \$100k in estimated cost. If funding is left over after round one, clubs will be invited to apply again in round two (opening June 1 each year)
3. P&E evaluates the non-club requests that passed assessment and finalizes and list of recommended projects for FAC to vet.

Phase 3: Funding assessment (FAC) and Board approval

1. A total of \$100k in club requests are “pre-approved” per the budget allocation and do not require further vetting by FAC
2. FAC to review all other P&E recommended projects to determine if and when funding is available and forwards the findings to the Board of Directors (via staff).

-----BOARD APPROVES OR DENIES THE PROPOSAL-----

This is the first point of no return. Once a project receives Board approval, future Boards are committed to pursuing the project as generally described unless there are unexpected significant changes to the financial standing of GVR.

Phase 4: Project planning

1. Begins in January of the project inception year
2. Staff to conduct member/user groups outreach if necessary
3. If necessary, staff will work with an architect to develop high level concept drawings and cost estimates if possible.
4. Staff will present drawings (with alternates as appropriate) and associated cost estimates to the Board.

-----BOARD CONSIDERS CONCEPT-----

If rejected, staff will repeat the previous two steps until an acceptable concept is developed. Once the concept is approved, this is the second point of no return for the Board.

1. Staff will pursue construction documents and permits and go out for bid per policy.
2. Staff will review bids or proposals and bring a recommendation to the Board.

-----BOARD CONSIDERS AWARDING A CONTRACT-----

If all bids are rejected by the Board, staff will reopen the bid window and seek more options. Once a contract is awarded, this is the third and final point of no return for the Board.

DRAFT

Request to Submit a Capital Improvement Project Proposal

What is a capital improvement? Equipment, fixtures, buildings, rooms, and other fixed assets costing \$5,000 or more with a useful life of greater than one year.

Who can submit a proposal? Any GVR member, user group (including clubs), or staff member.

When can a proposal be submitted? Proposals will be considered twice per year. The first window opens January 1, the second opens June 1.

How do I submit a proposal? First step: Complete this Request to Submit by 4pm on January 31 for consideration in the first annual proposal round or by 4pm on June 30 for consideration in the second annual proposal round. You will receive a response to this request within two weeks of the deadline. If this initial request is approved, you will be invited to submit a full proposal packet to the Planning and Evaluation Committee.

Name or Group/Club: _____ **Date:** _____

Briefly describe the project/improvement you plan to propose:

If this would be a time-sensitive improvement, please indicate when it would need to be completed: _____

Contact Name: _____ **Phone:** _____

Email: _____ **GVR#** _____

Staff use only:

Date received: _____ Member verified

Approved Denied If denied, reason: _____

Date the requesting party was sent a proposal packet _____

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		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?	No Yes		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?	No Yes		If Yes, stop assessment and reallocation 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 3 6	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 or GVR members?	Yes No	0 1	
	Total Score		

Capital Improvement Proposal Assessment

Scoring Range	
Will be considered this round	>9
Will not be considered at this time	<9

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

Capital Improvement Project Process

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- June 1, with funding allocated and scheduled September 1

