



## AGENDA

**Planning & Evaluation Committee**  
**Thursday, August 10, 2023**  
**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, Marge Garneau (ex officio), Scott Somers (CEO), David Jund (Facilities Director/Liaison)

### **Agenda Topic**

1. **Call to Order / Roll Call - Establish Quorum**
2. **Approve Meeting Minutes:** May 11, 2023
3. **Chair Comments**
4. **Staff Reports**
  - a. Projects In-progress update
  - b. West Center Expansion
  - c. GVR Capital Improvement Project Process – Draft
5. **Business**
  - a. Committee Charge – red line
6. **Member Comments**
7. **Adjournment**

**Next Meeting:** Thursday, September 14, 2023, 1:30-3:00pm, WC-Rm 2/Zoom



## MINUTES

### Planning & Evaluation Committee

Thursday, May 11, 2023

1:30pm – 3:00pm MST

West Center Room 2 / Zoom

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

### 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 March 9, 2023, Meeting Minutes  
**No objections to adoption. Adopted.**
3. **Chair Comments**  
Chair Bachelor reviewed the Committee packets
4. **Staff Reports**
  - a. Jund reviewed status of projects in progress.
  - b. Jund reviewed the Club Funding Requests for 2024.
5. **Business**
  - a. Review of an alternate expansion design for the Ceramics Club.
  - b. Review of Lapidary/Woodshop/Artisans' Shop expansion at West Center
  - c. Presentation by the Photography Club for a tenant improvement  
**Motion: Dingman moved, seconded, to recommend to the Board of Directors to approve \$36,000 for the Photography Club Tenant Improvement project subject to the Canyon Building & Design bid being extended to the May 24. Passes: unanimous**
6. **Member Comments: 1 member**
7. **Adjournment**  
**No objections to adjourn. Meeting adjourned at 3:08 pm MST**

**Next Meeting:** Thursday, July 13, 2023, 1:30-3:00pm, WC-Rm 2/Zoom

## GVR Capital Improvement Project Process

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### Definition

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

### Policy

Any member in good standing may submit a proposal for a capital improvement. There are two paths to fund capital improvements:

#### **Type I: CURRENT YEAR UNPLANNED/UNBUDGETED CAPITAL**

**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 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 capital improvement meet the definition of a capital improvement? If yes, then proceed to #2.
2. Is the proposed capital improvement:
  - i. unplanned and unbudgeted?
  - ii. under an estimated cost of \$100,000?
  - 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 project. Proceed to Assessment Phase.

**Type II: FUTURE AND LONG-TERM CAPITAL PROJECTS** - Each year, GVR will develop a five-year Capital Improvement Plan (CIP) and budget accordingly for such capital improvements from Capital Reserve Funds and Capital Non-Reserve Funds. Funding and inception of these projects begins

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 capital improvement meet the definition of a capital improvement? If yes, then proceed to #2.
2. Is the proposed capital improvement:
  - 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 project. Proceed to Assessment Phase.

### **Assessment Phase**

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

**Score <9** The proposal will not be considered at this time. Notify source party.

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

### **The following applies only to Type I Capital Projects:**

1. Proposals under \$50k estimated cost: Staff evaluates requests and notifies the Board of the approved proposals. Project moves forward with no further review or approval required.
2. Proposals over \$50k estimated cost: Staff and P&E Committee evaluate requests and notifies the Board of the approved proposals. Project moves forward with no further review or approval required.
3. 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 applies only to Type II Capital Projects:**

1. P&E Committee recommends Five-Year Capital Plan to the Board of Directors for consideration during the Annual Budget approval process.

**-----BOARD APPROVES THE BUDGET-----**

*This is the first point of no return. Once a capital 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.*

**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, if needed.
4. Staff presents concept drawings and associated cost estimates to the Board.

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

*If rejected, staff will repeat steps 3 and 4 until an acceptable concept is developed. Once the concept is approved, this is the second point of no return for the Board.*

1. Staff pursues construction documents and permits and goes out for bid per policy.
2. Staff reviews bids or proposals and brings a recommendation to the Board.

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

*Once a contract is awarded, this is the third and final point of no return for the Board.*



## MINUTES

### BOARD OF DIRECTORS WORK SESSION

Wednesday, June 21, 2023, 2pm

WC Room 2 / Zoom

**Directors Present:** 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, Beth Dingman, Steve Gilbert, Bev Lawless, Scott Somers (non-voting)

**Absent:** Ted Boyett

**Staff Present:** David Jund (Facilities Director), Nanci Moyo (Administrative Supervisor), David Webster (CFO), Natalie Whitman (COO), Kris Zubicki (Member Services Director)

**Visitors:** 12

### AGENDA TOPIC

**1. Call to Order / Roll Call**

Work Session Called to Order at 2:00pm by President Garneau. Secretary Hillyer called the role.

**2. Amend / Approve Agenda**

**MOTION: Director Austin moved, Director Blake seconded to approve the Agenda.**

**Passed: unanimous**

**3. Capital Improvement Projects Process**

CEO Somers reviewed the Capital Improvement Projects Process. Highlights of the review and discussion include:

- Capital Improvement definition is all equipment and other fixed assets costing \$5,000 or more with a useful life of greater than one year.
- Type I: The Board will budget, each year, \$100,000 in the Non-Reserve Capital Budget for the current year unplanned/unbudgeted capital projects.
- Type I: Round 1 funding would begin in January 1 with allocations in April. If money is left over from the first round, the second round will begin in June for another set of requests. Staff will provide initial review using a determined process.
- There was consensus from the Board at the last Work Session in May to allow Type 1 to be for all members and not specifically for clubs, though club requests can be submitted.
- Type II: Future and Long-term Capital Projects. This includes major capital projects and comes from a different pool of money based on the five-year Capital Improvement Plan (CIP).
- Assessment Phase: This is a suggested plan, but can be improved on. Assessment is for both Type I and Type II. The Board approves the budget every year and assessments can be repeated for Type II projects to make sure it is still relevant and needed.

- Type I Assessment does not need to go to the P&E Committee if it is under \$50,000. Staff will assess the request and inform the Board on what projects were approved and will move forward.
- Board consensus during the meeting is to remove #2 of the Assessment Phase and remove “Proposals under \$50K estimated cost:” in #1.
- Type II: 5-Year Capital Plan is recommended by the P&E Committee to the Board for consideration during the Annual Budget approval process. The change in the document is to have each one of the projects go through the assessment or reassessment process annually by staff before the P&E reviews the projects. Then P&E would recommend to the Board the projects.
- Change the title at the top of page 5 from Board Approves the Budget to the Board Approves the 5-Year Capital Plan.
- Staff was asked to make the changes discussed during the meeting and send out to the Board for review. The Capital Projects Policy will be scheduled for a Board meeting to be determined.

#### **4. Membership Change Fee**

President Garneau withdrew the Membership Change Fee from the Agenda.

#### **Adjournment:**

**MOTION: Director Hillyer moved, Director Austin seconded to adjourn the meeting at 3:49pm.**

**Passed: unanimous**

## SECTION 4 – PLANNING & EVALUATION COMMITTEE

### 3.4.1 Membership Considerations

To the extent possible, the Committee will include members knowledgeable about capital projects ~~planning and evaluation processes and/or experience in financial management.~~

### 3.4.2 Responsibilities

- A. ~~To Meet quarterly, or as necessary, and to~~ review, evaluate, and ~~discuss~~ recommend on an annual basis, the capital capital projects evaluation requirements, ~~and any documents required for club and miscellaneous~~ planning capital projects funding requests submitted for review to the P&E Committee to the Board as necessary, per the CPM.
- B. To be knowledgeable of the Strategic Plan, ~~and Long-term~~ Five-Year Capital ~~Plan, and Plan and~~ Center Assessment Survey to ensure that all planned capital projects ~~funding recommendations~~ comply with these plans.
- C. ~~To identify issues and trends that could contribute to the update of~~ forementioned plans.