



AGENDA

BOARD OF DIRECTORS WORK SESSION

Wednesday, June 19, 2024, 2:00pm
WC Room 2 / Zoom

Directors: Marge Garneau (President), Bart Hillyer (Vice President), Jim Carden (Secretary), Carol Crothers (Treasurer), Candy English (Assistant Secretary), Nellie Johnson (Assistant Treasurer), Nancy Austin, Kathi Bachelor, Barbara Blake, Beth Dingman, Bev Lawless, Joe Magliola, Scott Somers (non-voting)

AGENDA TOPIC

- 2:00 **1. Call to Order / Roll Call**
- 2:05 **2. Amend / Approve Agenda**
- 2:10 **3. West Center Floor Plan Options for Club Space Enhancements and Lobby Improvements (Whitman)**
- 3:30 **4. Discussion on Effectiveness of the Committee Action Plan (Crothers)**
- 4:00 **5. Adjournment**

GVR encourages the Board and members to voice concerns and comments in a professional, business-like, and respectful manner.



Green Valley Recreation, Inc.

Board of Directors Work Session

West Center Clubs Expansion

Prepared By: Natalie Whitman, COO

Meeting Date: June 19, 2024

Presented By: Natalie Whitman, COO

Originating Committee / Department:

Operations

Action Requested:

Provide staff with direction in pursuing the expansion of three club spaces at West Center: Lapidary, Woodworking, and Artisans.

Strategic Plan Goal #1:

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

Background Justification:

1. Consolidating lapidary shops has been a subject considered by staff, Boards, and P&E committees for more than 20 years. The Lapidary Club reported 300 members at the end of 2023 and they currently occupy a total of 3,606 S.F. in three locations. The expected benefits of consolidation include:
 - Reduced need for monitors, potentially expanding the club's operating hours.
 - Reduced redundancy of some equipment, including specialized ventilation systems GVR maintains at all three locations.
 - Opportunity to address previously reported noise and safety concerns at the Desert Hills lapidary shop
 - Availability of space for the expansion of other clubs or for new uses by the general membership
2. The Artisans' Shop reported 54 members at the end of 2023 and currently occupies 525 S.F. The expected benefits of expansion include:
 - Ability to accommodate a larger club membership
 - Increased wall space for wall art, which is currently very limited
 - Increased maximum number of items per club member that can be displayed
 - Improved access for shoppers using mobility aids
3. The Woodworkers reported 468 members at the end of 2023. They currently occupy 6,649 S.F. and have requested a 2,200 S.F. expansion. Expected benefits include:
 - Classroom/training space—new member orientations currently occur only in the evenings when the shop is less busy
 - Improved materials storage
 - More workstations

The Board of Directors allocated \$100,000 in the 2024 budget to develop options for an expansion project at West Center. Staff have worked with Seaver Frank Architects to identify

expansion options (see attached). All plans entail moving the billiards amenities at West Center to the lower floor of Del Sol Clubhouse.

“Plan A” provides a total of 5,426 S.F. of additional space by shifting the exterior south wall of the building to the northern limit of the county easement.

Pros

- Comes the closest to meeting or exceeding the clubs’ requested expansions
- Additional 331 S.F. for Artisans’ Shop
- Additional 2,633 S.F. for Lapidary, sufficient to consolidate 2-3 shops
- Additional 2,521 S.F. for Woodworkers

Cons

- Lapidary and Woodworkers would face an extended closure.
- Complete loss of landscaping on the south side of the building
- The sanding patio for Woodworkers would need to be relocated
- This is the most expensive of the three options. Construction alone is expected to cost between \$1,356,500 and \$1,627,800. No soft costs (design, permits, utility connection fees, fixtures, landscaping) are included in that very rough estimate.

“Plan B” provides a total of 4,059 S.F. of additional space by covering the open courtyard between the existing shops.

Pros

- 331 additional S.F. for Artisans’ Shop
- 2,928 additional S.F. for Lapidary, sufficient to consolidate all three shops
- 800 additional S.F. for Woodworkers
- Reduced loss of landscaping on the south side of the building
- Closures could be limited with alternate entrances to shops established first
- The expected construction cost is between \$1,014,750 and \$1,217,700. Again, no soft costs included.

Cons

- Just 800 S.F. for Woodworkers, in the form of a portable building

“Plan C” includes no additional building area. Instead, billiards tables would move to Del Sol Clubhouse and The Artisans’ Shop and Lapidary would expand into that space, dividing the approximately 1000 S.F. Woodworkers would expand by 800 S.F. via a portable placed on the south side of the building.

Pros

- Least disruptive to the architectural design of the building
- Closures would be limited
- Affordable. Construction estimates (without soft costs included) would range between \$450,000 and \$540,000

Cons

- None of the benefits of Lapidary shops consolidation would be gained. The modest expansion would not accommodate any consolidation of shops.

Fiscal Impact:

As described above. *It is important to note that until a floorplan is developed to include internal walls, mechanical, electrical, and plumbing needs, an accurate cost estimate cannot*

be developed. Bids for the project will ultimately determine the cost of the project. The 2024 updated Capital Improvement Plan anticipates expenditures of \$900,000 being expended in 2025 and \$1,000,000 being expended in 2026 for this project.

Board Options:

- 1) Include a West Center Clubs Expansion item on the June 26 Board Meeting agenda for further consideration.
- 2) Include an alternate related item on the June 26 Board Meeting agenda
- 3) Table discussion of this project

Attachments:

- 1) Slides 1-16



Green Valley Recreation, Inc.

Board of Directors Work Session

West Center Lobby Improvements

Prepared By: Natalie Whitman, COO

Meeting Date: June 19, 2024

Presented By: Natalie Whitman, COO

Consent Agenda: N/A

Originating Committee / Department:

Administration

Action Requested:

Review and discuss a proposed renovation of the West Center lobby and box office to consolidate membership and customer service personnel.

Strategic Plan Goal #1:

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

Background Justification:

1. Currently, some member business is conducted with customer service personnel (for example, registering for classes, buying event tickets, paying dues, and replacing lost membership cards). Some member business is conducted with membership services staff (for example, new membership intake, reporting changes to the deed of a home, or adding an additional cardholder.) It is a hassle for members to sort out which office is the one they need to visit.
2. As is the case in all service positions that are not appointment-based, there are unpredictable ebbs and flows to the volume of walk-up demand. Consolidating and cross-training staff will expand resources during busy times.
3. Improve access.
 - The Administrative Offices (AO) are hard for members to find if they have never been there or haven't been there in a while, whereas West Center is hard to miss once you are in the vicinity. Furthermore, there is directional signage to West Center on Continental and La Canada.
 - Parking can be very limited at the AO during the busy season. Both small lots are shared by members accessing recreation amenities. In the winter months, staff are asked to park off-site and walk in.
4. Improve first impressions. As a first impression, the Administrative Building is lacking; it does not provide a new or prospective member with any sense of the recreation facilities and services GVR provides.

Fiscal Impact:

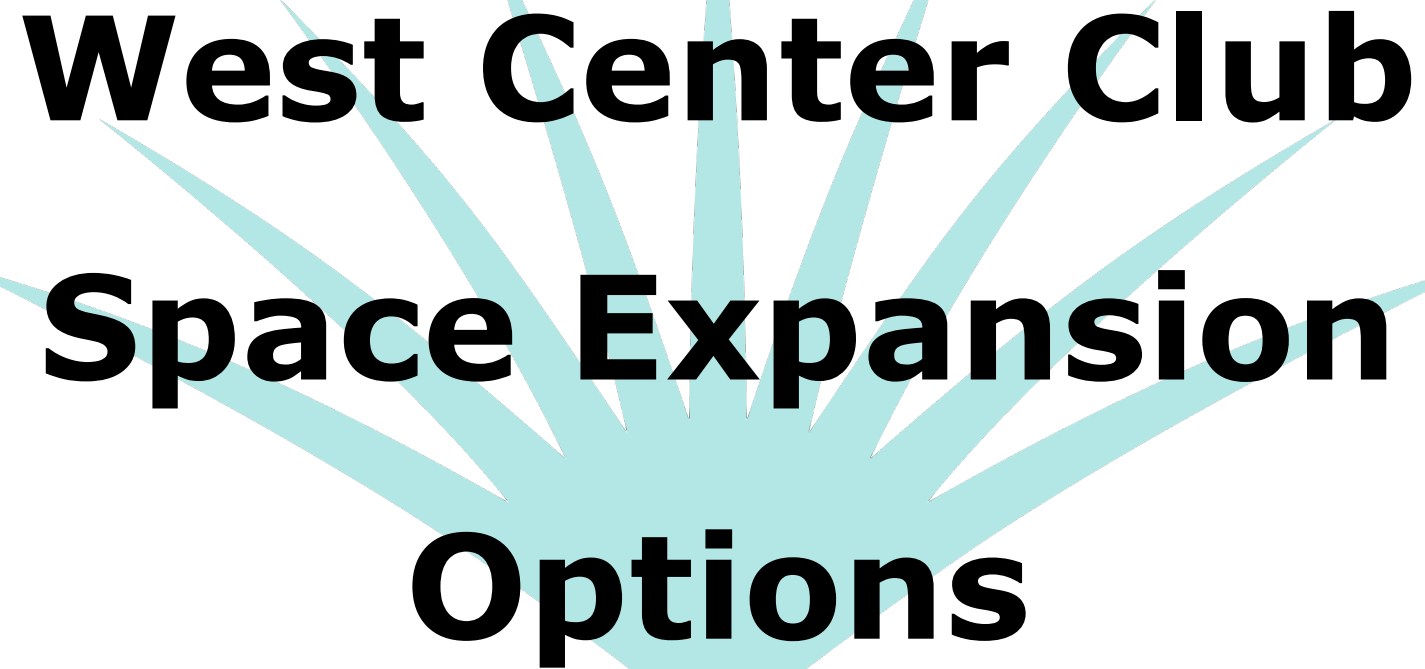
The 2024 budget identifies \$150,000 from the Initiatives Fund for this project.

Board Options:

Discuss and decide whether or not to add the item to the regular meeting on June 26 for further discussion and potential approval.

Attachments:

- 1) Slides 19-22



**West Center Club
Space Expansion
Options**

Lapidary and Silversmith Club

The Artisans' Shop

GVR Woodworkers

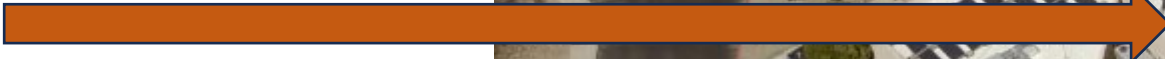
CLUB MEMBERSHIP HISTORY

	2023	2022	2021	2020	2019
Artisans	54	57	50	60	59
Lapidary	300	225	167	135	366
Woodworkers	468	568	517	598	580

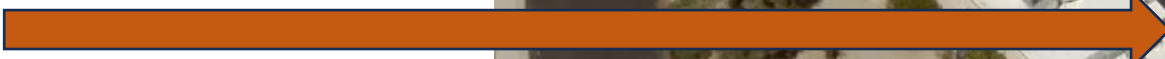
Clubs submit membership numbers as they stand at the end of each year. However, staff have recently learned that clubs have applied varying definitions of membership, sometimes varying from one year to the next within the same club. A standard definition and counting method will be established starting this winter.

West Center

Auditorium Building



Clubs Building



Current Artisans Shop

525 SF



Current Lapidary Shop

1,176 SF



Current Woodworkers Shop

6,649 SF



GOALS

- Consolidate Lapidary shops to reduce the need for monitors and potentially increase hours of operation, reduce redundancy of equipment, and make space available for other uses.
- Expand the Artisans' Shop to provide more capacity for wall art, increase the number of items artisans can display, and increase the capacity for more artisans to join the club.
- Expand Woodworkers to provide a classroom, more storage, and more workstations

- The 2024 budget includes up to \$100,000 for exploring expansion options and developing plans.
- Staff have worked with Seaver Frank Architects on options presented here for Board discussion. Staff seek Board direction on which option, if any, to pursue further.
- If today's discussion is satisfactory, the Board may add the item to the agenda for the June 26 regular meeting where they can vote to provide direction to staff.

“Plan A”

Expand the building to the south

Pros:

- Comes the closest to meeting or exceeding the clubs’ requested expansions and allows for the consolidation of at least two lapidary shops.

Cons:

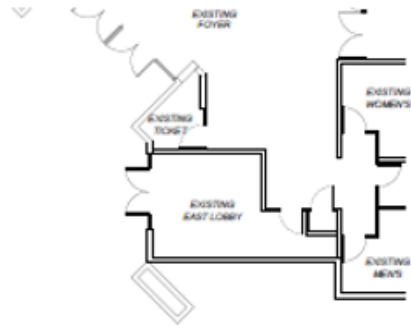
- Entails an extended closure for lapidary and woodworking
- Woodworking sanding patios would have to be relocated
- Is the most expensive option



Expansion area

Main parking lot

Auditorium



Billiards

Artisan's

Restrooms

Lapidary

Woodworking

“Plan A”

Extends building to the south

- Relocates billiards to Del Sol Clubhouse
- Expands Artisans to 856 SF
- Expands Lapidary to 3,809 SF
- Expands Woodshop to 9,111 SF

Desert Eye ↑

SOUTH GVR DRIVE



“Plan B”

Enclose the open courtyard between the shops and expand lapidary into that area.

Pros:

- Reduces closures of Lapidary and Woodworking
- Less expensive than Plan A
- Allows for consolidation of all three Lapidary shops
- Less disruption to the architectural look of the building and existing landscape

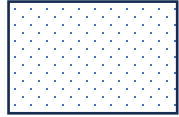
Cons:

- Limits expansion of woodworking to 880 S.F. via a portable on the south side of the building.



Main parking lot

Auditorium

 =Expansion area

Desert Eye ↑

SOUTH GVR DRIVE

Woodshop

Lapidary

STAIN SHOP
150 sf
AL+525 S.F.

WOOD SHOP
6,649 sf



“Plan B”

Encloses the courtyard and adds a modular building for woodworking.

- Expands Artisans to 856 SF (Same as Plan A)
- Expands Lapidary to 4,104 SF
- Expands Woodshop to 7,449 SF

“Plan C”

Move billiards to Del Sol and expand Artisans and Lapidary into that space. Expand woodworking via a portable building.

Pros:

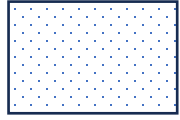
- Least disruptive to existing architectural design
- Most affordable
- Shop closures would be limited

Cons:

- None of the benefits of lapidary consolidation would be gained



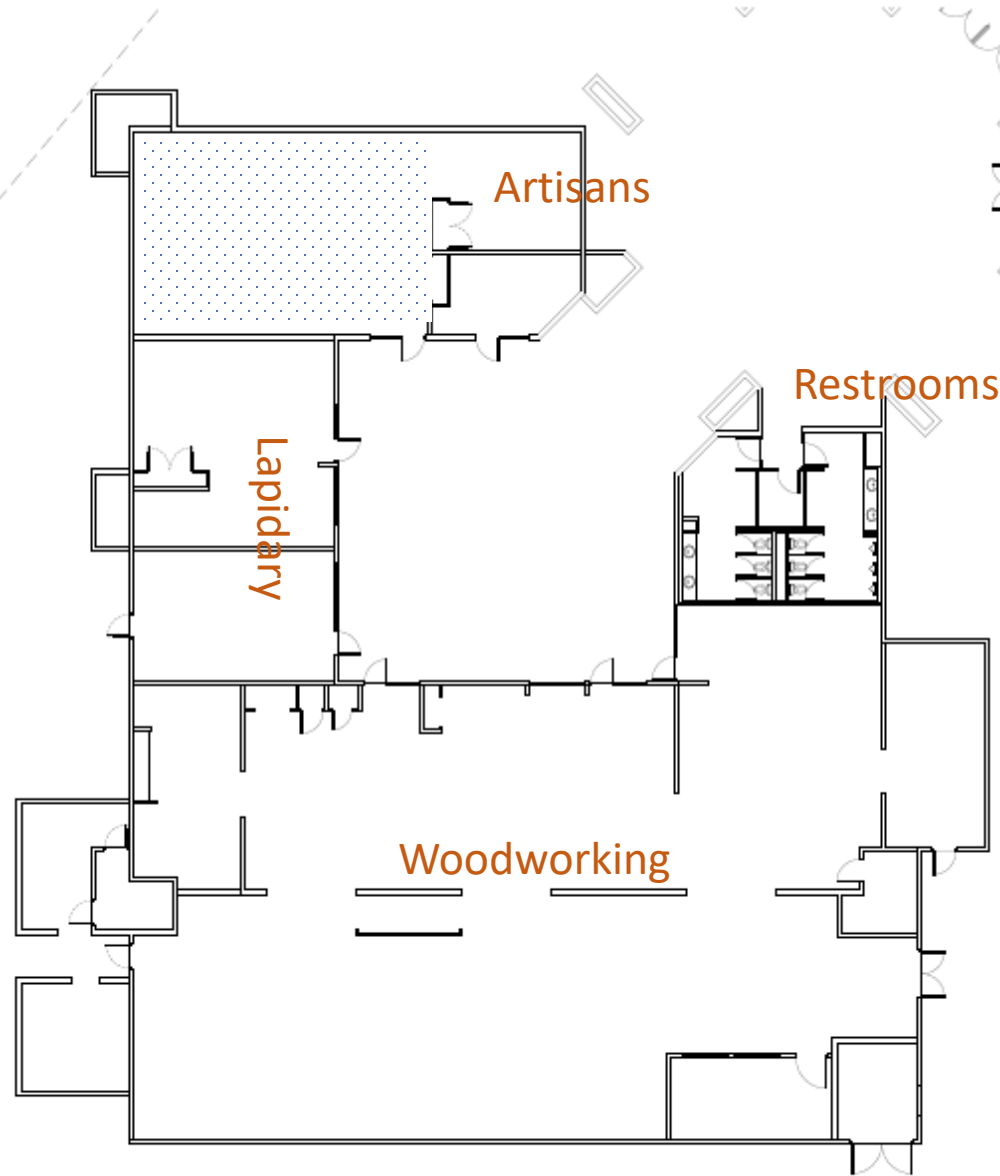
Main parking lot



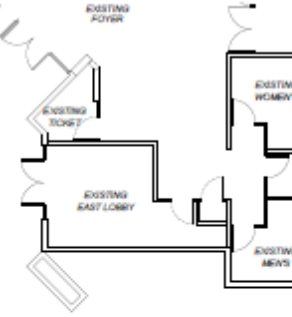
=Expansion area

Desert Eye ↑

SOUTH GVR DRIVE



Auditorium



“Plan C”

Expand Artisans and Lapidary into current billiards space. Add a portable for woodworking.

- Expands Artisans to 856 SF
- Expands Lapidary to 1,845 SF
- Expands Woodshop to 7,449 SF



Change in Overall Square Footage - West Center

Current, Plan A, and Plan B Square Footage

	<u>SF</u>		<u>SF</u>	<u>%</u>		<u>SF</u>	<u>%</u>		<u>SF</u>	<u>%</u>
	<u>Current</u>		<u>Plan A</u>	<u>Inc</u>		<u>Plan B</u>	<u>Inc</u>		<u>Plan C</u>	<u>Inc</u>
Artisan's Shop	525		856	63%		856	63%		856	63%
Woodworking	6,649		9,111	37%		7,449	12%		7,449	12%
Lapidary WC	1,176		3,960	237%		4,104	249%		1,845	57%
Total	8,350		13,927	67%		12,409	49%		1,800	22%

SUMMARY

Plan A		Plan B		Plan C	
Costruction Cost Guesstimate*	\$1,356,550 to \$1,627,800	Costruction Cost Guesstimate*	\$1,014,750 to \$1,217,700	Costruction Cost Guesstimate*	\$450,000 to \$540,000
SF Increase for Artisans	331 additional, to total 856	SF Increase for Artisans	331 additional, to total 856	SF Increase for Artisans	331 additional, to total 856
SF Increase for Lapidary	2,633 additional, to total 3,809	SF Increase for Lapidary	2,928 additional, to total 4,104	SF Increase for Lapidary	669 additional, to total 1,845
Lapidary Consolidation Potential	Two to three shops	Lapidary Consolidation Potenti	All three shops	Lapidary Consolidation Potenti	None
SF Increase for Woodworkers	2,521 additional, to total 9,111	SF Increase for Woodworkers	800 additional, to total 7,449	SF Increase for Woodworkers	800 additional, to total 7,449
*Guesstimates do not include substantial soft costs					



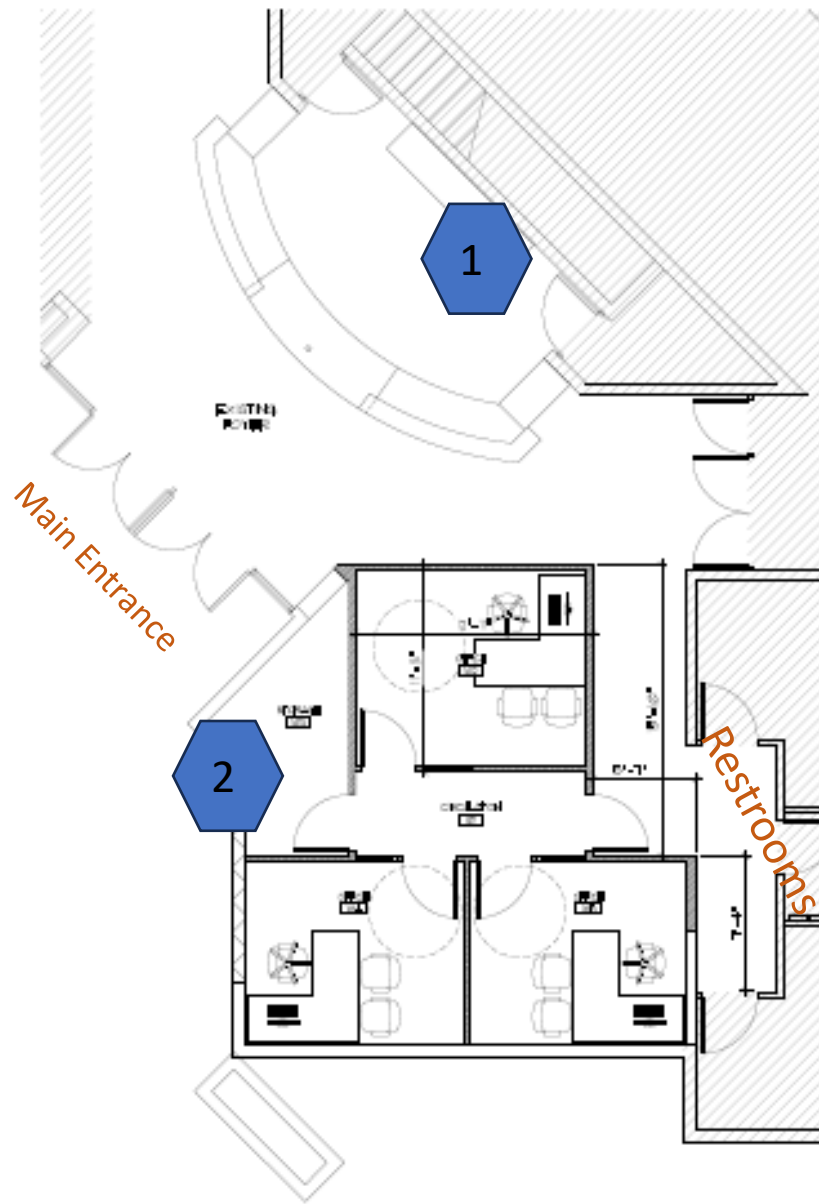
**West Center Lobby
Renovation for
Member Services**

GOALS:

- Consolidate Member Services staff (currently at the Administrative Offices) and Customer Service staff (currently in the box office at West Center) to improve timely completion of member business and reduce member confusion about where they need to go to conduct various types of business. A consolidated location will serve members looking to buy an event ticket or replace a lost guest card, as well as those making changes to deeds or adding additional card holders to their accounts.
- Improve access with expanded parking and an easier-to-find location.
- Improve the first impression for new and prospective members.

What the work would entail:

- The west side of the lobby that currently houses pool tables would remain unaltered, providing gallery space and lobby seating.
- The central area would become a reception counter with work stations for customer service staff during the day. On event evenings it would become a bar for serving beer and wine.
- The box office would be expanded into the existing lobby space to create offices for membership services staff to meet with members over confidential financial and legal matters.



1. Reception counter across from the lobby entrance doors. The central part of the counter would be lower for seated access. This counter would moonlight as a beer and wine bar during events.



2. The box office would be expanded into what is currently unused open space and be redesigned to include three offices and a small storage closet. The exterior entrance to the box office would be closed up, improving temperature control in the area.