



AGENDA

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, January 22, 2025 - 2pm

West Center Auditorium / Zoom

*Code of Conduct

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

AGENDA TOPIC

- 1. Call to Order / Roll Call – Establish Quorum**
- 2. Amend/Adopt Agenda**
- 3. President’s Report**
- 4. CEO Report**
 - A. CEO Monthly Report
- 5. Presentation**
 - A. Quarterly Financial Report (Webster)
- 6. Committee Reports**
 - A. Audit - Austin
 - B. Board Affairs - Hillyer
 - C. Fiscal Affairs - Johnson
 - D. Investments - Johnson
 - E. Nominations & Elections – (Interim English)
 - F. Planning & Evaluation - Carden
- 7. Consent Agenda** – Consent Agenda items are routine items of business that are collectively presented for approval through a single motion. A Board member may request that an item be pulled from the Consent Agenda and placed under Action Items for separate discussion and action.
 - A. Minutes:
 - 1) BOD Regular Meeting Minutes: November 13, 2024
 - 2) BOD Work Session Minutes: January 8, 2025
 - B. Financial Statements:
 - 1) November and December Financials
 - C. Board Business
 - 1) Approve Chair Change for N&E from Barbara Blake to Candy English
 - 2) N&E Recommendation to Extend Voting to March 18, 2025
- 8. Action Items**
 - A. Board Affairs Committee Recommendation to Change Corporate Policy Manual (CPM) Smoking and Vaping Policy in Part 1: 1.2.6.K (Hillyer)
 - B. Amend CPM Part 1: 1.2.9.A Facility Fees (Somers)
 - C. Award Contract for Architectural Services for Lapidary Expansion (Somers)
 - D. Fiscal Affairs Committee Recommendation for Approval for the Capital Improvement Program Finance Policy Change in the CPM (Johnson)

9. Member Comments - Please limit comments to two (2) minutes. Speakers are asked to provide their name and GVR member number. This time is for comments, not for questions and answers.

10. Adjournment



MEMORANDUM

TO: Board of Directors
FROM: Scott Somers, CEO
DATE: January 22, 2025
RE: Monthly CEO Report

Important Dates

January 27, 2025 , Record Date	February 20, 2025 , 4pm Candidate Forum
February 13, 2025 , 10am N&E Committee Mtg	February 25, 2025 , 5pm Candidate Forum
February 18, 2025 , 1:30pm FAC Meeting	February 26, 2026 , 2pm Regular Board Mtg
February 19, 2025 , 1pm Work Session	February 26, 2026 , Candidate Meet & Greet after Meeting
February 19, 2025 , Voting Begins	

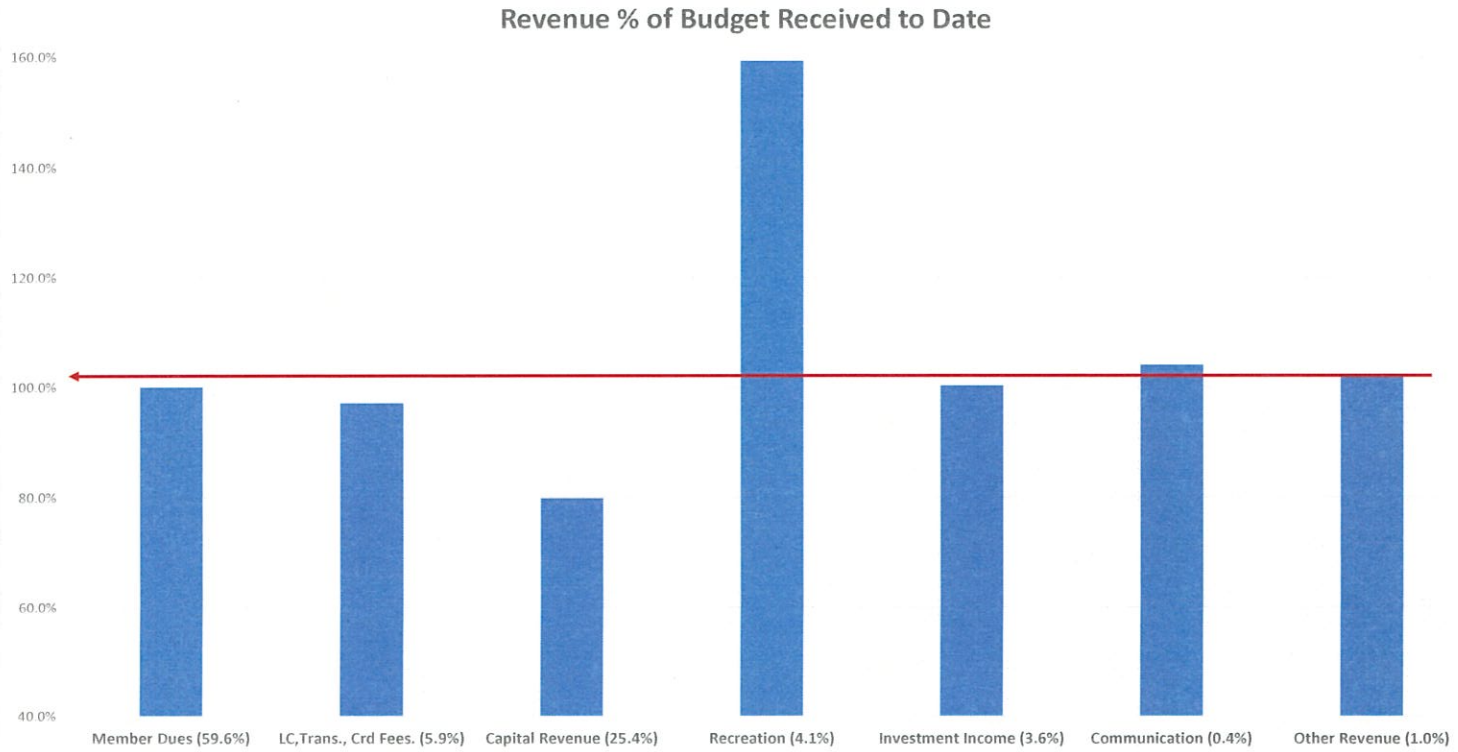
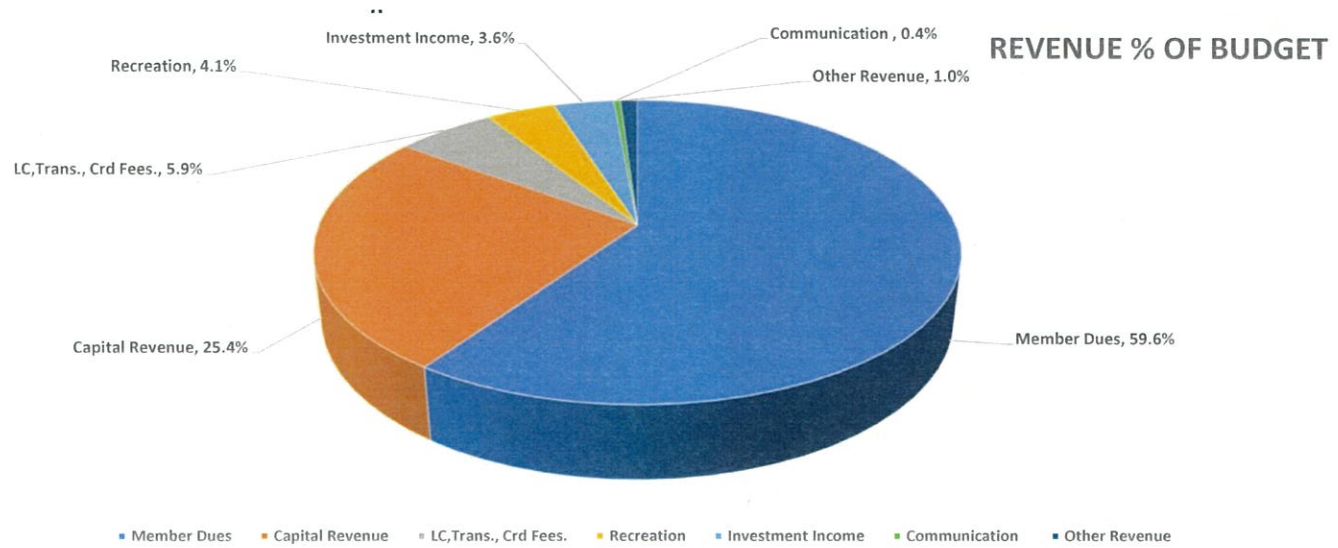
GREEN VALLEY RECREATION CAPITAL PROJECTS REPORT 12/31/2024						
		TOTAL	2024	Project to Date		
Center	Description	Total Project Budget	2024 Budget	Total Project Spent to Date	2024 Spent to Date	Project Budget Balance
NON RESERVE CAPITAL						
ALL	2024 Unplanned Unbudgeted Items	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000
CR	Shade Structure for Canoa Ranch pc	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ 16,000
CP1 / ABS	Deck shade structures for CP1 and A	\$ 26,000	\$ 26,000	\$ -	\$ -	\$ 26,000
ALL	Accessibility Initiatives	\$ 67,023	\$ 50,000	\$ 17,023	\$ -	\$ 50,000
PBC	Pickleball Fencing	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ 35,000
WC	Vacuum System for Woodshop	\$ 90,000		\$ 33,315	\$ 21,168	\$ 56,685
INITIATIVES						
SRS	Remodel for Glass Arts	\$ 900,000		\$ 828,605	\$ (24,224)	\$ 71,395
DH	Desert Hills Fitness Center	\$ 1,127,744		\$ 1,128,161	\$ -	\$ (417)
DH	DH Locker-room Expansion	\$ 299,355	\$ 299,355	\$ 40,117	\$ 30,526	\$ 259,238
DH	Desert Hills Stage Removal	\$ 15,000	\$ 15,000	\$ 15,182	\$ 15,182	\$ (182)
DSCH	Del Sol Clubhouse Note Payable	\$ 110,000	\$ 11,000	\$ 22,000	\$ 11,000	\$ 88,000
DSCH	Del Sol Clubhouse Renovation	\$ 1,900,000	\$ -	\$ 1,740,455	\$ 1,228,171	\$ 159,545
WC	West Center Expansion (Lap, Wood	\$ 158,835	\$ 100,000	\$ 17,657	\$ 3,699	\$ 141,178
DH	Ceramics Kiln room	\$ 90,000	\$ 90,000	\$ 701	\$ 701	\$ 89,299
WC	West Center Lobby improvements	\$ 150,000	\$ 150,000	\$ 3,125	\$ 3,125	\$ 146,875
ALL	Security Cameras	\$ 50,000	\$ -	\$ 49,974	\$ 49,974	\$ 26
WC	West Center Metal Arts home	\$150K budgeted in 2025		\$ 10,500	\$ 10,500	\$ 139,500

Project Name	Center Location	Scope of Work	Est. Construct. Start	Est. Construct. Completion	Status	Next Steps	Funding Sources			Year To Date Spent
							Budget Total			
West Center Artisan Shop Expansion	West Center	Expand the Artisan Shop into the old Billiards Room to be split 60/40 with Lapidary Club.	April-25	June-25	Bidding in process	Review and rank bids. Award contract.	Initiative	\$ 991,524	\$ -	
West Center Lapidary Club Expansion	West Center	Expand Lapidary Club to the south and into old Billiards Room.	September-25	March-26	Design- 0% SD	Sign design contract once GVR BOD approves.	Initiative		\$ 49,500	
West Center Membership Services Expansion	West Center	Expand Membership Services offices in Auditorium lobby. Add lobby counters for events.	April-25	July-25	Bidding in process	Review and rank bids. Award contract.	Initiative	\$ 150,000	\$ 12,300	
West Center Metal Shop Expansion	West Center	Expand Metal Shop into west storage building. To become Welding, Machine Shop, Office.	April-25	June-25	Bidding in process	Review and rank bids. Award contract.	Initiative	\$ 150,000	\$ 12,500	
Desert Hills Locker Room Expansion	Desert Hills	Expand mens and womens locker rooms per plans.	May-25	October-25	Bidding soon	Send out Invitation To Bid. Review and rank bids. Award contract.	145.6k Initiatives 250k	\$ 395,000	\$ 46,300	
Desert Hills Pool Equipment Room Upgrades	Desert Hills	Design and construct pool equipment room upgrades. No structural work.	June-25	July-25	Design- 0% SD	Monitor design process. Respond to needed info.	MRR-B and MRR-B	\$ 1,651,539	\$ 15,500	
Desert Hills Kiln Room Enhancements	Desert Hills	Strengthen sub-floor for 5 kilns and brick flooring. Upgrade ventilation system and electrical needs.	August-25	August-25	Design- SD	Work to be included in Locker Room Renovation.	Initiatives	\$ 90,000	\$ 2,700	
East Center Gas Manifold for Lapidary	East Center	Intall new natural gas connection for Lapidry Club. Upgrade ventilation.	TBD	TBD	Planning	Coordinate with club representatives on scope of work and budget. Coordinate with CK Mechanical on plans.	Initiatives	\$ 43,000	\$ -	
Pickleball Courts Expansion	PKB Center and/or Canoa Ranch	Design and construct 4 new pickleball courts. No restroom or ramada. Club to pay for all.	TBD	TBD	Planning	Get direction from club representatives and GVR administration on next steps.	Private club funds	TBD		

Summary of Revenue & Expenditures - Budget to Actual
 For Fiscal Year Ending Dec 31, 2024
 January through December 2024

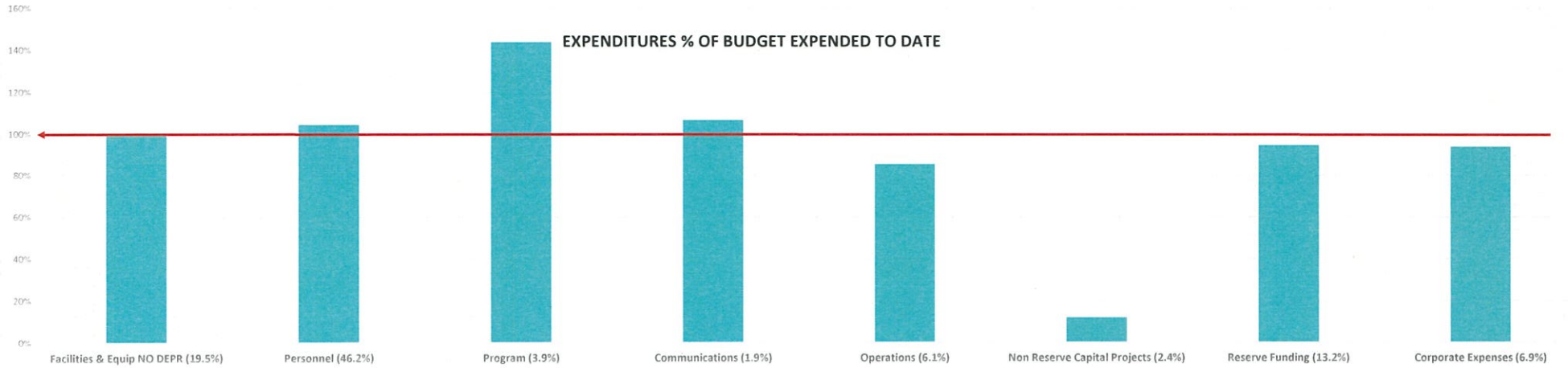
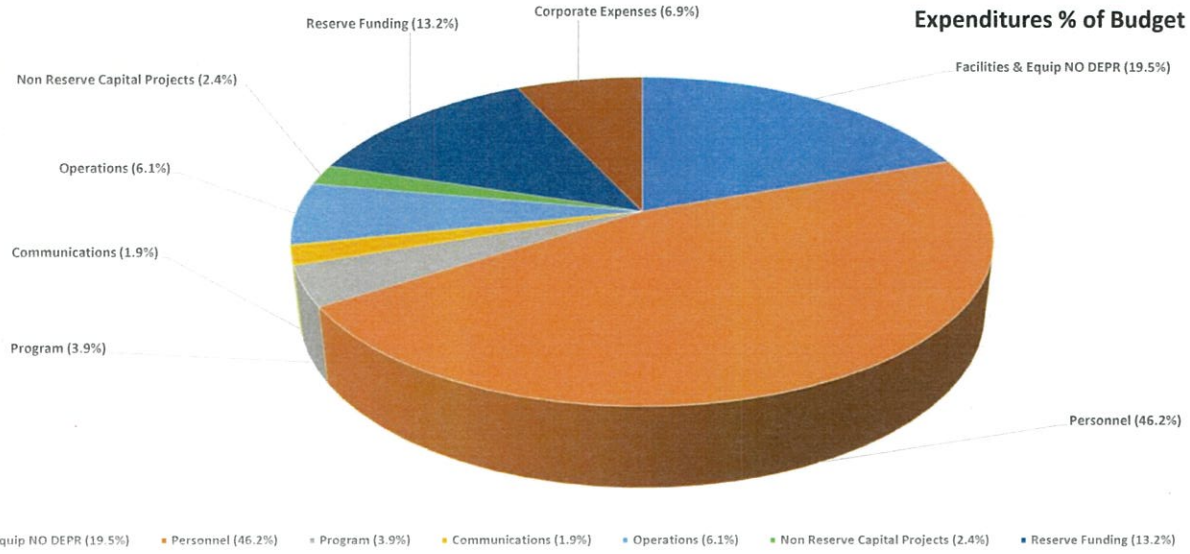
	2024 Annual Budget	January - December			Prior Year		
		YTD Budget	Jan - Dec Actual	% of Variance	FY 2023 4Q YTD	Var. from Prior Year %	\$
Revenue:							
Member Dues	\$ 7,132,750	\$ 7,132,750	\$ 7,134,340	0.0%	\$ 7,051,930	1.2%	\$ 82,410
LC,Trans., Crd Fees.	705,637	705,541	685,399	(2.9%)	740,844	(7.5%)	(55,444)
Capital Revenue	3,039,780	3,039,780	2,428,476	(20.1%)	2,753,060	(11.8%)	(324,584)
Recreation	485,403	485,403	773,803	59.4%	514,095	50.5%	259,708
Investment Income	425,458	425,458	426,501	0.2%	456,354	(6.5%)	(29,853)
Communication	47,093	47,093	49,004	4.1%	47,478	3.2%	1,525
Other Revenue	136,072	136,072	139,275	2.4%	107,304	29.8%	31,971
Total Revenue	11,972,193	11,972,097	11,636,797	(2.8%)	\$ 11,671,065	(0.3%)	\$ (34,268)
Expenditures:							
Facilities & Equipment NO DEPRECIATION	\$ 2,255,805	\$ 2,255,798	\$ 2,235,887	0.1%	\$ 2,326,325	3.9%	\$ 90,438
Personnel	5,335,990	5,335,900	5,573,838	(4.5%)	5,015,239	(11.1%)	\$ (558,599)
Program	447,071	447,071	642,498	(43.7%)	472,846	(35.9%)	\$ (169,652)
Communications	217,126	217,126	231,646	(6.7%)	214,478	(8.0%)	\$ (17,168)
Operations	709,084	709,084	604,948	14.7%	705,330	14.2%	\$ 100,383
Corporate Expenses	794,036	794,036	744,818	6.2%	913,376	18.5%	\$ 168,558
Total Expenditures	9,759,111	9,759,014	10,033,634	(2.6%)	9,647,594	(4.0%)	\$ (386,040)
Excess Revenues Over Exp.	\$ 2,213,082	\$ 2,213,083	\$ 1,603,163		\$ 2,023,471		\$ (420,308)
Transfers and Adjustments:							
Non Reserve Capital Projects	(277,001)	(277,001)	(10,943)				
Remove Income From Reserves	(259,068)	(259,068)	(285,044)				
Reserve Funding Initiatives	(610,956)	(610,956)	(487,495)				
Reserve Funding MRR & MRR-B	(1,519,695)	(1,519,695)	(1,519,695)				
MRR Expenses paid by Reserve	371,138	371,138	404,590				
Deduct Reserve Investment Exp.	82,500	82,500	75,553				
Modified Accrual Basis Surplus	-	1	(219,871)				

This report is not a GAAP compliant statement. Non cash adjustments such as Depreciation of Fixed Assets have been removed to establish a Modified Accrual report. The purpose of this report is to give a high level summary of GVRs performance for comparison to the Zero Surplus Budget goal for the fiscal year.



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**Green Valley Recreation
January through December 2024**



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Green Valley Recreation, Inc
Statement of Financial Position
December 31, 2024

PRELIMINARY

	Current December 31, 2024	Prior Year December 31, 2023	Increase (Decrease)	
Assets				
Total Operating Cash	4,623,596	6,066,827	(1,443,231)	(24%)
Accounts Receivable (net)	199,906	220,589	(20,683)	(9%)
Designated Investments	10,442,936	10,300,617	142,320	1%
Prepaid Expenses & Inventory	261,887	240,017	21,870	9%
Total Current Assets	15,528,325	16,828,050	(1,299,725)	(8%)
Fixed Assets				
Net Fixed Assets	22,428,409	21,556,682	871,727	4%
Oper. & Finance ROU	72,483	72,483		
Total Assets	38,029,217	38,457,215	(427,998)	(1%)
Liabilities				
Accounts Payables	377,167	727,655	(350,488)	(48%)
Deferred Dues & Fees	3,617,510	4,533,756	(916,246)	(20%)
Compensation Liability	-	-	-	0%
Short Term Liabilities	239,307	412,043	(172,736)	(42%)
Long Term Liabilities	90,621	101,621	(11,000)	(11%)
Total Liabilities	4,324,605	5,775,075	(1,450,470)	(25%)
Total Net Assets	33,704,612	32,682,140	1,022,472	3%
Net Assets				
Board Designated Net Assets	10,354,311	10,300,617	53,694	1%
Unrestricted Net Assets	22,327,829	22,381,524	(53,695)	(0%)
Net Change Year-To-Date	1,022,472	-	1,022,472	#DIV/0!
Total Net Assets	33,704,612	32,682,141	1,022,471	3.13%

Green Valley Recreation, Inc.
Investments Performance
January through December 2024

Fund	December 31, 2024	December 31, 2023	RETURN ON INVESTMENT			
			Year To Date		One Year (12 months)	
			Actual	Benchmark *	Actual	Benchmark *
Maintenance Repair & Replacement (Corient)	\$ 7,611,492	\$ 7,175,602	7.0%	7.3%	7.0%	7.3%
MRR - Part B Pools and Spas (Corient)	\$ 1,200,643	\$ 814,765	7.7%	7.3%	7.7%	7.3%
Initiatives (Corient)	\$ 995,332	\$ 1,750,056	5.0%	4.7%	5.0%	4.7%
Emergency (Corient)	\$ 635,469	\$ 560,194	13.3%	15.6%	13.3%	15.6%
Total Designated Reserves	<u>\$ 10,442,937</u>	<u>\$ 10,300,617</u>				
Operating Investment Fund Part A Short Term - JP Morgan	\$ 1,008,955	\$ 1,767,892	5.0%	5.0%	5.0%	5.0%
Operating Investment Fund Part B Long Term - JP Morgan	\$ 1,008,091	\$ 1,699,386	10.9%	9.8%	10.9%	9.8%
Total Invested Operating Cash	<u>\$ 2,017,045</u>	<u>\$ 3,467,278</u>				

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MINUTES

BOARD OF DIRECTORS MEETING

Wednesday, November 13, 2024 - 2pm

West Center Auditorium / Zoom

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

Director Absent: Nancy Austin, Dave Barker

Staff Present: Nanci Moyo (Administrative Supervisor), David Webster (CFO)

Visitors: 11 Including support staff

AGENDA TOPIC

1. Call to Order / Roll Call – Establish Quorum

The President being in the chair and the Secretary being present.

President Garneau called the meeting to order at 2:01pm MST. Secretary Carden called the roll; quorum established.

2. Amend/Adopt Agenda

MOTION: Director Carden moved, Director Magliola seconded to adopt the Agenda.

Passed: unanimous

3. President Report

- Thanked members for coming to the meeting.

4. CEO Report

- Del Sol Cubhouse: December 1 is possible soft opening, but not official. The members will be notified when the opening happens through the eBlast.
- West Center Lobby Improvements: In the permitting process. This project would move Membership Services to the West Center and expand the offices in the box office. A recommendation for a contract will be brought to the Board for approval.
- West Center Metal Shop Expansion: 95% complete on construction documents with the architects. Once construction documents are complete the permit process will begin, and soon after that the project can go out for bid. A recommendation for a contract will be brought to the Board for approval.
- West Center Artisan Shop: the billiard tables have been moved out of the West Center and work has begun with the Artisan Shop to identify their needs. The wall between the Artisan Shop and billiards room will be removed.
- Lapidary: scope of work developed for the architect to meet with the club which will result in developing detailed construction documents, then permitting, after that assisting with the bidding process, and overseeing the construction project as it moves forward.

- Pickleball Courts expansion: this is not a capital improvement plan, but will be funded by the pickleball club as funds are raised. A simple MOU has been approved by the attorney and will come before the Board at the January Regular Board meeting.
 - Desert Hill Pool: a consultant has mapped the entire plumbing for the pool. A leak was not found. Once the findings and recommendations are put together a report will be brought to the Board and the membership. Hopeful the pool does not need replace and only needs some plumbing repairs.
- 5. Committee Reports** – All reports were verbally given and placed on file.
- A. Audit
 - B. Board Affairs
 - C. Fiscal Affairs
 - D. Investments
 - E. Nominations & Elections
 - F. Planning & Evaluation
- 6. Consent Agenda**
- MOTION: Director Blake moved, Director Johnson seconded to approve Consent Agenda.**
Passed: unanimous
- A. Minutes:
 - BOD Regular Meeting Minutes: October 23, 2024
- 7. Action Items**
- A. Request Funding Agreement for Members Assistance Programs (MAP) from GVR Foundation
MOTION: Director Johnson moved, Director Lawless seconded to approve to submit a grant request to GVR Foundation in the amount of \$25,000 for the next year ending December 31, 2025, for the Member Assistance Program (MAP).
Passed: unanimous
 - B. Consider CPM Change for Allowing Dogs at Del Sol Clubhouse
MOTION: Director Bachelor moved, Director Dingman seconded to approve the revision to CPM 1.2.6.H: “A standing exception to this policy exists at Del Sol Clubhouse where dogs on fixed-length leashes (no flexi leashes) may be permitted in designated outdoor areas. The GVR administration may occasionally create an exception to policy for a specific GVR-sponsored event or program.”
Passed: unanimous
 - C. Approval of Finance Policy Recommendation from Fiscal Affairs
MOTION: Director Dingman moved, Director Carden seconded to approve the Fiscal Affairs Committee (FAC) recommended finance policies for inclusion in the Corporate Policy Manual (CPM) as outlined in the Meeting Book and as discussed at the meeting.
Passed: unanimous
- 8. Member Comments - 0**
- 9. Adjournment**
- MOTION: Director Garneau moved, Director Hillyer seconded to adjourn the meeting at 3:14pm.**
Passed: unanimous



MINUTES

BOARD OF DIRECTORS WORK SESSION

Wednesday, January 8, 2025, 2pm

WC Auditorium / Zoom

Directors Present: Marge Garneau (President), Bart Hillyer (arrived 2:18pm) (Vice President), Jim Carden (Secretary), Nellie Johnson (Treasurer), Candy English (Assistant Secretary), Kathi Bachelor (Assistant Treasurer), Nancy Austin, Dave Barker, Barbara Blake, Beth Dingman, Bev Lawless, Joe Magliola, Scott Somers (non-voting)

Staff Present: Nanci Moyo (Administrative Supervisor), David Webster (CFO)

Visitors: 7

AGENDA TOPIC

1. Call to Order / Roll Call

Work Session Called to Order at 1:59pm by President Garneau. Secretary Carden called the roll.

2. Amend / Approve Agenda

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

Passed: unanimous

3. Capital Improvement Program Finance Policy Recommendation from FAC

CEO Scott Somers provided the Fiscal Affairs Committee's (FAC) recommendation for the Capital Improvement Program – Finance Policy. Highlights include:

- The Board adopted the Capital Improvement Pilot Program (CIP) in September 2023 for a year of testing. Staff and Board learned throughout the year there were issues and challenges with the Pilot program, and the CIP was brought before the FAC to review and fine tune the process this year.
- Changes have been made to the Pilot Program and the staff requests to allow the changes to the Capital Improvement Policy continue as a one-year pilot program. The changes made from the last Pilot program include:
 - Change Type 1 prior wording of budgeting \$100,000 each year for projects to state "each year when the budget allows."
 - Type 2 are long term Capital Improvement projects the staff recommends to the Planning and Evaluation Committee (P&E) for recommendations to the Board for consideration in the annual budget. Then the Board and staff recommendations are brought to the Fiscal Affairs Committee (FAC). The FAC develops funding recommendations on these projects. The staff presents the P&E and FAC recommendations to the Board for approval.
- This provides a clear set of policies for staff, committees, clubs, and Board.
- The application will not be in the CPM, but available through staff. The Capital Improvement Program policy will be in the CPM.

- The Miscellaneous paragraph has been added with the last sentence stating once a project has been approved by the Board it will carry over from one year to the next until completion. This provides clarity that anywhere in the project it cannot be shut down by a new Board.

4. Corporate Policy Manual Change to Smoking/Vaping Policy

Director Hillyer explained that GVR has banned smoking for years in the buildings per the Arizona Statute with the statement in the GVR Corporate Policy Manual (CPM) in Part 1: 1.2.6.K. GVR has decided to look at banning smoking on GVR properties. There was an overwhelming response to a survey of members at GVR to stop smoking/vaping on GVR properties. The Board Affairs Committee discussed this at the November 12, 2024, meeting and brings forth the recommendation to ban smoking and vaping on all GVR properties.

The Board discussed this with these highlights:

- Vaping is not in the Arizona State Statute referenced in CPM 1.2.6.K. The proposed change to the CPM 1.2.6.K stated “Pursuant to the Smoke-Free Arizona Act (A.R.S. 36.601.01), GVR prohibits smoking/vaping in all GVR campuses” is not accurate. Vaping is not included in the Smoke-Free Arizona Act.
- Suggestion was made to start smaller and have smokers or vapers stay in designated areas and 20 feet from any GVR entrance.
- Currently GVR has few designated areas and not properly signed or equipped.
- If GVR designates areas the right equipment and signs need to be purchased.
- There have been complaints mainly from people on the sports courts of vaping.
- This will go before the Board at the Regular Meeting on January 22, 2025, and will follow the BAC recommendation and may amend the motion.

5. Member Comments – 1 comment

6. Adjournment

Motion: Director Carden moved, Director Blake seconded to adjourn the meeting at 3:20pm.

Passed: unanimous



Green Valley Recreation, Inc.
Statement of Financial Position

As of Date: November 30, 2024 and Dec 31, 2023

	November 30, 2024		Dec 31, 2023	
	Total		Total	
ASSETS				
Current Assets				
Cash/Cash Equivalents		639,255		2,599,548
Accounts Receivable		272,643		220,589
Prepaid Expenses		295,215		218,015
Maintenance Inventory		-		22,003
Designated Investments (Charles S./SBH)				
Emergency - Fund	648,310	(1)	560,194	(18)
MRR - Fund	7,710,031	(2)	7,175,602	(19)
Initiatives - Fund	948,245	(3)	1,750,056	(20)
Pools & Spas - Fund	1,226,153	(4)	814,765	(21)
Total Designated Investments (CS/SBH)	10,532,739	(5)	10,300,617	(22)
Undesignated Invest. (JP Morgan Long Term)	1,049,709	(6)	1,699,386	(23)
Undesignated Invest. (JP Morgan)	8,822	(7)	1,767,892	(24)
Investments		11,591,269		13,767,895
Total Current Assets		12,798,382		16,828,050
Fixed Assets				
Contributed Fixed Assets		18,017,085		18,017,085
Purchased fixed Assets		33,124,354		31,004,036
Sub-Total		51,141,438		49,021,121
Less - Accumulated Depreciation		(28,643,572)		(27,464,438)
Net Fixed Assets		22,497,866		21,556,682
Operating Lease ROU, Net of Accum. Amortization		-		-
Finance Lease ROU, Net of Accum. Amortization		72,483		72,483
Total Assets		35,368,731		38,457,215
LIABILITIES				
Current Liabilities				
Accounts Payable		266,239		727,655
Deferred Dues Fees & Programs		572,059		4,533,756
Accrued Payroll		213,232		156,036
Compensation Liability		-		-
MCF Refund Liability		215,485		211,700
In-Kind Lease Liability -Current		4,333		4,000
Operating ROU Liability - Current		-		-
Financing ROU Liability - Current		40,307		40,307
Total Current Liabilities		1,311,656		5,673,454
In-Kind Lease Liability - LT		46,667		46,667
Notes Payable		-		11,000
Financing ROU Liability - LT		43,954		43,954
Total Long Term Liabilities		90,621		101,621
TOTAL NET ASSETS		33,966,454		32,682,140
NET ASSETS				
Temporarily Designated:				
Board Designated:				
Emergency	648,310	(11)	560,194	(28)
Maint - Repair - Replacement	7,621,406	(12)	7,175,602	(29)
Initiatives	948,057	(13)	1,750,056	(30)
Pools & Spas	1,226,153	(14)	814,765	(31)
Sub-Total	10,443,926	(15)	10,300,617	
Unrestricted Net Assets		22,238,215		22,381,524
Net change Year-to-Date		1,284,314		-
Unrestricted Net Assets		23,522,528		22,381,524
TOTAL NET ASSETS		33,966,454		32,682,140



GREEN VALLEY RECREATION, INC.

Green Valley Recreation, Inc. Summary Statement of Activities

YTD Period: 11 month period ending November 30, 2024

FY Budget Period: Jan 1, 2024 - Dec 31, 2024

	PRIOR YEAR COMPARISON			%	BUDGET COMPARISON			%	Fiscal Year Budget	Remaining FY Budget
	2023 YTD Actual	2024 YTD Actual	Year to Year Variance		YTD Actual	YTD Budget	YTD Variance			
Revenue										
Member Dues	6,468,083	6,543,878	75,795	1%	6,543,878	6,538,354	5,523	0.1%	7,132,750	588,872
L.C. Trans., Crd Fees.	667,315	609,407	(57,908)	(9%)	609,407	631,024	(21,617)	(3%)	705,637	96,230
Capital Revenue	2,518,244	2,234,475	(283,769)	(11%)	2,234,475	2,787,478	(553,003)	(20%)	3,039,780	805,305
Programs	104,411	260,302	155,891	149%	260,302	79,513	180,789	227%	92,403	(167,900)
Instructional	383,130	473,134	90,004	23%	473,134	367,219	105,915	29%	393,000	(80,134)
Recreational Revenue	487,541	733,436	245,895	50%	733,436	446,731	286,705	64%	485,403	(248,033)
Investment Income	367,195	378,521	11,326	3%	378,521	390,004	(11,482)	(3%)	425,458	46,937
Advertising Income	-	-	-	0%	-	-	-	0%	-	-
Cell Tower Lease Inc.	43,482	44,879	1,397	3%	44,879	43,169	1,711	4%	47,093	2,214
Comm. Revenue	43,482	44,879	1,397	3%	44,879	43,169	1,711	4%	47,093	2,214
Other Income	94,834	80,687	(14,147)	(15%)	80,687	80,574	113	0%	87,072	6,385
Facility Rent	16,622	25,845	9,223	55%	25,845	18,333	7,512	41%	20,000	(5,845)
Marketing Events	-	-	-	0%	-	-	-	0%	-	-
In-Kind Contributions	3,667	3,667	-	0%	3,667	3,667	-	0%	4,000	333
Del Sol Café Revenue	-	-	-	0%	-	22,222	(22,222)	(100%)	25,000	25,000
Other Revenue	115,123	110,198	(4,924)	(4%)	110,198	124,796	(14,597)	(12%)	136,072	25,874
Total Revenue	10,666,982	10,654,794	(12,188)	(0%)	10,654,794	10,961,556	(306,761)	(2.8%)	11,972,193	1,317,399
Expenses										
Major Proj.-Rep. & Maint.	399,182	417,190	(18,007)	(5%)	417,190	449,013	31,824	7%	489,203	72,013
Facility Maintenance	331,155	288,800	42,355	13%	288,800	372,810	84,010	23%	405,251	116,452
Fees & Assessments	14,815	4,289	10,526	71%	4,289	5,000	711	14%	5,000	711
Utilities	961,108	991,493	(30,385)	(3%)	991,493	878,755	(112,738)	(13%)	1,000,134	8,641
Depreciation	1,214,886	1,179,134	35,752	3%	1,179,134	1,176,674	(2,460)	(0%)	1,275,000	95,866
Furniture & Equipment	333,230	231,473	101,757	31%	231,473	251,088	19,616	8%	268,945	37,472
Vehicles	97,696	84,338	13,358	14%	84,338	89,848	5,510	6%	98,000	13,662
Facilities & Equipment	3,352,072	3,196,716	155,356	5%	3,196,716	3,223,189	26,473	1%	3,541,533	344,817
Wages	3,563,011	4,000,741	(437,730)	(12%)	4,000,741	3,694,891	(305,850)	(8%)	4,047,812	47,071
Payroll Taxes	283,302	319,318	(36,016)	(13%)	319,318	282,112	(37,206)	(13%)	323,634	4,316
Benefits	817,789	745,666	72,123	9%	745,666	877,200	131,534	15%	964,545	218,879
Personnel	4,664,102	5,065,724	(401,622)	(9%)	5,065,724	4,854,203	(211,521)	(4%)	5,335,990	270,266
Food & Catering	29,435	46,563	(17,128)	(58%)	46,563	18,954	(27,609)	(146%)	21,386	(25,177)
Recreation Contracts	341,871	489,164	(147,293)	(43%)	489,164	320,880	(168,284)	(52%)	348,685	(140,479)
Bank & Credit Card Fees	71,152	75,110	(3,958)	(6%)	75,110	73,746	(1,364)	(2%)	77,000	1,890
Program	442,459	610,837	(168,379)	(38%)	610,837	413,581	(197,257)	(48%)	447,071	(163,767)
Communications	95,358	100,466	(5,107)	(5%)	100,466	90,971	(9,495)	(10%)	96,023	(4,443)
Printing	77,328	72,190	5,138	7%	72,190	97,208	25,018	26%	103,183	30,993
Advertising	25,130	25,569	(439)	(2%)	25,569	16,810	(8,759)	(52%)	17,920	(7,649)
Communications	197,816	198,225	(409)	(0%)	198,225	204,988	6,764	3%	217,126	18,901
Supplies	512,909	435,495	77,413	15%	435,495	510,982	75,487	15%	558,587	123,092
Postage	17,012	9,932	7,080	42%	9,932	17,352	7,420	43%	17,922	7,990
Dues & Subscriptions	13,340	15,157	(1,817)	(14%)	15,157	14,773	(384)	(3%)	17,091	1,934
Travel & Entertainment	2,313	975	1,337	58%	975	1,600	625	39%	1,600	625
Other Operating Expense	85,528	79,498	6,030	7%	79,498	93,049	13,551	15%	113,884	34,386
Operations	631,101	541,057	90,044	14%	541,057	637,756	96,699	15%	709,084	168,027
Information Technology	115,867	102,049	13,818	12%	102,049	126,274	24,225	19%	136,781	34,732
Professional Fees	294,560	163,599	130,961	44%	163,599	201,736	38,138	19%	213,816	50,217
Commercial Insurance	311,396	332,019	(20,623)	(7%)	332,019	325,244	(6,775)	(2%)	354,812	22,792
Taxes	77,862	43,758	34,104	44%	43,758	31,600	(12,158)	(38%)	33,000	(10,758)
Conferences & Training	14,894	10,899	3,995	27%	10,899	33,835	22,936	68%	34,127	23,228
Employee Recognition	13,872	12,346	1,526	11%	12,346	19,712	7,366	37%	21,500	9,154
Provision for Bad Debt	-	-	-	0%	-	-	-	0%	-	-
Corporate Expenses	828,450	664,670	163,780	20%	664,670	738,402	73,732	10%	794,036	129,366
Expenses	10,115,999	10,277,229	(161,230)	(2%)	10,277,229	10,072,119	(205,110)	(2.0%)	11,044,839	767,610
Gross Surplus(Rev-Exp)	550,983	377,565	(173,418)	(31%)	377,565	889,437	(511,872)	(58%)	927,354	549,789
Net. Gain/Loss on Invest.	437,709	906,748	469,039		906,748	-	906,748		-	(906,748)
Net from Operations	988,692	1,284,314	295,622	30%	1,284,314	889,437	394,877		927,354	(356,960)



Green Valley Recreation, Inc.
Statement of Changes in Net Assets

As of Date: November 30, 2024 and Dec 31, 2023

	Totals	Unrestricted		Emergency Reserve Fund	Maint - Repair - Replacement Reserve Fund	Initiatives Reserve Fund	Pools & Spas Reserve Fund
		Unrestricted	Fixed Assets				
Net change in net assets-GVR	1,284,314 (16)	1,284,314	-	-	-	-	-
Transfers between unrestricted and reserves:							
Reserve Study Allocation	-	-	-	-	-	-	-
Principal Transfers							
Transfers For Funding	-	(2,058,216)	-	-	1,227,040	531,776	299,400
Transfers Prev. Yr. Surplus	-	-	-	-	-	-	-
Transfers Curr. Yr. Surplus	-	-	-	-	-	-	-
Transfers Between Funds	-	-	-	-	-	-	-
Depreciation	-	1,179,134	(1,179,134)	-	-	-	-
Disposal of Fixed Assets	-	-	-	-	-	-	-
Purchase & Contributed Fixed Assets	-	(44,258)	1,829,925	-	(989,067)	(849,807)	-
Purchases Withdrawals Outstanding	-	877,400	-	-	(335,116)	(540,644)	(1,640)
Allocations of Net Change components:							
Investment income	-	(263,573)	-	9,097	200,088	28,629	25,758
Investment Expenses	-	164,677	-	(4,012)	(144,555)	(8,517)	(7,594)
Net Gains (Losses) in Investments	-	(702,471)	-	83,030	487,414	36,563	95,465
Net Change to November 30, 2024	1,284,314 (16)	437,006	650,791	88,115	445,804	(801,999)	411,388
Net Assets at, Dec 31, 2023	32,682,140 (27)	824,841	21,556,682 (26)	560,194 (28)	7,175,602 (29)	1,750,056 (30)	814,765 (31)
Net Assets as at, November 30, 2024	33,966,454 (10)	1,261,847	22,207,473 (9)	648,310 (11)	7,621,406 (12)	948,057 (13)	1,226,153 (14)
		23,469,321 (17)		10,443,926 (15)			

Footnotes refer to Statement of Financial Position and Statement of Activities





Green Valley Recreation, Inc.
Investment Portfolios
Changes and Market Values
Beginning of Year and Curent Month End

	Totals	Unrestricted	Emergency Reserve Fund	Maint - Repair - Replace Reserve Fund	Initiatives Reserve Fund	Pools & Spas Reserve Fund
Balance Dec 31, 2023 (at Market)	13,767,895 (25)	3,467,278 (24)	560,194 (18)	7,175,602 (19)	1,750,056 (20)	814,765 (21)
Changes since Jan 1, 2023:						
Principal Transfers	2,657,951	599,735	-	1,227,040	531,776	299,400
Investment income	400,547	136,974	9,097	200,088	28,629	25,758
Withdrawals	(6,066,009)	(3,349,735)	-	(1,324,184)	(1,390,450)	(1,640)
Investment Expenses	(164,677)	-	(4,012)	(144,555)	(8,517)	(7,594)
Net Change for 11 Months	(3,172,188)	(2,613,026)	5,086	(41,610)	(838,562)	315,924
Balance before Market Change at November 30, 2024	10,595,707	854,252	565,280	7,133,992	911,494	1,130,689
11 Months Net Change in Investments Gain/(Loss)	906,748	204,277	83,030	487,414	36,563	95,465
Balance at November 30, 2024 (at Market)	\$ 11,502,455 (8)	1,058,530 (7)	648,309.59 (1)	7,621,406 (2)	948,057 (3)	1,226,153 (4)

10,443,926 (15)

Footnotes refer to Statement of Financial Position and Statement of Activities

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Green Valley Recreation, Inc.
Statement of Financial Position

As of Date: December 31, 2024 and Dec 31, 2023

PRELIMINARY

	December 31, 2024	Dec 31, 2023
	Total	Total
ASSETS		
Current Assets		
Cash/Cash Equivalents	2,606,550	2,599,548
Accounts Receivable	199,906	220,589
Prepaid Expenses	261,887	218,015
Maintenance Inventory	-	22,003
Designated Investments (Charles S./SBH)		
Emergency - Fund	635,469 (1)	560,194 (18)
MRR - Fund	7,611,492 (2)	7,175,602 (19)
Initiatives - Fund	995,332 (3)	1,750,056 (20)
Pools & Spas - Fund	1,200,643 (4)	814,765 (21)
Total Designated Investments (CS/SBH)	10,442,936 (5)	10,300,617 (22)
Undesignated Invest. (JP Morgan Long Term)	1,008,091 (6)	1,699,386 (23)
Undesignated Invest. (JP Morgan)	1,008,955 (7)	1,767,892 (24)
Investments	12,459,982 (8)	13,767,895 (25)
Total Current Assets	15,528,325	16,828,050
Fixed Assets		
Contributed Fixed Assets	18,017,085	18,017,085
Purchased fixed Assets	33,168,476	31,004,036
Sub-Total	51,185,561	49,021,121
Less - Accumulated Depreciation	(28,757,151)	(27,464,438)
Net Fixed Assets	22,428,409 (9)	21,556,682 (26)
Operating Lease ROU, Net of Accum. Amortization	-	-
Finance Lease ROU, Net of Accum. Amortization	72,483	72,483
Total Assets	38,029,217	38,457,215
LIABILITIES		
Current Liabilities		
Accounts Payable	377,167	727,655
Deferred Dues Fees & Programs	3,358,745	4,533,756
Accrued Payroll	258,765	156,036
Compensation Liability	-	-
MCF Refund Liability	195,000	211,700
In-Kind Lease Liability -Current	4,000	4,000
Operating ROU Liability - Current	-	-
Financing ROU Liability - Current	40,307	40,307
Total Current Liabilities	4,233,984	5,673,454
In-Kind Lease Liability - LT	46,667	46,667
Notes Payable	-	11,000
Financing ROU Liability - LT	43,954	43,954
Total Long Term Liabilities	90,621	101,621
TOTAL NET ASSETS	33,704,612 (10)	32,682,140 (27)
NET ASSETS		
Temporarily Designated:		
Board Designated:		
Emergency	648,310 (11)	560,194 (28)
Maint - Repair - Replacement	7,621,406 (12)	7,175,602 (29)
Initiatives	948,057 (13)	1,750,056 (30)
Pools & Spas	1,226,153 (14)	814,765 (31)
Sub-Total	10,443,926 (15)	10,300,617
Unrestricted Net Assets	22,238,215	22,381,524
Net change Year-to-Date	1,022,472 (16)	-
Unrestricted Net Assets	23,260,686 (17)	22,381,524
TOTAL NET ASSETS	33,704,612	32,682,140



Green Valley Recreation, Inc. Summary Statement of Activities

YTD Period: 12 month period ending December 31, 2024

FY Budget Period: Jan 1, 2024 - Dec 31, 2024

PRELIMINARY

	PRIOR YEAR COMPARISON			%	BUDGET COMPARISON			%	Fiscal Year Budget	Remaining FY Budget
	2023 YTD Actual	2024 YTD Actual	Year to Year Variance		YTD Actual	YTD Budget	YTD Variance			
Revenue										
Member Dues	7,051,930	7,134,340	82,410	1%	7,134,340	7,132,750	1,590	0.0%	7,132,750	(1,590)
LC, Trans., Crd Fees.	740,844	685,399	(55,444)	(7%)	685,399	705,541	(20,142)	(3%)	705,637	20,238
Capital Revenue	2,753,060	2,428,476	(324,584)	(12%)	2,428,476	3,039,780	(611,304)	(20%)	3,039,780	611,304
Programs	108,503	276,359	167,856	155%	276,359	92,403	183,956	199%	92,403	(183,956)
Instructional	405,592	497,444	91,852	23%	497,444	393,000	104,444	27%	393,000	(104,444)
Recreational Revenue	514,095	773,803	259,708	51%	773,803	485,403	288,400	59%	485,403	(288,400)
Investment Income	456,354	426,501	(29,853)	(7%)	426,501	425,458	1,042	0%	425,458	(1,042)
Advertising Income	-	-	-	0%	-	-	-	0%	-	-
Cell Tower Lease Inc.	47,478	49,004	1,525	3%	49,004	47,093	1,911	4%	47,093	(1,911)
Comm. Revenue	47,478	49,004	1,525	3%	49,004	47,093	1,911	4%	47,093	(1,911)
Other Income	86,482	108,450	21,968	25%	108,450	87,072	21,378	25%	87,072	(21,378)
Facility Rent	16,822	26,825	10,003	59%	26,825	20,000	6,825	34%	20,000	(6,825)
Marketing Events	-	-	-	0%	-	-	-	0%	-	-
In-Kind Contributions	4,000	4,000	(0)	(0%)	4,000	4,000	(0)	(0%)	4,000	0
Del Sol Café Revenue	-	-	-	0%	-	25,000	(25,000)	(100%)	25,000	25,000
Other Revenue	107,304	139,275	31,971	30%	139,275	136,072	3,203	2%	136,072	(3,203)
Total Revenue	11,671,065	11,636,797	(34,268)	(0%)	11,636,797	11,972,097	(335,300)	(2.8%)	11,972,193	335,396
Expenses										
Major Proj.-Rep. & Maint.	426,871	429,907	(3,036)	(1%)	429,907	489,203	59,295	12%	489,203	59,295
Facility Maintenance	408,591	327,496	81,095	20%	327,496	405,251	77,755	19%	405,251	77,755
Fees & Assessments	14,905	4,314	10,591	71%	4,314	5,000	686	14%	5,000	686
Utilities	1,081,395	1,120,304	(38,909)	(4%)	1,120,304	989,399	(130,905)	(13%)	1,000,134	(120,170)
Depreciation	1,362,706	1,292,713	69,993	5%	1,292,713	1,275,000	(17,713)	(1%)	1,275,000	(17,713)
Furniture & Equipment	298,233	263,847	34,386	12%	263,847	268,945	5,098	2%	268,945	5,098
Vehicles	96,330	90,018	6,312	7%	90,018	98,000	7,982	8%	98,000	7,982
Facilities & Equipment	3,689,031	3,528,600	160,431	4%	3,528,600	3,530,798	2,198	0%	3,541,533	12,933
Wages	3,837,632	4,426,821	(589,189)	(15%)	4,426,821	4,047,812	(379,009)	(9%)	4,047,812	(379,009)
Payroll Taxes	288,685	339,006	(50,321)	(17%)	339,006	323,634	(15,372)	(5%)	323,634	(15,372)
Benefits	888,922	808,011	80,911	9%	808,011	964,455	156,444	16%	964,545	156,534
Personnel	5,015,239	5,573,838	(558,599)	(11%)	5,573,838	5,335,900	(237,938)	(4%)	5,335,990	(237,848)
Food & Catering	30,936	47,818	(16,883)	(55%)	47,818	21,386	(26,433)	(124%)	21,386	(26,433)
Recreation Contracts	368,360	516,512	(148,153)	(40%)	516,512	348,685	(167,827)	(48%)	348,685	(167,827)
Bank & Credit Card Fees	73,550	78,167	(4,617)	(6%)	78,167	77,000	(1,167)	(2%)	77,000	(1,167)
Program	472,846	642,498	(169,652)	(36%)	642,498	447,071	(195,427)	(44%)	447,071	(195,427)
Communications	104,443	114,861	(10,418)	(10%)	114,861	96,023	(18,838)	(20%)	96,023	(18,838)
Printing	81,655	87,754	(6,099)	(7%)	87,754	103,183	15,429	15%	103,183	15,429
Advertising	28,380	29,031	(651)	(2%)	29,031	17,920	(11,111)	(62%)	17,920	(11,111)
Communications	214,478	231,646	(17,168)	(8%)	231,646	217,126	(14,520)	(7%)	217,126	(14,520)
Supplies	547,041	475,328	71,713	13%	475,328	558,587	83,259	15%	558,587	83,259
Postage	17,587	9,932	7,655	44%	9,932	17,922	7,990	45%	17,922	7,990
Dues & Subscriptions	13,564	16,618	(3,055)	(23%)	16,618	17,091	473	3%	17,091	473
Travel & Entertainment	2,340	975	1,365	58%	975	1,600	625	39%	1,600	625
Other Operating Expense	124,799	102,095	22,704	18%	102,095	113,884	11,790	10%	113,884	11,790
Operations	705,330	604,948	100,383	14%	604,948	709,084	104,136	15%	709,084	104,136
Information Technology	161,641	117,982	43,659	27%	117,982	136,781	18,799	14%	136,781	18,799
Professional Fees	304,543	192,244	112,299	37%	192,244	213,816	21,572	10%	213,816	21,572
Commercial Insurance	340,565	366,271	(25,707)	(8%)	366,271	354,812	(11,459)	(3%)	354,812	(11,459)
Taxes	77,862	43,758	34,104	44%	43,758	33,000	(10,758)	(33%)	33,000	(10,758)
Conferences & Training	14,894	11,238	3,655	25%	11,238	34,127	22,889	67%	34,127	22,889
Employee Recognition	13,872	13,324	547	4%	13,324	21,500	8,176	38%	21,500	8,176
Provision for Bad Debt	-	-	-	0%	-	-	-	0%	-	-
Corporate Expenses	913,376	744,818	168,558	18%	744,818	794,036	49,218	6%	794,036	49,218
Expenses	11,010,300	11,326,347	(316,047)	(3%)	11,326,347	11,034,014	(292,333)	(2.6%)	11,044,839	(281,508)
Gross Surplus (Rev-Exp)	660,765	310,450	(350,315)	(53%)	310,450	938,083	(627,633)	(67%)	927,354	616,904
Net Gain/Loss on Invest.	740,774	712,022	(28,752)		712,022	-	712,022		-	(712,022)
Net from Operations	1,401,539	1,022,472	(379,067)	(27%)	1,022,472	938,083	84,389		927,354	(95,118)



Green Valley Recreation, Inc.
Statement of Changes in Net Assets

As of Date: December 31, 2024 and Dec 31, 2023

	Totals	Unrestricted		Emergency Reserve Fund	Maint - Repair - Replacement Reserve Fund	Initiatives Reserve Fund	Pools & Spas Reserve Fund
		Unrestricted	Fixed Assets				
Net change in net assets-GVR	1,022,472 (16)	1,022,472	-	-	-	-	-
Transfers between unrestricted and reserves:							
Reserve Study Allocation	-	-	-	-	-	-	-
Principal Transfers							
Transfers For Funding	-	(2,058,216)	-	-	1,227,040	531,776	299,400
Transfers Prev. Yr. Surplus	-	-	-	-	-	-	-
Transfers Curr. Yr. Surplus	-	-	-	-	-	-	-
Transfers Between Funds	-	-	-	-	-	-	-
Depreciation	-	1,292,713	(1,292,713)	-	-	-	-
Disposal of Fixed Assets	-	-	-	-	-	-	-
Purchase & Contributed Fixed Assets	-	(41,681)	1,874,047	-	(989,067)	(849,807)	-
Purchases Withdrawals Outstanding	-	877,400	-	-	(335,116)	(540,644)	(1,640)
Allocations of Net Change components:							
Investment income	-	(263,573)	-	9,097	200,088	28,629	25,758
Investment Expenses	-	164,677	-	(4,012)	(144,555)	(8,517)	(7,594)
Net Gains (Losses) in Investments	-	(702,471)	-	83,030	487,414	36,563	95,465
Net Change to December 31, 2024	1,022,472 (16)	291,321	581,334	88,115	445,804	(801,999)	411,388
Net Assets at, Dec 31, 2023	32,682,140 (27)	824,841	21,556,682 (26)	560,194 (28)	7,175,602 (29)	1,750,056 (30)	814,765 (31)
Net Assets as at, December 31, 2024	33,704,612 (10)	1,116,162	22,138,016 (9)	648,310 (11)	7,621,406 (12)	948,057 (13)	1,226,153 (14)
		23,254,178 (17)		10,443,926 (15)			

Footnotes refer to Statement of Financial Position and Statement of Activities

4



Green Valley Recreation, Inc.
Investment Portfolios
Changes and Market Values
Beginning of Year and Current Month End

	Totals	Unrestricted	Emergency Reserve Fund	Maint - Repair - Replace Reserve Fund	Initiatives Reserve Fund	Pools & Spas Reserve Fund
Balance Dec 31, 2023 (at Market)	13,767,895 ⁽²⁵⁾	3,467,278 ⁽²⁴⁾	560,194 ⁽¹⁸⁾	7,175,602 ⁽¹⁹⁾	1,750,056 ⁽²⁰⁾	814,765 ⁽²¹⁾
Changes since Jan 1, 2023:						
Principal Transfers	2,657,951	599,735	-	1,227,040	531,776	299,400
Investment income	400,547	136,974	9,097	200,088	28,629	25,758
Withdrawals	(6,066,009)	(3,349,735)	-	(1,324,184)	(1,390,450)	(1,640)
Investment Expenses	(164,677)	-	(4,012)	(144,555)	(8,517)	(7,594)
Net Change for 12 Months	(3,172,188)	(2,613,026)	5,086	(41,610)	(838,562)	315,924
Balance before Market Change at December 31, 2024	10,595,707	854,252	565,280	7,133,992	911,494	1,130,689
12 Months Net Change in Investments Gain/(Loss)	906,748	204,277	83,030	487,414	36,563	95,465
Balance at December 31, 2024 (at Market)	\$ 11,502,455 ⁽⁸⁾	1,058,530 ⁽⁷⁾	648,309.59 ⁽¹⁾	7,621,406 ⁽²⁾	948,057 ⁽³⁾	1,226,153 ⁽⁴⁾

10,443,926 ⁽¹⁵⁾

Footnotes refer to Statement of Financial Position and Statement of Activities



Green Valley Recreation, Inc.
Board of Directors Regular Meeting
N&E Committee Chair Appointment

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: January 22, 2025

Presented By: Marge Garneau, President

Consent Agenda: Yes

Originating Committee / Department: Nominations and Elections Committee (N&E)
Action Requested: Appoint Candy English as Chair of N&E. Current Chair Barbara Blake has asked to step down.
Strategic Plan: GOAL 5: Provide sound, effective governance and leadership for the corporation
Board Options: <ul style="list-style-type: none">1) Approve the appointment of Candy English.2) Pick another Board Director to serve the role.3) Do not appoint another Director as Chair
Staff Recommendation: Option #1



Green Valley Recreation, Inc.

Board of Directors Regular Meeting

N&E Recommendation to Extend 2025 Voting

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: January 22, 2025

Presented By: Candy English, Interim Chair

Consent Agenda: Yes

<p>Originating Committee / Department: Nominations and Elections Committee (N&E) and Staff</p>
<p>Action Requested: Approve N&E recommendation to extend the 2025 voting end date from March 13 to March 18.</p>
<p>Strategic Plan: Goal 3: Promote increased involvement of members in GVR Goal 5: Provide sound, effective governance and leadership for the corporation</p>
<p>Background Justification: Staff had requested the N&E Committee to consider recommending to the Board to extend the voting end date from March 13 to March 18 to allow more time for members to request paper ballots, Vote-Now to process the requests, and members to vote and return the requested paper ballots. At the N&E Committee meeting, it was approved to recommend to the Board this change. With this change, paper ballots can be requested from February 19 to February 23. Vote-Now will process the requests and send the ballots out by February 25 or 26. Members will receive the paper ballots between March 3-6 and will have until March 10 to return them in the mail.</p>
<p>Fiscal Impact: No fiscal impact</p>
<p>Board Options:</p> <ol style="list-style-type: none"> 1) Consider approval of the N&E recommendation to extend the 2025 voting period from March 13 to March 18. 2) Consider approval of an amended N&E recommendation to extend the 2025 voting period. 3) Do not approve the N&E recommendation and stay with the current voting end date of March 13.
<p>Staff Recommendation: Option #1</p>



Green Valley Recreation, Inc.
Board of Directors Regular Meeting
Corporate Policy Manual Change
For Smoking/Vaping Policy

Prepared By: Nanci Moyo, Admin. Sup.

Meeting Date: January 22, 2025

Presented By: Bart Hillyer, BAC Chair

Consent Agenda: No

<p>Originating Committee / Department: Board Affairs Committee (BAC)</p>
<p>Action Requested: Approve the Smoking and Vaping policy for the Corporate Policy Manual (CPM) based on the recommendation from the BAC.</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: Due to comments from members regarding smoking and vaping in and around the facilities, the GVR staff asked members in the eBlast there opinion on the matter.</p> <p>Current policy 1.2.6.K: Pursuant to the Smoke-Free Arizona Act (A.R.S.§36-601.01), GVR prohibits smoking in all indoor facilities and outside areas within 20 feet of entrances and windows. Smoking and vaping are allowed in designated outdoor areas only.</p> <p>The survey results: 2,751 people responded to a single query: "Per current GVR policy, members and guests are permitted to smoke and vape only in designated areas. Those designated areas currently have no fixtures. GVR needs to either equip designated smoking areas at each center (buy ashcans and benches) or decide it is time to go smoke and vape-free. 2,441 (88.73%) respondents prefer GVR goes smoke and vape free. 310 (11.27%) respondents prefer GVR stick with designated smoking areas.</p> <p>The Board has asked the BAC for their recommendations on this issue and the BAC recommendation is for the Board of Directors to approve a ban on smoking and vaping throughout all GVR campuses.</p> <p>The Board held a Work Session on January 8, 2025, and the consensus, after reviewing the BAC recommendations and Board discussion, is to ban smoking on all GVR properties and to allow vaping, except within 20 feet of entrances and on sports courts.</p>
<p>Fiscal Impact: Possible impact if GVR needs to provide ash cans and benches, or if GVR needs to provide signs stating no smoking or vaping.</p>

Options:

- 1) Approve the BAC recommendation to ban smoking/vaping on all GVR properties.
- 2) Approve the Board amended ban on smoking on all GVR properties, and allow vaping, except within 20 feet of GVR entrances and on sports courts.
- 3) Delay decision to another meeting.

Staff Recommendations:

Option #2

Recommended Motion:

Move to approve a smoking ban on all GVR properties, and allow vaping, except within 20 feet of GVR entrances and on sports courts.

Attachments:

- 1) Redline and Clean CPM Part 1: 1.2.6.K

REDLINED

K. ~~Pursuant to the Smoke-Free Arizona GVR prohibits smoking in all indoor facilities and outside areas within 20 feet of entrances and windows. Smoking and vaping are allowed in designated outdoor areas only.~~ Smoking is prohibited on all GVR properties. Vaping is permitted, except within 20 feet of GVR entrances and on sports courts.

CLEAN

K. Smoking is prohibited on all GVR properties. Vaping is permitted, except within 20 feet of GVR entrances and on sports courts.



Green Valley Recreation, Inc.
Board of Directors Regular Meeting
Finance Policy Recommendation

Prepared By: Scott Somers, CEO

Meeting Date: January 22, 2025

Presented By: Scott Somers, CEO

Consent Agenda: No

<p>Originating Committee / Department: Fiscal Affairs Committee (FAC) and Staff</p>
<p>Action Requested: Consider approval of the FAC recommended amendment to CPM Section 1.2.9 Rentals and Fees.</p>
<p>Strategic Plan Goal: Goal 4: Cultivate and maintain a sound financial base that generates good value for our members.</p>
<p>Background Information: The Board approved FAC Finance Policy recommendations during the November 13, 2024, meeting. Staff inadvertently missed one section that should have been also included in the recommended changes.</p> <p>Section 1.1.1.A.2 provides that GVR Administration is authorized to establish and modify operational fees as described, including those listed in subsection b, Facility Fees. Whereas, Section 1.2.9.A describes how the CEO will implement a board approved fee schedule for rental of GVR facilities. These two provision are inconsistent with one another. Staff is therefore recommending the first sentence of subsection A be stricken as the attachment illustrates.</p>
<p>Fiscal Impact: No cost associated with implementation</p>
<p>Board Options:</p> <ol style="list-style-type: none"> 1) Approve the FAC recommended amendment to CPM Section 1.2.9 Rentals and Fees as drafted. 2) Amend and then approve the FAC recommended amendment to CPM Section 1.2.9 Rentals and Fees as drafted. 3) Delay any decision at this time.
<p>Recommended Motion: <i>I move to approve the FAC recommended amendment to CPM Section 1.2.9 Rentals and Fees as drafted.</i></p>
<p>Attachments:</p> <ul style="list-style-type: none"> • Redlined CPM Facility Fees and Rentals and Fees Sections

1.1.1 Other Fees

- A. A fee for service is payment for the work involved in an operation that benefits individual members, as distinct from the entire membership. Cost recovery should be based on direct costs, including personnel costs specifically related to delivering the service.
 - 1. The Board has established fees for services:
 - a. **Transfer Fees:** There shall be a charge for the processing of the documents upon a change in the title of a membership property.
 - b. **Tenant Fees:** Upon application, tenant cards shall be issued to a person leasing GVR membership property. There will be a charge for a tenant card.
 - 2. The authority to establish and modify operational fees is delegated to GVR Administration as part of the ongoing day-to-day management of the organization. Such fees fall in the following broad categories.
 - a. **Programmatic Fees:** These fees are established to provide cost recovery of direct expenses related to entertainment, participation, and instructional programs.
 - b. **Facility Fees:** These fees are established to provide cost recovery related exclusively to the use of facility space and/or equipment by outside groups and member usage beyond the basic services of GVR. Such fees include, but are not limited to, reservations, time incremental facility usage, equipment, custodial, technician, and catering. Damage deposits are required.
 - c. **Administrative Fees:** These fees are established to provide cost recovery for miscellaneous services provided to members and outside parties. Such fees include but are not limited to, photocopying, facsimile, computer, facility keys, card replacement and publications.
 - d. **Processing Fees:** These fees are established to provide cost recovery for labor and overhead generated through business transaction to members and outside parties. Such fees will be attached to all transactional business including, but not limited to, member dues, programs, instructional courses, and rentals.

Style Definition: List Paragraph: Don't add space between paragraphs of the same style, Line spacing: Multiple 1.08 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 1.75" + Indent at: 2"

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1.1.2 Member Payment Transactions

Member payment transactions, such as Credit card transaction/service fees are subject to a processing fee.

1.2.9

Rentals and Fees

- A. ~~The CEO will implement a board approved fee schedule for rental of GVR facilities.~~ The CEO is authorized to waive facility rental fees in special circumstances, as deemed appropriate.
- B. Damage deposits, as identified in operational policy, will be required for rentals by non-GVR members and may be required for member use depending on the nature of the member activity.
- C. Members and groups composed solely of GVR Members are granted up to six no-fee private events (potlucks, parties, dances, HOA socials) per calendar year. These events may be scheduled every other month. Subsequent or more frequent private events will be subject to current rental fees. In all cases, kitchen or grill cleaning fees may be charged. Reservations for socials are limited to six hours.
 - 1. Memorial and celebration of life services for GVR Members or members of their immediate family are not subject to rental fees and do not count toward the annual limit.
 - 2. GVR Clubs are exempt from this annual limit.
- D. GVR is interested in supporting community service events, and may rent its facilities for such events whenever it is practical to do so. A community service event is normally sponsored by a non-profit organization or local government agency.
- E. The CEO may authorize use of GVR facilities on a complimentary or fee basis for any GVR-sponsored or GVR co-sponsored event or activity.
- F. Fees may be charged to recover the cost of any specialized services, events or programs.
- G. Commercial Rentals (rentals by businesses for the purpose of conducting business) are not permitted.

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Green Valley Recreation, Inc.
Board of Directors Regular Meeting
West Center Clubs Expansion Project

Prepared By: Scott Somers, CEO

Meeting Date: January 22, 2025

Presented By: Scott Somers, CEO

Consent Agenda: No

<p>Originating Committee / Department: Facilities</p>
<p>Action Requested: Award a contract for architectural services for the Lapidary Club expansion project</p>
<p>Strategic Plan Goal 1: Provide excellent facilities for members to participate in a variety of active and social opportunities</p>
<p>Background Justification: During the September 25, 2024, Board meeting, the Board provided direction to pursue Option 1: expand the Lapidary Club space to the south first as a separate project from expanding the Woodworkers Club space to the east. Option 1 also includes expanding both Lapidary and the Artisans Clubs into the vacated Billiards room space. Since this concept was approved by the Board, next steps include completing construction documents. Since funds for completing construction documents are being paid from the Initiatives Funds, the Board must approve a contract with the architect who will complete the construction documents. Per the Procurement Policy, staff must attempt to acquire a minimum of three quotes/bids for this professional service. WSM, Seaver Franks, and Burton and Associates submitted bids for this project. Burton was the apparent low bidder and staff have been pleased with working with Burton on the Metal Arts expansion project. Staff therefore recommends awarding this contract to Burton and Associates in an amount of \$49,500 for a base bid fee, with an allowance beyond the base bid of \$4,500 for possible construction estimating services.</p>
<p>Fiscal Impact: The 2025 Adopted Budget includes \$991,524 from the Initiatives Fund in total for this project.</p>
<p>Board Options:</p> <ol style="list-style-type: none"> 1) Award a contract to Burton and Associates for architectural services in an amount of \$49,500 for a base bid fee, with an allowance beyond the base bid of \$4,500 for possible construction estimating services. 2) Award a contract to a different contractor in a different amount. 3) Direct staff to rebid for architectural services.
<p>Staff Recommendation: Option #1</p>

Recommended Motion:

I move to award a contract to Burton and Associates for architectural services in an amount of \$49,500 for a base bid fee, with an allowance beyond the base bid of \$4,500 for possible construction estimating services.

Attachments:

- 1) Bids for architectural services



December 12, 2024

Tom Fisher, GVR Senior Project Manager
Tim Yelaca, GVR Project Manager
Green Valley Recreation Inc.
333 Paseo del Prado
Green Valley, AZ 85614

**RE: ARCHITECTURAL/ENGINEERING PROPOSAL
West Center Lapidary Club Expansion
1111 GVR Drive, Green Valley, AZ**

Tom and Tim:

This cover letter is written in support of our submittal of proposal for the architectural and engineering services required by the above project. It is based on the information contained in your "Request for Proposals" including the requested information and documentation.

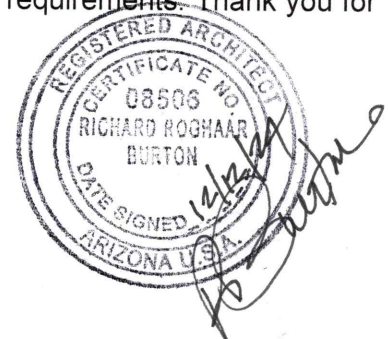
We are pleased to be considered as one of those invited to submit a proposal and hope to provide sufficient information for serious consideration. We feel our firm is suited to the project for the following reasons:

- Our firm has just completed the West Center Metal Arts Renovation project and understands the unique relationship of architect, GVR staff, and specific facility users. We have enjoyed the relationship with the GVR staff, particularly Tom Fisher and Tim Yelaca, and hope to continue this association.
- We feel our firm is perfectly sized and skilled in accomplishing this work, The project will be headed up by the firm's principal architect, Richard Burton, who has over fifty years of architectural experience. Michael Hernandez, who directed the production drawings for GVR's West Center Metal Arts Renovation, will again be providing the coordination of the construction drawings for this project. Technical Support will be provided by Dax Harding, Fernando Govin Cossio and Roberto Ortiz.
- The team of consulting Engineers for this project (structural, mechanical and electrical) each have over twenty years of experience and have each worked with our firm on many projects.
- The firm's workload is presently such that this project will be able to receive expeditious and knowledgeable attention. This project will have high priority in the firm.

The attached information is provided following the requested submittal requirements. Thank you for the opportunity to provide our qualifications and interest.

Sincerely,

Richard R. Burton, Architect



Burton and Associates Architects
4572 E. Camp Lowell Drive, Tucson, AZ 85712 – (520) 471-8072, richard.burtonarch@gmail.com

- Burton and Associates has done more than sixteen projects with ASW.
- Mechanical Engineer – PH Engineering, Eric Heins, Licensed Arizona Engineer
 - Mr. Heins and PH Engineering have been in business for over thirty years and have eight engineers and staff.
 - PH Engineering have worked as a team on over sixteen projects.
 - PH Engineering will do the Plumbing and HVAC engineering.
- Electrical Engineer – Balda Electrical Consulting, Inc – Michael Balda, Licensed Arizona Engineer
 - Mr. Balda has been in business for twenty years and is an expert at lighting and power systems.
 - Over the past fifteen years, Balda Engineering has worked with Burton and Associates on several projects.

SCHEDULE

The firm of Burton and Associates Architects sees no issue with the GVR Staff's suggested maximum of five months from Notice to Proceed to submission of the completed documents for Pima County for permit review. We expect the detailed schedule to be as follows (following Notice to Proceed by GVR in mid-January):

- Schematic Design – 30 calendar days
- Design Development – 40 calendar days
- Construction Documents - 70 calendar days
- Bidding and Permitting - 60 calendar days (dependent on Pima County's schedule)
- Construction – 200 calendar days

FEES, RATES AND EXCLUSIONS

- Base Fee (Including all services noted in "Approach to the Project" above):
Forty-Nine Thousand and Five Hundred Dollars (\$49,500.00)
- Optional Scope of Services:
 - Construction Cost Estimating at conclusion of CD's - \$4500
 - Geotechnical Services – This architectural firm does not provide geotechnical services nor does it contract for them; however, the firm would be pleased to provide GVR Staff with a list of credible testing firms and even supply fees from them for the work if desired.
- Rates:
 - Architect or Engineer - \$125/hour
 - Project Manager - \$75/hour
 - Technician - \$50/hour
 - Clerical - \$30/hour
- Exclusions (Services specifically excluded from the Base Fee)
 - Survey or Geotechnical Investigation
 - Permit Fees or Printing of Construction or Permitting Drawings
 - Artistic Rendering (the fee does include digital 3D images of the exterior)
 - Interior Design (the fee does include assistance with material or color selection)
 - Site Development Drawing Process (the assumption is made that a simple Site Plan will satisfy the County without a full Site Development Process)
 - Drainage Reports or Hydrological Investigations



December 13, 2024

Tom Fisher, Senior Project Manager
Green Valley Recreation, Inc.
1070 Calle de las Casitas
Green Valley, AZ 85614
tomf@gvrec.org

RE: RFP for West Center Lapidary Club Expansion

Dear Mr. Fisher & Committee Members:

Thank you for inviting us to submit this proposal for Architectural and Engineering Services for the GVR Lapidary Center Expansion at 1111 GVR Drive at GVR's West Center. in Green Valley, AZ. We understand that the GVR board recently authorized the Green Valley Recreation Inc. (GVR) Board of Directors approved \$991,000 in Capital projects funding for expansion of the West Center Lapidary Club building beginning in fiscal year 2025. The proposed Lapidary Center project will increase the Club's dedicated space with additions to the west as well as interior renovation into the adjacent former Billiards space. At an anticipated 3,730 SF, the renovated and expanded Lapidary Center will serve GVR lapidary and silversmith artisans for years to come.

The remodel planning will take extensive communication with GVR members, committee members and Board members through multiple presentations, graphic and verbal communications. As WSM Architects, and now Shive-Hattery, we have many years of experience working with committees (whether corporate, non-profit or governmental agencies) and neighborhood consensus building. Five WSM projects have been nominated for the Metropolitan Pima Alliance's Common Ground Awards, which honor outstanding accomplishments in uniting communities through consensus-building. Consensus-building can be a challenging process, but we relish it because it is rewarding to help our clients achieve their goals. Last month, we were selected by our local peers in the Design and Construction industry as the Cornerstone Building Foundation's 2024 Architect of the Year. We received this award not only for quality in design, but also for our high level of collaboration and teamwork.

We have been working with Green Valley Recreation (GVR) since 2015 when we completed your 10-Year Strategic Master Plan. At GVR, we interviewed over 60 clubs and sports groups as part of the Master Plan. It was our job to listen, gather facts and apply resources objectively in a manner that brought success to individual club interests now, while also elevating the organization for the future success. We are familiar with the vision of the Lapidary Club, and have enjoyed working with them in the past on preliminary programming and design studies. **Our team is ready and available to begin work on this project in January 2025!** It would be exciting to be given the opportunity to move the West Center Lapidary Club Expansion to fruition!

Please do not hesitate to call if you have questions or need additional information.

Kristen DiBone, AIA, NCIDQ
Principal Architect + Project Manager
4330 N. Campbell Ave | #268 | Tucson, AZ 85718
520.408.1044

FEE BREAKDOWN

Project Architectural & Engineering Fees

Basic Services:

Shive-Hattery will provide the Basic Architectural and Engineering services, as described in this proposal and the RFP as follows:

PROJECT PHASE	BASIC SCOPE OF SERVICES					TOTAL BASIC SERVICES
	SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENT	BIDDING/PERMITTING	CONSTRUCTION ADMINISTRATION	
TOTALS	\$11,050.00	\$18,400.00	\$31,200.00	\$7,000.00	\$14,400.00	\$82,050.00

Optional Additional Services:

Shive-Hattery will provide the Optional services, as described in this proposal, for the fixed fee of \$172,375.00. The fee breaks down as follows:

OPTIONAL ADDITIONAL SERVICES			
REIMBURSE ALLOWANCE	GEOTECHNICAL REPORT ALLOWANCE	COST ESTIMATING ALLOWANCE	TOTAL ADDITIONAL SERVICES
\$1,000.00	\$8,000.00	\$10,000.00	\$19,000.00

The above fee includes architecture, interior design, structural engineering, mechanical engineering and electrical engineering.

Exclusions:

-Pima County Development Plan*, coordination of Owner’s Consultants, value engineering, permit or other municipal/utility fees, civil and landscape site engineering, site surveying, soils engineering, acoustical engineer, commercial kitchen design, and low-voltage/audio-visual design.

**The scope of Development Plan services required for this project can be accurately estimated upon the completion of Schematic Design. We can meet with the County at early phases to determine their requirements for adding additional building footprint to West Center*

Hourly Rates:

As requested in the RFP, please see next page for Shive-Hattery’s Hourly Fee Rate Schedule.



Tom Fisher, Senior Project Manager and
Tim Yelaca, Project Manager

RE: Architectural Design Services

December 13, 2024

Dear Tom and Tim,

We are pleased to submit our qualifications and experience for the architectural design services required for the West Center Lapidary Club Expansion. SEAV FRANKS ARCHITECTS is excited about the prospect of partnering with you on this important project.

Our team, led by Senior Project Architect Rick Huch and Project Coordinator Fatima Valdez, has a proven track record in designing inspiring spaces for community social clubs. We understand the unique needs of your members and are committed to creating a design that fosters creativity, collaboration, and a sense of community.

We are confident in our ability to navigate the complexities of this project, addressing issues such as budget, constructability, schedule, quality control, and future maintenance. Our goal is to deliver a design that not only meets your needs but exceeds your expectations.

We are available to begin work immediately and are committed to working within your schedule. We would welcome the opportunity to discuss your project in more detail and learn how we can best serve your needs.

Sincerely,

SEAV FRANKS ARCHITECTS, INC., A.I.A.

A handwritten signature in black ink, appearing to read "Richard Huch".

Richard Huch, R.A., LEED-AP
Sr. Project Architect
rickhuch@seaverfranks.com
(520) 237-1470

Civil Engineering

A. Design Survey	Fixed fee of \$3,200.00
B. Private Paving, Grading and Drainage Plan	Fixed fee of \$6,700.00
C. Project Meetings and Coordination	Fixed fee of \$2,000.00
D. Traffic Memorandum	Fixed fee of \$1,200.00
E. Engineer of Record Services	Fixed fee of \$3,500.00
F. Easement Coordination and Processing	Hourly as required

Existing Building As- Builts Fixed fee of **\$1,500.00**

Programming & Schematic Design Fixed fee of **\$8,100.00**

Design Development Fixed fee of **\$8,200.00**

Construction Documentation Fixed fee of **\$50,700.00**

Construction Administration Hourly as required

TOTAL FIXED FEE SERVICES (not including hourly services) \$85,100.00

The above fees are valid for 12 months from the date of acceptance. Any work begun after this date shall be renegotiated by both parties to a mutually agreeable amount.

SCHEDULE

SFA anticipates the following schedule:

Programming & Schematic design- 4 to 6 weeks (As-Builts to be completed during that time)

Design Development- 4 weeks

Construction Documents- 10 weeks

Permitting- 10 weeks

Please note- all civil work to run parallel with the work above and anticipate completion within this time frame.

HOURLY SERVICES

All services provided on an hourly basis will be billed at the following rates:

SEAVER FRANKS ARCHITECTS:

Principal	\$225.00/hour
Sr. Project Architect	\$150.00/hour
Project Architect	\$125.00/hour
Project Manager	\$110.00/hour
BIM Modeler	\$105.00/hour
Project Coordinator	\$105.00/hour
Draftsman	\$95.00/hour
Clerical / Permit Expeditor	\$75.00/hour
Intern	\$55.00/ hour

TERMS & CONDITIONS

Please see the attached terms and conditions.

Scott, I am very interested in working with you on this project and am pleased to submit this proposal to you. Please let me know if the working relationship described above is acceptable to you. If it is, please sign and return a copy for my file along with a retainer check for \$6,700.00.

Green Valley Recreation, Inc.



Board of Directors Regular Meeting

Capital Improvement Program and Capital Budget

Prepared By: Scott Somers, CEO

Meeting Date: January 22, 2025

Presented By: Scott Somers, CEO

Consent Agenda: No

<p>Originating Department: Administration and Finance</p>
<p>Action Requested: Consider approval of the Fiscal Affairs Committee (FAC) recommended draft Capital Improvement Program and Capital Budget Policy for inclusion into the CPM.</p>
<p>Strategic Plan Goal #4: Cultivate and maintain a sound financial base that generates good value for our members</p>
<p>Background Information: On September 27, 2023, the Board of Directors approved a Capital Improvement Project Policy and Process pilot program (please see attached staff report and exhibits). Based on feedback from Board members and staff who have applied and utilized the pilot program to develop the 2024 and 2025 Capital Improvement Plan (CIP) and budgets, staff have made recommendations that fine tune and improve the pilot program that was approved in 2023. These recommended amendments attempt to incorporate a Board-approved goal for the CEO in 2024 and were applied when developing the 2025 CIP and Capital Budget as follows: <i>(Capital) Include usage, trade-offs, and justification as part of the annual budget and capital planning process to provide the Board of Directors (BOD) with the necessary information to make capital planning decisions.</i></p> <p>On November 19, 2024, the FAC recommended the Board of Directors consider approving the attached draft Capital Improvement Program and Capital Budget Policy for inclusion into the CPM.</p>
<p>Fiscal Impact: No direct fiscal impact.</p>
<p>Options:</p> <ol style="list-style-type: none"> 1) Consider approval of the FAC recommended Capital Improvement Program and Capital Budget Policy. 2) Consider approval of the amended FAC recommended Capital Improvement Program and Capital Budget Policy. 3) Delay discussion to a future meeting.
<p>Staff Recommendation: Option #1</p>

Recommended Motion:

I move to approve the FAC recommended Capital Improvement Program and Capital Budget Policy as drafted.

Attachments:

- 1) September 27, 2023, staff report and attachments
- 2) Redlined GVR Capital Improvement Project Policy and Process pilot program
- 3) Recommended clean Capital Improvement Program and Capital Budget Policy
- 4) Pilot Capital Improvement Project Assessment tool
- 5) Recommended updated Capital Improvement Project Assessment tool



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

Prepared By: Scott Somers, CEO

Meeting Date: September 27, 2023

Presented By: Scott Somers, CEO

Consent Agenda: No

Originating Committee / Department:

Administration

Action Requested:

Consider approval of the recommended Capital Improvement Project Policy and Process as a one-year pilot program.

Strategic Plan Goal:

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

Background Justification:

At the May 17, 2023, June 21, 2023, and September 13, 2023 Work Sessions, the Board discussed draft versions of the Capital Improvement Project Policy and Process. Before this discussion, there was no policy that 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.

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).

The attached recommended policy and process and has been updated based on Board feedback during the September 13, 2023, Work Session, and identifies the general scope of work each participating entity can anticipate, and establishes a process flow on which members, staff, and the Board can rely.

Once the Board is ready to adopt this policy, staff recommends the motion to adopt include creating this policy as a pilot program for one year, in which all capital projects will be assessed based on the policy, to allow for modifications and amendments to the policy prior to inclusion in the Corporate Policy Manual (CPM).

Fiscal Impact:

N/A

Board Options:

- 1) Consider approval of the Capital Improvement Project Policy and Process as written.
- 2) Amend and then approve of the Capital Improvement Project Policy and Process.
- 3) Provide Alternative direction to staff.

Staff Recommendation:

Option #1

Recommended Motion:

I move to approve of the Capital Improvement Project Policy and Process as written, and to implement such a policy as a one-year pilot program, after which time, the Board will consider inclusion in the Corporate Policy Manual (CPM).

Attachments:

- 1) Recommended Capital Improvement Project Policy and Process
- 2) Capital Improvement Project Assessment
- 3) May 17, June 21, and September 13, 2023, Board Work Session Minutes

GVR Capital Improvement Project Policy and Process

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.

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?	Yes No		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 alternative resolution
Would the project improve member accessibility?	Yes No		If Yes, stop assessment and reallocation request for alternative 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 1 2	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		

Scoring Range	
Will not be considered at this time	<7
Will be considered this round	= or >7

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



MINUTES

BOARD OF DIRECTORS WORK SESSION

Wednesday, May 17, 2023, 10am

WC Room 2 / Zoom

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

Directors Absent: Laurel Dean, Nancy Austin, Steve Gilbert

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

Visitors: 7

AGENDA TOPIC

1. Call to Order / Roll Call

Work Session Called to Order at 10:01am by President Garneau. Secretary Hillyer called the role.

2. Amend / Approve Agenda

MOTION: Director Boyett moved, Director Dingman seconded to approve the amended Agenda to include discussion on the Photography Club request for Tenant Improvement.

Passed: unanimous

3. Del Sol Clubhouse

CEO Somers reviewed the plans for the Del Sol Clubhouse and the parking lot. Highlights include:

- Del Sol Clubhouse has two levels. The upper level has the main entrance, ADA accessible bathrooms, bar area, kitchen area, staircase in the middle to connect upper and lower floors, recreation area includes three pool tables, foosball table, darts, and room with poker tables, and outdoor patio space. The lower level will include at least 5 billiard tables and at least one snooker table, due to expansion possibilities. This level will be a great billiard hall. Bathrooms on the lower level will have access from inside the space and from outside for the walkers on the County path.
- The budget for the Del Sol Clubhouse is \$1.2 million.
- Pima County will be asked to assist with the cost of the bathrooms on the lower level due to the use of the County walking path.

*Barbara Blake arrived at 10:11am

Highlights from Board/Staff discussion:

- Discussion on how many parking places is needed per the occupancy of Del Sol Clubhouse. Have architect review the spaces needed in their reports.
- Install access for GVR members to use member card for the outside bathroom when bathrooms are locked to the public in the evenings.

- Del Sol Clubhouse will be on the Board Regular Meeting on May 24, 2023, for an approval to move forward with construction documents and for architectural report on number of parking spaces needed per occupancy of the Clubhouse.

4. Lapidary/Woodshop Expansion

CEO Somers reviewed Lapidary and Woodshop Clubs expansions. Highlights include:

- Primary goal is to consolidate the three Lapidary locations including East Center and Desert Hills to the West Center, building out to the easement on the west side of the building and south side for the Woodshop.
- Staff will meet with Lapidary and Woodshop to fine tune their needs and present to the Board for next steps. The project is still in the planning and discussion stages and is not ready for architectural/construction documents.
- A survey conducted by the Lapidary Club showed the members were optimistic about expanding the West Center space and not to build an Art Center at West Center. There is strong interest from the Club members as a whole to consolidate Desert Hills to West Center.
- For 2023 there is a \$50,000 budget for Lapidary and a \$30,000 budget for Woodshop for studies and conceptual drawings from the Initiatives Fund.

Highlights from Board/Staff discussion include:

- This is early in the planning stages and will not come before the Board at the next regular meeting in May.
- The Board is comfortable with staff working on discussions with both clubs and reviewing possibilities.
- Preliminary work was completed with the architects and the clubs providing a high-level drawing pushing out the west and south walls. Cost estimates will be provided as the process moves forward.

5. Ceramics Expansion

CEO Somers reviewed the Ceramics Expansion including these highlights:

- The budget is \$150,000 this year for the Ceramics expansion.
- The Ceramics expansion will be considered after the decision for Lapidary is finalized. If Lapidary is consolidated at the West Center it will open up space for the expansion of Ceramics into that space.
- Two options: 1) Build out Ceramics into the sidewalk which will give Ceramics a total of 3,488 square feet of space. 2) Utilize the Lapidary space at Desert Hills which will make the Ceramics space a total of 3600 square feet and is the most cost-effective expansion.
- The existing kiln room needs to be built to code.
- There is a possibility for the Ceramics Club to utilize the fitness room for temporary storage for their molds. This will be the time for the Club to sort through the molds and figure out how to store efficiently.

Highlights from Board/Staff discussion:

- Keep kilns where they currently are so not to cause a disruption to the club. Staff will discuss with the architects how to move this forward. If the kiln room is done first, it will lock the decision for Ceramics into option 2.
- Wheelchairs and walkers can use the room currently – it is just difficult.
- This will not go forward to the Board at this time.
- The Board is leaning to Option 2 and this helps give staff direction.

6. Capital Projects Policy and Process

CEO Somers reviewed the work on the Capital Projects Policy and Process and held a lengthy discussion with the Board.

Staff will rewrite the Capital Projects Policy and Process using items from the discussion and bring before the Board in a June Work Session.

7. Photography Club

President Garneau asked the Board to review the Photography Club request. This will come before the Board at the May 24, 2023, Regular Meeting for approval.

Adjournment: The Work Session was adjourned at 12:44pm.



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



MINUTES

BOARD OF DIRECTORS WORK SESSION

Wednesday, September 13, 2023, 2pm

WC Auditorium / Zoom

Directors Present: Marge Garneau (President), Carol Crothers (Vice President), Bart Hillyer (Secretary) (left meeting at 3:23pm), Jim Carden (Treasurer), Barbara Blake (Assistant Secretary), Joe Magliola (Assistant Treasurer), Nancy Austin, Kathi Bachelor, Beth Dingman, Steve Gilbert, Bev Lawless, Richard Sutherland, Scott Somers (non-voting)

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

Visitors: 8 including support staff

AGENDA TOPIC

1. Call to Order / Roll Call

Work Session Called to Order at 2:02pm by President Garneau. Secretary Hillyer called the role.

2. Amend / Approve Agenda

MOTION: Director Crothers moved, Director Blake seconded to approve the Agenda as presented.

Passed: unanimous

3. Board Affairs Committee (BAC) Proposed Bylaws Change

Director Crothers, Chair of BAC, gave an overview of the BAC proposed top five Bylaws with the main goal to make the Bylaws more understandable and to align with Arizona Nonprofit Law. The first of the top five is Proposed Action #1 - Article VI Powers, Duties, and Responsibilities of the Board of Directors, Section 2 Limits of Authority and Indebtedness:

PROPOSED: Article VI Powers, Duties and Responsibilities of the Board of Directors, Section 2 Limits of Authority and Indebtedness to read: The Board of Directors is not authorized to enter into any contract for new or initiative-type Capital projects that requires an annual payment that exceeds ten twelve percent (~~10~~12%) of the annual budget latest audited approved annual net revenue (does not include investments). Any contract for new or initiative-type Capital projects requiring an annual payment that exceeds this figure ten twelve percent (~~10~~12%) of the annual budget latest audited approved annual net revenue, shall only be valid if approved, in advance, by the affirmative vote of regular members representing a majority of the total votes cast, provided that the total number of votes cast equals at least twenty percent (20%) of the total votes in The Corporation. Contracts for unique projects may not be broken up so as to avoid the requirement of this section.

CURRENT Bylaws states: The Board of Directors is not authorized to enter into any contract that requires an annual payment that exceeds ten percent (10%) of the annual budget. Any contract requiring an annual payment that exceeds ten percent (10%) of the annual budget shall only be valid if approved, in advance, by the affirmative vote of regular members representing a majority of the total votes cast, provided that the total number of votes cast equals at least twenty percent (20%) of the total votes in The Corporation.

The Directors' discussed Article VI, Section 2 bringing forth these issues:

- Dollar amount of current cost of projections is higher due to inflation
- Include or not to include the CPI or COLA
- Include or not include investments in the calculation
- Increase from ten percent to 12 percent is a 20 percent increase in Board authority
- Change from annual budget(s) to latest audited approved annual net revenue
- Change the ten percent to either 12, 13 or 15 percent
- Include the calculated number as a line item in the audit for members to find easily

The CFO was asked to present to the Board at the upcoming Regular Meeting two numbers for the proposed Bylaw change: 1) approved annual net revenue, and 2) annual revenue of all income sources.

Discussion was held on Proposed Action #4 – Article II Membership Property and Members, Section 6 Voting Rights adding F:

PROPOSED ADD F: A GVR Member in good standing has the right to serve on the Board of Directors provided no other member of their household (whether related by marriage, cohabitation, or otherwise) is on the board during the same time period.

CURRENT Bylaws: No F

The Directors' discussed Article II, Section 6.F bringing forth these issues:

- Can this Bylaw be enforced?
- If two people are on the title then both can run for the Board

Discussion was held on Proposed Action #3 – Article IV Board of Directors, Section 1 Number of Directors:

PROPOSED: 1) Article IV, Section 1: The affairs of GVR shall be governed by a Board of Directors consisting of ~~twelve (12)~~ nine (9) voting members who shall be elected from the members of The Corporation ~~residing within the jurisdiction of GVR~~ who have voting rights as defined in Article II Section 6.

CURRENT: 1) Article IV, Section 1: The affairs of GVR shall be governed by a Board of Directors consisting of twelve (12) voting members who shall be elected from the members of The Corporation residing within the jurisdiction of GVR.

The Directors' discussed Article IV, Section 1 bringing forth these issues:

- Needs to be stated a level of residency within GVR jurisdiction
- State in the Bylaws a member must reside in Green Valley
- The Attorney's opinion on current Bylaws is the voting member must reside in GVR jurisdiction not an elected Board Director

4. Capital Improvement Policy Process

CEO Somers reviewed the Capital Improvement Policy Process. The Directors added these comments:

- Addressed whether the process will help alleviate one Board overturning a previous Board decision on a project. Staff stated this process helps to minimize turn overs by future Boards on current projects.
- The Capital Improvement Policy will begin as a pilot program.
- Include "Improvement" in the "Five-Year Capital Improvement Plan" (CIP). Some places "Improvement" has been left out.
- Suggested changes in the Assessment Form: 1) marketability and/or competitive advantage numbering from 0,3,6 to 0,1,3, 2) change for the interest level of improvement to the general membership change from 1,2,3 to 1,3,6. This change is to address the membership needs first. 3) Change in the long-term costs section from 4,3,2,1 to 4,2,0,0, and 4) the last question about adverse effect on another group or GVR members could be 2 or 3 instead of 1.

5. Committee Action Plans

- Planning and Evaluation Committee (P&E) asked to have the first bullet in the Timeline for Established Priorities be removed: "GVR Capital Improvement Project Policy and Process: Present to the Board at the September meeting." The second bullet needs to have "Improvement" added: "Five-Year Capital Improvement Plan (CIP)."

6. Adjournment

MOTION: Director Sutherland moved, Director Bachelor seconded to adjourn the meeting at 4:11pm.

Passed: unanimous

~~GVR~~ Capital Improvement ~~Project Policy~~ Program and Process

Definition

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

1. 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.

2. 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.

~~1.3.~~ **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.

1. Staff develops the recommended 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, when the budget allows, GVR will earmark \$100,000an identified amount 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? See Part 5, Section 1, Subsection 5.1.1. 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 Reserve 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 recommended 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? [See Part 5, Section 1, Subsection 5.1.1.](#) If yes, then proceed to #2.
2. Is the proposed project:
 - i. unplanned and unbudgeted?
 - ii. anticipated to begin in a future year?
 - iii. 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 ~~(include in Appendix or approved by the Board annually?)~~ 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~~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 recommends/develops a recommendation of the Five-Year Capital Improvement Plan (CIP) to the Board of Directors for consideration during the annual budget approval process.
2. Staff presents the recommended Five-Year Capital Improvement Plan (CIP) and the Capital ~~Improvement~~ Budget to the Fiscal Affairs Committee (FAC). The FAC recommends/develops funding recommendations of 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 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 ~~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 any 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.

4. Prioritizing

1. Project prioritization is based on the following:
Experience based judgment – based on the judgement of professional staff, governing board members, committee members, members, etc.
2. Broad categories of need
 - a. High: projects that are essential and impending
 - b. Medium: essential but do not need to be funded immediately
 - c. Low: create benefit but not enough to merit inclusion.

5. Miscellaneous

Financial forecasting shall be utilized when developing the CIP to ensure a financially sound program. Estimated costs shall include but not be limited to inflation, planning and architectural fees, legal fees, and permitting. Estimated project timelines and anticipated funding sources shall be identified. Funding for approved or in-progress capital projects carry over from one year to the next until completion.

D. **Capital Improvement Program and Capital Budget**

1. 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.

2. 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.

3. **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:

1. 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.
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 Reserve 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 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:

1. 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.
2. Is the proposed project:
 - i. unplanned and unbudgeted?
 - ii. anticipated to begin in a future year?

- iii. 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 (include in Appendix or approved by the Board annually?) for all completed and timely applications.

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 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.
2. Staff presents the recommended Five-Year Capital Improvement Plan (CIP) and the Capital Improvement 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.

3. Staff presents the P & E and FAC recommendations to the Board of Directors, and notes any discrepancies 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.

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 any 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.

4. Prioritizing

1. Project prioritization is based on the following:

Experience based judgment – based on the judgement of professional staff, governing board members, committee members, members, etc.

2. Broad categories of need
 - a. High: projects that are essential and impending
 - b. Medium: essential but do not need to be funded immediately
 - c. Low: create benefit but not enough to merit inclusion.

5. **Miscellaneous**

Financial forecasting shall be utilized when developing the CIP to ensure a financially sound program.

Estimated costs should include inflation, planning and architectural fees, legal fees, permitting, etc. Estimated project timelines and anticipated funding sources should be identified. Carryover funds for capital projects from one year are put into the next year's budget and approved again by the Board of Directors.

Capital Improvement Project 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?	Yes No	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 alternative resolution	
Would the project improve member accessibility?	Yes No	If Yes, stop assessment and reallocation request for alternative 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 1 2	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 Project Assessment

Scoring Range	
Will not be considered at this time	<7
Will be considered this round	= or >7

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 Assessment

Project Name: _____ Proposed by: _____
Proposed Inception Year: _____

Assessment Questionnaire

1. If this is a club request, is the request a club responsibility per Part 6, Section 3 of the CPM? _____
(If Yes, stop assessment. Club should take appropriate steps to comply with the CPM requirements)
2. If this is a request for new or expanded club space, has the club taken steps to maximize space utilization? _____
(If No, please stop assessment. Club should take appropriate steps to first attempt to maximize space utilization and then reapply if necessary)

Please explain any steps taken to improve efficiency and space utilization:

3. Have more cost-effective alternatives been considered? What are they and why are they not the preferred option?

4. Please explain how the project advances the goals of Green Valley Recreation:

5. What are the 3-5 year participation trends related to this capital project request?

6. Please explain how this capital project supports the interest level of the general membership:

Capital Improvement Project Assessment

7. Would this request have an adverse effect on another group or GVR members? _____
(If Yes, please provide rationale as to the greater benefit this project will provide given that another group or the general membership may be displaced or impacted)

8. What are the anticipated annual operational costs associated with this capital improvement? \$ _____

9. What are the anticipated required annual maintenance and replacement contributions to the Reserve Study associated with this capital improvement? \$ _____

Criteria	Weight (1-5)	Clearly No	0	1	2	3	4	5	6	Clearly Yes	Total
Legal mandate											
Removes or reduces a hazard											
Advances organizational goals											
Improves efficiency											
Addresses participation trends											
Supports interest of general membership											
Does NOT create an adverse effect on another group or GVR members											
TOTAL											

Notes:

Capital Improvement Project Assessment

Additional Considerations:

- Club's history of Capital Funding Requests reviewed and included?***

Review data sheet of previous requests and awards, include in report
