

MEMORANDUM

TO: Board of Trustees

FROM: Bobby Magee
District General Manager

SUBJECT: Review, Discuss, and Provide Direction Regarding the Board-Appointed Golf and Capital Improvements/Investment Committees.

DATE: May 8, 2023

I. RECOMMENDATION

The Board discuss and provide direction regarding the committees.

II. BACKGROUND

The Board has previously taken action to create the Golf and Capital Improvement/Investment Committees. Below is the content of each of the committees loosely developed “charters” as approved by the Board. Staff has received several requests from the various Committee members to clarify their roles and responsibilities on individual Committees. The recommended actions include defining the parameters of each Committee’s sphere of influence and specifics as to the types of recommendations the Board is seeking from each Committee.

Current Responsibilities/Authority:

All established Committees are ultimately an advisory body to the Board of Trustees. The Committees shall review all relevant information and make recommendations to the Board, in alignment with the District strategic plan, any applicable community master plans, and Board identified priorities. Each Committee is to identify the financial impacts of all of its recommendations, identify how those recommendations align with the budget, and if applicable, how they impact the 5-year capital plan. The Board can set timelines and committee goals and expectations. Committee Trustees shall report monthly on the progress of the committee.

Recommended Objectives:

Golf Committee:

Discuss and review the Golf staff's recommendations on operational service levels, financial sustainability, and capital investments. The Committee may formulate community focused recommendations in alignment with Board policies, if it does not agree with a staff recommendation. Identify and recommend to the Board if the Committee believes any related District policy revisions are needed.

Goal:

To formulate recommendations for the Board's consideration related to staff's recommendations for optimizing all aspects of the golf operations, including revenue growth opportunities, cost efficiency optimization and expanding passholder participation. Provide written input to the Board in the form of memorandums related to current and 5-year plans to improve sustainability in alignment with policies that provide fairness and equity to all recreation passholders and protect the golf course assets for future generations.

Capital/Investment Committee:

As projects over \$250K are being contemplated, the Committee should review and evaluate proposals, provide written constructive input in the form of memorandums to ensure the Board's project expectations are being met, evaluate and make recommendations if the Committee agrees the project scope has been properly and completely defined by staff, ensure the benefit to the Community is clear and consistent with District master plans and/or Board priorities. Additionally, to ensure ongoing operating costs are appropriately considered by staff and included in materials provided to the Board of Trustees for consideration.

Goal:

To move projects forward more effectively with clear and complete financial transparency.

III. FINANCIAL IMPACT AND BUDGET

Without clarity, the number of meetings may be far more than the Board, staff and legal counsel had previously anticipated. The Golf Committee has had 8 meetings since January 1, each lasting between 1-3 hours. The CIP Committee has had 2 meetings since January 1, lasting roughly 1 and 1.5 hours.

The meetings require staff and legal counsel's time to prepare agendas and materials and The District Clerk's time to produce meeting minutes. They also use valuable time of volunteer at-large community members. To be respectful of the staff, volunteer, legal counsel, and Board member time and the costs to the District for the preparation and conducting of the meetings, staff recommends the Board provide more clarity including specific objectives of each Committee, and the expected amount of staff time that should be spent working on Committee objectives.

IV. ALTERNATIVES

Make further refinements and clarity regarding the objectives of the committees.

V. ATTACHMENTS

Exhibit A - Board Approved Charters - Current Language

Exhibit A

Responsibilities/Authority – All committees are advisory to the board. The committees shall review all relevant information and make recommendations to the board, in alignment with the strategic plan, any applicable community master plans, and board identified priorities. They are to identify the financial impacts of all of their recommendations, identify how recommendations align with the budget, and if applicable, how they impact the 5-year capital plan. The board can set timelines and committee goals and expectations. Committee Trustees shall report monthly on the progress of the committee.

Proposed Objectives

Golf Committee – Discuss and review operational service levels, financial sustainability, formulate community focused recommendations in alignment with board policies and identify necessary capital investments. Identify if any related District policy revisions are needed.

Goal – To formulate recommendations for the board’s consideration related to optimizing all aspects of the golf operations, including revenue growth opportunities, cost efficiency optimization and expanding passholder participation. Provide input on current and the 5-year plans to improve sustainability in alignment with policies that provide fairness and equity to all recreation passholders and protect the golf course assets for future generations.

Capital/Investment Committee - As projects over \$250K are being contemplated, the committee should review and evaluate proposals, provide constructive input to ensure the board’s project expectations are being met, ensure the project scope has been properly and completely defined, ensure the benefit to the Community is clear and consistent with District master plans and/or board priorities. Additionally, to ensure ongoing operating costs are considered and included in materials provided to the Board of Trustees for consideration.

Goal – To move projects forward more effectively with clear and complete financial transparency.