

LRPC May 08 Board report

Good morning everyone...

Like everything else, the spring weather has kept many members of the LRPC from coming up until now, but I think we will have a quorum by next week.

I can report on a couple of Long Range Planning projects.

Just use this facility
I hope you have had a chance to get over to look at the remodeling of the Cook Shack. We are planning on a Open House Friday, May 30 from 4 to 5:30 pm. We plan to have most if not all of the current clubs or activities represented and you will have a chance to ask questions and sign up. I looked at the June Cook Shack schedule and already things are filling up. We even have 3 private rental events.

The other notable project is the DCCR revision committee that will also start meeting in the next week or so. This will be a long, complicated task which is envisioned to be similar in scope to the FISC committee process. Stay tuned for further information and how you can participate as gear this monster up.

Finally, in keeping with the mission of the LRPC, which is to gather, research and share with the members and BOD ideas that are of interest to the Association, I was invited to a recent coalition meeting to collect their ideas but unfortunately when I arrived that night, I and 3 others were not allowed to attend.

Our Long Range Planning motto still remains ... good planning makes for good decisions...

Thank you Mr Chairman, that is the end of my report.

John Daulton Chairman- LRPC

LRPC Meeting Notes

June 12, 2008

Library, 4:00 pm

Members present: John Daulton, chair, Tom Hensel, Frank Childs, Sandra Wohrman, Don McCormick, Jim Vandel, Chuck Hewins, Randall Lambert and Bob Manning; not present were Joe Angelovic and Marilyn Haskell

Board member present: Dave Ward

Board candidates present: Arch Archibald, Don McCormick, Ron Meeks

Members of the committee were introduced. The Visual Organizer, which categorizes the important long range planning topics, was reviewed by John Daulton.

Old Business:

1. 2007 Action Plans Review
 - Successes and problems
 - Run through the 11 approved plans and the others

Critical:

Goal #1: Aspen Hills water conservation project

Completed – Aspen Hills irrigation system replaced and funds obligated at a 2% rate. The system has been tested.

Next step is to write an action plan to renovate the Green Canyon water line.

Goal # 2: Develop a plan and revise the SVRA management system for the future.

Not completed

Goal # 3: Develop an integrated communications system for SVRA

Not completed

Goal #4: FISC III: Obtain membership consent to sell the utilities building and maintenance area to the Town.

In process - Jan Johnson, SVRA Board member has received over 900 consent forms.

Important:

Goal #5: Develop a plan for an indoor Community Recreation Center and recreation program for all residents of the Star Valley Ranch community.

In process – The Recreation study group should look into future sites both on SVRA common areas and working with the planning and zoning committee review options with them, i.e., the BLM long-range use plan.

Goal #6: Make Cook Shack 3 season functional for the next 10 years.

Near Completion – Handicap accessible bathroom yet to be completed.

Lessons learned include communications among the participants so that payment schedule matches the completion of various stages of the project. Many people came forward with ideas during the process. It's important that everyone understand that action plans are followed as they are written rather than changed in process, especially when funding has been obligated by the Board. The Cook Shack process is a good model for further bricks and mortar projects on the Ranch

Next step – handicap accessible bathroom, interior improvements such as window coverings

Goal #8: Develop a plan for private golf cart storage

Not valid at this time: Research by Bob Manning indicated that most people did not think that private golf storage would be used. However, an interest in storage for golf carts as well as other types of vehicles could be important to members.

Next step: Return to the parking lot for future consideration as is or with changes

Goal # 9: Develop a plan for Star Valley Ranch community non-motorized pathways system.

In process: The BLM proposed use plan includes non-motorized paths and trails system.

Next step: Develop a plan to work with the Towns P&Z Board to consider non-motorized pathways in their road upgrade plan.

Goal # 10: Plan, acknowledge and support a volunteer organization.

In process: The general manager had a plan for this, but the information was not available for the meeting.

Goal #11: Develop a plan to complete the Cedar Creek playground irrigation system

Completed

Additional Goal #1: The Beautification Committee, working with private donations funding, planted trees around the pool.

Completed

Question – Should all action plans come through the LRPC?

The LRPC believes that, although well intentioned, any group should write their action plan and send it to the LRPC to send on to the Board. It's important to follow the process so that all projects are in the same format and have Board understanding and approval. The LRPC can track progress, consider issues, and report back to the Board and the membership.

Additional Goal #2: Develop a plan for the utilization of the trees presently located at the Tree Farm while insuring the continuation of the tree farm.

Not completed - The Board wished to work with the Town to use a piece of machinery. Nothing further has been done at this point.

Additional Goal #3: To move the ladies/red tee boxes forward and to use the current red tee box locations for senior men as gold tees.

In process

Question – Should all action plans come through the LRPC?

See answer in Additional Goal #1

General Question: Should simple volunteer projects that already have money be required to write an action plan for the LRPC?

Perhaps small “fast track” projects could be approved more quickly. However, even small projects need to be approved by the Board because employee time may be needed, there may be alternative plans to be considered, there may be questions.

General Question: How to connect the annual proposed action plans that require funds with the Finance Committee?

New Business

1. What is needed in order to finish the LRP Revision 2
 - a. A proposed draft of the changes suggested for the Stage 1 and 2 portion of the revision 2 was passed out at this meeting and will be on the agenda for the next meeting. Revisions for the critical Stage 3, the financial part of the plan need to be discussed. It was suggested that this topic be on the agenda for the next meeting.
 - b. Write action plans for both priorities that include financing and those that are to “develop a plan” and have no current funding needs. Use the Criteria Evaluation Form with these action plans.
2. The action plans were a success but a procedure needs to be developed next meeting that would allow the membership, other committees and the BOD to have a readily available process to follow when initiating their ideas. It was recommended that we develop this suggested process next meeting.
3. How to use the Visual Organizer?

Suggestion: Ask the GM to display it in his/her office to show all the things that are being worked on. Update it as action plans are written and projects are “in process” or “completed”.

Beginning agenda items for the next meetin from the last meeting:

- Beginning work on Stage 3, the financial “plan.”
- Develop a draft of the procedure for Action Planning to be used by all.

Frequency and dates of meetings

Continue 4:00-5:30 meeting time on Thursday afternoons

Next meeting is Thursday, June 26.

See you the 26th.

John Daulton, Chairman

LRPC meeting
June 26, 2008
4pm - Library

Agenda

- Accept the agenda
- Accept the June 12 minutes
- Discussion with SVRA Mayor Siddoway
- OLD BUSINESS

LRP Revision 2

1. Discussion and comments on the proposed draft of the changes suggested for the Stage 1 and 2 portion of revision 2.
2. Suggestions for adding Stage 3, the financial part of Revision 2 (Tom Hensel). General Question: How to connect the annual proposed action plans that require funds with the Finance Committee?

- NEW BUSINESS

1. Proposed idea for joint BOD and LRPC committee special meeting to set yearly goals.
2. Discussion of unfinished 2007 goals carry-over.

- Next Meeting?

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John Daulton, Chairman

LRPC June 21, 2008 Board report

*Positives and
Suggestions for
change*

Good morning ladies and gentlemen,

The LRPC had its first meeting for this year on June 12, our next meeting is on June 26. I will send to the office the minutes of the June 12 meeting after they are reviewed and approved.

The committee was pleased to have in attendance at our first meeting guests which included a couple of the BOD candidates. We will continue to publicize our meetings and invite everyone to attend our meetings.

At our first Long Range Planning committee meeting we reviewed the 11 Action Plans approved by the board last year and the three additional plans that came in from outside our committee but were approved by the Board. Everyone was pleased with our first year's efforts plus we discovered many interesting outcomes about these action plans. I will spend my time this morning focusing on what we learned and where we are heading with the long range plan this summer.

The types of goals.

We had a big goal The Aspen Hills water conservation project. The Finance report will discuss the budgetary specifics of the loan.

We had a remodeling project. The cook shack renovation turned out GREAT, thanks to Ernie Bigalow and Don McCormick. Last I checked, this activities facility is almost fully booked by groups. While the project was a success the lessons learned here serve as a reminder that the choice of remodeling our facilities requires a very careful process if remodeling is the choice.

*only the NEXT will
be ADA*

Then we had an action plan to investigate the feasibility for a private golf cart storage facility. After going through the plan, the recommendation became one of writing a plan for a larger storage area for RVs, boats and the like.

We also had action plans that for various reasons were not completed and will be worked on this year.

The action planning process also allows for ideas to be turned into action plans that come from individuals and the example here is a completed plan that originated from the Beautification Committee, working with private donations funding, planted trees around the pool. As they worked through their plan, they discovered that the existing irrigation system would work for their project and so they invented a new consideration in future action plans which we are calling a "fast track" plan.

Finally we had an action plan which was new because it was a plan which came from the trail fee account to move ladies tee boxes.

General Question: How to connect the annual proposed action plans that require funds with the Finance Committee?

What's Next?

1. What is needed in order to finish the LRP Revision 2
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Our goal this year before my tenure as Chairman
15
① Blending Financial Component ~~with~~ with finance comm.

② Developing a suggested procedure for the action plans

Note on Budget - 2007 but the restricted funds part was confusing.

LRPC Meeting Notes
June 26, 2008
4 pm Library

An additional item – committee report for the general meeting – chuck and john will put it together

The minutes the June 12 meeting accepted with following changes:

Goal #1 – borrowed at 6%

Goal #4 – Jonson, not Johnson

A short discussion of communication problems came up before the main agenda started with Tom H stating that there was a great need to know the stats (demographics) of the ranch.

- Boyd S added to the communications discussion earlier by stating that the town has only a 500 email themselves and with 1100 water customers. Therefore, 75% of lot owners do not have an email address.
- Don M asked, "are emails coordinated between Town and Association?" The answer was No, but Mayor would be willing to discuss coordinating email addresses with the association.

Agenda item one – Special guest, Mayor Siddoway

His main points were;

1. The town Long Range Master Plan was in revision stage and about to be shared with the community at an upcoming hearing
2. Supporting documents found on the Town website:
 - August 15, 2006 - Joint resolution signed by Town and Association – outline the agreement for Town responsibilities and Association responsibilities
 - July 10-12, 2006 - Community Assessment by the State of Wyoming – both Town and Association
 - April 9, 2008 - Town Master Plan – final draft will be shared with the community
3. Town focus so far has been infrastructure within the Town, and also for properties within our one-mile radius
 - roads,
 - water
 - waste water
 - electricity
 - fire/medical services
 - school bus stops
 - future residential and commercial land use
4. Culinary water update
 - Level One Wyoming Water Development Commission (April 2006) – reconnaissance report due to the Association – fully funded by state

- Level Two WWDC in process – test bores – need more than one working well depending on production – fully funded by state
 - Well development cost will be 33 cents on the dollar for the Town
 - Robert Palmquist study – community is tapping only one aquifer, so need to test bores outside of the aquifer
 - Palmquist wastewater study – precise calculations based on mathematical models – results – not contaminating now, but in the future 2 areas in the Town that COULD cause contamination because of soil makeup – therefore, not a town-wide sewer system but may need a couple small systems for those areas with soil issues
5. Town road update
 1. Maintaining roads and grading so water goes off the road better
 2. Making progress so that some roads are holding through the winter
 3. Improvement of roads is secondary to the water in the Town's priorities
 6. Town has plenty on their plate. The State is issuing less grants and more loans. The town would like the Association to keep doing what they are doing so Town can do what they're doing.
 7. Most important thing short range is to get in consent forms to turn the property over to the Town. Hope to have a Town Hall there, fire station there. Abby is looking at us annexing the adjacent property too. Next week begin on commercial codes.

John – would like to have another meeting that focuses on some of our shared interests like forest access.

Boyd – Town plans to sit down with new Board in August, go thru these docs, understand one another, and then discuss more issues.

OLD BUSINESS:

1. Discussion and comments on the proposed draft of the changes suggested for the Stage 1 and 2 portion of revision 2.

Chuck: Goal is to clean these up and share them so people know how to get things done, and so the Committee can report on the results.

If this is for our use, then why do anything? If this is for the public, then perhaps we need to do it.

MOTIONS PASSED

- Revision of the Long Range Plan Stage 1: The Priorities Stage – **Passed**.
- Revision of the Long Range Plan Stage 2: The Planning Stage – **Passed as a draft**.

John will make the changes to the Long Range Plan.

2. Stage 3: The Financing Stage

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Jim – Somehow annual priorities have to bubble to the top because the Finance Committee works on the annual budget, not a long-range one. I was not happy with last year's plan

Chuck – need reserve fund

Jim – I don't mind debt, but we need to know how much the debt will be to then set assessment

Chuck – example - #1 is silo/barn for 1.6 million – reserve fund set up to gather funds for 10 years

Joe – need concept of setting money aside

Jim – this committee can help determine those things

Chuck – long-range maintenance also – when will we need to resurface the pool? Is there money set aside?

Don - \$20,000 set aside for checking out buildings, but it isn't there, however the package store and redoing the bar were not in action plans, but got done anyway. There's a gap between what the board says they'll use the budget for and what is actually done.

Jim – If the board continues to spend money on unplanned development, we'll never get to high priority items.

John- Bruce the previous GM brought in a project plan for the tee boxes that contained some very good examples of items useful for the financial part of an Action Plan. Of note, was that the Tee Box project didn't go through the Finance Committee. Seems to me that this needs to be looked at by the next GM.

Tom – Like most financing, the difficulty is that it is relatively easy to come up with ways to prioritize, ways to write plans, and even ways to finance them. Generally the problem is linking those things together, and being able to ascertain financing over the project's life, so that long-term financing can be established and worked into the budget.

John- Homework for LRPC members– would you please take the Generic Project Action Planning document, (given with the handouts) home to read and bring back to the next meeting your comments and suggestions to this sample for a procedure for implementing Action Plans.

Chuck – Maybe that's where the GM comes in. Someone has to call the right people together to discuss the project before it goes to the Board.

NEW BUSINESS:

1. John- Should we ask that the BOD, LRPC, Finance together to set yearly goals?

Chuck: We still have to have what we want to bring out of the parking lot before this meeting.

Boyd: Treat Board like a Board. You are the planners and bring recommendations. Ask if you are moving in the right direction.

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UNFINISHED BUSINESS TO ADD TO THE NEXT MEETING:

1. Action Plan Policy discussion and revision
2. Discussion of unfinished 2007 goals that went inactive.

End of 26 June notes

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LRPC July 08 Board report

INFRASTRUCTURE & Rec facilities

The Long Range planning committee has met twice since the last board meeting and are gearing up for the 2008 planning season. We are continuing our efforts to provide plans to improve our recreational facilities and enhance the activities offered to our members. Last fall the BOD adopted the use of action plans as a way to insure our planning be done in a systematic manner.

MORE COST EFFECTIVE

~~Since we have 3 new directors~~, the LRPC would like to invite the BOD to a joint action planning session on Tuesday, August 5 at 7pm. The agenda planned will be a short workshop in Action planning by Kathy Daulton who is a planning consultant. This will be followed by action plan development for 2008.

BUT
NO CHANGE IS BAD - CHANGE WITHOUT PLANNING
I hope all of you can attend IS DISASTEROUS.

Thank you

LRPC meeting
July 10, 2008
4pm - Library

Agenda

- Accept the agenda
 - Accept the June 26 notes
 - OLD BUSINESS
 1. Continued comments and suggestions for Stage 3, the Finance Stage.
 2. Final review of proposed Action Plan policy/procedures. (see the preliminary copy below)
 - NEW BUSINESS
 1. Discussion; possible joint BOD and LRPC committee special meeting to set yearly goals. Our goals?
 - Next Meeting?
-

Proposed Action Plan Policy

SVRA will adhere to a policy of using Action Plans for submitting proposals to the Board of Directors for acceptance.

Purpose: To provide SVRA with a process for moving the organization forward systematically to activate items in the long-range framework as well as those brought forward by standing committees. Action planning is a way for members and board committees to decide organizational priorities and get projects accomplished in an efficient manner.

Action plans will consist of:

1. The goal to be accomplished
2. The rationale for the goal
3. The strategy for achieving the goals including individuals responsible, timeline and costs.
4. Evidence of success.

Procedures:

1. Written action plans from any SVRA committee or individual will be submitted to the General Manager or LRPC.
2. The LRPC will review and clarify the action plan with the group or individuals submitting the plan. (The LRPC role is supportive not decision making)
3. The LRPC will conduct a ranking of all the submitted action plans using the *Criteria Evaluation Form* and decide if plan is a fast track plan, i.e., Outside financing and volunteer work only.
4. The action plans with priority scores will be submitted to the General Manager who will:
 - a. Accept the plan and submit to BOD.
 - b. Accept the plan as a "fast track plan" and work with the person or group to accomplish the action plan.
 - c. Reject the plan, inform the person or group that they now have the option to forward the plan on appeal to the BOD.
5. The LRPC will share the action plans with appropriate other groups.
6. The General Manager will contact the responsible person or group for the action plan
7. Final review and authorization of all submitted action plans will be by the GM and/or BOD.
8. If the plan is accepted, it will be forwarded to the Finance committee for their input.
9. The LRPC priority ranking list of projects will be updated.

Long Range Planning and SVRA Board Joint Planning Meeting
Annual Action Planning 2008
Tuesday, August 5
7:00-8:30 pm at the Library

AGENDA

- I. Overview of Action Planning – 30 minutes
 - A. What is it, why is it important, how is it done?
 - B. Process used in 2007 and results
 - C. What did we learn?
- II. Choosing Action Plan projects for 2008 – 45 minutes
 - A. Share homework**
 - B. Search for consensus.
 - C. Prioritizing and reality checks.
 - Is there a magic number?
 - Is there leadership?
 - Differentiating roles.
- III. Writing Your Action Plan – 15 minutes
 - A. Examples
 - B. Timeline for writing and BOD approval

ASSIGNMENT**

Each member of the LRP and BOD should bring 1-2 written Action Planning project goals that they feel are most important for SVRA in 2008. Individuals may choose from existing Action Plans not yet completed, from the 2007 Parking Lot, from the LRP Prioritized Project Recommendations, or introduce their own new projects goals. In order for our work to move forward speedily, please have your projects written as goal statements, for example:

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2007 Action Plan GOAL -- SVRA Volunteer program

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Written by: Don McCormick – Sharon Backus - John Daulton

Action Strategies	Evidence of Success	Who is Responsible	Timeline	Cost
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5. Submit a detailed report with recommendations and timeline for implementation to form a volunteer organization and to revise the volunteer policy to the BOD for their consideration input and approval.	Report recommendations and timeline accepted by the BOD.	Volunteer committee and BOD	September BOD meeting	

2007 SVRA Action Plan Goals and Results

* = possible 2008 Action Plan goal

Critical:

Goal #1: Aspen Hills water conservation project

COMPLETED – Aspen Hills irrigation system replaced and funds obligated at a 6% rate. The system has been tested.

Next step is to write an Action Plan to renovate the Green Canyon water line.

*Goal # 2: Develop a plan and revise the SVRA management system for the future.

NOT COMPLETED – Action Plan written

*Goal # 3: Develop an integrated communications system for SVRA

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IN PROCESS - Jan Jonson, SVRA Board member has received over 950 consent forms.

Important:

Goal #5: Develop a plan for an indoor Community Recreation Center and recreation program for all residents of the Star Valley Ranch community.

DELAY – Action Plan written. The Town requested that any discussion with them wait until the BLM application project is approved.

*Goal #6: Make Cook Shack 3 season functional for the next 10 years.

COMPLETED

Next step: Handicap accessible bathroom and interior improvements such as window coverings

Goal #8: Develop a plan for private golf cart storage

NO SUPPORT AT THIS TIME: Research by Bob Manning indicated that most people did not think that private golf storage would be used. However, an interest in storage for golf carts as well as other types of vehicles could be important to members.

Next step: Return to the parking lot for future consideration as is or with changes

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NOT COMPLETED: The BLM proposed use plan includes non-motorized paths and trails system.

Next step: Action Plan written. Committee re-formed to work with the Towns P&Z Board to consider non-motorized pathways in their road upgrade plan.

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Goal #11: Develop a plan to complete the Cedar Creek playground irrigation system

COMPLETED

Additional Goal #1: The Beautification Committee, working with private donations funding, planted trees around the pool.

COMPLETED

***Additional Goal #2: Develop a plan for the utilization of the trees presently located at the Tree Farm while insuring the continuation of the tree farm.**

NOT COMPLETED – Action Plan written. The Board wished to work with the Town to use a piece of machinery. Nothing further has been done at this point.

Additional Goal #3: To move the ladies/red tee boxes forward and to use the current red tee box locations for senior men as gold tees.

COMPLETED

2007 Parking Lot
(Possible future goals)

1. Renovate SVR Office
2. Build a new Cedar Creek Club House including restaurant, parking, space for meetings, conventions, family reunions, etc.
3. Neighborhood parks
4. Create an Infrastructure Improvement Plan to repair, remodel, replace and maintain Ranch buildings and common areas
5. Provide full-service golf courses with improved facilities including locker rooms, showers, to support play that may be lost to other nearby courses
6. Strike a balance between affordable golf rates and needed revenues for courses to become self-supporting over time
7. Run a structural engineering study of all facilities
8. Maximize current water sources: enhance the spring source and create a way to split the flow with the Stewarts at the top; replace the inadequate filter
9. Hire a full-time recreation/social director.
10. Grass the airport runway

The SVRA Long Range Planning Committee List of Prioritized Project Recommendations

2005-2007

Ranking system based on safety, usage, recreation, facilities, maintenance, appearance, cost and fit with SVRA.
Possible points = 360

Ranking	Possible Projects	Progress	BOD Approval
295	Replace the Barn and Silo with multipurpose facility including restaurant, parking, space for meetings, conventions, family reunions, etc.		
290	Fix holes in Fairway		
287	Aspen Hills water conservation project	Work completed	yes
271	Fix cart paths - Dust guard annually - Asphalt (6 holes per year)		
259	Develop year-round recreation program offerings for all age groups		
252	Develop a plan for a year round indoor recreation and social facility and coordinated activities for all ages.	Action Plan written	yes
249	Repair the barn		
249	Renovate the barn		
235	Signage at entry to ranch		
232	Add sign at corner of Vista west and east		
217	Repair- renovate SVRA Office Building.		
213	Repair cart path below cook shack		
210	Repair the Silo – 3 floors		
194	Adding 4 more tennis courts		
193	AH -4 or 5 pine trees above # 9		
186	Purchase Court access system by electronic device to extend playing hours.		
186	Build Putting green @ AH		
177	Protective fencing @ playground on #9 of Cedar Creek Golf course.		
174	Build a retaining wall and picnic area @ AH		
172	Build restroom at Tennis area		
155	Build small Pro-shop		
153	Wind screen East-West sides of the 4 courts.		
142	Swimming pool at old location		
126	Locker/shower facilities		

Ranking	Possible Projects	Progress	BOD Approval
121	Remove the Maintenance building		
109	Snack shop @ tennis facility		
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	Conduct a structural engineering study of all facilities		
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	Hire a full-time recreation/social director.		
	Grass the airport runway		
	Make an earth excavation policy for all new projects to bring back to attractive state.		
	Mow all common areas.		
	Pool- Parking lot improvement		
	asphalt golf cart areas between #9 and office		
	Flag area at front entrance- repair or redesign		
	Plan for green space- parks in the future for the following residential areas;- Plat 5, 1,2, 20-22.		
	Cedar Creek pool area- add tennis courts, softball field, simple miniature golf.		
	Cedar Creek pool area- build a cart barn for storage of private golf carts can charge for it.	Plan reviewed Oct 07 and no support found	
	Cedar Creek Golf -Terrace hillside below pro shop for easier care.		
	Line Ponds to conserve water		
	More Restrooms on course, esp. #9 Cedar Creek		
	Add 4 more tennis courts		
	Tennis- Build small Pro-shop		
	Tennis- Locker/shower facilities		
	Tennis- Snack shop		
	Purchase Court access system by electronic device to extend playing hours.		

WORKING DRAFT

update: 7/30/07

2007 Action Plan GOAL # 6-- Cook Shack

PURPOSE STATEMENT

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VISION STATEMENT

The vision of the SVRA is to provide and promote well maintained facilities and promote affordable recreational and social opportunities for its community under the provisions of the the DCCR's.

Goal: Make Cook Shack 3 season functional for the next 10 years.

Rationale: Growth of population indicates a need for more recreational and social space. In previous years, the cook shack was a viable facility for meetings and social events. Current remodeling should be extended to make it usable again. SVRA will have attractive, affordable, safe, easy to maintain buildings that serve the needs of the community. Some in a Year-round manner. - 2006 Long Range Plan

Written by: Don McCormick - Sandi Wohrman

Action Strategies	Evidence of Success	Who is Responsible	Timeline	Cost
1. Insulate ceiling in old part of building.	Visual inspection	General Manager Contractor	Sept 2007	\$ 800.00
2. Replace the east kitchen wall board. (extensive mold damage currently.)	When job is completed.	General Manager Contractor Volunteer Committee	Sept 2007	\$500.00
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4. Additional electrical work and Dry rot repair as per engineer's recommendations.	When electrical is installed	General Manager, Electrician	2008 Budget	\$10,000 (approx)
5. Devise a plan and install energy efficient windows that have ventilation	When job is completed	General Manager, Contractor Volunteer Committee	2008 Budget	\$3,000 (approx)
6. Configure kitchen to provide prep area from donations and small cost.	When job is completed	General Manager Volunteer Committee	When possible	Donations, volunteer labor, \$500

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11. Obtain permission to allow the CookShack to be the roundup item for the 2008 assessments.	CookShack phase 2 included in the 2008 roundup for the assessments.	GM, BOD	Jan 2008	-0-
12. Include the cook shack in the SVRA Maintenance Program.	When maintenance policies and procedures are written and adopted.	Management goals committee	Spring 2008	-0-
13. Communications goal.	Information presented in emails, website, BOD meetings and mailings.	Management goals committee, communication committee	ASAP	-0-
			Phase 2-Total	\$22,000

Phase 1- 2007 (completed w/ 2007 budget and round up funds) \$26,000

* Other options considered Estimate for New facility ---1720 sqft X \$200 \$344,000

Kathy

Long Range Planning and SVRA Board Joint Planning Meeting
Annual Action Planning 2008
Tuesday, August 5
7:00-8:30 pm at the Library

AGENDA

- I. Overview of Action Planning – 30 minutes
- A. What is it, why is it important, how is it done?
 - B. Process used in 2007 and results
 - C. What did we learn?

- II. Choosing Action Plan projects for 2008 – 45 minutes

- A. Share homework**
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 - { Is there a magic number?
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- III. Writing Your Action Plan – 15 minutes

- A. Examples
- B. Timeline for writing and BOD approval

John/Dave intros
Ground Rule — *moving fast*
Slide Show — *limited stories*
Planning in the BOD
Hand up
Write & tally at same time
need to

large paper
marking

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update: 7/30/07

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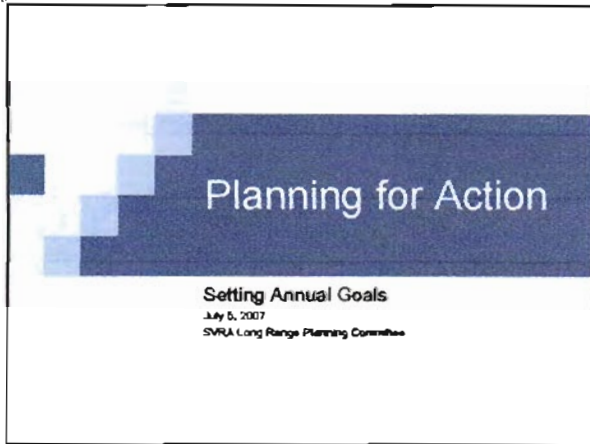
* Other options considered Estimate for New facility ---1720 sqft X \$200 \$344,000

Intros

- Ed planning Team
- What we're doing
- 1. Share a process tools, function planning

- 2. Will use the tools to get to work
- 3. Review to see if it's useful to go
- 4. Decide what happens next

Tom H
Don MC
Joe - Bd
Bogd B - Frn
Gandy W
Sharon B
Rich



What is action planning?

Action planning is a process for moving the organization forward systematically. It begins when members of the organization ask themselves, "Where are we going?"

Once a long-range framework has been created, **action planning** is a way for members to decide organizational priorities and get to work.

good
bad
old
young

Why are annual goals a useful tool?

- Focus organizational efforts and energy every year
- Shape use of time and some resource / budget allocations
- Become a means to communicate organizational planning and results to constituencies
- Help to keep unexpected but pertinent ideas - **Parking Lot**

When should annual goals be set and when to report success?

- Set goals yearly, after SVRA Annual Meeting
- Report regularly, but especially before board elections and the Annual Meeting

② Plan transends leadership change
③ Public

you education to new board members

Tools 3 public

Using what?

The SVRA long range vision, purpose and visual organizer – Hooray!

- Updateable annually
- Always a work in progress
- Flexible, open to new needs and concerns – Parking Lot

absorbs change

Tool 3

Who sets the annual goals?

- The LRP Committee, board representatives and interested representatives from SVRA working groups develop draft goals.
- Draft goals and action plans are recommended to the SVRA Board by the LRP Committee.
- The SVRA board accepts, modifies or rejects goals based on time and resource restrictions.

EACH GOAL

DANGER - DON'T
REWRITE

WORDSMITHING - ANNUAL GOAL DETAILS

COOPERATIVE → SAME
END
IN
MIND

Although simple
not quick-fix
time to write, approve, & work on them

How should we begin today?

Look back in order to look forward...
to communicate progress and take credit for
work to date... Hooray!

must tag/king
1 for you to hear
2. p

What actions or goals were achieved in the last year or are in process today?

- Transfer the water and roads to the town.
- To
- To

More?

- To
- To
- To

More?

- To
- To
- To

Rationales

- Give reasons for chosen goals
- Give direction to goal
- Help evaluate success

Goal and rationale example:

Year 1 Goal: Develop a plan for an effective, efficient and customer-friendly admissions system.

Rationale: Our admissions system should provide a smooth transition for students and families and ensure that new students will be successful without compromising our academic program.

Assignment

- Write 2-4 goals from your point of view that are important for SVRA to work on during 2006-7.
- Plan to share them with the group on Thursday, July 12.

Action Strategies

- Give direction to achieve the goal, including
- evidence of success,
- team responsibility,
- timeline,
- budget needs when appropriate

→ example

Long Range Planning Committee Work Session
August 14, 2008
4pm Library

Roles and goals for the Action Planning process at SVRA were determined at the Joint BOARD and LRPC meeting on August 5, 2008

1. Writing Action Plans = LRPC, Board, other Committees
2. Collecting Action Plans for distribution to the Finance Committee and the Board = LRPC
3. Approving Action Plans = the Board
Questions to consider during the approval process:
 - a. Does the Action Plan have leadership?
 - b. Is money required?
 - c. Are employees/equipment needed?
 - d. Role of the GM?
4. Finding Funds = Finance Committee, Board
Questions to consider during the finance process:
 - a. Are their funds for the entire project? For some of it? For none of it?
 - b. When are the funds needed? Now? In the following fiscal year? Even later?
 - c. Would a reserve fund be useful?
1. Tracking, Facilitating, Communicating Progress and Results = GM w/ Action Plan Leaders and LRPC

LRPC 2009 Action plan list

Leader	Goal to be written into an Action Plan delivered to LRPC by the morning of August 14	AP written	\$\$ needed
Dave Ward	• Cedar Creek well repair		
	• Underground storage tank removal/replacement		
	• Tree Farm development		
Tom Hensel	Develop a plan for integrated communications system including emergency/warning functions		
Randle Lambert	Develop a long range plan for the airport runway		
Board/GM/ Finance committee	• Develop a reserve budget/trust fund for capital improvement and maintenance		
	• Develop an effective membership fee schedule		

Paul Weber	Feasibility study of developing secure storage on the Ranch for recreational vehicles		
John Daulton	• Feasibility study of year-round facility at Barn/Silo	X	
	• Develop the SVRA management system for the future	X	
Beautification Committee	• Develop a long range design for Ranch entry		
	• Design and grading plan for the Silo hill		
Kathy Dietz	Develop a dog park on the Ranch		
Don McCormick	• Adding an ADA bathroom at the Cook Shack	X	
NEW-----	• SVRA Pool Building expansion	X	
Utilities Committee	Coordinate with the Town to improve the Green Canyon water system		
Gary Braun	• Memorial Selection Committee	X	
	• Common area study, inventory, uses	X	
DCCR Revisions Committee	DCCR Committee 2008 Plan	X	
Jan Jonson	FISC III continuation		
GM	Comprehensive list of safety hazards on the Ranch		
Frank Childs NEW-----	Restore electric power to Tennis courts	X	

The following goal suggestion did not have leadership. They will be stored in the Parking Lot, which is a continuing list of possible goals/action plans for the future.

- Develop a plan to stock the pond with sterile fish – catch and release only
- Redesign parking next to the Silo/Barn
- Building and hard asset inventory with structural engineering report
- Feasibility study about dissolution

—DRAFT—
LRPC meeting
Oct 2, 2008
4pm - Library

Members present; John Daulton, Tom Hensel, Chuck Hewins, Joe Angelovic, Don McCormick, Jim Vandel, Bob Manning, Dave Ward and Wendy Straight (GM)

Discussion Item #1- Action Plans 09 updates

Dave W. –

- Underground storage tanks have been removed and given a clean bill of health.
- Cedar Creek well repair is in progress and cost will be less than projected estimate of \$5,000.
- Tree Farm project will be under way soon.

Don M. – Year-round multi-purpose extension to the Pool building action plan is near completion and bids are being received.

The Communications action plan is moving ahead in the following areas;

- Tom Hensel mentioned that he and Vern Madsen are working on a master data base.
- John D. reported the finance committee has put \$9,000 in the Communications category of the 09 operations budget draft.
- John will ask a couple of people to research updating the communications systems hardware this winter.
- Kathy Dietz has taken on an editorial role and the Association published the second edition of the SVRA newsletter called the "Voice".
- Wendy Straight, the new GM, mentioned her interest in a monthly newsletter and a major upgrade to the website.

Discussion Item #2- 09 Capital budget list of projects and costs

, something to list the items and costs for the.

John D has been attended the Finance committee meetings and he noticed the need for LRPC and the other SVRA committees to assist the Finance committee in preparing the 09 capital budget. He submitted the 09 action plan list including costs of varying accuracy to Jim Vandel who is the liaison between LRPC and Finance committees.

The list submitted was intended to act as a draft signifying our needs arising from the LRPC action planning efforts. He asked the committee for their advice and support for this process.

Chuck H. motion, second Don M- *"Accept the Capital budget list prepared by John Daulton to serve as the base document which will be modified at the next*

meeting, Tuesday Oct. 7 @4pm and given to the BOD and Finance committee for action."

The ensuing discussion elicited the following -

- The wording of the document will be revised.
- No project will be on the list unless it is accompanied by an Action plan. Projects that do not have an Action Plan will be placed in the Parking lot.
- Priorities will be reset for the amended list of projects.
- The LRPC Criteria List for Projects will be used to set priorities for the projects on the list .
- Meet again to modify the list of items. Categorize the list and send the items that do not have an Action Plan to the Parking lot.
- Prioritize the list.
- Ask the committee to use the LRPC Criteria List for Projects and evaluate the projects on the list .

Motion passed- unanimously

Additional Items -

- Because the next few months will see work handled by e-mail John D. asked the group to please answer e-mail by, at a minimum, acknowledging receipt.
- Wendy S. mentioned she Plans on a retreat for the Board and Committees that will be scheduled in the spring to plan the 2010 Budget.

Adjourned- 5:45 pm

Agenda
Management Systems Review
September 2 or 3, 2008

Meeting 1

Introduction - John Daulton

- Introduce the members
- Purpose of this Study group

New Business- group

- Is a Management Systems review productive and/or possible?
- Suggestions, comments and ideas from the committee
- Where do we go from here?

Documents

- Management Systems Review Action Plan (initial draft)
- SVRA-Town statement of responsibilities
- Articles of Incorporation – Purpose statement
- Copies of employee Job descriptions
- By-laws Article IX -Officers and Committees
- Management Systems Review functions & John D initial ideas

Ver. 2

9. ☐ Home-based business

Article VIII Section 5: USE RESTRICTIONS

No mercantile, manufacturing, mechanical or trade business, or business establishment of any nature shall be maintained on said land.

_____ Leave as is "No...business establishment of any nature..."

_____ Modify to ?

_____ Other:

☐ If you have a major issue for possible change that is not on our list, or if you have any other constructive comments for the Committee, please write in the space below. Thank you very much for your input.

Hello Everyone,

I think last night's meeting went very well and I have the following notes;

Dave Ward, Chairman of the BOD called me before the meeting to tell me that he could not attend this meeting but, he fully supports our goals and asked that I mention the following ideas from him, (I did pass on his thoughts last night)

In speaking to the question of "what we can do to ensure more consistent leadership in the future" is to address;

1. Over the winter work on assembling the Policies and Procedures of SVRA.
2. Make a comprehensive review of employee job descriptions
3. Review and revise the roles and responsibilities of SVRA committees.

September 2, 08 meeting notes

At this first meeting we spent a few minutes with introductions and meeting each other. We seem to have a good variety of people with good leadership experience and a good mix of new and old tenure of living at SVRA.

Next, we spent quite a bit of the meeting going over the documents (handouts) given out at the meeting.

- Purpose and Vision of SVRA
- Two documents listing the pertinent parts of the Articles of Incorporation and By-laws.
- The current employee job descriptions.
- The Joint resolution of responsibilities between town and SVRA.
- A table of the combined functions needed to be accomplished at SVRA and according to the job descriptions.
- The work copy of the Management Systems Review document prepared by John Daulton.

The remainder of the meeting was led by Chuck Hewins going through the first 4 items on the Management Systems Review Action plan.

Everyone agreed that the "homework" before the next meeting on Monday would be;

1. Read the documents listed above and begin to form suggestions and questions about the functions necessary for SVRA to perform in order to carry on its new role as a Recreational community and what changes need to be made in the employee job descriptions.
2. Begin thinking about who is responsible for these functions.

Additional documents asked for by the committee members are;

- The Budget for 08 (sent with this email as an Excel attachment)
- The budget for 09 (We will get copies when the reports are finalized in 2-3 weeks)
- The reports by Finance committee from the reviews of the Administration, Facilities, Golf, Proshop and Bar department supervisors budget requests. (We will get copies when the reports are finalized in 2-3 weeks)

Anyone wanting other documentation please let John Daulton know.

Next meeting will be Monday Sept 8 at 4 pm in the Cook Shack (by the office)

September 3, 2008

—DRAFT—
LRPC meeting
Oct 2, 2008
4pm - Library

Members present; John Daulton, Tom Hensel, Chuck Hewins, Joe Angelovic, Don McCormick, Jim Vandel, Bob Manning, Dave Ward and Wendy Straight (GM)

Discussion Item #1- Action Plans 09 updates

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Adjourned- 5:45 pm

SVRA Long Range Planning Committee
18 August 2009
4:00 pm - Cookshack
AGENDA

OLD BUSINESS

What Action Plans (AP) do we "Have on the Table"? [John Daulton]

- Are any AP's "Completed"? [John Daulton]
- Should any be transferred, deleted or "sent to parking lot"? [LRPC]
- Report on progress being made:
 - Create Reserve/Trust Fund for Cap. Improv/Maint. [Jim Vandel]
 - Communications [Tom Hensel]
 - Year-round Multipurpose Pool Bldg Expansion [Don McCormick]
 - Replace roof on SVRA Office [Chuck Hewins/Curtis Cheshier]
 - Golf Cart Path Improvement [Chuck Hewins/Archie Archibald]
 - Barn/Silo Architectural Study [Don McCormick]
 - DRAFT -Updated AP-SVRA Recreational Vehicle & equip Storage Plan [Chuck Hewins]

Develop Recommendations for Presentation to SVRA Finance Committee based on SVRA Purpose Statement: "...To improve, construct, maintain, operate and care for such parkways, parks, playgrounds, golf course, recreational areas, community club houses and other community buildings...." [Jim Vandel]

NEW BUSINESS

Report of Presentation to Finance and Legal Committee [John Daulton]

NEW Action Plans for Consideration:

- "SVRA Committees Structure, Appointment & Operation" – [Jim Vandel]

NEW Action Plans for Development:

- Develop a 10-year Long Range Plan based on SVRA Vision Statement
- Develop and Implement a Recreation Program
- Develop a Capital Improvement Plan for the Barn/Silo

Other Comments and Concerns

Future Meetings: 1 September and 15 September (1st and 3rd Tuesdays at 4:00 pm in the Cookshack)

SVRA Long Range Planning Committee
1 September 2009
4:00 pm – Cook Shack
AGENDA

OLD BUSINESS

Action Plans to Be Discussed (handed out at the last meeting):

- Recreational Vehicle & Equipment Storage Plan [Chuck Hewins]
- Committees Structure, Appointment and Operation [Jim Vandel]

Action Plans Underway:

- Create Reserve/Trust Fund for Cap. Improv/Maint. [Jim Vandel]
- Year-round Multipurpose Pool Bldg Expansion [Don McCormick]
- Barn/Silo Architectural Study (Sargent Engineering) [Don McCormick]

NEW BUSINESS

Action Plans Needed:

- Develop and Implement a Recreation Program [John Daulton]
- Develop a 10-year Long Range Plan based on SVRA Vision Statement [?]

Other Comments and Concerns:

Future Meetings: 15 September and 6 October (1st and 3rd Tuesdays at 4:00 pm in the Cook Shack)

SVRA Long Range Planning Committee
4 August 2009
4:00 pm - Cookshack

AGENDA

Committee Introductions

- Review of our Purpose/Mission statements
- Discussion: What LRPC is and what it should be?
- Individual goals and commitment

What Action Plans (AP) do we “Have on the Table”?

- Who is the designated “Leader”?
- Is progress being made?
- Who from LRPC will check on the progress and report?
- Are any AP’s “Completed”?
- Should any be transferred, deleted or “sent to parking lot”?

LRPC Goals for 8 August 2009 Action Plan Work Session

- Develop a 10-year Long Range Plan based on SVRA Vision Statement
- Develop and Implement a Non-Golf Recreation Program
- Develop a Capital Improvement Plan for the Barn/Silo

Develop Recommendations for Presentation to SVRA Finance Committee based on SVRA Purpose Statement: “...To improve, construct, maintain, operate and care for such parkways, parks, playgrounds, golf course, recreational areas, community club houses and other community buildings....”

- Recommend the “Long Range Capital Budget” be re-titled: “Reserve Capital Improvement and Construction Fund”
- Recommend a new reserve budget be created titled: “Reserve Capital Equipment and Maintenance Budget”
- Recommend the “Reserve Capital Improvement and Construction Fund” be allocated funds based on a percentage of the annual assessment income.
- Recommend an inventory of all depreciable equipment be made and a depreciation schedule for those items be created and used to fund the “Reserve Capital Equipment and Maintenance Budget”

Other Comments and Concerns

Future Meetings: 18 August, 1 September and 15 September (1st and 3rd Tuesdays at 4:00 pm in the Cookshack)

SVRA Long Range Planning Committee
1 September 2009
4:00 pm – Cook Shack
AGENDA

OLD BUSINESS

Action Plans to Be Discussed (handed out at the last meeting):

- Recreational Vehicle & Equipment Storage Plan [Chuck Hewins]
- Committees Structure, Appointment and Operation [Jim Vandel]

Action Plans Underway:

- Create Reserve/Trust Fund for Cap. Improv/Maint. [Jim Vandel]
- Year-round Multipurpose Pool Bldg Expansion [Don McCormick]
- Barn/Silo Architectural Study (Sargent Engineering) [Don McCormick]

NEW BUSINESS

Action Plans Needed:

- Develop and Implement a Recreation Program [John Daulton]
- Develop a 10-year Long Range Plan based on SVRA Vision Statement [?]
- 2010 Goals - ACTION PLANS

Other Comments and Concerns:

Future Meetings: 15 September and 6 October (1st and 3rd Tuesdays at 4:00 pm in the Cook Shack)

✓ Send Email of Master List (add date) to

Jim
Chuck

✓ Add Delegated Comm Action Plan

Long Range Planning Committee Mission Statement

The Long Range Planning Committee is a committee of the board specifically responsible for:

1. Gathering information and data from all available sources, including the membership, concerning their visions and desires for SVRA's future.
2. Developing short, medium and long range recommendations to assist the Board of Directors in their construction of the SVRA long range plan.
3. Evaluating future needs and resources of the SVRA, including, but not limited to the following areas.
 - a. Policies and procedures
 - b. Financial projections
 - c. Facilities usage policies
 - d. Personnel policies.

*Come back w/some
Ideas on how to
change this
18th meeting*

Old Policy No.	
Adopted:	August 2005
Revised:	
Cross-references:	
Administrative Procedure:	

Approved

General Manager	Date
SVRA Board Chairperson	Date

SVRA Long Range Planning Committee
6 October 2009
4:00 pm – Cook Shack
AGENDA

OLD BUSINESS

Action Plans to Be Discussed:

Action Plans Underway:

- Recreational Vehicle & Equipment Storage Plan [Chuck Hewins]
 - Waiting response from DCCR Committee
- Committees Structure, Appointment and Operation
(BOD reviewed and recommended AP be placed in "Parking Lot")
- Year-round Multipurpose Pool Bldg Expansion [Don McCormick]
- Barn/Silo Architectural Study (Sargent Engineering) [Don McCormick]

NEW BUSINESS

Action Plans Needed:

Recommendation: To combine the following into one document:

- Develop a 10-year Long Range Plan based on SVRA Vision Statement
- Develop a 6-year Capital Improvement Plan

Other Comments and Concerns:

Future Meetings: TO BE ANNOUNCED IN 2010

SVRA LONG RANGE PLAN 2009

Capital Improvement Plan/Budget (CIB)

2009:

- Cart Paths \$ 25,000
- Comprehensive Recreational Complex
 - Multi-game Park
 - Field prep \$ 2,000
 - Grass – seed \$ 8,000
- Air Strip upgrade for RV Storage and Strip Maintenance \$ 600
- Golf Maintenance Shop
 - Replace two fuel tanks \$ 20,000
 - Replace two exhaust fans \$ 5,000

2010:

- Silo/Barn Renovation - fund architectural plan/blueprints \$ 20,000
- Administrative Office
 - Roof Replacement and Insulation \$ 150,000
 - Remodel and upgrade \$ 100,000
- Water Supply System \$
 - Deep Well Electrical Upgrade for Cedar Creek Well \$
 - Green Canyon Irrigation and Aspen Hills Course Upgrade \$ 150,000
- Trails/Path System coordinated with Town \$
- Cart Paths \$ 25,000
- Comprehensive Recreational Complex
 - Multi-game Park Backstop \$
 - Irrigation \$

2011 – 20++:

- Silo/Barn Renovation \$
 - What will be needed when Ranch is built out? (We are now at approximately 47%; should we plan for 60%?)
 - Possible Needs: restaurant, bar, pro-shop, liquor store, fitness center, meeting space, office, library, cart storage, stage, sound system, storage
 - \$2.0M @ 6% for 20 yrs = \$172,000/yr
 - \$2.5M @ 6% for 20 yrs = \$215,000/yr
 - \$3.0M @ 6% for 30 yrs = \$216,000/yr
- Civic Center \$
- Night Lighting of Common Areas \$
- Paving Parking Lots \$
- Cart Paths \$ 25,000
- Comprehensive Recreational Complex

- Additional Tennis Courts \$
 - Driving Range Safety \$
- Cook Shack Upgrade to 4 Season \$
- Communication System Upgrade \$

Policies and Procedures

- Irrigation Water Emergency Plan
- Budget Funding
 - Operational
 - Long Range Capital Improvement/ Cyclic replacement
 - Emergency
- Accounting Process
- Fee Structure
- Plan for allocating large income; i.e., sale of land, buildings, etc.

Here are the two lists of projects for discussion on the 30th agt 8:59 am at Town Hall.
We will alternate between the two lists.
See all of you next week,
Boyd

Association's List:

1. Silo/Barn Renovation
2. Administration Roof Replacement
3. Water Supply System
4. Civic Center
5. Night Lighting around Common Areas
6. Deep Well Electrical Upgrade for Cedar Creek Well
7. Paving Parking Lots

Town's List:

1. Silo/Barn Complex Restoration
2. Steel Pipe Replacement
3. Undersize Pipe Replacement / Fire Hydrants
4. BLM Path System Development
 - Landscaping - trees, bushes, etc.
 - Parking
 - Paths
 - Picnic Tables / Rest Areas
 - Restrooms
 - Signage
 - Wellness Apparatus
5. 4x4 Fire Trucks (First Response Unit - Pumper - Tanker)
6. Road & Street Signs
 - Ordinance Awareness
 - Traffic Control
 - Welcome
7. Path along+B4 Hardman Ditch Project match
8. Meter match
9. Survey & Drainage Design
10. Purchase House & Lot just east of Town Hall Property
11. WWDC Match (wells, tanks and distribution lines)
12. Security Systems
 - Fencing for Prater and Green Canyon water tanks
 - Fencing for Wells
 - Monitoring / Surveillance for water tanks and wells