



OPEN MEETING

**SPECIAL OPEN MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, February 12, 2020 - 9:30 a.m.
Laguna Woods Village Community Center BOARD ROOM
24351 El Toro Road**

NOTICE AND AGENDA

This Meeting May be Recorded

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for January 13, 2020
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Department Head Update

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

8. Project Log

Reports

9. Garden Center 1 Project Completion (PowerPoint)
10. Clubhouse 1 Assessment Presentation (PowerPoint)

Items for Future Agendas:

- EV Charging Stations at GRF Facilities (General Services)

Concluding Business:

Committee Member Comments

Date of Next Meeting: April 8, 2020

Adjournment

Jim Matson, Chair
Ernesto Munoz, Staff Officer
Telephone: 268-2281

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Wednesday, January 13, 2020 – 2:00 P.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road

MEMBERS PRESENT: Jim Matson - Chair, Joe Fitzekam, Egon Garthoffner, John Frankel, Cush Bhada (left at 3:21) Jon Pearlstone (in for Cush Bhada), Reza Bastani, Carl Randazzo, Ryna Rothberg

ADVISORS PRESENT: None

MEMBERS ABSENT: None

OTHERS PRESENT: Pat English, Andre Torng, Dick Rader, Don Tibbitts, Craig Wayne, Ralph Engdahl, Bert Moldow, Jon Pearlstone, Bunny Carpenter, Cash Achrekar, Juanita Skillman, Annette Sabol Soule, Judith Troutman, Steve Parsons, Annie McCary

STAFF PRESENT: Ernesto Munoz – Staff Officer, Guy West, Laurie Chavarria, Brian Gruner, Siobhan Foster, Jeff Parker

1. Call to Order

Chair Matson called the meeting to order at 2:00 p.m.

2. Acknowledgement of Media

Chair Matson noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for October 9, 2019

The meeting report for October 9, 2019, was approved as written.

5. Chair's Remarks

Chair Matson commented on the agenda for this special meeting.

6. Member Comments (Items Not on the Agenda)

- Andre Torng (389-Q) commented on working together to get the most important projects completed.

7. Department Head Update

Staff Officer Ernesto Munoz spoke about the funded projects from the 2020 Business Plan that will be discussed today.

Reports:

8. Formation of Clubhouse 1 Assessment Ad Hoc Committee (oral discussion by Jim Matson)

Chair Matson asked for a motion to establish a Clubhouse 1 Assessment Ad Hoc Committee.

Discussion ensued regarding ad hoc committee members and how they will be chosen.

A motion was made and unanimously approved to recommend the Board establish a Clubhouse 1 Assessment Ad Hoc Committee.

9. Draft Clubhouse 1 Renovation Ad Hoc Committee Charter

Discussion ensued regarding the requirement for a corporate members meeting if the project cost exceeds \$500,000; a survey to find out what activities and functions would be best served from this facility; what is the recreation usage of the clubhouse; possible construction timelines; assessment evaluation of other capital improvements; the amount of members and advisors allowed from each Corporation on the Ad Hoc Committee; the possibility to enclose the pool during the renovations; and the need for an overall strategic plan.

A motion was made and unanimously approved to recommend the Board review the draft of the Clubhouse 1 Renovation Ad Hoc Committee Charter but allow the Charter to be finalized after the Ad Hoc Committee has been established.

10. Discuss and Designate 2020 Project Priorities

Staff Officer Ernesto Munoz summarized the capital improvement projects and suggested which items should be prioritized and which ones can be defunded from the 2020 fiscal year.

Discussion ensued regarding the funding of various capital improvements; what happens to the projects after they are defunded; projected planning for capital improvements for the next 5-10 years; and proposed projects for future consideration.

A motion was made and unanimously approved to recommend that the Board accept staff's recommendation to consider defunding various capital improvement projects, **as attached to these minutes**, with the exceptions of the Clubhouse 1 HVAC and the Gate 16 Golf Driving Range Improvements. Clubhouse 1 HVAC is to remain a funded project, however the Golf Driving range should be defunded. This will reallocate \$2,355,206 of funding back into the Facilities Fund.

Items for Future Agendas:

- Clubhouse 1 Assessment Report & Presentation (February 2020)
- EV Charging Stations at GRF Facilities (General Services)

Concluding Business:

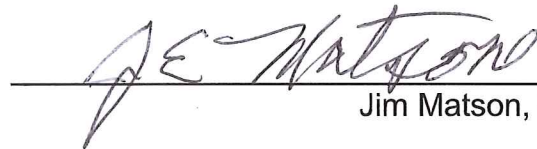
Committee Member Comments

- Director Randazzo commented on the Clubhouse 1 Assessment report.

Date of Next Meeting: February 12, 2020

Adjournment:

The meeting was adjourned at 4:10 pm.



Jim Matson, Chair

2020 GRF Projects List					Recommended by:		
Item #	Type	Name	Description	Budget	COMMENTS	Staff	M&C Committee
1	920 Projects	Community Center First Floor Renovation Project	Funding for this project is allocated to the reconfiguration of Resident Services located in the Community Center.	Budget: \$750,000 Exp: \$128,738 Balance: \$621,262	Staff recommends to defund all but \$150k. Reallocate \$471,262 back to the Facilities Fund.	\$ 471,262	\$ 471,262
2	920 Projects	Relocation of Security Operations to the Community Center	Funding for this project is allocated to relocate the Security Department to the third floor of the Community Center.	Budget: \$1,000,000 Exp: \$18,851 Balance: \$981,149	Defund this project.	\$ 981,149	\$ 981,149
3	920 Projects	Clubhouse 1 HVAC Replacement Project	Funding for this project is allocated to maintain/replace the HVAC system at Clubhouse 1 at the end of its serviceable life. This project will be designed after the building assessment has been completed.	Budget: \$350,000 Exp: \$0 Balance: \$350,000	This project is on hold subject to the building assessment findings and direction provided by the Board relative to the Clubhouse upgrades. Can reallocate all funds (\$350k) at this time. (M&C Committee did not want to defund this project.)	\$ 350,000	X
4	920 Projects	Clubhouse 2 Lawn Bowling Roof	Funding for this project is allocated to replace the existing 20 year old flat roof section, which will exceed its life expectancy in 2021, with a new PVC cool roof system.	Budget: \$30,000 Exp: \$0 Balance: \$30,000	Defund this project. Staff will continue to monitor the useful life of this roof and make repairs as needed.	\$ 30,000	\$ 30,000
5	920 Projects	Gate 16 Driving Range Improvements	Funding for this project is allocated to improve the appearance and functionality of the golf driving range and practice area.	Budget: \$500,000 'Budget: \$138,000 Exp: \$97,205 Balance: \$540,795	There is a combined balance of \$402,795 and \$138,00 available for this project. Staff does not recommend that this project be defunded. (The M&C Committee does want to defund this project.)	X	\$ 540,795
6	920 Projects	Tennis Court LED Lighting	Funding for this project includes the replacement of the existing lighting at the Tennis Courts to resolve inefficient lighting and consumption issues.	Budget: \$50,000 Exp: \$0 Balance: \$50,000	Defund this project.	\$ 50,000	\$ 50,000
Agenda Item #4 Page 4 of 5	920 Projects	Shepherd's Crook at Gate 3	As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, the Mutual will remove and replace barbed wire on all perimeter block walls with Shepherd's Crook on a phased approach.	Budget: \$240,000 Exp: \$0 Balance: \$240,000	The M&C Committee only wants to install a minimum of 300 LF of Shepherds Crook Fencing; Keep \$33,000 for this project and reallocate \$207,000 back to the Facilities Fund.	\$ 207,000	\$ 207,000

8	920 Projects	Community Center Parking Study	Funding for this project is allocated for a parking study at the Community Center. This parking study will assist in future decisions related to the utilization of the Community Center building.	Budget: \$25,000 Exp: \$0 Balance: \$25,000	Defund this project.	\$ 25,000	\$ 25,000
9	904 Maint Svc	Clubhouse 4 Metal Roof for Patio	Funding for this project is allocated to add a metal roof over a patio area and the removal of the old dust collector at the Clubhouse.	Budget: \$25,000 Exp: \$0 Balance: \$25,000	Defund this project.	\$ 25,000	\$ 25,000
10	904 Maint Svc	Clubhouse 7 Coat/Storage Remodel	Funding for this project is allocated to remodel the existing Clubhouse coat and storage room for clubs' equipment and supplies.	Budget: \$25,000 Exp: \$0 Balance: \$25,000	Defund this project.	\$ 25,000	\$ 25,000
TOTAL:						\$	\$ 2,355,206

GRF Project Log (January 2020)						
Priority	#	Type	Name	Description	Status	Estimated Completion
						Budget
	1	920 Projects	PAC Renovation Maintenance Upgrades	Funding for this project is allocated for the maintenance and safety upgrades at the Performing Arts Center.	On January 2, the revised construction document sets were re-submitted to the City of Laguna Woods for permit processing. Staff is preparing a bid solicitation for a general contractor and an RFP for construction management services which will be advertised in January.	November 2020 Budget: \$3,778,000 Exp: \$589,147 Balance: \$3,188,853
	2	920 Projects	Energy Consultant Services	GRF retained the services of an Energy Consultant to be engaged as needed in order to advance GRF's and the Community's future energy initiatives.	The consultant presented the results of Task 1 (perform assessment of community's current electrical infrastructure) and Task 2 (investigate the feasibility of a Microgrid and alternative energy systems for electrical generation). No additional direction was provided to the consultant from the Board.	Supplemental: Budget: \$50,000 Invoiced: \$49,806 Balance: \$194
	3	920 Projects	Community Center First Floor Renovation Project	Funding for this project is allocated to the reconfiguration of Resident Services located in the Community Center.	This project is on hold until further direction is received.	August 2020 Budget: \$750,000 Exp: \$128,738 Balance: \$621,262
	4	920 Projects	Relocation of Security Operations to the Community Center	Funding for this project is allocated to relocate the Security Department to the third floor of the Community Center	This project is on hold until further direction is received.	July 2021 Budget: \$1,000,000 Exp: \$18,851 Balance: \$981,149
	5	920 Projects	Service Center Radiant Heater and Ventilation Fan Replacements	This project will repair or replace existing heaters that are not working, replace existing exhaust fans and install new exhaust fans required for adequate ventilation at the service center.	The contractor will begin the work upon completion of the approved engineered plans and permit issuance.	TBD Budget: \$50,000 Supplemental: \$25,932 Exp: \$0 Balance: \$75,932
	6	920 Projects	Service Center Generator	This will provide back up power for the Transportation Division and fueling services and enable the provision of critical services in a n emergency. The current generator is at the end of its useful life.	Design work for this project is scheduled to begin in March.	2020 Budget: \$150,000 Exp: \$0 Balance: \$150,000

7	920 Projects	Clubhouse 1 Renovation Assessment	Funding for this project is allocated to assess the existing buildings at Clubhouse 1, which will guide the development of future improvement plans. The assessment will include determining required building code compliant upgrades, identifying the presence of hazardous materials, improve ADA accessibility, and survey the condition of structural, mechanical, electrical, and plumbing elements.	A draft of the consultant's Clubhouse 1 building assessment report and cost estimate for renovation options was received by staff for review. The final report is tentatively scheduled to be presented at the February 12th GRF M&C Committee meeting.	February 2020	Budget: \$80,000 Exp: \$75,821 Balance: \$4,179
8	920 Projects	Clubhouse 1 HVAC Replacement Project	Funding for this project is allocated to maintain/replace the HVAC system at Clubhouse 1 at the end of its serviceable life. This project will be designed after the building assessment has been completed.	This project is on hold subject to the building assessment findings and direction provided by the Board relative to the Clubhouse upgrades.	2020	Budget: \$350,000 Exp: \$0 Balance: \$350,000
9	920 Projects	Gate Replacements - Main Service Gate Center	Funding for this project is allocated to provide additional security measures to the Maintenance Service Center.	Construction on this project began on January 13th and work is ongoing.	February 2020	Budget: \$92,000 Exp: \$2,970 Balance: \$89,030
10	920 Projects	Gate Replacements - RV Lot B	Funding for this project is allocated to provide additional security measures to RV Lot B.	Construction on this project began on January 13th and work is ongoing.	February 2020	Budget: \$92,000 Exp: \$474 Balance: \$91,526
11	920 Projects	Gate 16 Driving Range Improvements	Funding for this project is allocated to improve the appearance and functionality of the golf driving range and practice area.	Staff is preparing an RFP to advertise for contractor bids in late January. A meeting will be scheduled with the golf management team to discuss site and operation logistics.	September 2020	Budget: \$500,000 Exp: \$52,023 Balance: \$447,977
12	920 Projects	Replace Welding Shop	Funding for this project is allocated to replace the existing Welding Shop with a pre-engineered metal building.	The plan revisions have been submitted to the City for permit processing. An award for a construction contract will be presented at a future M&C Committee Meeting.	July 2020	Budget: \$100,000 Exp: \$23,815 Balance: \$76,185
13	920 Projects	Tennis Center Building Improvements	Funding for this project is allocated to the interior/exterior improvements as well as HVAC installation at the Tennis Center Building at Clubhouse 7.	The contract has been fully executed and staff is working with the tennis club to schedule the work. A construction start date has been tentatively scheduled for mid May.	June 2020	Budget: \$75,000 Supplemental: \$72,638 Exp: \$0 Balance: \$147,638
14	920 Projects	Truck Wash Out Facility CUP-1394	Per City requirements to provide an environmentally safe living and working place, Laguna Woods Village has planned to construct a single stall truck wash out facility to be used to power wash landscaping vehicles and street sweepers.	A recommendation to award a construction contract will be presented at a future M&C Committee meeting.	August 2020	Budget: \$100,000 Exp: \$37,076 Balance: \$62,924

15	920 Projects	GRF Paving & Sealcoat Programs and Concrete Repairs	Funding for this project is allocated to asphalt paving overlay, sealcoat work and concrete repairs adjacent to the overlay work on selected GRF streets and/or parking lot areas.	The 2020 paving program will take place on sections of the following streets totaling 249,367 SF: Calle Cadiz, Calle Sonora, Duverney, Via Buena Vista and Via Carrizo. Sealcoat work includes 1,111,161 SF of street and parking lot pavements. Damaged concrete (curbs, gutters and swales) on the street areas to be repaved will also be replaced. The concrete work will be done in July, Sealcoat work in August and Asphalt Paving Overlay work in September.	October 2020	Budget: \$1,011,700 Exp: \$0 Balance: \$1,011,700
16	920 Projects	Maintenance Service Center Parking Lot Lighting	Funding for this project is allocated to install permanent lights in the Maintenance Service center parking lot for staff safety.	The design work for this project is scheduled to begin in March.	November 2020	Budget: \$250,000 Exp: \$0 Balance: \$250,000
17	920 Projects	LED Walkway Lighting at Clubhouses 1, 2, 3, 4 & 5	Funding for this project is allocated to replace the existing walkway lighting and concrete pads to create consistent lighting levels for optimal illumination along the pathways to and around the Clubhouses.	A recommendation to award a construction contract will be presented at a future M&C Committee meeting.	June 2020	Budget: \$200,000 Exp: \$0 Balance: \$200,000
18	920 Projects	Tennis Court LED Lighting	Funding for this project includes the replacement of the existing lighting at the Tennis Courts to resolve inefficient lighting and consumption issues.	This project is on hold.	TBD	Budget: \$50,000 Exp: \$0 Balance: \$50,000
19	920 Projects	Shepherd's Crook at Gate 3	As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, the Mutual will remove and replace barbed wire on all perimeter block walls with Shepherd's Crook on a phased approach.	The contractor bid process is scheduled to begin in March.	October 2020	Budget: \$240,000 Exp: \$0 Balance: \$240,000
20	920 Projects	Transfer Switches for Clubhouses 4 and 6	Funding for this project is allocated for the installation of new transfer switches in order to accept future emergency generators that will power the clubhouses in the event of a disaster.	The design work for this project is scheduled to begin in March.	January 2021	Budget: \$100,000 Exp: \$0 Balance: \$100,000
21	920 Projects	Charging Stations at the Maintenance Service Center	Funding for this project is allocated to purchase and install Level II dual port EV stations for charging work vehicles at the service center.	An RFP for electrical design is scheduled to be advertised in February.	October 2020	Budget: \$75,000 Exp: \$0 Balance: \$75,000
22	920 Projects	Gymnasium Wall Padding	Funding for this project is allocated to replace existing gymnasium wall padding and to install additional wall padding to increase the safety during game play.	Staff is working with the padding manufacturer to prepare a schedule and a construction plan. Work is tentatively scheduled to begin in April.	July 2020	Budget: \$45,000 Exp: \$0 Balance: \$45,000

	23	920 Projects	Community Center Stucco Flashing	Funding for this project is allocated to replace the Community Center stucco and flashing. The stucco and flashing replacement is necessitated by continual rain leaks, which can be contributed to faulty flashing or a failing stucco system.	Staff is soliciting water intrusion consultants and window installers to inspect the stucco system and window flashing for leaks. Once the source of the leaks are determined, staff will prepare an RFP for contractor bids accordingly.	2020	Budget: \$120,000 Exp: \$0 Balance: \$120,000
	24	920 Projects	Community Center Parking Study	Funding for this project is allocated for a parking study at the Community Center. This parking study will assist in future decisions related to the utilization of the Community Center building.	Staff is currently collecting information and reviewing archive files to provide the most cost effective and time efficient plan for this study.	October 2020	Budget: \$25,000 Exp: \$0 Balance: \$25,000
	25	920 Projects	Clubhouse 4 Metal Roof Cover	Funding for this project is allocated for adding a roof over a patio area and the removal of the old dust collector at the Clubhouse.	This project is scheduled to begin in April.	October 2020	Budget: \$25,000 Exp: \$0 Balance: \$25,000
	26	920 Projects	Clubhouse 7 Coat/Storage Remodel	Funding for this project is allocated to remodel the existing Clubhouse coat and storage room for clubs' equipment and supplies.	An RFP is being prepared for advertisement in February.	August 2020	Budget: \$25,000 Exp: \$0 Balance: \$25,000
	27	904 Maint Svc	CH 1 Pool & Spa Plastering	This project is allocated to replace the pool and spa plaster at Clubhouse 1, due to deterioration and cracking. The plaster was replaced in 2005 and has reached the end of its useful life.	Staff is working with the contractor and recreation staff to determine the best time to conduct this project.	TBD	Budget: \$30,000 Exp: \$0 Balance: \$30,000
	28	920 Projects	Clubhouse 2 Lawn Bowling Roof	Funding for this project is allocated to replace the existing 20 year old hot tar built-up flat roof section, and replace it with a new PVC cool roof system.	This project is tentatively scheduled to begin in February.	March 2020	Budget: \$30,000 Exp: \$0 Balance: \$30,000
	29	920 Projects	Gate 11 Security & Technology	Funding for this project is allocated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	Staff is currently reviewing the design submitted by the engineering consultant.	TBD	Supplemental: Renovation: \$110,000 Technology: \$80,000 Invoiced: \$0 Balance: \$190,000