



OPEN MEETING

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

**Wednesday, June 8, 2022 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

At this time, Laguna Woods Village owners/residents are welcome to participate in all open committee meetings virtually. To submit comments or questions virtually for committee meetings, please use one of the following two options:

1. Join the committee meeting via a Zoom link at: <https://us06web.zoom.us/j/99465596924> or by calling 669-900-6833 Access Code: 99465596924
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Your name and unit number must be included.

NOTICE AND AGENDA *This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for April 13, 2022
5. Chair's Remarks
6. Member Comments
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

Items for Discussion and Consideration:

9. Employee Parking Lot Lighting Status Update – Verbal Report, Staff
10. Call Center Remodel Status Update – Verbal Report, Staff
11. EMS Status Update – Verbal Report, Staff
12. MelRok Energy Management System – Verbal Report, Staff
13. Building E Feasibility Study – Verbal Report, Staff
14. Proposed Clubhouse Maintenance Program – Verbal Report, Chair Garthoffner

Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- Open House for Contractors

Concluding Business:

15. Committee Member Comments
16. Date of Next Meeting: August 10, 2022
17. Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.



OPEN MEETING

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

**Wednesday, April 13, 2022 – 9:30 AM
24351 El Toro Road – Board Room & Virtual with Zoom**

MEMBERS PRESENT: Egon Garthoffner - Chair, Cash Achrekar, Jim Cook, Ralph Engdahl, Gan Mukhopadhyay, Lenny Ross, Sue Stephens

MEMBERS ABSENT: None

OTHERS PRESENT: John Frankel, Elsie Addington, Debbie Dotson, Juanita Skillman, Judith Troutman, Advisors Steve Leonard, Carl Randazzo and Bill Walsh

STAFF PRESENT: Guy West – Projects Division Manager, Manuel Gomez – Maintenance & Construction Director, Bart Mejia – Maintenance & Construction Assistant Director, Ian Barnette, Maintenance & Construction Assistant Director, Brian Gruner – Recreation and Special Events Director, Robert Carroll – General Services Director, Rodger Richter – Project Manager, Laurie Chavarria – Sr. Management Analyst, Sandra Spencer – Administrative Assistant

1. Call to Order / Establish Quorum*

Chair Garthoffner called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

Chair Garthoffner 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 February 9, 2022

The meeting report was approved as written.

5. Chair's Remarks

Chair Garthoffner commented that he would like to follow up on the expenditures of GRF projects to see how they compare to the original estimates.

6. Member Comments

- A member suggested the addition of a shaded outdoor facility near Clubhouse 7 and presented photo examples. Chair Garthoffner offered that the committee would potentially work in conjunction with Community Activities to pursue the matter.

7. Department Head Update

Guy West discussed potentially holding a Contractor's Open House in the near future. Chair Garthoffner directed staff to look for a date for this event and to add to the next M&C Committee meeting agenda.

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

Director Randazzo requested a status update on Building E and EV charging stations.

Mr. Mejia answered questions from the committee with regard to the EV charging stations. Discussion ensued including that no expenses have been incurred to date; none of the applications have been rejected at this time; that committee members have a say in where the strategic locations would be.

Staff was directed to hold a special meeting to discuss the findings from the SCE clubhouse site visits.

Items for Discussion and Consideration:

9. Relocation of Bus Benches to Improve Pedestrian Movement – Robert Carroll

Robert Carroll presented four options as outlined in the staff report and answered questions from the committee. Discussion ensued regarding the style of benches; the need to have arms for aid in standing; how they would be repaired if they were to rust; cost of current bench style vs. less expensive alternative style; and whether the work would be done in-house or by an outside contractor.

Three members of the Vision Club were present and commented on the topic.

- The current benches are preferred based on aesthetics, arm rests, and knee-to-neck support. These benches are used for people to rest, not just to wait for a bus.
- Replacing 40 in one year is a good start and continuing with the same green bench is

recommended.

- The members of the Vision Club expressed thanks to the committee for its work towards resolving this safety issue which affects not just their members, but everyone in the community.

A motion was made and seconded to accept Option 2 to use contracted labor to install the current model benches. Additionally, the committee agreed that the work should be completed on a one-year timeline. Chair Garthoffner requested the item be further discussed during the closed session in order to save time in the approval process.

10. Equestrian Hay Barn – Verbal Report

Mr. West provided the committee with options for constructing a cover for the hay barn to protect the hay from moisture and mold which could potentially cause harm to the animals who consume the hay. The building is approximately 25 years old and has not been renovated since it was constructed. A PowerPoint presentation provided photos of examples of different types of construction options.

Discussion ensued about retrofitting the current building to support the proposed curtain enclosures, consideration of other types of building materials such as netting, wood or pre-fab steel; replacing the building with a new building with an enclosed area for hay. Comments included potential costs of various options and if the rate of animal illness incidents and loss of damaged hay is what is driving this project.

Mr. Gruner verified that after a couple of animals became sick from eating moldy hay, requests for options to protect the hay were requested.

Staff was directed to bring additional options with associated costs to a future committee meeting.

11. Pickleball Lighting Completion – Verbal Report

Mr. West updated the committee on the completion of the project, showed before and after photos of the courts, and answered questions from the committee.

12. Employee Parking Lot Lighting Status Update – Verbal Report

Mr. West updated the committee on the project which is anticipated to be completed in the next few days.

13. Shepherd's Crook Status Update – Verbal Report

Mr. West updated the committee on the project and showed photos of the area within Gate 3 along the horse trail which is scheduled for replacement from May through July. Discussion of tree branch trimming and tree removal to facilitate installation ensued.

14. Call Center Remodel Status Update – Verbal Report

Mr. West informed the committee that a contract recommendation will be discussed in Closed

Session.

15. Welding Shop Status Update – Verbal Report

Mr. West informed the committee that the original plans for the building have expired and plans updated with the current code are required by the city and fire department prior to going back out to bid.

Staff was directed to proceed with obtaining those approvals and bring back results of the RFP to a future committee meeting.

16. Golf Range Status Update – Verbal Report

Mr. West updated the committee and showed an aerial photo of the golf range turf. Staff was previously directed to obtain a peer review of the scope of work and bid on renovating the turf. After further referral to a landscape architect and a soils scientist, preliminary feedback was provided including some changes that were not in the scope of work. Attempts are in progress to negotiate with the contractor to suggest cost-saving measures.

Discussion ensued about water conservation; how much irrigation is being dedicated to this area; and installation of a net. Mr. Gruner offered that the water being used is recycled water which is a cost savings, and that the installing a net is not recommended at this facility.

Staff was directed to obtain cost records from the Landscape Department for irrigating the driving range turf.

17. MelRok Energy Management System – Verbal Report

Mr. Mejia provided background on the energy management system (EMS). In 2019, GRF approved a pilot project at the community center, but for various reasons (including the pandemic), did not move forward with the contract and it has since expired. The Community Center has a relatively new and energy efficient HVAC system which has its own EMS.

Mr. Mejia verified that while the purchase was approved and a contract was signed, the purchase was not made. Discussion ensued about available staffing to monitor and adjust the system; how to adapt this system into the existing HVAC software; and how this system is less a gain of management than it is a loss of control. Claremont College and UCI are large facilities that use MelRok systems which staff might find informative to visit to see the system in action.

Staff would be pleased to visit either facility to compare systems that manage these buildings to see how the systems might benefit GRF facilities.

In general, incorporating the devices that communicate with the various components is less expensive when it is a part of a major remodel and less complicated than it would be to retrofit the system as a stand-alone project.

Concluding Business:

18. Committee Member Comments

Director Achrekar reminded the committee that Laguna Woods is a "senior community" and to keep that in mind when bringing projects to the village.

Director Ross encouraged committee members and residents to attend in person whenever possible. Additionally, as a new committee member, he would like to discuss the future use of solar power in some GRF facilities.

Director Dotson commented that although there is value in face-to-face meetings, if there is no virtual option she would not be able to attend. She thanked the committee for the meeting today and stated that there was a lot of good information provided.

Director Randazzo commented on the open house and whether that could be for both small and large jobs. Mr. West explained that Purchasing would be part of the process as vendors would need to be qualified prior to working in the community.

Director Mukhopadhyay commented on the value of continuing to offer meetings in the hybrid platform.

19. Date of Next Meeting: June 8, 2022

20. Recess

The meeting was recessed at 12:05 p.m.


Egon Garthoffner, Chair

Egon Garthoffner, Chair
Guy West, Staff Officer
Telephone: (949) 268-2380

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GRF Project Log (May 2022) Prepared May 26, 2022						
	Type	Name	Description	Status	Estimated Completion	Budget
1	920 Projects	PAC Renovation Maintenance Upgrades	Funding for this project is allocated for maintenance and safety upgrades at the Performing Arts Center. The Board approved a budget allocation in the amount of \$1,000,000.	Work completed to date: 1. PAC Theater Curtain Cleaning, Repairs and Fireproofing 2. PAC LED Lamp Conversion 3. PAC Lobby and Dining Room Improvements 4. PAC HVAC Replacement 5. Hearing Loop 6. PAC Dining Room Curtains Remaining work: 1. PAC HVAC UVC Lighting System 2. PAC Dining Room Kitchens, Billiards Room and Rehearsal Room Improvements	On-going	Budget: \$1,000,000 Exp: \$672,052 Balance: \$327,948
2	920 Projects	PAC HVAC UVC Lighting System	Funding for this project is allocated to install a total of 11 new UVC Lighting Systems to serve the DX air handlers.	The UVC lighting installation is in progress and scheduled to be completed at the end of June.	2022	Change Order Budget: \$21,548 Exp: \$0 Balance: \$21,548
3	920 Projects	PAC Dining Room Kitchens, Billiards Room and Rehearsal Room Improvements	Funding for this project is allocated for improvements to install new commercial grade flooring, ceiling tiles, baseboards, wall carpet, chair rails, window film, chair upholstery, as well as painting the walls, ceiling grid, doors and casing in the billiards room, rehearsal room and two kitchens.	The contractor began work on the PAC upgrades on February 7. The work is substantially completed. The contractor experienced flooring material delays due to supply chain issues. The project is scheduled to be completed before the end of June.	2022	Budget \$88,188 Exp: \$0 Balance: \$88,188
4	920 Projects	Service Center Generator	Funding for this project will provide back up emergency power at the Service Center including Security, Transportation and fueling services to enable the provision of critical services in an emergency.	At the February 10, 2021, M&C Committee meeting, the project was placed on hold pending a microgrid and other alternative energy system analysis.	2022	Budget: \$150,000 Exp: \$0 Balance: \$150,000

	Type	Name	Description	Status	Estimated Completion	Budget
5	920 Projects	Community Center First Floor Renovation Project	Funding for this project is allocated for the reconfiguration of Resident Services located in the Community Center.	An award of contract was approved at the May 3 GRF Board meeting and the contract has been fully executed. The contractor ordered the furniture and is waiting for delivery confirmation and will schedule the work accordingly.	2022	Revised Budget: \$150,000 Exp: \$7,223 Balance: \$142,777
6	920 Projects	Gate 16 Driving Range Improvements	Funding for this project is allocated to upgrade and improve the appearance and functionality of the golf driving range and practice area.	Staff is obtaining soil samples for analysis from two separate labs for review. Based on the lab results, staff will present a contract award recommendation to the M&C Committee for approval.	2022	Budget #1: \$138,000 Budget #2: \$500,000 Exp: \$58,993 Balance: \$579,007
7	922 Projects	Broadband HVAC System	Funding for this project is allocated to the installation of five new HVAC units to replace the existing 17 year old HVAC system at the Broadband Building Data Center.	The contract has been executed. The contractor will provide an installation schedule by the end of May.	2022	Budget: \$300,000 Exp: \$0 Balance: \$300,000
8	920 Projects	Replace Welding Shop	Funding for this project is allocated to replace the existing Welding Shop with a pre-engineered metal building.	The 2019 approved plans have expired. Staff is working with a consultant to update the plans to the current building and safety codes for resubmittal. Once the city has approved the plans for construction, staff will advertise for contractor bid proposals.	2022	Budget: \$375,000 Exp: \$22,535 Balance: \$352,465
9	920 Projects	Building E Assessment and Design Development	Funding for this project is allocated to provide an assessment of the work needed on the building and develop a design based on the assessment.	Staff is working with the consultant to complete the feasibility study package for presentation to the M&C Committee. Staff will provide a verbal status report at the June M&C Committee meeting.	2022	Budget: \$50,000 Exp: \$0 Balance: \$50,000

	Type	Name	Description	Status	Estimated Completion	Budget
10	920 Projects	GRF Asphalt Paving and 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.	<p>Parkway concrete repairs are scheduled to be completed in June.</p> <p>Asphalt paving work is scheduled to be completed in July. The areas for concrete and asphalt work are Algarrobo, Belmez, Cabildo, Calle Sonora Oeste, Duenas W, Elvira, Jardin, RV Lot B and Tero.</p> <p>The sealcoat program is scheduled to be completed in August. The locations for seal coat work are Alta Vista, Clubhouse 5, Ronda Granda, Via Mariposa Loop, Via Puerta and Via Vista.</p>	September 2022	<p>Budget: \$904,091 Exp: \$0 Balance: \$904,091</p>
11	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 annual contract has been fully executed. Landscape clearing and grubbing has been completed and the contractor is scheduled to submit shop drawings for approval in June.	Annual Program - December 2022	<p>Budget: \$35,000 Exp: \$0 Balance: \$35,000</p>
12	920 Projects	Hay Barn Enclosure	Funding for this project is allocated to enclose the hay barn located in the Equestrian Center.	Staff presented a verbal report to the M&C Committee and is reviewing alternative options for this project.	2022	<p>Budget: \$6,000 Exp: \$0 Balance: \$6,000</p>
13	920 Projects	Gate 12 Security Upgrade	Funding for this project is allocated to install new security cameras and license plate readers at Gate 12.	The contractor completed the installation of new security cameras and a license plate reader. One of the new cameras was discovered to be faulty and is currently pending replacement under warranty.	2022	<p>Budget: \$66,696 Exp: \$0 Balance: \$66,696</p>
14	920 Projects	Clubhouse 1 Renovation	Funding for this project is allocated for Year 1 of a multi-year project to assess and renovate Clubhouse 1.	On May 25, two interior design firms were interviewed. Purchasing prepared an RFP amendment to eliminate the shuffleboard courts and archery range buildings from the scope of work and requested new proposals be submitted.	2022	<p>Budget: \$1,250,000 Exp: \$0 Balance: \$1,250,000</p>

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