

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

Wednesday, August 8, 2018 - 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 June 13, 2018
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. PAC Value Engineering and 2019 Capital Plan Expenditure
10. Clubhouse 2 Video Club Expansion
11. Chemical Storage at Five Pool Facilities with PowerPoint Presentation
12. Handout on Parking Rules & Signage at Gatehouses
13. West Creek Benches at Gate 11 (Oral Discussion by Chair)
14. Expand the North wall of the Kitchen at 19 Restaurant (Oral Discussion by Chair)

Items for Future Agendas:

- Sidewalk Lease Agreement with The Willows Foundation
- EV Charging Stations

Concluding Business:

Committee Member Comments
Date of Next Meeting: October 10, 2018
Adjournment

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



OPEN MEETING

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

**Wednesday, June 13, 2018 – 9:30 A.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road**

MEMBERS PRESENT: Jim Matson - Chair, Beth Perak, Joan Milliman (in for Richard Palmer), Bill Walsh (in for Bunny Carpenter) John Frankel, Don Tibbetts, Carl Randazzo

ADVISORS PRESENT: None

MEMBERS ABSENT: Ryna Rothberg, Richard Palmer, Bunny Carpenter, Advisor – John Luebbe

STAFF PRESENT: Ernesto Munoz - Staff Officer, Guy West, Laurie Chavarria

1. Call to Order

Chair Matson called the meeting to order at 9:46 a.m.

2. Acknowledgement of Media

Chair Matson noted no members of the media were present.

3. Approval of the Agenda

Chair Matson added West Creek Tour and Discussion as Item #10. Director Milliman removed Item 9. The agenda was approved as amended.

4. Approval of Meeting Report for April 11, 2018

The meeting report for April 11, 2018 was approved as written.

5. Chair's Remarks

Chair Matson had no remarks.

6. Member Comments (Items Not on the Agenda)

- Joan Brown (5587-A) commented on the start date and design of the Pickleball and Paddle Tennis project.
- Kenneth Frey (692-Q) commented on the status of the Woodshop HVAC project.
- Loyd Walter (75-H) commented on the Woodshop HVAC project.
- Harry Freedman (904-B) commented on the Woodshop HVAC project.

Ernesto Munoz briefly responded to all comments and questions.

Discussion ensued regarding the Clubhouse 4 Woodshop HVAC project funding, maintenance, and the use of an evaporative cooler.

A motion was made and unanimously approved for staff to use the original design for installation of an HVAC system in lieu of an evaporative cooler. Staff was directed to award a contract and begin the project as soon as possible.

7. Department Head Update

Ernesto Munoz provided a PowerPoint presentation on the renovation of 19 Restaurant. Discussion ensued regarding the chairs on the outside patio area.

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.

The Project Log was pulled for discussion.

8. Project Log

Item #2 CH 6 HVAC System: Director Moldow asked if the project was a repair or replacement. Chair Matson commented on the "useful" life aspect for equipment or component replacements.

Item #4 CH 7 Boiler & Water Heater: Director Moldow asked if the use of a Tankless Water Heater was researched for this project.

Item #9 CH 1 Maintenance: Director Moldow commented on the future building assessment at this clubhouse.

Item #17 Pickleball & Paddle Tennis Courts: Director Phelps stated that the budget amount should be corrected to \$850,000.

Item #19 Community Center HVAC & Controls Upgrade: Director Phelps stated that the math for the balance of the project budget needs to be corrected.

Item #21 CH 5 & History Center EMS: Director Moldow asked about the energy savings from the EMS installation.

Item #22 Community Center 1st & 3rd Floor Renovation Project: Director Moldow asked about a parking evaluation for the Community enter and commented on the new equipment in the security vehicles.

Item #24 CH1 Renovation Assessment: Director Moldow commented on scope of work for the assessment.

Item #29 Restaurant 19 Improvement Project: Director Moldow asked about the future kitchen expansion.

Item #33 Gatehouse Generators: Director Moldow asked if battery powered equipment is being considered.

Ernesto Munoz, Chair Matson and Directors Walsh & Perak briefly responded to all questions and comments.

A motion was made to approve the Consent Calendar as amended. By a vote of 5/1/0 (Director Randazzo opposed), the motion carried.

Reports:

9. Performing Arts Center Value Engineering

This item was removed from the agenda and will be presented to a future PAC Ad-hoc Committee meeting.

10. West Creek Tour and Discussion

Chair Matson stated that a request had been received to provide four benches along the service road in the West Creek area of Gate 11.

Discussion ensued regarding the amount of benches required, placement of the benches, the type of bench to be installed, the cost of benches, ADA requirements, degree of the slope, insurance liability, which corporation owned the land, and regulatory restrictions.

Staff was directed to work with the residents on bench locations; consult with the insurance adjuster, ETWD and the GRF & Third attorney's. Staff will then bring this information back to the next M&C Committee for discussion and consideration.

Items for Future Agendas:

- Benches at West Creek Area
- EV Charging Stations
- Expand the North wall of the Kitchen at 19 Restaurant

Concluding Business:

Committee Member Comments

There were no Committee Member Comments.

Date of Next Meeting: August 8, 2018

Adjournment:

The meeting was recessed at 10:56 am.



Jim Matson, Chair

GRF Mutual Project Log (July 2018)					
#	Type	Name	Description	Status	Estimated Completion
1	904 Maint Svc	CH 4 HVAC System	Install Air Conditioning System at Clubhouse 4 Woodshop.	The design and specifications for the HVAC system have been completed and the City has issued a permit for the work. A contractor has been selected and installation started on July 9th. Project duration is estimated at 3 weeks, with completion by the end of July.	July 2018
2	904 Maint Svc	CH 6 HVAC System	Replace HVAC at Clubhouse 6.	Absolute Consulting Engineers has been selected as the engineering firm and is working on a design. Once the plans are delivered an RFP will then be advertised for system install. Plans are expected mid-July, with construction to occur in August.	August 2018
3	904 Maint Svc	Pool 5 Maintenance	Replace Clubhouse 5 Waterline Tile.	The replacement of Pool 5 waterline tile project was expanded to include the removal and replacement of the pool plaster. This project required additional funding of \$46,000 which was approved by the Board on March 6th. The work will be coordinated with the pool shutdown in the last quarter of the year.	December 2018
				Facilities Fund Budget: \$37,000 Invoiced: \$12,059 Balance: \$24,941	
				Facilities Fund Budget: \$104,000 Invoiced: \$0 Balance: \$104,000	
				Facilities Fund Budget: \$72,000 Invoiced: \$0 Balance: \$72,000	

4	904 Maint Svc	CH 1 Shower Boiler	Replace Shower Boiler.	<p>The existing shower boiler has reached the end of its useful life and is in need of replacement. Purchasing has sent out an RFP, bid submission deadline was May 10th. After bids were received, there were concerns raised regarding the condition of the storage tank. Given the costs involved with moving equipment to perform the replacement of the storage tank, as well as its poor condition, staff has expanded the scope of this project to include the storage tank replacement. Staff received bids for the expanded scope of work, and will be awarding a contract shortly.</p> <p>Replacement is expected to occur in late July or early August.</p>	August 2018	Equipment Fund Budget: \$27,000 Invoiced: \$0 Balance: \$27,000
5	904 Maint Svc	Head end Building HVAC	Replace HVAC unit.	<p>The existing HVAC unit has reached the end of its serviceable life and requires frequent maintenance. Staff is generating a scope of work for unit replacement. The project is scheduled to be advertised in July, and a contract awarded in August. Work will begin immediately after contract award.</p>	December 2018	Facilities Fund Budget: \$12,000 Invoiced: \$0 Balance: \$12,000
6	904 Maint Svc	Service Center Radiant Heaters	Replace 12 forced air units with radiant heaters.	<p>The existing 12 forced air units are extremely inefficient and do not heat the spaces effectively. Utility costs are very high and comfortable working conditions are not maintained. Staff is currently generating a scope of work. The project is scheduled to be advertised in July, and a contract awarded in August. Work will begin immediately after contract award.</p>	December 2018	Facilities Fund Budget: \$50,000 Invoiced: \$0 Balance: \$50,000
		CH 1 Maintenance 2018	Some areas in CH 1 need carpet, paint, blinds etc. Clock tower needs a safety ladder.	<p>Staff has replaced the Clubhouse Supervisor's office carpet. Carpet has also been replaced in the Main Ballroom. Blinds in the Main Ballroom will be replaced in July. Dining Rooms 2 & 3 will get new counter tops, paint and carpet.</p>	December 2018	Facilities Fund Budget: \$ 50,000 Invoiced: \$19,034.34 Balance: \$30,965

8	910 Bldg Maint	CH 4 Maintenance 2018	Funding for this program will complete body and full trim paint on the exterior of CH 4.	The exterior of Clubhouse 4 painting was completed on June 6th. Windows will be installed in the wood working shop in July.	December 2018	Facilities Fund Budget:\$ 91,000 Invoiced: \$68,349 Balance:\$22,651
9	910 Bldg Maint	CH 4 Upper Roof Top Deck 2018	The CH 4 roof top and pool decks are in need of replacement/repair.	The upper roof top pool deck located above the old bridge room requires a complete rebuild and resurface. Staff has retained an engineer to design the scope of work entailed. We are in the discovery stage to determine where water leaks have occurred over time in the bridge room.	December 2018	Facilities Fund Budget:\$62,000 Invoiced: \$0 Balance:\$62,000
10	910 Bldg Maint	CH 5 Maintenance 2018	Some areas in CH 5 need carpet, paint, blinds and skylights.	New doors have been installed on the Yoga room and Gym. New counter tops have been installed in Room 1. New blinds will be installed in August.	December 2018	Facilities Fund Budget:\$ 32,000 Invoiced: \$8,467 Balance:\$23,533
11	910 Bldg Maint	Miscellaneous Painting Equipment 2018	The paint crew needs additional equipment to meet set schedules and deadlines for their various programs.	Staff has researched suppliers to procure needed equipment and is doing so on an ongoing basis.	December 2018	Facilities Fund Budget:\$100,000 Invoiced: \$66,271 Balance: \$33,729
12	910 Bldg Maint	Fumigation for Termites	On March 6, 2018 the GRF Board approved a supplemental appropriation for termite fumigation at several GRF Facilities. A full structure treatment and localized treatments are required to eradicate the termite infestation.	The Lawn Bowling Clubhouse & Storage Building at Clubhouse 2 was treated for termites on 5/22. Gate House 8 was treated on 7/10. Clubhouse 3 will be treated on 7/31. The Clubhouse 2 Multi-Purpose room will be treated on 10/23.	November 2018	Supplemental Appropriation Budget: \$33,000 Invoiced: \$2,328 Balance: \$30,672
920 Projects		Energy Consultant Services	An Energy Consultant will be used as needed in order to advance GRF's and the Community's future energy initiatives.	The Energy Coalition contract award was approved at the July 3, 2018, Board meeting for energy consulting services and the contract is being executed.	On-going	Contingency Fund Supplemental Appropriation: \$50,000 Invoiced: \$0 Balance: \$50,000

14	920 Projects	Clubhouse 2 Annex Project / Interim Passive Park	This project is dedicated to interior and exterior building improvements at the Clubhouse 2 Annex facility. The original intent to demolish the classrooms was abandoned and an interim passive park will be installed in the space where the shuffleboard courts were demolished.	At the July 3, 2018, meeting the Board awarded a contract to Land Mechanics to construct the interim passive park at the former shuffleboard courts at the Clubhouse 2 Annex. A pre-construction meeting is being scheduled to establish a start and completion date.	October 2018	Facilities Fund Budget: \$240,000 Invoiced: \$63,005 Balance: \$176,995
15	920 Projects	Pickleball and Paddle Tennis Courts	This project was intended to construct new Paddle Tennis and Pickleball courts within Gate 12.	Construction documents are being finalized for plan check submission, which is scheduled for the end of July. A final construction schedule will be prepared after permit issuance.	TBD	Facilities Fund Budget: \$600,000 Supplemental: \$250,000 Invoiced: \$100,432 Balance: \$749,568
16	920 Projects	Performing Arts Center Renovation	Project funding is for the maintenance and upgrade of the Performing Arts Center renovation.	The Design Development phase for the Performing Arts Center Renovation Project was completed, and the results were presented to the PAC Ad Hoc Committee, as well as the GRF Board. A recommendation was made by the PAC Ad Hoc Committee on July 6, 2018, to: 1. Allocate \$2 million in the 2019 Capital Budget for a PAC maintenance and equipment upgrade project; 2. Initiate the construction documents to include the maintenance project, as well as other long term design elements.	On-going	Facilities Fund Budget: \$1,778,000 Invoice: \$219,225 Balance: \$1,558,775
17	920 Projects	Community Center HVAC and Controls Upgrade	This project is dedicated to making the facility more energy efficient by engineering and retrofitting the Community Center with a new Heat Ventilation Air Conditioning (HVAC) and upgraded controls being integrated to the existing Energy Management System (EMS).	A contract for this project was awarded at the July 3, 2018, Board meeting. While the contract is being executed, staff is scheduling a pre-construction meeting with the selected contractor and third party consultant. A construction schedule will be provided after the pre-construction meeting.	TBD	Facilities Fund Budget: \$940,473 Invoiced: \$47,696 Balance: \$892,777

18	920 Projects	Clubhouse 4 Roof Replacement Project	This project is dedicated to extending the life of GRF facilities by replacing the Roofing at the end of its serviceable life cycle.	This project will be completed in two phases. The first phase includes the photo lab, pool locker room and covered walkways. The second phase is the kiln room, which will be completed in the month of August in conjunction with the new kiln installation.	September 2018	Facilities Fund Budget: \$105,500.00 Invoiced: \$102,583 Balance: \$2,917
19	920 Projects	Community Center First and Third Floor Renovation Project	This project is dedicated to space planning, interior improvements, and the relocation of Manor Alterations, the Mail Room, Resident Services and the Security Department within the Community Center's first and third floors.	The architectural drawings and specifications were scheduled for staff review in late June; however staff has been directed to place the architect on hold for the Mail Room and Resident Service area. The furniture contract for the Manor Alterations space has gone out for signatures. Staff will publish a schedule after the contract has been fully executed and a delivery date is established.	December 2018	Facilities Fund Budget: \$750,000 Invoiced: \$0 Balance: \$750,000
20	920 Projects	Community Center Roof Replacement Project	This project is dedicated to maintaining the Community Center building by replacing the built up roofing at the end of its serviceable life. The old built up roofing will be replaced with a PVC cool roofing material.	This project is scheduled to start sometime in October 2018 after the HVAC equipment replacement has been completed. The roof work is planned to be completed by November 2018.	TBD	Facilities Fund Budget: \$155,000 Invoiced: \$0 Balance: \$155,000
21	920 Projects	Clubhouse 1 Renovation Assessment	This project is dedicated to assessing the existing buildings at Clubhouse 1 to assist with 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 condition of structural, mechanical, electrical, and plumbing elements.	A contract award was approved at the July 3, 2018 Board meeting. Staff is scheduling a kick-off meeting while the contract is being executed. A schedule will be prepared after the kick-off meeting.	TBD	Facilities Fund Budget: \$80,000 Invoiced: \$2,400 Balance: \$77,600
	920 Projects	Clubhouse 1 HVAC Replacement Project	This project is dedicated to maintaining Clubhouse 1 by replacing the HVAC system according to its serviceable life. This project will be designed after the building assessment has been completed.	This project is predicated on the recommendation provided by the consultant performing the building assessment, which is scheduled to be completed the end of September 2018.	TBD	Facilities Fund Budget: \$350,000 Invoiced: \$0 Balance: \$350,000

23	920 Projects	Gates 1, 2, 3 & 4 Civil Work Project	This project is dedicated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	Staff is finalizing the design with the engineering firm and preparing to submit plans for permits.	December 2018	Facilities Fund Budget: \$440,000 Invoiced: \$20,965 Balance: \$419,035
24	920 Projects	Gates 7, 8, 9 & 14 Civil Work Project	This project is dedicated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	This project is being administered concurrently with Gates 1 through 4. See the above project information for status.	December 2018	Facilities Fund Budget: \$440,000 Invoiced: \$21,287 Balance: \$418,713
25	920 Projects	Gatehouse 10, 11 & 12 & 4 Improvement Project	This project is dedicated to interior and exterior improvements at gatehouses. Including new countertops, interior and exterior paint, flooring, plumbing fixtures, doors, windows and HVAC.	Gatehouse 10 was completed on schedule. Work started on Gate 11 the last week of June and is scheduled to be completed in July. Gate 12 is scheduled to be completed by the end of September 2018.	September 2018	Facilities Fund Budget: \$60,000 Supplemental \$42,500 Invoiced: \$35,400 Balance: \$67,100
26	920 Projects	Clubhouse 2 Wood Floor Repairs	The Projects Department received a request to investigate wood flooring separation at CH2 .	Staff retained a flooring contractor to monitor a small separation in the existing ballroom wood floor. After monitoring the separation for 2 months, no additional movement was detected. The contractor declined to provide staff with a suitable method of repair, therefore staff met with another contractor and obtained a quote to complete the floor repair. The floor is scheduled for repair in late July 2018.	July 2018	Unbudgeted
27	920 Projects	GRF Paving & Sealcoat Programs and Concrete Repairs	This project is dedicated to Asphalt Paving Overlay, Sealcoat work and concrete repairs adjacent to the overlay work on selected GRF streets and/or parking lot areas.	The asphalt paving work and concrete repairs are scheduled to begin in September and be completed in October. The 2018 program will consist of 251,400 square feet of pavement replacement and 10,000 square feet of concrete work. The Sealcoat work will be completed in August and consists of 1,106,900 square feet of pavement areas. Aliso Creek walkway was completed on 7/11/18.	December 2018	Facilities Fund Budget: \$955,000 Invoiced: \$9,600 Balance: \$945,400

28	920 Projects	Clubhouse 4 Kiln Replacements	This project is dedicated to replacing the 2 pottery kilns that are at the end of their serviceable life.	Due to Saddleback College scheduled classes, the kiln replacement work will start in August. Kiln fabrication work and engineering for ceiling framing modifications are in progress.	October 2018	Facilities Fund Budget: \$100,000 Invoiced: \$40,912 Balance: \$59,088
29	920 Projects	Gatehouse Generators	This project is dedicated to installing emergency generators at all Gatehouses.	Staff reviewed the engineering proposals and is researching additional cost-effective options.	TBD	Not Budgeted
	904 Maint Svc	CH 1 Billiards Room Ducting and Equipment	Rerouting of HVAC ducting and Replacement of Condenser	COMPLETED	January 2018	Facilities Fund Budget: \$15,000 Invoiced: \$13,367 Balance: \$1,633
	904 Maint Svc	Golf Facilities	Replacement of Aerator at Par 3 course	COMPLETED	February 2018	Not budgeted Invoiced: \$4,734
	904 Maint Svc	Pool 2 Maintenance	Replace Clubhouse 2 Pool Filter, Pool Heater & Spa Heater.	COMPLETED	May 2018	Facilities Fund Budget: \$26,000 Invoiced: \$6,921 Balance: \$19,079
	904 Maint Svc	CH 7 Boiler and Water heater	Replace boiler and domestic hot water heater. The domestic hot water heater was replaced in April 2018. The boiler will not be replaced this year in anticipation of a full system evaluation in subsequent years.	COMPLETED	July 2018	Equipment & Facilities Funds Budget: \$17,000 Invoiced: \$10,960 Balance: \$6,040
	910 Bldg Maint	Village Greens Maintenance 2017	Portions of the flooring at the Village Greens building need to be replaced and miscellaneous touchup painting is also needed to increase the general aesthetic of the facility.	COMPLETED	December 2018	Facilities Fund Budget: \$25,000 Invoiced: \$25,000 Balance: \$0

	920 Projects	Pool 6 Maintenance	This project is dedicated to the replacement of Clubhouse 6 waterline tile, re-plastering the pool, and replacement of the pool filter as a program to maintain the serviceable life of the pool.	COMPLETED	March 2018	Facilities. Fund Budget: \$125,000 Invoiced: \$27,111 Balance: \$97,889
	920 Projects	Lawn Bowling Resurface	This project is dedicated to reconstructing the lawn bowling greens located within Gate 12. The previously constructed synthetic greens were not constructed to the World Bowls Standard and did not function per their design intent.	COMPLETED	March 2018	Facilities Fund Budget: \$592,303 Invoiced: \$601,645 Balance: -\$9,342 Additional Soil Remediation 1% Over Budget
	920 Projects	History Center HVAC and Roof Replacement Project	This project is dedicated to replacing the History Center HVAC system and roofing both of which are at the end of their serviceable lives.	COMPLETED	March 2018	Facilities Fund Budget: \$128,800 Invoiced: \$110,500 Balance: \$18,300
	920 Projects	Clubhouse 7 Bridge Room Flooring Project	This project is dedicated to replacing the carpeting at the Clubhouse 7 Bridge Room area.	COMPLETED	April 2018	Facilities Fund Budget: \$70,000 Invoiced: \$50,860 Balance: \$19,140
	920 Projects	Clubhouse 7 Main Lounge Wood Floor Resurfacing Project	This project is dedicated to resurfacing the wood flooring at the main lounge area located at Clubhouse 7.	COMPLETED	April 2018	Facilities Fund Budget: \$11,000 Invoiced: \$10,650 Balance: \$350
	920 Projects	Community Center MIS Office Remodel	This project is dedicated to remodeling the MIS Office on the second floor of the Community Center.	COMPLETED	April 2018	Contract: \$18,525 Invoiced: \$16,846 Balance: \$1,679
	920 Projects	Pool 4 Maintenance	This project is dedicated to the replacement of Clubhouse 4 waterline tile, re-plastering the pool, replacement of the pool filter and replacement of the pool water heater as a program to maintain the serviceable life of the pool.	COMPLETED	April 2018	Facilities. Fund Budget: \$125,000 Invoiced: \$118,215 Balance: \$6,785

Agenda Item #8

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	920 Projects	Clubhouse 7 Kitchen Improvement Project	This project is dedicated to kitchen improvements including cabinets, countertops, appliances, accessibility, flooring, lighting and paint.	COMPLETED	April 2018	Facilities Fund Budget: \$130,000 Invoiced: \$83,639 Balance: \$46,361
	920 Projects	Clubhouse 5 and History Center EMS Installation	This project is dedicated to installing an energy management system (EMS) as a master plan for all GRF facilities. As new HVAC equipment is installed, an energy management system is subsequently installed which can be managed from an off site location using a computer connected to the internet.	COMPLETED	June 2018	Facilities Fund Budget: \$80,000 Invoiced: \$32,945 Balance: \$47,055
	920 Projects	Restaurant 19 Improvement Project	This project is dedicated to interior improvements at Restaurant 19 located at the Village Greens Building. Additional work to install new cabinets doors in the dining room and a new cabinet on the patio to store the bus carts was added to the scope of this project.	COMPLETED	July 2018	Facilities Fund Budget: \$100,000 Supplemental: \$30,377 Invoiced: \$108,424 Balance: \$21,953

STAFF REPORT

DATE: August 8, 2018

FOR: Maintenance and Construction Committee

SUBJECT: Performing Arts Center Value Engineering & 2019 Capital Plan Expenditure

RECOMMENDATION

1. Implement the PAC's needed maintenance and equipment upgrades as identified in prior year budgets, and in SVA's Facility Assessment Report.
2. Initiate the preparation of construction documents to implement the recommended PAC maintenance and equipment upgrades.

BACKGROUND

The Performing Arts Center (PAC) is a 29,000 square foot building, featuring extensive theater facilities for residents to enjoy. The PAC is home to an 814-seat auditorium offering level and riser mounted theater-style seating. The venue hosts speakers, dance recitals, singing, live music, live theater, and movie events. Along with the auditorium, the PAC also has two dining rooms with fully equipped kitchens, a billiard room, main lobby, ticket booth, offices, and a rehearsal room used to accommodate entertainers prior to a performance. The PAC was constructed in 1971 and has only received minor renovations.

In 2016 SVA Architects (SVA) was retained to work with staff and the PAC Renovation Ad-Hoc Committee (RAHC), to conduct a Facility Assessment and to develop a schematic design and provide design development drawings for the future facility renovations.

On June 22, 2018, the RAHC met to discuss the Committee's consensus concerning the PAC project. Significant discussion ensued relative to the Facility Assessment prepared by the consultant's multidisciplinary team; the facility's design development; available project funding and a path moving forward. Staff answered questions of the Committee and made a recommendation to implement a project to address the immediate ADA, fire, life safety and related equipment upgrades.

On July 6, 2018, the RAHC held a hearing to discuss the recommendations outlined in this report, and voted unanimously to recommend to the GRF M&C, and subsequently to the GRF Board, adoption of staff's recommendations.

DISCUSSION

On March 23, 2018, the SVA multidisciplinary project team presented the findings of the schematic design phase to the RAHC. The presentation included a discussion on the roughly \$15 million estimated construction costs for all alternates. The RAHC requested a value

engineering analysis be conducted in an effort to lower the project's cost to approximately \$10 million.

After completing the value engineering analysis, SVA proposed improvements ranging from a base design estimated cost of \$10,620,000 to six alternate options with an all-in estimated cost of \$12,804,000. All preliminary estimates include a full design and construction documents, permits, contingencies, and construction management services.

At the June 11, 2018, GRF Special Board 2019 Capital Review Meeting, the Five-Year Capital Improvement Plan (5-Year CIP) was discussed with Board Directors who expressed a divided consensus for the proposed 2019 and 2020 budgeted amount of \$4,200,000 for each of the two years to develop the "all-in" PAC upgrades. Subsequent to the discussions on June 11, 2018, staff modified the 5-Year CIP (included herein as Attachment 1) to reflect an appropriation of \$2 million in 2019 to implement the PAC's immediate maintenance and renovation needs, including necessary equipment upgrades.

On June 22, 2018, staff recommended the implementation of the PAC's necessary maintenance project, along with equipment upgrades identified in prior year budgets, and in the SVA's Facility Assessment Report. The immediate maintenance and equipment upgrades identified for the PAC include:

- Replacement and reconfiguration of the HVAC system
- Addressing ADA accessibility, fire, life and safety components
- Addressing deficiencies in the theatrical equipment, including video/audio
- Lobby and dining room upgrades including: furniture and window coverings, flooring, and paint.

HVAC Equipment

The PAC is approximately 45 years old and the HVAC equipment was last replaced in 2001. In addition to being at the end of its service life, the system serves multiple spaces in the building with varying load profiles and occupant schedules, making temperature control problematic. Additionally, energy is wasted when both units need to operate and condition the entire auditorium when only the front offices are occupied.

ADA Accessibility, Fire, Life and Safety Components

Upgrades under this line item include safety equipment upgrades, including the replacement of the fire alarm system which does not meet current code requirements. The fire alarm control panel and devices are in need of replacement. American with Disabilities Act requirements must be met to address the facility's full accessibility to disabled patrons. The rigging equipment which operates all the hanging equipment on the stage is currently condemned, and has been safely locked while waiting for a comprehensive upgrade. Stage curtains need to be replaced with flame retardant curtains which meet current codes.

Theatrical Equipment and Video/Audio

The PAC's current film screening projection system is antiquated and has come to the end of its serviceable life. It is less bright than industry standards and it cannot project high definition content. The projection screen has some significant wear and will be upgraded to meet high definition standards. Lighting will be replaced with LED-based high output rehearsal light fixtures. The oldest inefficient lighting fixtures will be considered for replacement with more efficient incandescent-lamped fixtures and LED-based fixtures. Audio monitoring mix position on stage will be considered including the possibility of adding a monitor mixing console and its ancillary support equipment to fully enable the theater to professionally support live music.

Lobby and Dining Room Upgrades

Upgrades will include several replacements of chairs, furniture lobby, window coverings, and wall treatments, as well as flooring and paint. Upgrades to the box office will be made including the addition of snack bar/ beverage facilities.

Preliminary Opinion of Cost

Although staff does not have the benefit of design drawings for the proposed maintenance and upgrade improvements, a preliminary opinion of cost was prepared for budgeting purposes as shown on Table 1.

TABLE1. PRELIMINARY OPINION OF COST

LAGUNA WOODS VILLAGE PERFORMING ARTS CENTER REVISED SCOPE OF WORK PRELIMINARY COST ESTIMATE 6/29/18	Quantity	Unit	Unit Cost	Subtotal	General Contrator Fee (20%)	Construction Documents (12%)	Contingency (10%)	Total	Total per Category
HVAC Equipment									
HVAC system replacement (minor), redistribution, clean existing ductwork	28,880	sf	\$38.25	\$1,104,660	\$220,932	\$110,466	\$110,466	\$1,546,524	
New energy management system (included above)	28,880	sf	(included above)						
									\$1,546,524
ADA Accessibility, Fire and Safety Components									
ADA ramp	2	ea	\$64,000	\$128,000	\$25,600	\$12,800	\$12,800	\$179,200	
Ada ramp modifications	2	ea	\$3,500	\$7,000	\$1,400	\$700	\$700	\$9,800	
Upgrade fire alarm	28,880	sf	\$3	\$86,640	\$17,328	\$8,664	\$8,664	\$121,296	
Fire extinguishers	8	ea	\$500	\$4,000	\$800	\$400	\$400	\$5,600	
Modify theater sound walls for head clearance	2	ea	\$2,500	\$5,000	\$1,000	\$500	\$500	\$7,000	
									\$322,896
Theatrical Equipment and Video/Audio									
Replace stage curtains/rigging	1	ls	\$465,000	\$465,000	\$93,000	\$46,500	\$46,500	\$651,000	
Audio/visual equipment	1	ls	\$340,000	\$340,000	\$68,000	\$34,000	\$34,000	\$476,000	
Stage lighting and dimming	1	ls	\$192,500	\$192,500	\$38,500	\$19,250	\$19,250	\$269,500	
									\$1,396,500

Golden Rain Foundation of Laguna Woods
 Performing Arts Center Value Engineering & 2019 Capital Plan Expenditure
 August 8, 2018
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Lobby and Dining Room Upgrades									
Replace carpet at lobby	8,620	sf	\$9	\$77,580	\$15,516	\$7,758	\$7,758	\$108,612	
Paint lobby interiors	8,620	sf	\$3	\$25,860	\$5,172	\$2,586	\$2,586	\$36,204	
Replace carpet dining rooms (north and south)	2,400	sf	\$9	\$21,600	\$4,320	\$2,160	\$2,160	\$30,240	
Paint dining rooms (north and south)	5,400	sf	\$3	\$16,200	\$3,240	\$1,620	\$1,620	\$22,680	
Replace ceiling dining rooms (north and south)	2,400	sf	\$8	\$19,200	\$3,840	\$1,920	\$1,920	\$26,880	
									\$197,736
				\$2,493,240	\$498,648	\$249,324	\$249,324	\$3,490,536	
									\$3,490,536

FINANCIAL ANALYSIS

Based on the preliminary estimates outlined in Table 1, the proposed maintenance and equipment upgrades necessitate a funding allocation of \$2 million. The GRF Board has included the \$2 million appropriation for the PAC in the 2019 Capital Plan to supplement the current PAC's unencumbered balance of \$1.5 million.

As part of 2016 GRF Reserve Planning, \$600,000 was funded from the Equipment Fund for the Performing Arts Center design development work; \$300,000 was appropriated from the Facilities Fund for HVAC upgrades; \$150,000 was appropriated from the Equipment Fund for various lobby and dining room upgrades; and \$728,000 was appropriated from the Facilities Fund to replace flooring, stage rigging, audio/video equipment, and curtains.

Prepared By: Ernesto Munoz, P. E, Maintenance and Construction Director

Reviewed By: Angel Fuertes, P.E., Consultant Engineer

ATTACHMENT(S):

Attachment 1 – 5-year Capital Improvement Plan (CIP) for the PAC Renovation

ATTACHMENT 1
5-year Capital Improvement Plan (CIP) for the PAC Renovation

Golden Rain Foundation						
5 Year Capital Improvement Plan						
Category / Fund / Description	2018	2019	2020	2021	2022	\$ Total
Clubhouse 3 Facilities						
Facility Fund						
PAC Renovation		\$2,000,000		\$2,000,000		\$4,000,000
PAC Wireless Communications		\$15,000				\$15,000
Equipment Fund						
CH 3 Auditorium Video Projector	\$60,000					\$60,000
CH 3 Outdoor Concert Support System	\$80,000					\$80,000
CH 3 Stage Footlight Repair/Replace				\$20,000		\$20,000
PAC Sound Mixer		\$25,000				\$25,000
Clubhouse 3 Facilities Total	\$140,000	\$2,040,000		\$2,020,000		\$4,200,000
Clubhouse 4 Facilities						
Facility Fund						
CH 4 Lounge renovation				\$75,000		\$75,000
CH 4 Maintenance	\$91,000					\$91,000
CH 4 Roof Replacement	\$100,000					\$100,000
CH 4 Sewing Room Flooring			\$13,200			\$13,200
CH 4 Upper rooftop pool deck rebuild	\$62,000					\$62,000
CH 4 Jewelry Room Flooring		\$25,000				\$25,000
CH 4 Pool 4 pump room restoration			\$100,000			\$100,000
Equipment Fund						
CH 4 2 Gas Kilns	\$100,000					\$100,000
CH 4 Bench Lathe			\$5,437			\$5,437
CH 4 Hot Water Heater	\$10,000					\$10,000
CH 4 Knee Type Milling Machine Model # 100-1527	\$7,000					\$7,000
CH 4 Replacement of vacuum system gates.			\$40,000			\$40,000
CH 4 Wood Lathe	\$6,000			\$8,000		\$14,000
Chairs for ceramic and sewing room			\$5,450			\$5,450
Clubhouse 4 Facilities Total	\$376,000	\$25,000	\$164,087	\$8,000	\$75,000	\$648,087
Clubhouse 5 Facilities						
Facility Fund						
CH 5 Maintenance	\$32,000					\$32,000
CH 5 Building Update-Multipurpose Room	\$75,000					\$75,000

STAFF REPORT

DATE: August 8, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Clubhouse 2 Video Club Expansion

RECOMMENDATION

Advertise a request for proposal to retain the services of an architectural consultant to prepare construction documents (plans, specifications and estimates) for the expansion of the Video Club Control Room and the relocation of the Card Room located at the Clubhouse 2 Annex facility.

BACKGROUND

On March 6, 2007, the Golden Rain Foundation Board of Directors approved a request from the Video Club of Laguna Woods Village, (Resolution 90-07-16, Attachment 1) to permit exclusive use of the Multi-Purpose Room in the Clubhouse 2 Annex facility to accommodate the club's expanded activities. The Video Club has over 180 members and a few of the current activities in the Video Room include; classes and coaching, shooting special projects, training and meetings.

As of June 1, 2018, the Recreation Utilization Report indicates that 313 residents have used the Video Studio for the current 2018 year. In 2017, the report indicates that the same room was utilized by 766 residents.

DISCUSSION

The current location is housed in an aging facility which is exhibiting signs of wear. Staff received direction through the GM's office to investigate the possible relocation of the Card Room to an unoccupied space directly across from its current location, allowing room to expand the Video Control Room. Included as Attachment 2, is a rudimentary sketch depicting the facility layout for reference.

As the demand grows for better quality production, so do the space requirements. The Video Room is filled with the necessary equipment used in video production and is growing based on production needs, limiting the amount of space for mobility.

Upon direction from the Committee, staff will advertise a request for proposal to qualified architectural firms and present a recommendation to award a contract at the appropriate time.

FINANCIAL ANALYSIS

Funding is not required at this time.

Prepared By: Scot Wolf, Project Manager

Reviewed By: Guy West, Projects Division Manager

Ernesto Munoz, P.E., Maintenance and Construction Director

ATTACHMENT(S)

Attachment 1 – Resolution 90-07-16

Attachment 2 – Sketch of Video Control and Card Rooms

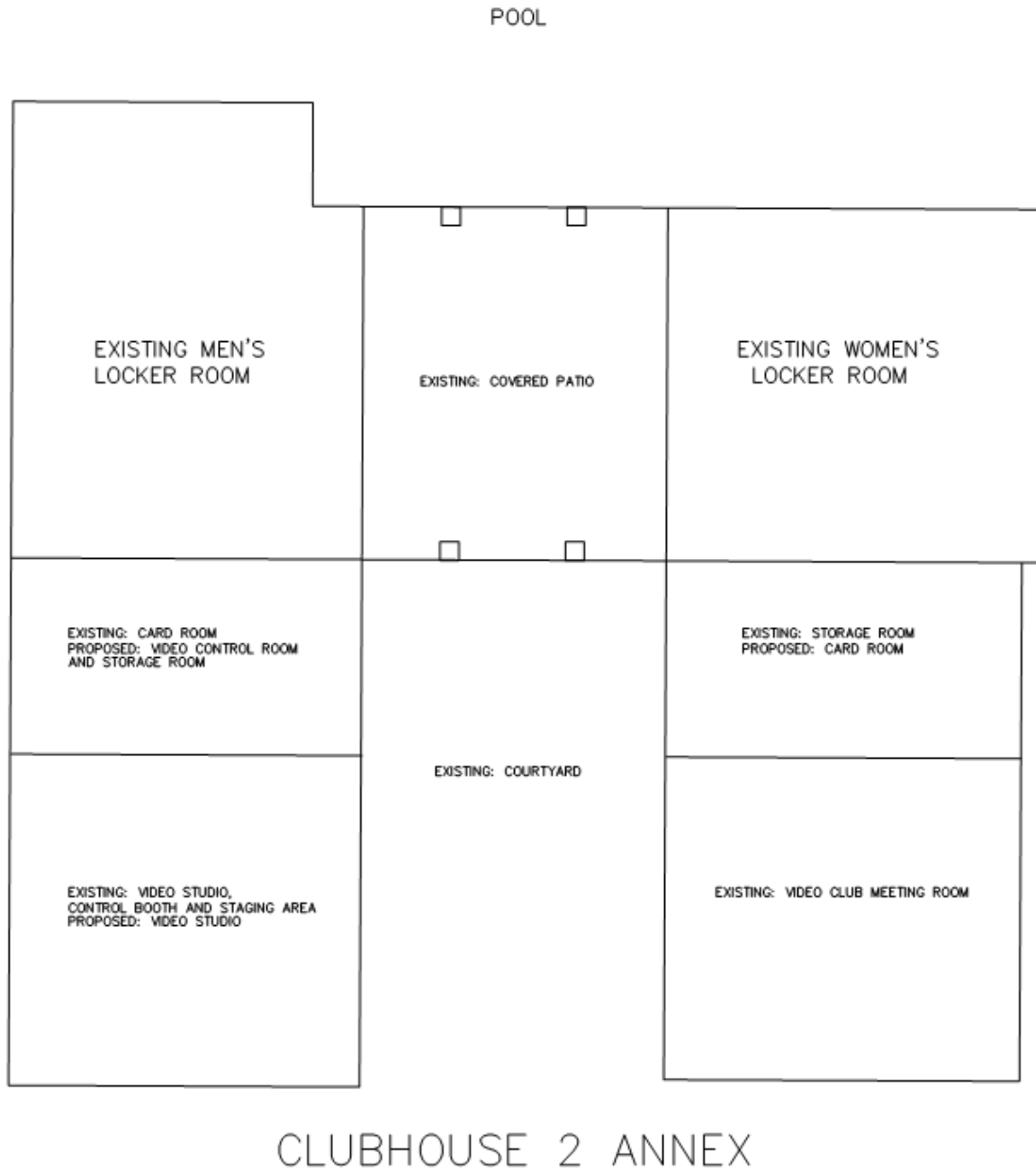
Attachment 1 – Resolution 90-07-16
Approve Video Club's request to occupy additional room at Clubhouse Two

WHEREAS, a request was received from the Video Club of Laguna Woods Village for exclusive use of the Multi-Purpose Room across from its Video Club Learning Lab in Clubhouse Two to accommodate its expanded activities;

NOW THEREFORE BE IT RESOLVED, March 6, 2007 that the Board of Directors of this Corporation hereby approves the Video Clubs request to occupy an additional room at Clubhouse Two; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized on behalf of the corporation to carry out the purpose of this resolution.

Attachment 2 – Sketch of Video Control and Card Rooms



STAFF REPORT

DATE: August 8, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Chemical Storage at Clubhouses 1, 2, 4, 5 & 6

RECOMMENDATION

Advertise a request for proposal to replace five pool chemical storage units with new code compliant units at clubhouses 1, 2, 4, 5 and 6.

BACKGROUND

Laguna Woods Village maintenance staff designed and built chemical storage structures to house pool chemicals at clubhouse pools. These storage facilities were built over 20 years ago and do not meet current municipal and fire codes.

During the 2018 Orange County Fire Authority (OCFA) annual inspection, code deficiencies were identified at each of the storage facilities and staff was requested to complete the necessary storage facilities' upgrades at each of the clubhouses to meet current code, and fire and safety requirements.

DISCUSSION

The OCFA Inspector identified code deficiencies at the current pool chemical storage facilities during the annual inspection in January 2018 and requested the storage facility deficiencies be corrected to comply with the current code requirements by the next annual inspection in January 2019.

Upon direction from the Committee, staff will prepare and advertise a request for proposal to install new code compliant chemical storage units for five pools located at clubhouses 1, 2, 4, 5 and 6.

FINANCIAL ANALYSIS

A supplemental appropriation will be requested when staff brings back a recommendation for contract ward for the needed upgrades.

Prepared By: Cyrus Nasser, Assistant Project Manager

Reviewed By: Guy West, Project Division Manager

Ernesto Munoz, P.E., Maintenance and Construction Director

STAFF REPORT

DATE: August 8, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Parking Rules & Regulations Handout & Signage

RECOMMENDATION

Provide direction to staff relative to:

1. Handing out notification to vendors at the gates regarding the Mutual's parking restrictions at cul-de-sacs.
2. Installing new parking regulation signage at Gates 5 and 6.

BACKGROUND

At the July 27, 2018 Parking and Golf Cart Task Force meeting, staff was directed to discuss at the next GRF M&C Committee meeting, the possibility of providing a handout on parking rules to all vendors, as well as installing signs specifying the vendor parking requirements at Gates 5 & 6.

DISCUSSION

Third Mutual Directors Frankel and Zalon expressed concern with the violations of the parking rules and regulations (Attachment 1) which continue to occur in the community by both contractors working with permits as well as vendors brought in by residents for general repairs. Many residents are not aware of the parking requirements for vendors/contractors or that it is their responsibility to enforce these rules, for which they may be cited when violations occur.

Director Frankel suggests that cards, outlining the Mutual's parking requirement in cul-de-sacs (Attachment 1), be handed out along with the vendor's parking pass, by the ambassadors at Gates 5 & 6 to all vendors/contractors.

Director Zalon requested the GRF M&C Committee consider the installation of a sign at each gatehouse to provide proper notification to residents and the contractors regarding the Mutual's parking rules. It was indicated that many of the residents who are summoned to hearings for parking violations, claim they are not aware of the Mutual's parking regulations. The sign at the gates is intended to provide additional notification to residents.

FINANCIAL ANALYSIS

An unknown amount of supplemental funding would be required to print handouts and fabricate and install the requested signage.

Prepared By: Laurie Chavarria, Executive Assistant

Reviewed By: Ernesto Munoz, P.E., Maintenance and Construction Director

Attachment(s):

Attachment 1 – Vehicle, Traffic and Parking Rules, Section 7.6

Attachment 1 – Vehicle, Traffic and Parking Rules, Section 7.6

7.6 CONTRACTOR and SERVICE VEHICLE PARKING

Contractor and service vehicles, including personal vehicles driven by workers, must be parked on named streets and are prohibited from parking within numbered cul-de-sacs or MANOR parking lots.

- Contractors may park on a SPONSORING RESIDENT'S driveway with the RESIDENT'S permission, but may not obstruct the sidewalk.

EXCEPTIONS:

- Vehicles, equipment and materials immediately and directly required for the performance of work.
- Vehicles immediately loading or unloading.