



OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
BUILDING E SPACE PLANNING AD HOC ADVISORY COMMITTEE**

**Wednesday, December 6, 2023 – 3:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

MEMBERS PRESENT: James Hopkins - Chair, Cush Bhada, Yvonne Horton, Alison Bok, Nancy Carlson, Tom Tuning, Andy Ginocchio, S.K. Park, Sue Stephens

MEMBERS ABSENT: Glenn Miller, Peter Sanborn

OTHERS PRESENT: **GRF:** Bunny Carpenter, Egon Garthoffner, Joan Milliman, Gan Mukhopadhyay, Juanita Skillman,

UNITED: Maggie Blackwell, Ellen Leonard

THIRD: Reza Karimi

STAFF PRESENT: Manuel Gomez – Maintenance & Construction Director, Guy West - Projects Division Manager, Alison Giglio - Recreation and Special Events Director, Jennifer Murphy – Recreation Manager, Sandra Spencer – Department Administrative Assistant

1. Call Meeting to Order

Chair Hopkins called the meeting to order at 3:30 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report: None

4. Remarks of the Chair

Chair Hopkins commented the history of the project and the purpose of the committee.

5. Member Comments – (Items Not on the Agenda)

- Two members requested consideration for additional pickleball courts.

6. Response to Member Comments

The committee responded that the Community Activities Committee is aware of the request.

7. Department Head Update

Mr. Gomez thanked the committee members for their attendance and expressed that staff is looking forward to working with this new committee.

8. 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.*

- a. None.

9. Items for Discussion and Consideration

a. Building E History/Background

Mr. Gomez provided a history of Building E and background on the prior board decisions via PowerPoint. Discussion ensued among the committee members.

b. Space Utilization Study by Austin Company (May 2023)

Mr. Gomez provided an overview of the study prepared by Austin Company in May 2023.

c. Ad Hoc Advisory Committee Mission, Duties and Responsibilities

Mr. Gomez outlined the committee mission, duties and responsibilities per Resolution 90-23-54. Chair Hopkins read the resolution in its entirety.

d. Discussion of Process to Determine Next Staff Relocation Plan

Chair Hopkins asked the committee members to define the problem and offer their comments. Discussion ensued regarding alternative options, the space study, current location of displaced staff, underutilized existing space, and cost of temporary office lease.

Several shareholders expressed their opinions to the committee.

e. Calendar for Future Committee Meetings

Mr. Gomez suggested dates for future committee meetings which were accepted as presented. The committee will meet at 1:30 p.m. in the boardroom and via Zoom on January 3, January 31, March 6, March 20, and April 10, 2024.

10. 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.*

- Review of Utilization Statistics from Recreation Department for Facilities Throughout Village
- Review of Security, Landscape & Maintenance and Construction Department Future Space Needs and Satisfaction with Current Leased Space

11. Committee Member Comments

- Director Ginocchio commented on the lease term.
- Director Bhada commented on the amount of space being leased.
- Director Carlson commented that a tour of the buildings would be helpful.

12. Date of Next Meeting: Wednesday, January 3, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 5:01 p.m.


James Hopkins, Chair

James Hopkins, Chair
Manuel Gomez, Staff Officer
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