



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE*

**Thursday, January 13, 2022 – 1:30 P.M.
Board Room/Virtual Meeting**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Join the Committee meeting via a Zoom link at: <https://zoom.us/j/96276504972> or by calling (669) 900-6833; Access Code: 962 7650 4972
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. 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 December 9, 2021
5. Chair's Remarks
6. Department Head Update
7. Member Comments (Items not on the agenda)

Consent:

8. Financial Statement
9. Utilization of Open Activities

Reports: (Receive and File or Provide Recommendations)

10. Revenue Resources Ad Hoc Update
11. Garden Centers Operating Rules
12. Online Reservations System Analysis
13. Recreation Event Cancellation Guidelines

Items for Discussion and Consideration: (Entertain a Motion to)

14. Supplemental Funding to Purchase a Toro ProCore 648 Aerator

Items for Future Agendas:

- Golf Greens Committee Update
- Club Insurance

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, February 10, 2022 at 1:30 p.m.
- Adjournment

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

Yvonne Horton, Chair
Brian Gruner, Staff Officer
Telephone: 597-4270

OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, December 9, 2021 – 1:30 p.m.
Virtual Zoom Webinar

MEMBERS PRESENT: Yvonne Horton, Chair, Ryna Rothberg, Cush Bhada, Maggie Blackwell, Annie McCary, Pearl Lee, Diane Casey, Dennis Boudreau, Ajit Gidwani

MEMBERS ABSENT: None

OTHERS PRESENT: Bunny Carpenter, Joan Milliman, Juanita Skillman, Anthony Liberatore, Debbie Dotson

STAFF PRESENT: Brian Gruner, Jennifer Murphy, Jackie Kupfert

Call to Order

Chair Horton called the meeting to order at 1:32 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

A motion was made, and by consensus, the agenda was approved.

Approval of Committee Report for November 8, 2021

A motion was made, and by consensus, the report was approved.

Chair's Remarks

Chair Horton stated she will hold her remarks until Committee Member Comments.

Report of the Recreation and Special Events Director

Mr. Gruner stated staffing and recruiting constraints continue to challenge the Recreation Department's opportunity to expand operations. Staff is rotating among the different locations to ensure current facility hours which is the main focus at present. COVID numbers are trending up to 283 cases today in Orange County. Staff is researching cost savings measures such as modifications to pool hours and lifeguard services which will be discussed later in

this meeting. The Saddleback College Emeritus Institute contract has been approved and classes are set to begin January 17. Please see the Emeritus website for class registration.

The following employees have been recognized for their performance and dedication resulting in promotions: Miguel Magdaleno, Clubhouse 5 supervisor, Katarzyna Wasidowski-Serrano, Fitness coordinator and Sean Anthony, Golf operations supervisor.

The online reservation system survey is complete and staff is analyzing the data for presentation at the January CAC meeting. Tree trimming for overgrown trees has been completed at Garden Center 1 and 2. Staff positions at the Garden Centers will be filled by beginning of the new year. Pickleball lights installation is to begin on January 29, 2022. Circuit training classes will resume on January 4 and a drop-in Tai Chi class will be hosted at Clubhouse 7, 9 to 11 a.m. The Equestrian Center will build a new quarantine area and the rat abatement program has exceeded expectations as there is a noticeable reduction in rats. The Performing Arts Center (PAC) staff is streamlining the scheduling of tech services by working closely with club event organizers to minimize last-minute requests. There was an article in the Globe regarding masks being worn at PAC events during mega events which does not apply to these events as they are well under the state and county guidelines of a mega event definition of over 1,000 in attendance.

Ms. Murphy stated a holiday cheer home decorating contest will be hosted again this year. Images must be submitted by December 22 and winners will receive tickets to an upcoming PAC show. A free Mindful Flow Yoga class will begin Fridays, 1 to 2 p.m. at the Clubhouse 1 Main Lounge. The Clubhouse 5 Monday movie will be at 4 p.m. on December 27; please register on ActiveNet. New Year's Eve will be hosted both at the PAC and Clubhouse 5. The Performing Arts Center will host a variety show which starts at 7:30 p.m. Tickets range from \$25 to \$35. The Clubhouse 5 event will host an 80s theme band and a ball drop toast at 9 p.m. and midnight with doors opening at 7:30 p.m. Tickets are \$30 and may be purchased at the Clubhouse 5 office. The Christmas buffet sold out in hours. Many events have been limited due to catering costs rising; staff is researching more options to offer dinners once again at some events.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following items: Garden Center garden plots with trees and tree size; against the use of Kourts; garden plot rental process; reopening of the billiards room at the Performing Arts Center; removal of a lane line at Pool 2 at 11 a.m.; 19 Restaurant promoting caterers for the Village.

Director Casey stated Kourts has been useful for a time, but many have stated the online system is no longer useful for their needs.

CONSENT

A motion was made to approve the consent calendar.

Motion passed unanimously.

REPORTS

Revenue Resources Ad Hoc Committee - Chair Horton stated the first meeting will be held on January 12. If you are interested in participating, please email your information to Ms. Kupfert.

Aquadettes 2022 Frozen Fees - Ms. Murphy stated the Aquadettes request for a freeze of fees for 2022 due to COVID affecting club operations. Ms. Murphy shared the fee information with the Aquadettes in a previous meeting including an increase in GRF expenses for 2022.

Ms. Murphy proposed to freeze the fees for 2022 to allow the Aquadettes to sustain their show and to revisit fees for 2023.

Staff was directed to freeze fees for 2022.

Equestrian Dressage Court Donation - Ms. Murphy stated some boarders contributed to the purchase a dressage court at the Equestrian Center. The Committee thanked this group for their donation.

Staff was directed to move forward with the GRF donation process for the dressage court.

Online Reservation System Disciplinary Protocol - Mr. Gruner stated the staff report recommendation which will encompass all online reservation systems.

Discussion ensued.

Staff was directed to propose the disciplinary protocol to establish fair and equitable use of GRF amenities reserved through the online reservation systems. If a resident is found to be in violation, the following disciplinary actions will be imposed:

1. First Offense: Verbal warning;
2. Second Offense: Written warning and final notice;
3. Third Offense: The infraction will be referred to the Compliance Division to initiate the disciplinary process.

ITEMS FOR DISCUSSION AND CONSIDERATION

Pool Operating Hours Modification - Mr. Gruner stated the staff recommendation to review and discuss the proposed modifications to pool operating hours and lifeguard services to enhance pool operating efficiencies.

Motion was made to review and discuss the proposed modifications to pool operating hours and lifeguard services to enhance pool operating efficiencies for both options.

Motion passed unanimously.

Discussion ensued.

Motion was made to recommend approval of the proposed option 2 as presented by staff:

Pool #	Winter Hours	Summer Hours
Pool 1	8 a.m. to 5 p.m.	7 a.m. to 7 p.m.
Pool 2	7 a.m. to 6 p.m. No Lifeguard	7 a.m. to 6 p.m. No Lifeguard
Pool 4	8 a.m. to 9 p.m.	7 a.m. to 10 p.m.
Pool 5	6 a.m. to 6 p.m.	6 a.m. to 9 p.m.
Pool 6	closed	12 p.m. to 6 p.m. (summer only)

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Golf Greens Committee Update – Staff was directed to keep this item under Future Agendas.

Club Insurance – Staff was directed to keep this item under Future Agendas.

Compliance Notifications at Garden Centers – Staff was directed to place this item under Reports for the next CAC agenda.

CONCLUDING BUSINESS

Committee Member Comments

Director McCary thanked everyone for the good discussion regarding the pool operating hours modification allowing the committee to make good decisions.

Director Addington stated this was a good meeting.

Director Blackwell stated she is pleased with Recreation as the department is doing a good job and this was a good recommendation for the online reservation system disciplinary protocol.

Director Casey stated she enjoys being on this committee.

Chair Horton stated Kourts is an important topic of discussion and requests all parties allow the committee and staff to complete due diligence while trying to make a decision that may be satisfactory to everyone. She requested staff ask those at Garden Centers that are willing to donate their time to assist with complaints. She stated the remodel of the Performing Arts Center is hindering the reopening of the billiards room and staff will work to get the room open as soon as possible.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually at 1:30 p.m. on Thursday, January 13, 2021.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:13 p.m.

____*Yvonne Horton*____

Yvonne Horton, Chair

**Golden Rain Foundation of Laguna Woods
Profoma Recreation Services Summary of Operations
11/30/2021**

	Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/W)
Non-Assessment Revenues:											
Golf Green Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$1,544,896	\$0	\$1,544,896	\$1,388,750	\$156,146
Golf Operations	0	0	0	0	0	0	299,949	0	299,949	231,596	68,353
Merchandise Sales	0	45	17,354	0	0	0	280,007	0	297,406	224,490	72,916
Clubhouse Rentals and Event Fees	728	(1,010)	0	32,538	9,644	0	3,934	11,426	57,259	518,960	(461,701)
Rentals	0	0	0	0	0	52,391	49,500	0	101,891	100,430	1,461
Miscellaneous	3,095	35,971	134	29,838	101,357	0	38	5,636	176,070	343,838	(167,768)
Total Non-Assessment Revenue	3,823	35,006	17,488	62,377	111,001	52,391	2,178,323	17,062	2,477,470	2,809,064	(330,594)
Expenses:											
Employee Compensation	411,616	302,406	8,284	472,318	221,829	54,906	1,419,569	178,015	3,068,942	3,550,291	481,349
Expenses Related to Employee Compensation	119,859	109,509	2,884	144,488	51,397	29,380	535,133	36,361	1,029,011	1,163,400	134,389
Materials and Supplies	1,637	77,476	0	46,878	90,204	10,220	225,172	9,645	461,233	507,046	45,813
Cost of Goods Sold	0	0	8,579	0	0	0	192,419	0	200,997	151,996	(49,001)
Community Events	9,385	159	0	12,171	142	0	0	0	21,858	342,159	320,301
Utilities and Telephone	636	137,534	0	506,005	18,957	0	606,902	64,557	1,410,460	1,356,544	(53,917)
Professional Fees	0	0	0	0	0	0	0	0	0	1,375	1,375
Equipment Rental	0	24,567	0	0	0	0	43,586	0	68,153	70,051	1,898
Outside Services	18,731	502,954	10	12,769	28,163	1,579	201,193	7,923	773,323	501,563	(271,759)
Repairs and Maintenance	0	6,408	0	7,176	12,493	0	10,316	1,970	38,363	73,873	35,510
Other Operating Expense	13,416	3,482	0	16,384	2,243	531	18,114	2,450	56,619	81,523	24,904
Property and Sales Tax	43	3	1,310	212	0	131	21,156	25	22,879	18,813	(4,066)
Uncollectible Accounts	0	0	0	1,665	0	0	0	0	1,665	0	(1,665)
Total Expenses	575,324	1,164,498	21,067	1,220,066	425,429	172,615	3,273,560	300,945	7,153,503	7,818,634	665,131
Net Cost (before allocations)	\$571,500	\$1,129,492	\$3,579	\$1,157,689	\$314,428	\$120,224	\$1,095,236	\$283,884	\$4,676,033	\$5,010,570	\$334,537
Allocated To Departments	(421,750)	0	0	(34,523)	0	0	0	0	(456,273)	(569,479)	(113,205)
Allocated From Departments	215,193	146,191	7,531	462,846	42,602	7,317	108,312	94,531	1,084,523	1,239,885	155,362
Net Cost	\$364,943	\$1,275,684	\$11,110	\$1,586,012	\$357,030	\$127,540	\$1,203,549	\$378,414	\$5,304,283	\$5,680,976	\$376,693



2020/2021 Facility Utilization

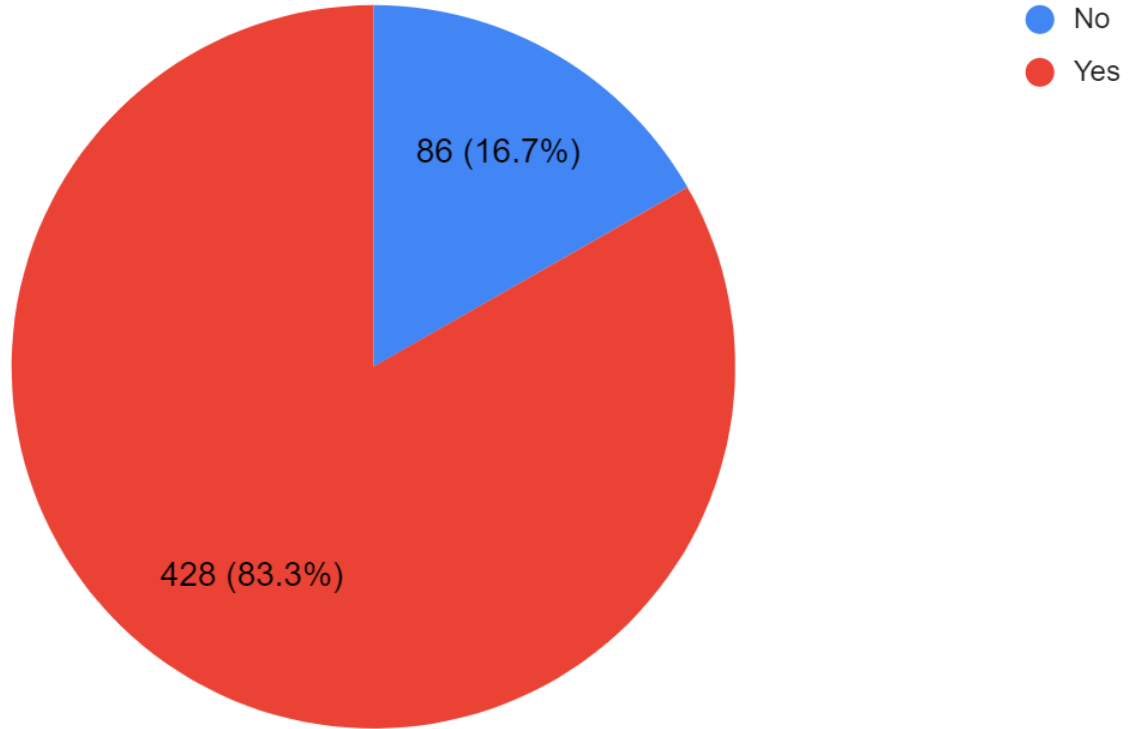
	2020 Total	2021-Jan	2021-Feb	2021-March	2021-April	2021-May	2021-June (1-14 only)	2021-June (15-30 only)	2021-July	2021-Aug	2021-Sept	2021-Oct	2021-Nov	2021-Dec	Cumulative Total During COVID
Activities															
Tennis	15,105	1,876	2,142	2,222	2,406	2,405	1,177	556	262	464	440	587	2,156	1,756	33,554
Pickleball (Outdoor)	14,580	2,188	2,064	2,848	2,740	2,780	1,534	726	993	993	993	1,199	1,294	951	33,897
Pickleball (Indoor)								119	158	213	260	289	261	318	1,618
Paddle Tennis	1,873	166	138	344	414	314	160	205	143	239	239	175	152	125	4,448
Swim	27,905	4,528	4,471	4,764	5,901	6,145	3,882	4,779	10,604	12,026	8,264	6,216	7,081	4,851	111,417
Lawn Bowling	2,497	331	428	261	395	431	239	239	612	503	398	457	691	476	7,958
Golf	82,809	11,075	11,355	11,790	11,819	12,078	6,107	6,108	12,888	12,261	11,128	11,546	11,609	8,849	221,422
Driving Range	36,806	3,175	3,716	1,561	4,607	5,165	2,240	2,241	4,339	4,721	4,176	4,225	4,440	2,389	83,801
Lessons	720	58	68	63	55	57	24	24	67	87	53	32	20	9	1,337
Library-Residents Served	2,270	320	402	308	302	457	862	1,076	2,260	2,495	2,385	2,614	2,139	2,097	19,987
Bocce Ball	30	2	0	5	0	4	0	91	40	67	95	81	96	63	574
Fee Based Classes	1,145	780	933	917	906	1,026	506	506	1,030	1,100	1,050	1,158	820	580	12,457
Fitness								2,136	8,878	9,233	9,061	9,938	9,008	9,641	57,895
Clubhouse 4					943	1,429	926	927	2,838	2,815	3,114	3,229	4,667	2,651	23,539
Badminton								323	624	539	677	650	566	581	3,960
Volleyball								120	144	235	245	287	260	222	1,513
Archery								105	228	117	43	127	169	101	890
Shuffleboard								20	9	38	22	96	105	130	420
Billiards							77	130	137	125	369	80	275	226	1,419
Drop-In Lounge								56	2	110	311	294	682	128	1,583
Game Rooms								124	185	370	379	318	351	452	2,179
PC Room								243	534	620	706	724	744	571	4,142
Mac Room								121	535	553	429	506	360	248	2,752
Table Tennis								838	1,745	1,651	1,550	1,672	1,566	1,555	10,577
Video Lab/Studio								99	160	142	198	193	161	111	1,064
Radio Room										25	0	0	0	0	25
Fitness Room								151	268	471	426	299	308	306	2,229
Clubhouse 5 Gym								356	723	853	820	660	609	593	4,614
Bridge Room									1,436	1,602	1,420	1,695	1,382	1,488	9,023
Room Reservations															
Community Center										167	108	92	93	103	563
Clubhouse 1									66	3,477	3,432	1,555	4,297	5,493	18,320
Clubhouse 2								866	2,203	3,824	3,861	2,814	866	2,409	16,843
Clubhouse 5						21	221	221	2,510	3,805	5,738	5,941	3,484	6,539	28,480
Clubhouse 7												105	53	543	701
Total	185,740	24,499	25,717	25,083	30,488	32,312	17,955	23,506	55,628	64,709	62,340	59,854	60,765	56,555	725,151

In July and August respectively, outdoor Pickleball and Paddle Tennis sign in sheets were not being tallied; combined indoor/outdoor Pickleball beginning in September.

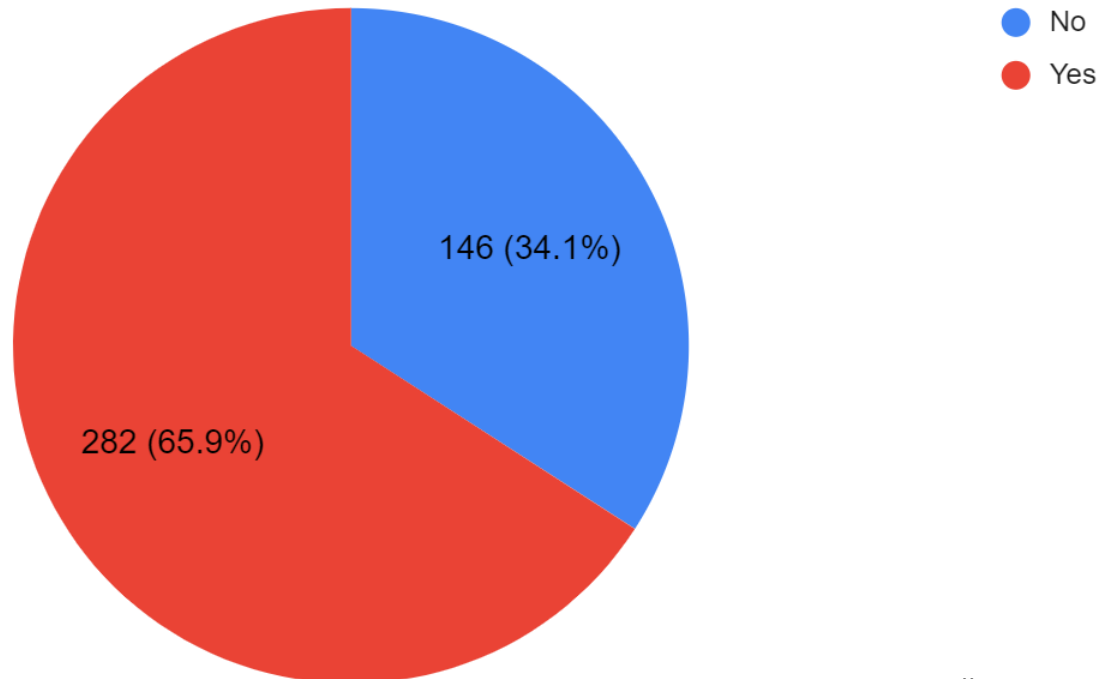
Laguna Woods Village Kourts Survey

515 total surveys

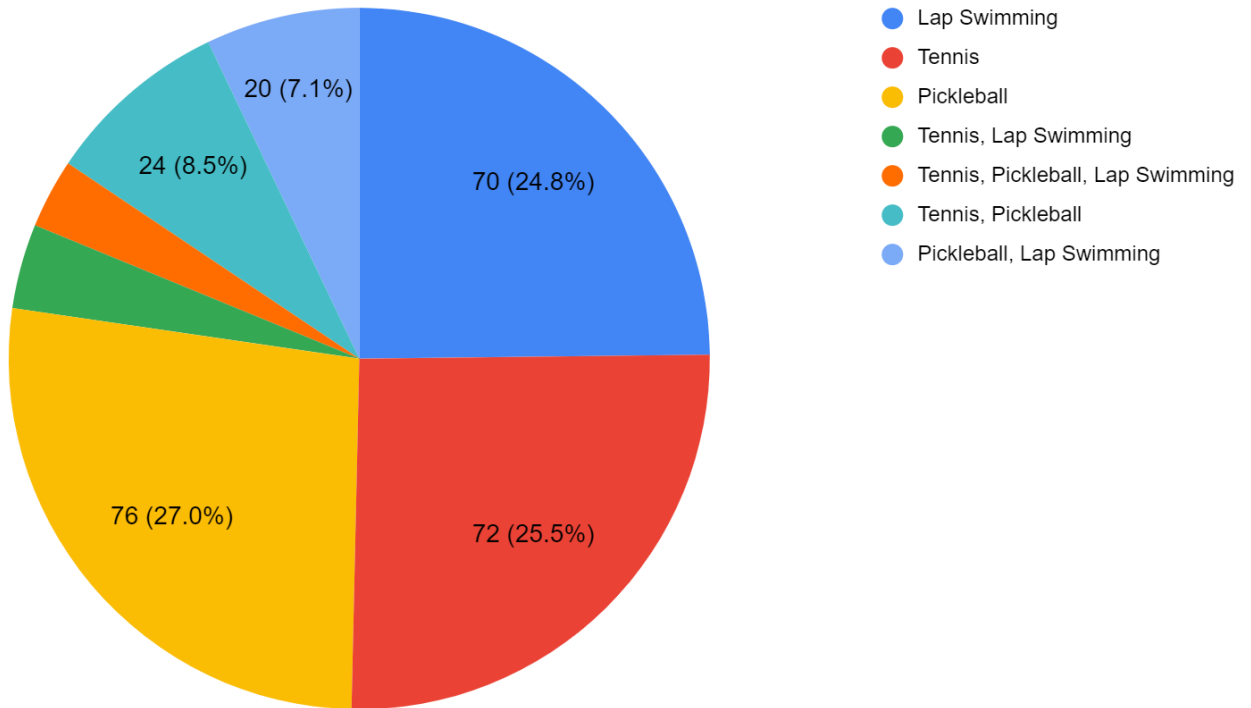
Do you participate in tennis, swimming or pickleball?



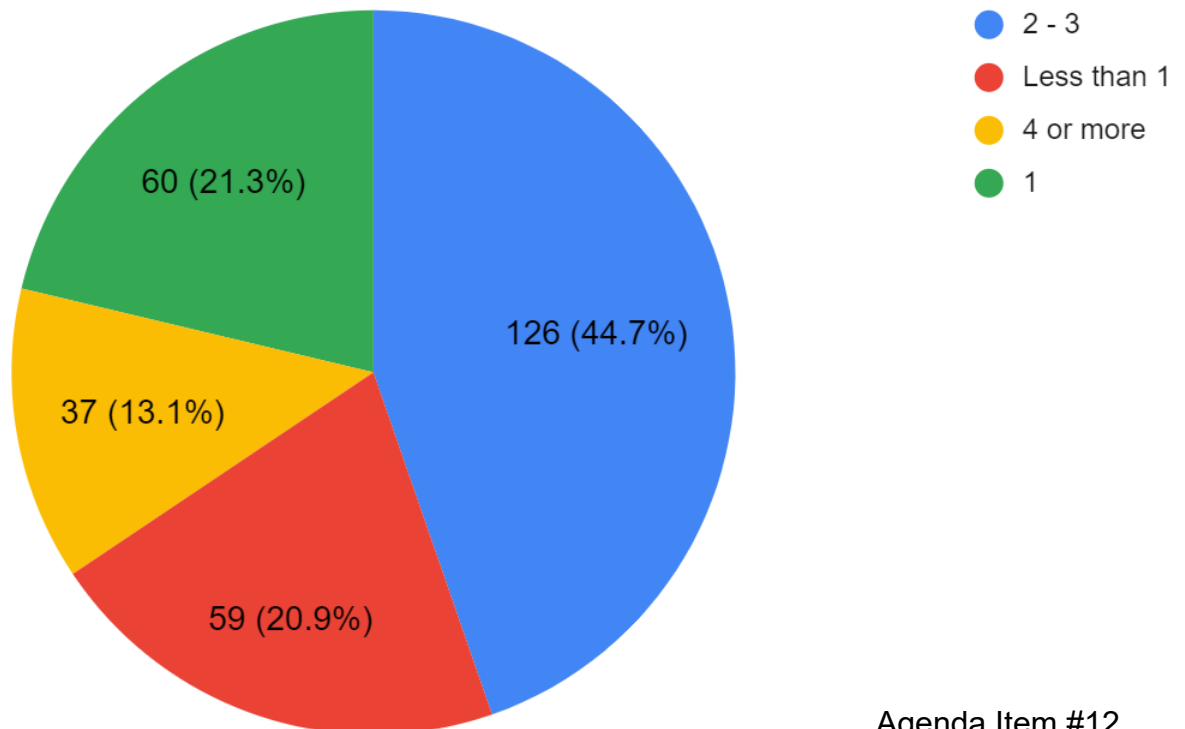
Do you use the Kourts online reservation system for tennis, lap swimming or pickleball?



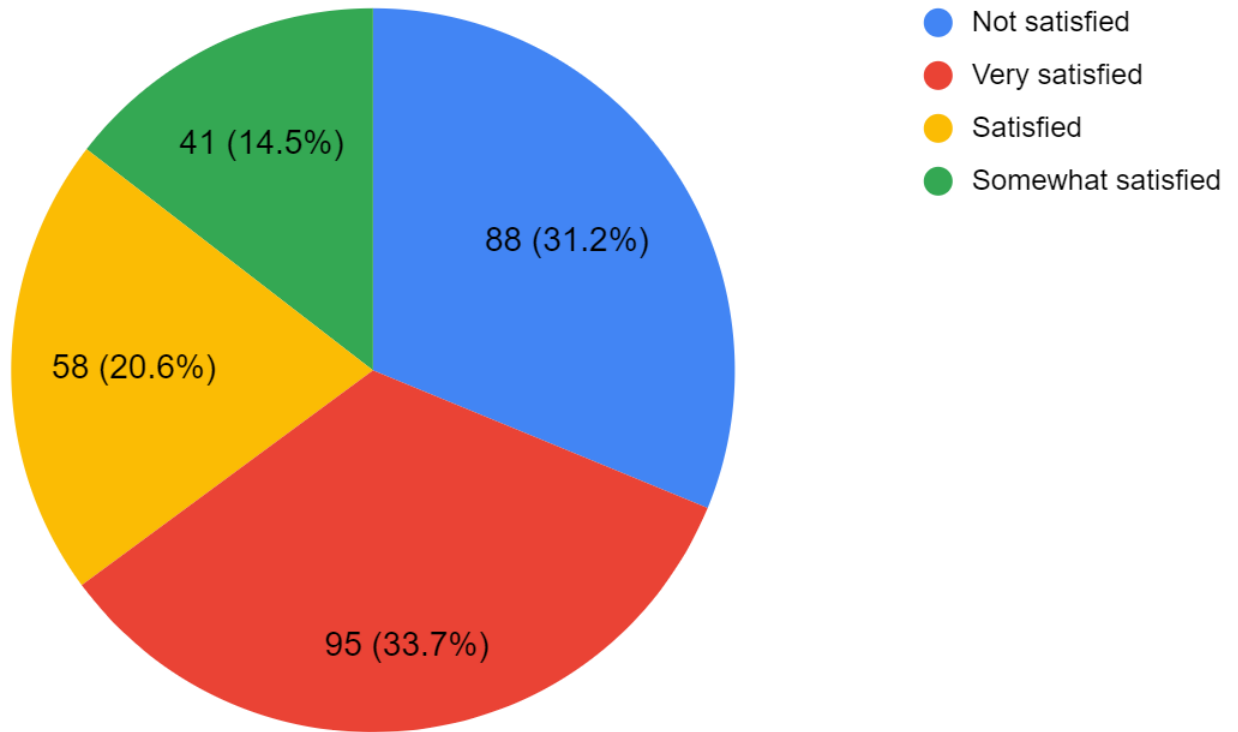
For which activities do you use the Kourts online reservation system? (Check all that apply.)



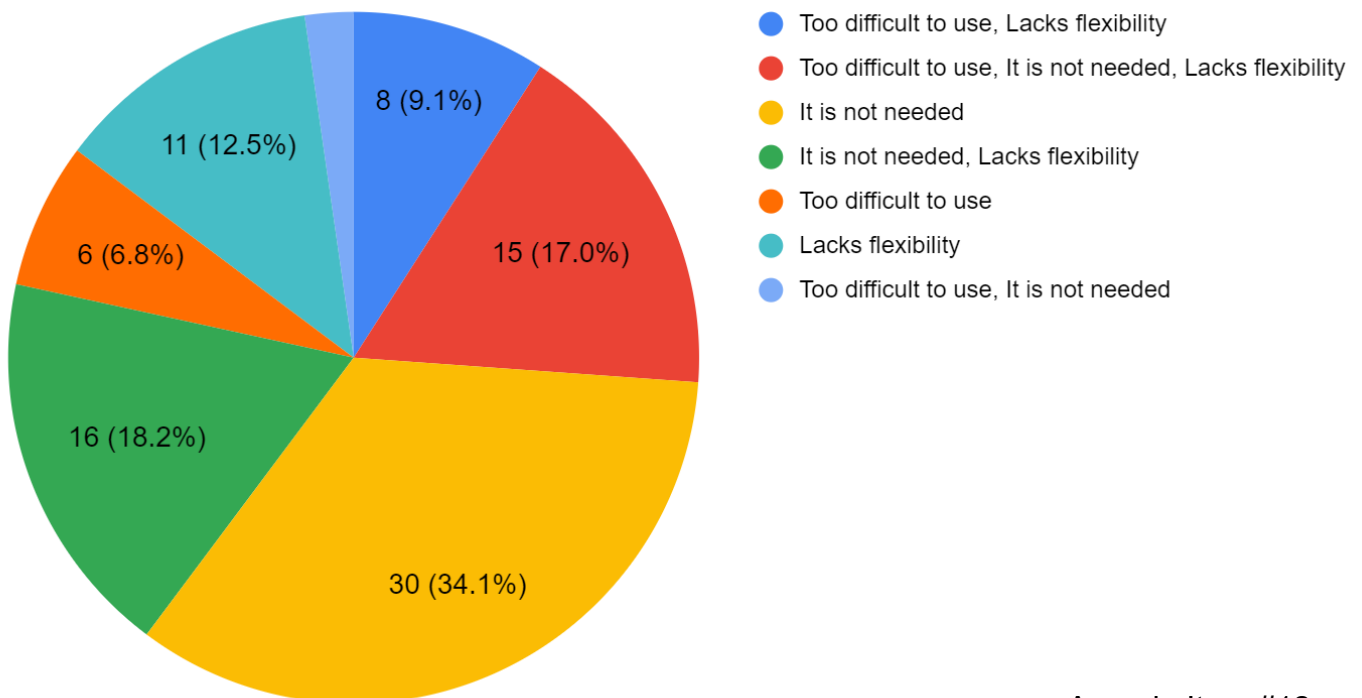
How many reservations do you make per week using Kourts?



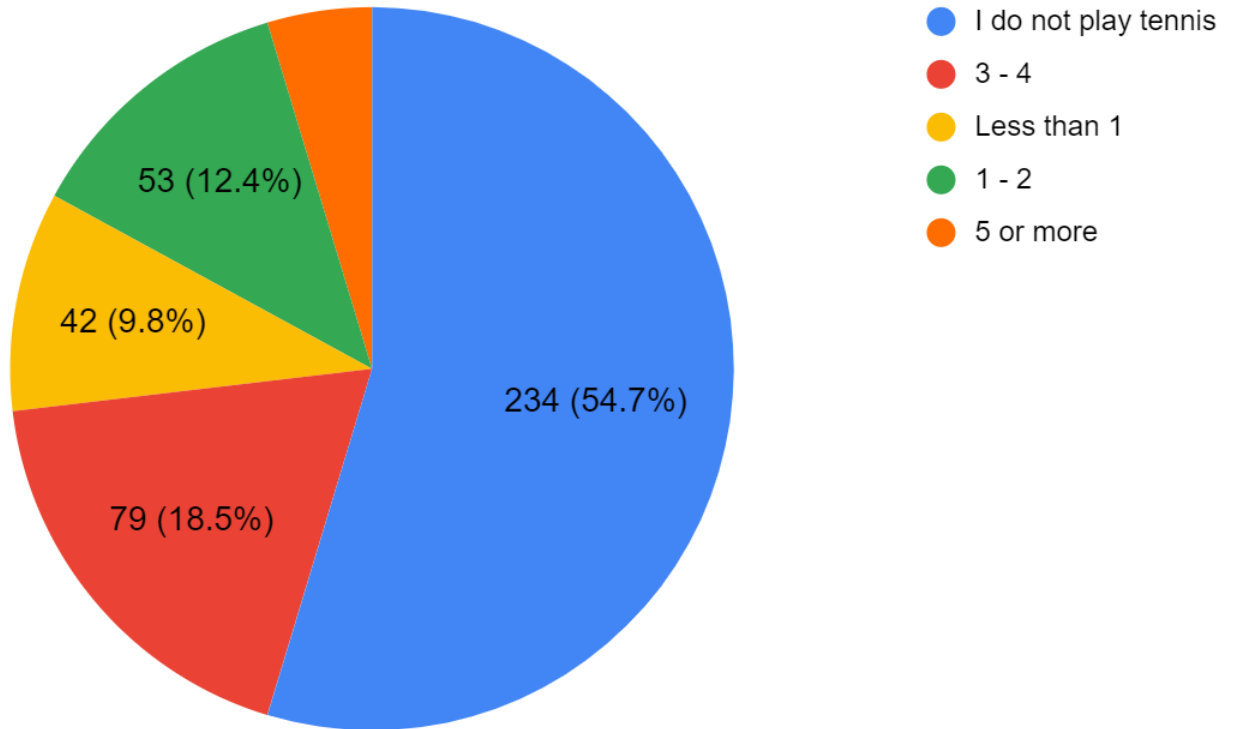
How satisfied are you with Kourts?



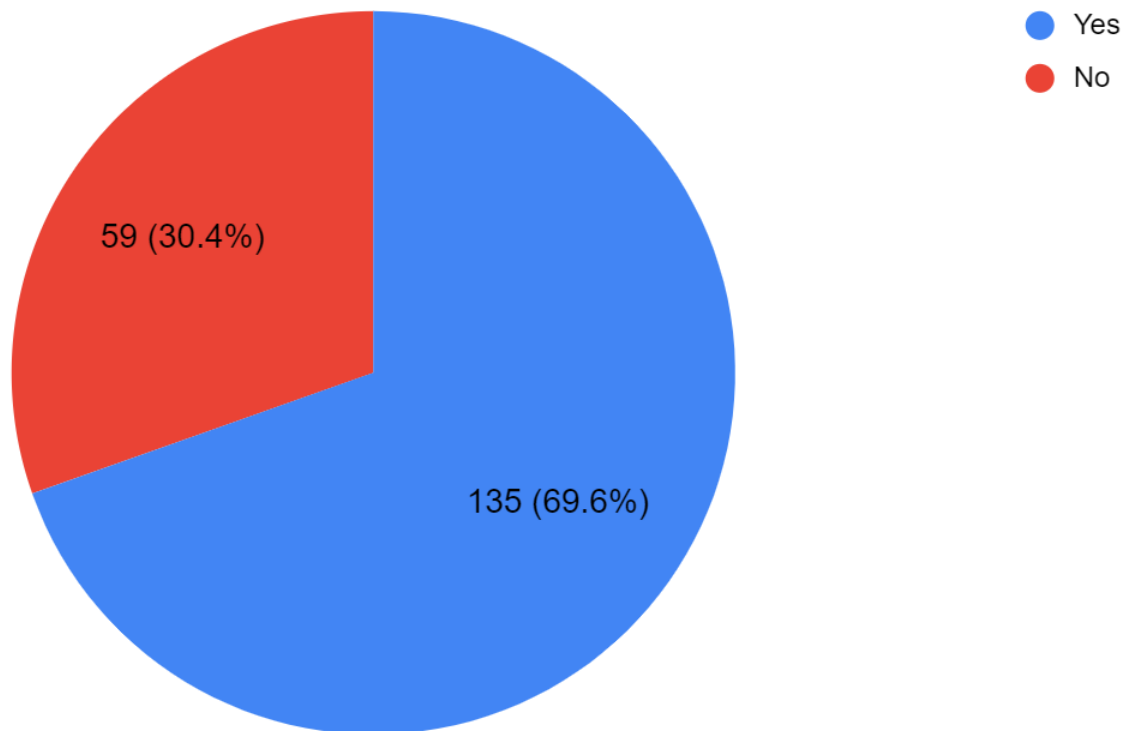
Please indicate why you selected “Not satisfied” in question No. 5. (Check all that apply.)



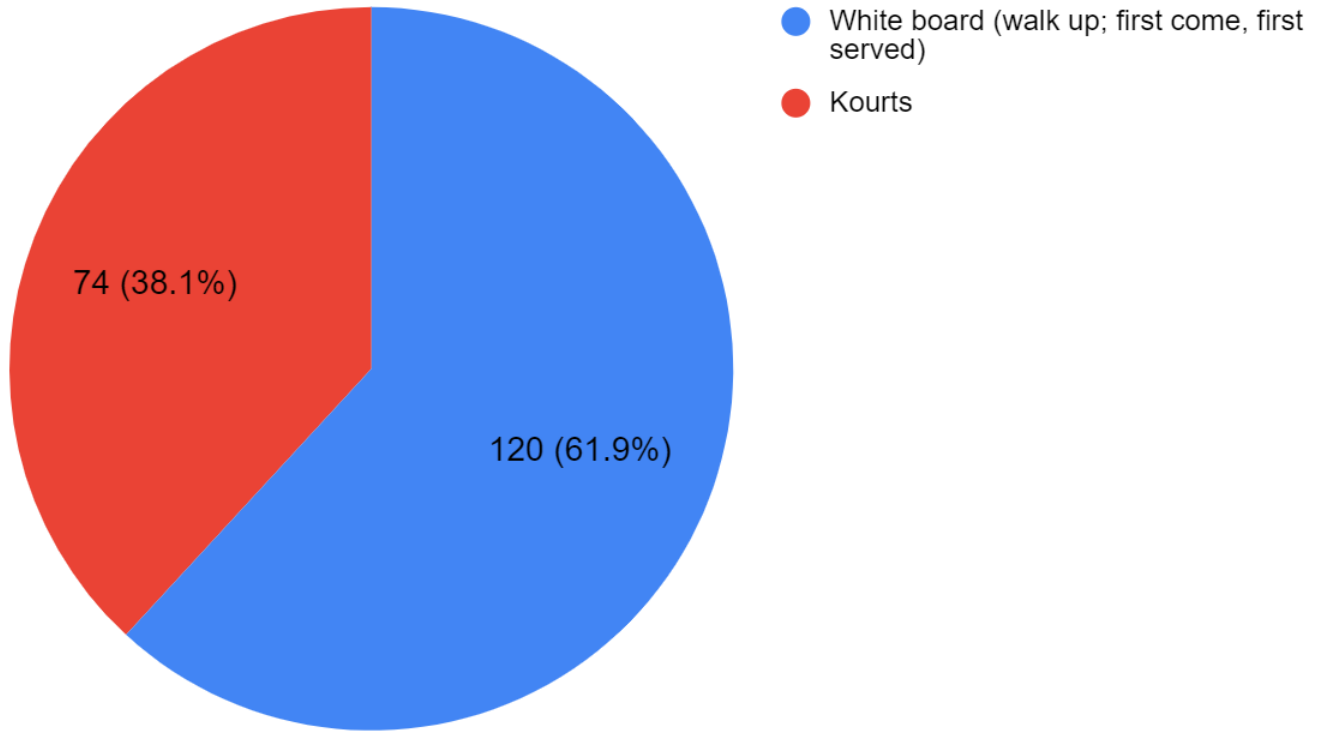
How many days per week do you play tennis?



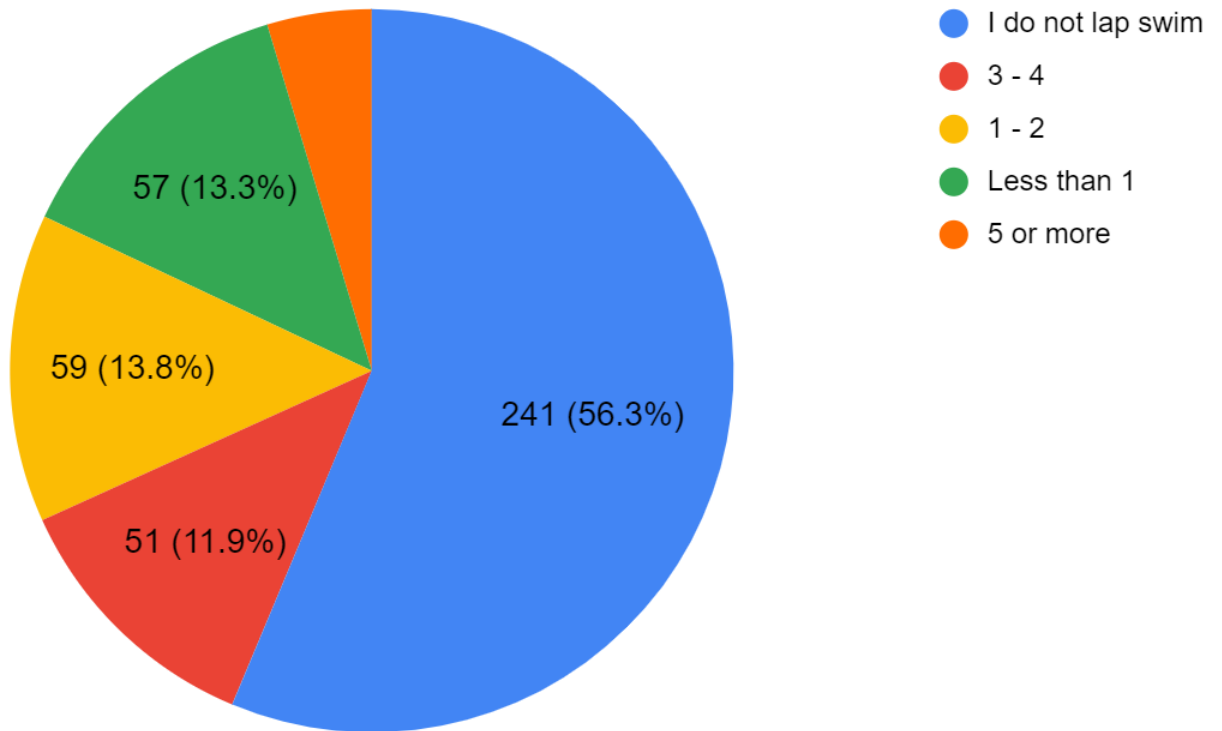
Are you a Laguna Woods Tennis Club member?



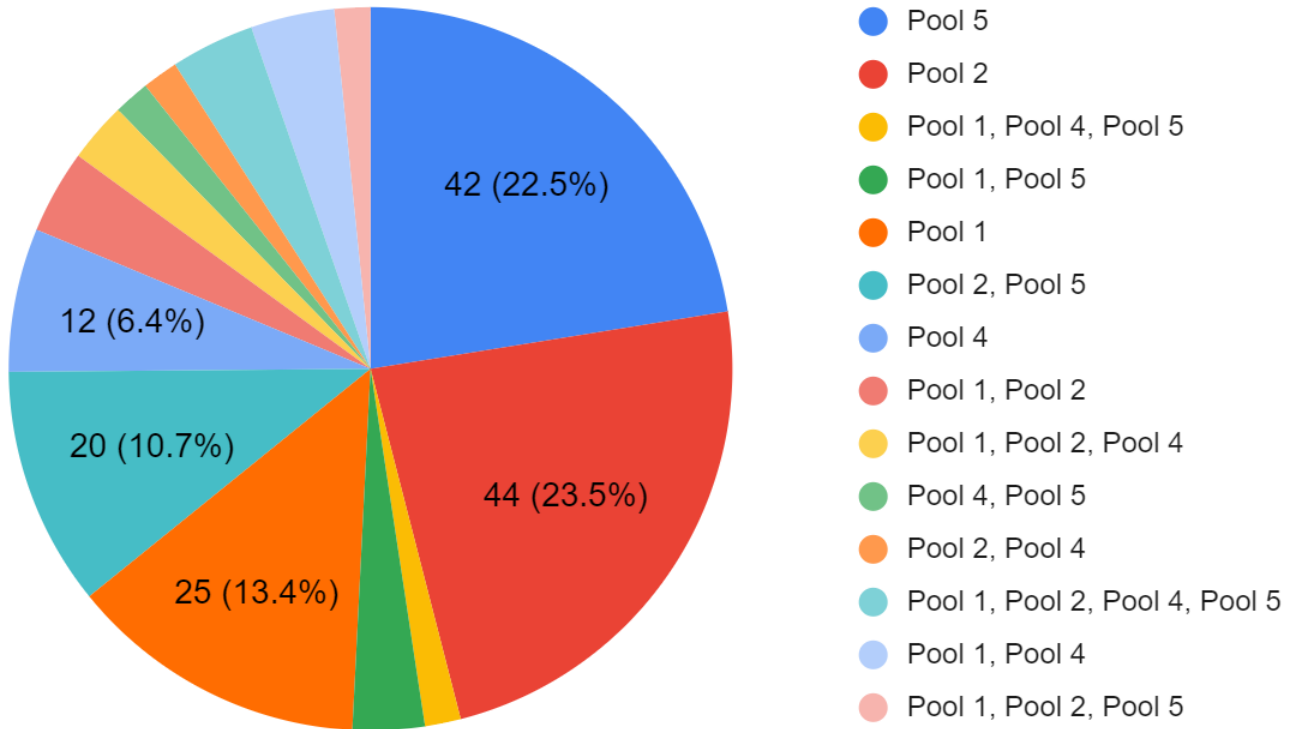
Which court reservation method do you prefer?



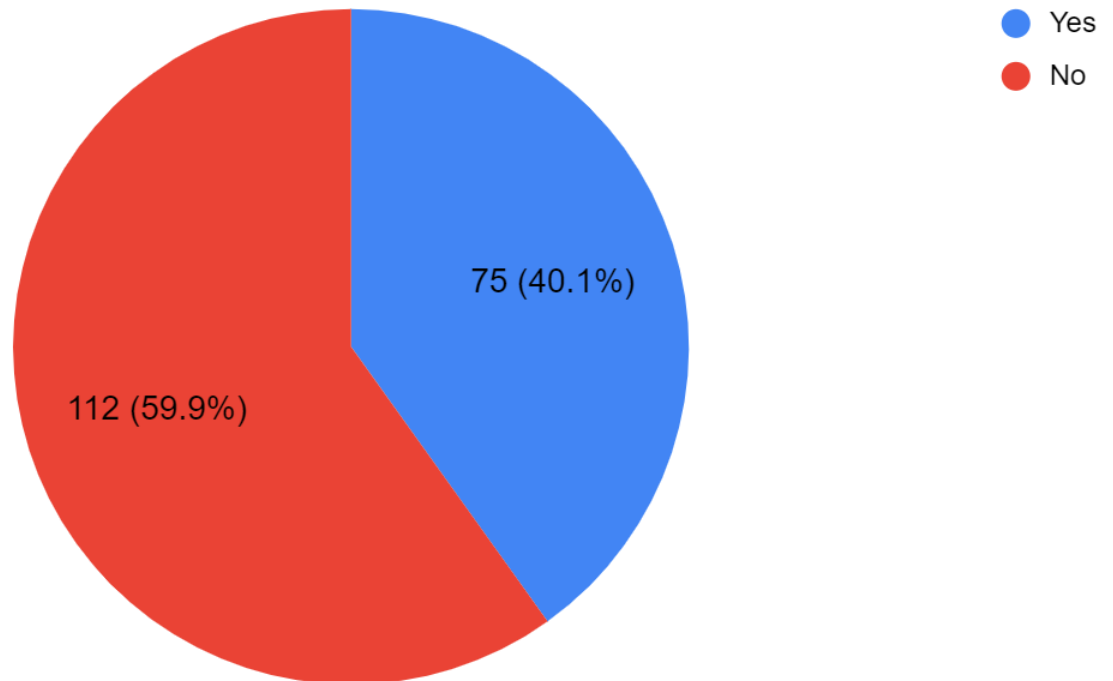
How many days per week do you swim laps?



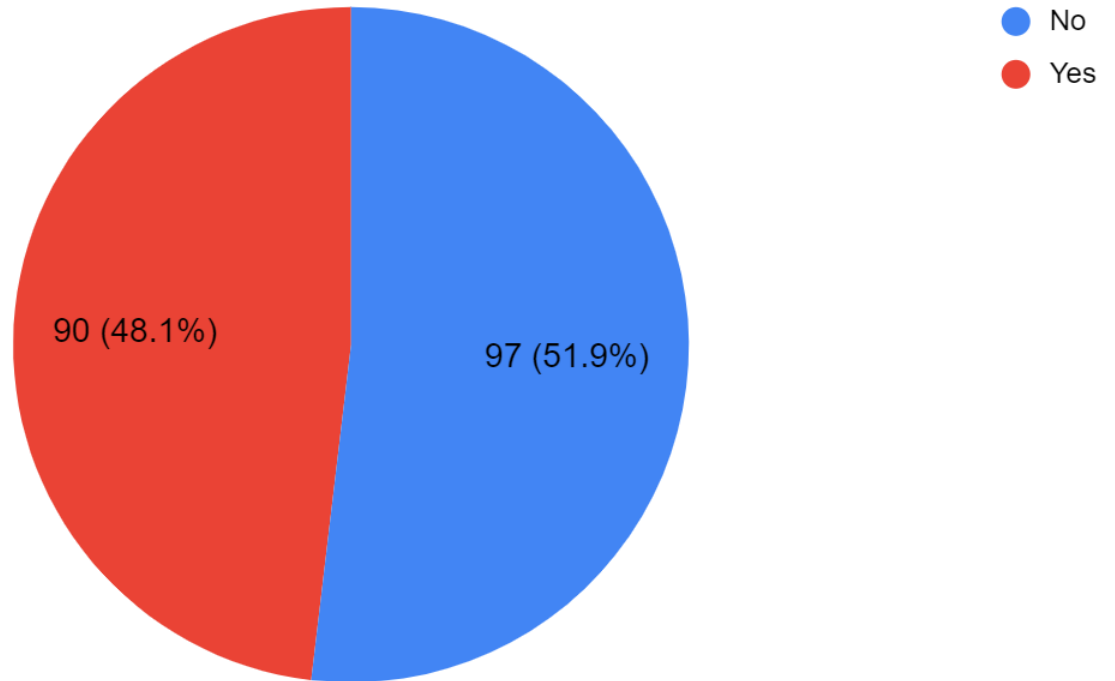
What is/are your preferred pool(s)? (Check all that apply.)



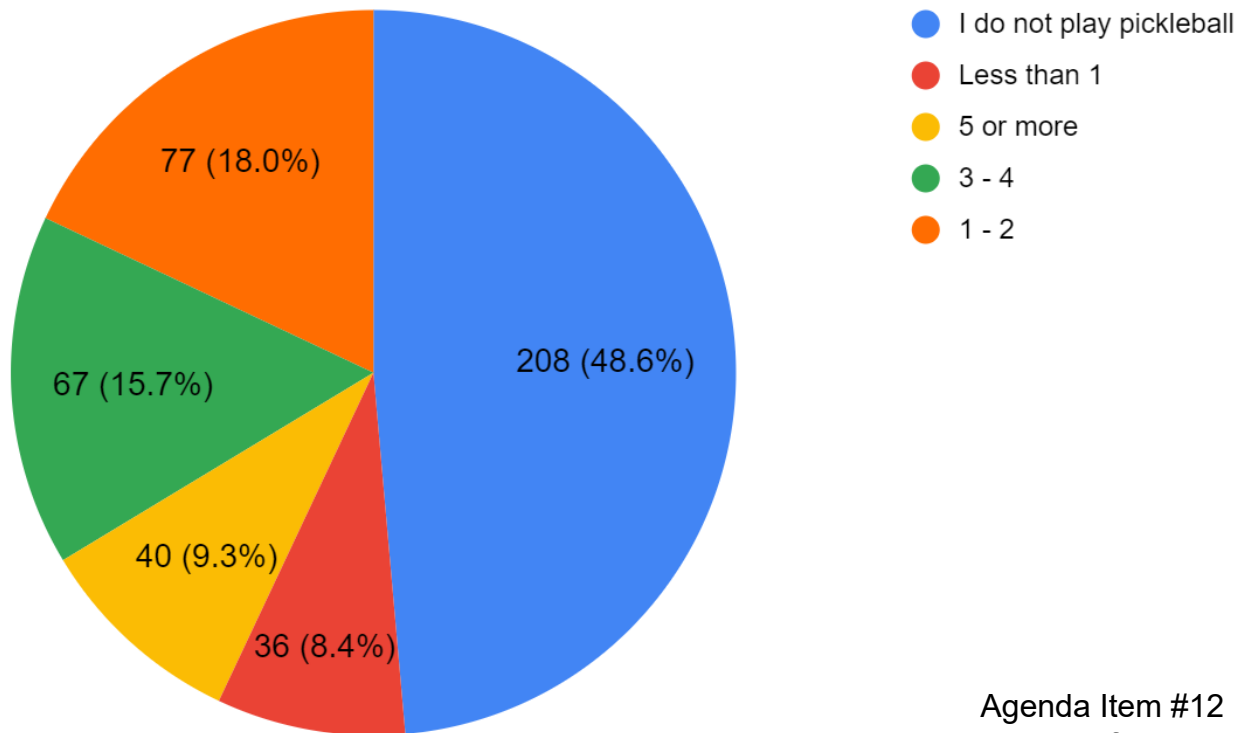
If you swim laps, do you prefer to reserve a swimming lane via Kourts?



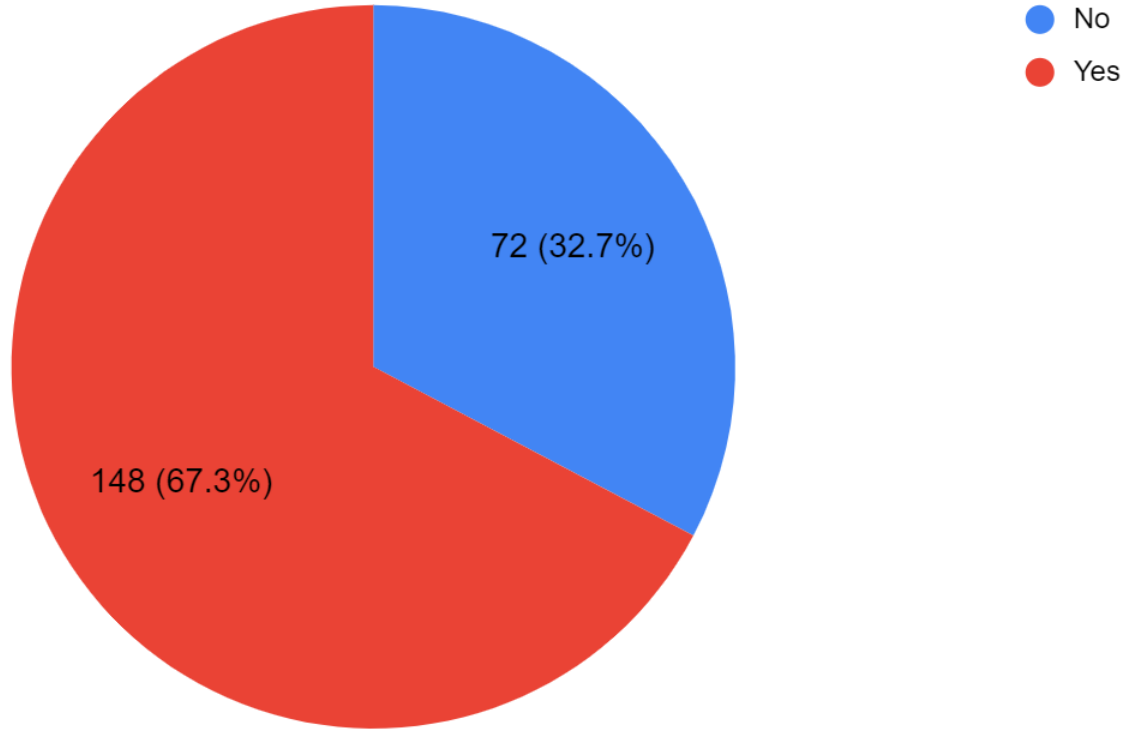
Are you opposed to sharing a lane with another lap swimmer you do not know?



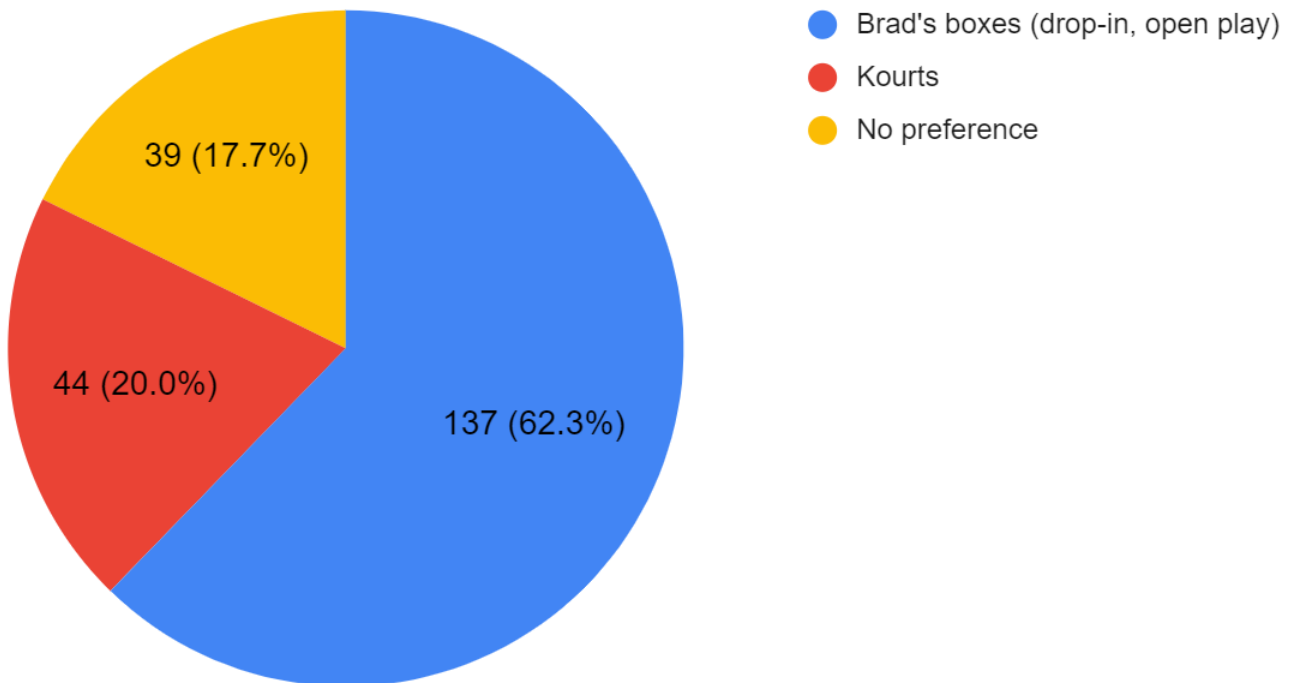
How many days per week do you play pickleball?



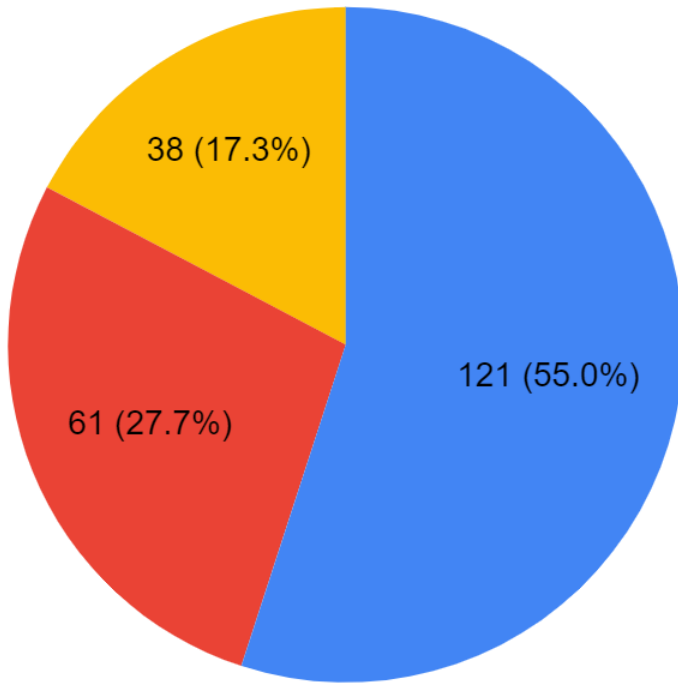
Are you a Laguna Woods Pickleball Club member?



Which court reservation method do you prefer for Monday, Wednesday and Friday mornings?

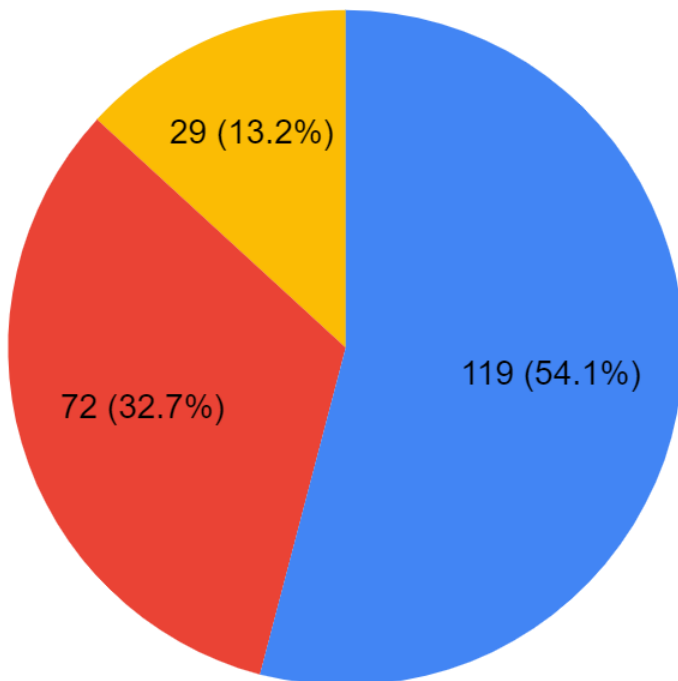


Which court reservation method do you prefer for Monday through Friday from 3 to 5 p.m.?



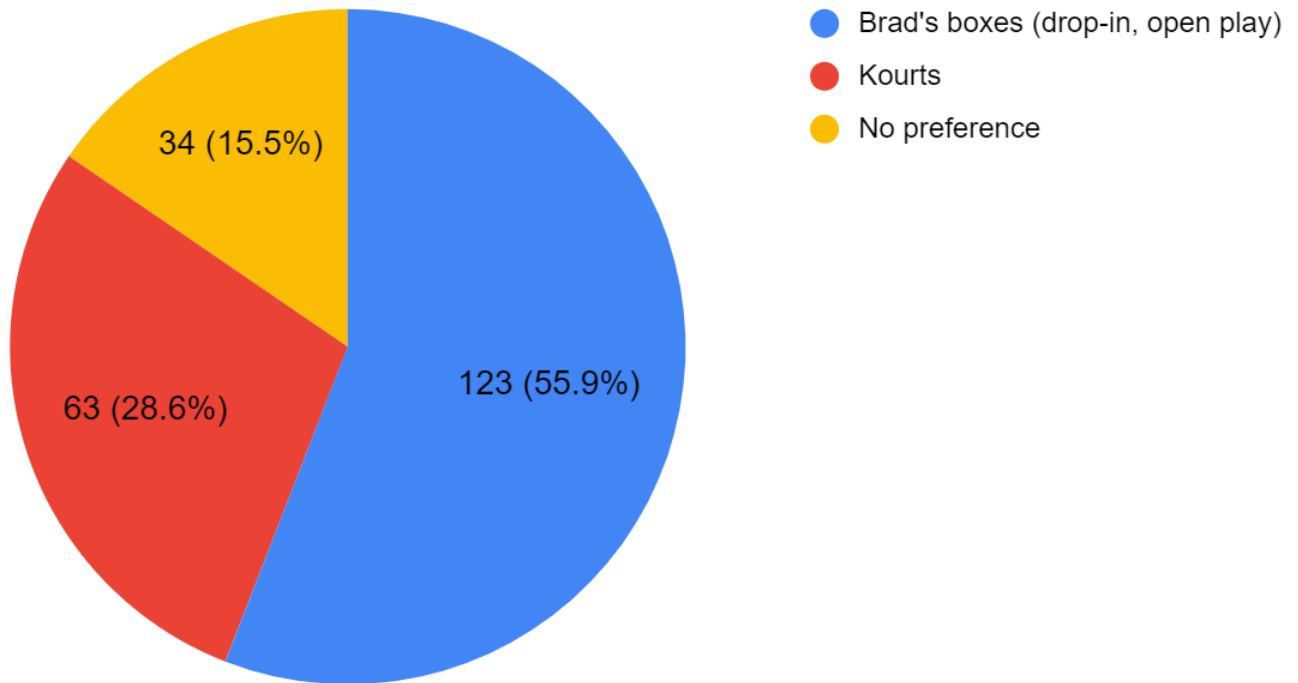
- Brad's boxes (drop-in, open play)
- Kourts
- No preference

Which court reservation method do you prefer for Monday through Friday from 5 to 10 p.m.?

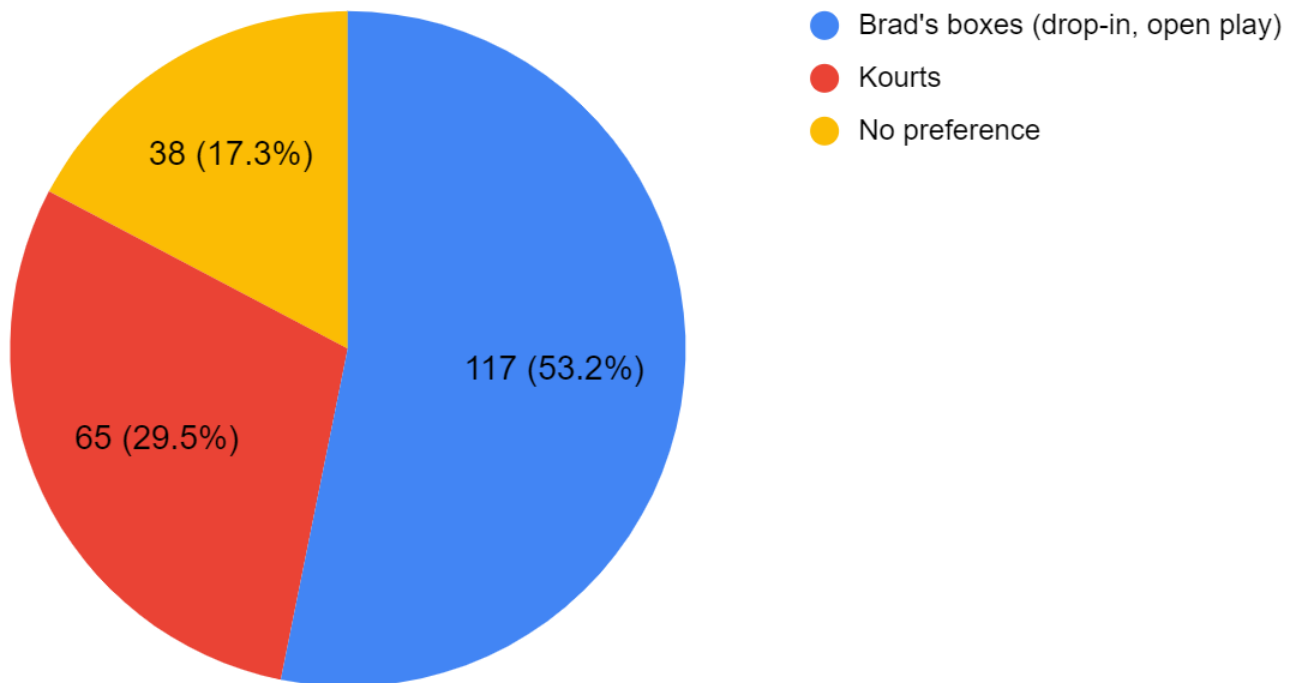


- Brad's boxes (drop-in, open play)
- Kourts
- No preference

Which court reservation method do you prefer for Saturday and Sunday mornings?



Which court reservation method do you prefer for Saturday and Sunday evenings?



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STAFF REPORT

DATE: January 13, 2022
FOR: Community Activities Committee
SUBJECT: Supplemental Funding to Purchase a Toro ProCore 648 Aerator

RECOMMENDATION

Staff recommends a sole-source supplemental appropriation in the amount of \$34,869.03, for the purchase of a new ProCore 648 Aerator (Attachment 1) for the 27-hole golf course, to be funded from the Equipment Fund.

BACKGROUND

The Golf Maintenance Division uses an aerator to maintain the health of the greens, fairways and roughs by punching three-inch to four-inch deep holes into the soil and removing turf on a bi-annual basis in the spring and fall season. Aerating is a necessary process to allow water and nutrients for proper growth of the grass root system. The current aerator is over 20 years old and parts are no longer available to maintain it.

DISCUSSION

The 30-year capital plan indicates that the aerator is scheduled to be replaced in fiscal year 2030 assuming that staff is able to purchase replacement parts to maintain and service the equipment to the manufacturer's specifications. The aerator is only used twice a year for two weeks at a time and has many moving components that allow the unit to forcefully penetrate through the soil several times per minute. Staff orders parts on an as needed basis to minimize part expenditures as there are many golf maintenance machines that need replacement parts throughout the year. Due to the age of the equipment, the replacement parts are no longer available through the manufacturer and/or third-party vendors and golf equipment manufacturers do not notify those with outdated equipment when replacement parts are discontinued.

While attempting to conduct a three-vendor competitive bid analysis of the aerator, the Purchasing Division determined the manufacturer, Toro, has only one west coast distributor. The west coast vendor offers the most competitive prices to those companies with the highest purchasing power.

On June 2, 2021 GRF entered into a two-year contract agreement with Casa Verde Golf and Landscape, LLC to provide a Golf Maintenance Superintendent from June 2, 2021 to June 2, 2023. In addition, the contract agreement allows GRF to utilize Casa Verde Golf and Landscape's preferred vendor pricing for supplies and equipment. Casa Verde is one of the worlds largest golf maintenance contractor, thus Casa Verde secures the lowest pricing possible from select manufacturers and distributors such as Turf Star (Attachment 2).

FINANCIAL ANALYSIS

A sole-source supplemental appropriation of \$34,869.03 from the Equipment Fund is necessary to fund the purchase.

Prepared By: Tom McCray, Golf Operations

Reviewed By: Brian Gruner, Recreation and Special Events Director
Jose Campos, Interim Financial Services Director
Siobhan Foster, COO

ATTACHMENTS

ATT 1: Aerator Picture
ATT 2: Turf Star Western ProCore 648 Quote

Attachment 1



Attachment 2



Date: December 22, 2021

Quotation for Laguna Woods Golf Course

Quote No:3311978-00

Configuration Product Details
010-ProCore 648 Gas 23HP

Model	Product Description	Qty	Unit Price	Extended	Sales Tax	Total
09200	ProCore 648 Gas 23HP	1	\$26,854.08	\$26,854.08	\$2,081.19	\$28,935.27
120-1045	GUARD-TURF, 4-TINE (SHORT)	2	\$45.86	\$91.72	\$7.11	\$98.83
120-1046	GUARD-TURF, 4-TINE, LONG	1	\$70.45	\$70.45	\$5.46	\$75.91
120-1047	GUARD-TURF, 5 TINE, SHORT	2	\$63.95	\$127.90	\$9.91	\$137.81
120-1050	GUARD-TURF, 6 TINE SHORT	2	\$52.08	\$104.16	\$8.07	\$112.23
120-1052	GUARD-TURF, 5 TINE, LONG	1	\$76.20	\$76.20	\$5.90	\$82.10
120-1053	GUARD-TURF, 6 TINE LONG	1	\$83.08	\$83.08	\$6.44	\$89.52
09739	Needle Tine Head Set	3	\$202.55	\$607.65	\$47.09	\$654.74
09736	Mini-Tine Head Set (2 rows of 5)	3	\$202.55	\$607.65	\$47.09	\$654.74
09737	Mini-Tine Head Set (1 row of 6)	3	\$202.55	\$607.65	\$47.09	\$654.74
09796	4 Tine 3/4in Head Set	3	\$207.03	\$621.09	\$48.14	\$669.23
09234	Rear Roller Kit	1	\$809.43	\$809.43	\$62.73	\$872.16
NAP-TPC648	PC648 Core Solution Core Collector	1	\$1,700.00	\$1,700.00	\$131.75	\$1,831.75
Totals:						\$34,869.03