

OPEN MEETING

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

Thursday, August 13, 2020 – 1:30 p.m.
Virtual GoToMeeting

MEMBERS PRESENT: Bunny Carpenter-Acting Chair, Ryna Rothberg, Juanita Skillman, Andre Torng, Yvonne Horton, Annie McCary, Cush Bhada, Jon Pearlstone, Dennis Boudreau

MEMBERS ABSENT: Janey Dorrell, Ed Tao

OTHERS PRESENT: Elsie Addington, Sue Stephens

STAFF PRESENT: Siobhan Foster, Brian Gruner, Betty Parker, Jennifer Murphy, and Jackie Kupfert

Call to Order

Acting Chair Carpenter called the meeting to order at 1:30 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 June 11, 2020

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

Chair's Remarks

Chair Carpenter provided instructions for all residents to view the meeting online how to provide comments before and during the meeting. Chair Carpenter updated the committee on the Equestrian Ad Hoc Committee progress which includes: a marketing article in the next Village Breeze; residents will have the opportunity to sign up for the bi-monthly newsletter following a 6-month eblast to the community; interviews of boarders; Sue Hemberger is diligently working on new riding schedules and the Adopt-A-Horse program to help cover expenses and this proposed program will be brought to CAC once the details are complete; an Equine Assisted Learning program is being researched and Chair Carpenter and Director Brown are going to visit a center soon for review; Mr. Kurt Wiemann, Field Operations Director, is working with Waste Management to reduce fees to \$0 at the Equestrian Center (a cost savings of approximately \$70,000 annually). Chair Carpenter thanked the Ad Hoc Committee for their continued enthusiasm.

Report of the Recreation and Special Events Director

Mr. Gruner stated many staff from the guard gate facilities have moved back to assist with the facility operations at the pools, lawn bowling, tennis, golf and pickleball/paddle tennis. Many are also working in other areas such as at the gates and assisting the coin distribution at Clubhouse 5 and the Performing Arts Center for those residents that have coin operated washers.

Mr. Gruner stated staff continues to follow the conditional modified operation procedures and the 4 phase approach of re-opening as approved. We are currently still in phase 2. He restated the following approved phases: Phase 1 was the opening of the golf course and driving range; Phase 2 included the opening of tennis, pickleball, paddle tennis, lawn bowling, swimming and the introduction of outdoor fitness programs; Phase 3 would include indoor programs such as arts/crafts, fitness, archery, lectures and small club events; Phase 4 would include full operation with large events returning. Staff completed new operational procedures for outdoor fitness programs as well as indoor, but indoor programs are still prohibited. Mr. Gruner urgently reminded everyone that our community is high risk and that proceeding with caution is highly important. He stated how very fortunate we are as cases are low in Laguna Woods Village up to this point and staff hopes to continue this low rate.

Mr. Gruner stated pool phone reservation problems occurred where the system was simply overwhelmed due to the call volume. A new online system, Kourts, is to be launched on August 27 to ease the phone reservation system. Residents will be able to make reservations online for tennis, paddle tennis, pickleball. Mr. Gruner stated the July 4th golf cart parade was very successful with about 90 participants and staff is looking to incorporate this for the 2021 July 4th celebration. Staff met with a planning committee and will meet again in October. Drive-thru movies will be hosted on August 21 and 22 at the employee parking lot. A comprehensive staff meeting occurred on August 13 to ensure staff is up to date on all new policies and procedures. A club president's letter is being sent via email today to provide updates on club paperwork, reservations and fees.

Facility updates: Garden Centers remain open with active gardening. All plots are rented at this time. Staff continues to monitor weeding and is focused on general maintenance of plots and Garden Center supplies. The veggie pod area is complete at Garden Center 2 which is for those with disabilities and who may not want a large plot. Golf will have an online scheduling system soon as tee times are full each day with over 400 rounds per day. Staff is actively recruiting for an Equestrian Center Supervisor and is hopeful to have this person begin in late September. Four horses, Baby, Blaze, Moonstar and Brandy, have been deemed not suitable for the riding program. Moonstar will be retired at Sunny Oasis Pasture facility and Baby and Blaze will be euthanized per the veterinarian recommendation. Due to the close proximity of riders and staff when mounting riders, staff is hopeful to resume riding operations with restrictions to residents only and after the new Equestrian Supervisor starts. Mr. Gruner stated the following updates at the Equestrian Center: the arena footing has been improved and is being monitored; staff forklift and tractor training has been completed; rat abatement has begun in house; the mounting blocks have been redone. The Tennis Center renovation project is almost complete with the HVAC system going in now, however the building cannot open until pandemic is over. A walk-through at the Performing Arts Center will be held soon to review safety/ADA requirements. Pool 4 has been opened to accommodate more swimmers with no lane lines. Pools 2 and 5 remain open and all pools have available space on many days.

Director Bhada inquired as to availability and pricing of the drive-in movie tickets. Mr. Gruner responded stated tickets are available for purchase by calling 949-597-4282 and are \$10 per car. PAC/CH5 is hosting coin distribution for residents that have coin operated washers.

Member Comments (*Items Not on the Agenda*)

Residents were called to speak on the following: more Recreation sponsored outdoor activities and outdoor fitness; better and more movies on Village TV; dedicated Zoom account for residents; Clubhouse 7 storage renovation/club storage.

Chair Carpenter inquired as to club storage at Clubhouse 7. Mr. Gruner stated the Clubhouse 7 storage renovation project was pulled from the budget. Ms. Murphy stated in January all groups were asked to remove their items from storage. The COVID-19 pandemic caused the clubhouse closure before clubs could be contacted allowing them to return their items to storage. Ms. Murphy will contact Ms. Cooley, Clubhouse 7 Supervisor to complete this task.

Chair Carpenter stated agenda item #14 will address proposed outdoor activities. Director Rothberg stated the Towers has been hosting outdoor activities during the pandemic.

CONSENT

Director Bhada inquired as to separating utilities and telephone expenses from water, gas, etc. and inquired as to trash collection as part of the facility expense. Mr. Gruner stated trash is included in the utilities. Director Horton stated staff is working on permits to reduce waste at the Equestrian Center. Director Pearlstone inquired as to review a formal budget financial analysis of all costs at all facilities for the last three years and to coordinate with the Finance Department. Mr. Gruner stated staff will comply with committee direction. Director Pearlstone stated he would like to review the same type of report done for the Equestrian Center. Director Torng concurred with Director Pearlstone and would like to review exceptions that are extremely high or low.

A motion was made, and by consensus, the consent calendar was approved.

REPORTS

Amendment to GRF Recreation Department Policy - Ms. Murphy stated recommendation that the board of directors approve the proposed amendments to the Golden Rain Foundation (GRF) Recreation and Special Events Department Policy and Procedures.

Director Torng stated the addition of compliance should be added to A.6 and would like clarification of resident classes versus Emeritus classes regarding D.1.b. Ms. Murphy clarified the classes section is in regards to Emeritus only and that Compliance and Security work hand in hand, so Compliance investigates. She stated staff may add "Compliance" in the policy. Director Torng stated A.10 states 80% resident membership. Ms. Murphy stated it was previously 10% and will be adjusted to 20% non-resident registered club members.

Discussion ensued.

Motion was made to approve the proposed amendments to the GRF Recreation and Special Events Department Policy and Procedures with recommended edits.

Motion passed unanimously.

Outdoor Fitness Equipment - Mr. Gruner stated the recommendation that the board of directors approve a supplemental appropriation in the amount of \$120,000 to be funded from the equipment fund for the purchase and installation of an outdoor fitness center on the outside perimeter of the annex open space at Clubhouse 2.

Mr. Gruner presented the survey results and stated there are currently no appropriated funds for this project.

Discussion ensued.

Staff was directed to add Director Skillman and Director McCary to the outdoor fitness equipment sub-committee.

Motion was made to send this item back to the Recreation Department for review of location, alternative equipment and pricing quotes.

Motion passed unanimously.

ITEMS FOR DISCUSSION AND CONSIDERATION

Equestrian Financial Report - Chair Carpenter stated the boarding fees have gone up every year. There has been a loss of boarders at the Equestrian Center, but we have approximately four new boarders coming in. This report is to discuss how costs are allocated based upon the revenue versus expenses. Chair Carpenter inquired as to boarding fees, salaries and wages, waste removal and pest control fees. Mr. Gruner stated the waste removal fee will be eliminated and Landscape is taking over rat abatement and Recreation will be billed the same rate as the outside vendor which is \$120 per month. Chair Carpenter inquired as to staff uniforms. Mr. Gruner stated staff is allocated shirts and safety shoes. Director Horton stated staff does not wear the uniforms. Mr. Gruner will speak with staff to ensure they are wearing the proper uniform.

Members were called to speak regarding the following: the entire agenda packet was not available for review; total amount the Equestrian Center is short; the riding program still being closed.

Discussion ensued.

2021 Estimated Equestrian Fees - Ms. Parker presented the 2021 Estimated Equestrian Fees. The new cost sharing percentage effective June 1, 2020 is 70%, up from 65%. The entire Equestrian budget has allocations applied for the calculations of fees; wages are allocated by task and there is a per horse allocation. The current boarder fee is \$243 per month with a proposed increase to \$285 per month in 2021. Ms. Parker stated pricing policies vary within Recreation which may be altered per GRF Board direction. Chair Carpenter stated the Equestrian boarder fee should be reviewed. Director Bhada inquired as to occupancy of the stables. Mr. Gruner stated due to the riding program utilizing GRF horses, there would be approximately 25 boarded horses. Ms. Murphy stated we have 19 boarded horses with 8 available stalls.

Director Pearlstone spoke regarding the Equestrian budget. He stated this is 6% of total activities cost and only .3% of total GRF budget which will have zero impact on our assessments. Staff is not

working on insurance, maintenance and construction and not evaluating the multi-million dollar issues at Golf due to the extensive discussion on the savings of \$25,000 at the Equestrian Center. A clear list of objectives should be presented to CAC and GRF. Chair Carpenter concurred and inquired as to changing from percentage of shared cost to a fixed boarding fee and services at the Equestrian Center assisting with covering costs. Mr. Gruner stated new Equestrian Supervisor would be evaluating the current operation for revenue opportunities.

Discussion ensued.

Ms. Parker will send an email of the presentation to staff for dissemination.

Garden Center Operating Rules - Mr. Gruner presented the proposed changes to the Garden Center Operating Rules.

Chair Carpenter suggested the following changes:

Under J, please add #6, "When a garden plot becomes vacant, all improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot."

Under G.12, please replace the final sentence to read "Failure to do so may result in loss of permit." Chair Carpenter requested the removal of any mention of giving away of plot without staff involvement.

Please change Division to Department throughout the document.

Discussion ensued.

Director Torng will work with Recreation staff on Chinese translation.

Motion was made to approve the Garden Center Operating Rules with noted adjustments per Chair.

Motion passed unanimously.

Proposed Outdoor Activity List - Mr. Gruner stated the proposed outdoor activities list with the addition of the following: drive-up concert, fitness challenge boot camp and spin class. Chair Carpenter inquired as to using Clubhouse 2 patio for spin classes. Padding would need to be installed per Mr. Gruner.

Chair Carpenter stated six members of the Pacific Symphony would be willing to perform for free. She suggested the Equestrian Center, Clubhouse 1 or Clubhouse 2 with safety restrictions. Staff requested Chair Carpenter send the Pacific Symphony information to Ms. Murphy. Chair Carpenter inquired as to the limitations on an outdoor concert as the sports that are open are less restrictive. Director Horton stated straw bales are already at Equestrian Center for spacing. Director Skillman stated Clubhouse 2 has a parking problem and GRF policy states no more than 15 people at a gathering. She suggested Village TV record any concert to be watched in resident's homes for safety. Chair Carpenter stated she was looking for events to get residents outdoors. Director Torng inquired as to it being a VMS activity or spontaneous concert and inquired as to a line dance show. He inquired as to if it is considered a gathering of 15 or more if attendees are sitting six feet apart. Mr. Gruner stated this would be a GRF event with preregistration and limitations. Director Pearlstone stated dramatic changes were made at Aliso Creek to ensure safety and agrees with

Director Skillman. He stated the policy is open for revision and it may be safer to host these outdoor concerts within Laguna Woods Village.

A resident was called to speak regarding outdoor equipment; outdoor fitness classes and length of time to reopen. Mr. Gruner stated the infrastructure for pool reservations was severely restrictive and this prohibits the roll out of other facility openings. The online reservation system may allow staff to open other facilities. More swim lanes have opened, Pool 4 opened and both of these eased the swim reservation issues. Director Pearlstone inquired as to outdoor ping pong. Mr. Gruner stated this is an option, but would require the purchase of different tables. Ms. Murphy stated only four to five instructors are willing to return to teaching. Chair Carpenter stated an inquiry was received regarding re-opening an outside path near the golf course. Staff will review with Tom McCray and Sean Cincotta and it will be added to CAC agenda under Items for Discussion and Consideration in September. Mr. Gruner stated staff will try to open some activities by September 1. Advisor Boudreau stated the golf path is an internal part of the golf course with golf cart usage and hitting golf balls near the path.

ITEMS FOR FUTURE AGENDAS

Budget and Financial Analysis

CONCLUDING BUSINESS

Committee Member Comments

Director Pearlstone directed staff to create financials for all activities for budget management in the form of a similar report for all facilities and work centers and put the agenda items under Items for Discussion and Consideration.

Director Skillman stated the problem with all these activities are those who do not want to follow the rules set forth. She is also concerned about injury on outdoor fitness equipment.

Director Horton stated a friend who plays pickleball inquired about staff checking those for reservation confirmation and wearing of masks for participants. She stated staff doesn't wear masks consistently. She inquired into the name of the Equestrian Center Supervisor candidate. Mr. Gruner stated that information cannot be discussed as the recruitment is ongoing.

Director McCary reminded everyone that September will be influenza season and we could look at a longer period of quarantine. All must be cautious as we move forward with new activities.

Advisor Boudreau stated Liz Schied at the Equestrian Center is doing a wonderful job.

Director Bhada thanked everyone for an entertaining meeting and received an email regarding the outstanding job with regards to Liz Schied at the Equestrian Center.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held at 1:30 p.m. via the GoToMeeting platform on Thursday, September 10, 2020.

Adjournment

There being no further business, the Chair adjourned the meeting at 4:41 p.m.

Bunny Carpenter

Bunny Carpenter, Chair