GOLDEN RAIN FOUNDATION of LAGUNA WOODS

OPEN MEETING

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

Wednesday, June, 10, 2020 - 9:30 a.m.

Virtual On Line 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. 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.
2. By calling (949) 268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.

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 February 12, 2020
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. Statement of Need for the Employee Parking Lot Lighting Project
10. Maintenance Center & RV Lot Gate Installation – Project Completion (PowerPoint)
11. EV Charging Stations at the Service Center – Project Completion (PowerPoint)
12. LED Walkway Lighting at Clubhouses 1, 2, 3, 4, & 5 – Project Completion (PowerPoint)

Items for Future Agendas:

- Lighting Controller Replacements at GRF Facilities

Concluding Business:

13. Committee Member Comments
14. Date of Next Meeting: August 12, 2020
15. Adjournment

Egon Garthoffner, Chair
Ernesto Munoz, Staff Officer
Telephone: 268-2281

GOLDEN RAIN FOUNDATION of LAGUNA WOODS

OPEN MEETING

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

Wednesday, February 12, 2020 – 9:30 A.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road

MEMBERS PRESENT: Jim Matson - Chair, Egon Garthoffner, Joe Fitzekam, Steve Parsons (in for Jon Pearlstone); John Frankel (in for Cush Bhada), Carl Randazzo, Reza Bastani

MEMBERS ABSENT: Jon Pearlstone, Cush Bhada, Inesa Nord-Leth

OTHERS PRESENT: Bert Moldow, Pat English, Bunny Carpenter, Yvonne Horton, Elsie Addington; Cash Achrekar, Juanita Skillman, Judith Troutman, Beth Perak, Dick Rader, Annette Sabol-Soule

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

1. Call to Order

Chair Matson called the meeting to order at 9:32 a.m.

2. Acknowledgement of Media

Chair Matson 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 January 13, 2020

The meeting report for January 13, 2020, was approved as written. A Scribner's error will be corrected on the official report.

5. Chair's Remarks

Chair Matson commented that he has been looking forward to this meeting and the presentation on the structural assessment of Clubhouse 1.

6. Member Comments (Items Not on the Agenda)

- Judith Troutman (3011-B) commented on special open meeting report regarding GRF's project priorities.
- Toni Barrient (2139-O) commented on adding hearing loop technology inside the PAC theatre.
- Cash Achrekar (201-E) commented on creating a club that will use the experience of the Village residents to develop patents.

7. Department Head Update

Staff Officer Ernesto Munoz had no update.

<u>Consent:</u>

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 #11 Gate 16 Driving Range Improvements: Director Randazzo commented on the decision by the GRF Board to move forward with this project even though the M&C Committee recommended against it; Director Moldow commented on GRF Bylaw 2.1.4 regarding Corporate Members approval is needed where the value of the real estate or improvement is at least appraised at $500,000.

Item #16 Maintenance Service Center Parking Lot Lighting: Various Directions commented on the possibility to install only two lights; the scope of work for this project; a lighting study for the parking lot; if the entire lot needs to be lighted, the usage of a newly formed research group and hiring a lighting consultant.

Item #19 Shepherd's Crook: Director Randazzo commented on the reduction of the linear footage that will be completed this year.

A motion was made to have staff provide a "statement of need" for the Maintenance Service Center Parking Lot Lighting project and bring it back to a future GRF M&C Committee meeting. By a vote of 5/1/0 (Director Bastani opposed), the motion passed.

<u>Reports:</u>

9. Garden Center 1 Project Completion (PowerPoint)

Staff Officer Ernesto Munoz summarized the improvements made to Garden Center 1.

10. Clubhouse 1 Assessment Presentation (PowerPoint)

Staff Officer Ernesto Munoz summarized the report and introduced representatives from SVA Architects. The representatives presented their Clubhouse 1 building assessment report as well as three available options for consideration, and answered questions from the Committee.

Discussion ensued regarding expectations for the future of Clubhouse 1; conducting a community wide survey where residents provide their ideas on the best use for this Clubhouse; the feasibility of leasing the Community Center Building for revenue purposes; other options for the design and renovation of Clubhouse 1; the structural assessment of the buildings; as-built drawings; and if maintenance repairs will require approval of the Corporate Members per GRF Bylaw 2.1.4.

Items for Future Agendas:

- EV Charging Stations at GRF Facilities (General Services)

Concluding Business:

Committee Member Comments

- Director Randazzo commented again the decision by the GRF Board to move forward with this project even though the M&C Committee recommended against it.
- Director Frankel commented on the City of Laguna Woods General Plan regarding seismic activity.
- Director Fitzekam commented that Board Members listened to the experts when deciding to move forward with already funded Capital Improvement Projects.

Date of Next Meeting: April 8, 2020

Adjournment:

The meeting was recessed at 11:44 am.

Jim Matson, Chair

GRF Project Log (May 2020)

#	Type	Name	Description	Status	Estimated Completion	Budget
				***Due to the CA Department of Public Health Order, on 3/19/2020 certain activities have been deemed non-essential. Those projects/programs have been placed on hold until further notice.**		
1	920 Projects	**PAC Renovation Maintenance Upgrades**	Funding for this project is allocated for the maintenance and safety upgrades at the Performing Arts Center.	On May 14th the PAC Renovation Ad Hoc Committee recommended that the Board award a contract award for maintenance improvements. This will be presented for review at the June 2nd GRF Board meeting along with a contract award for construction management services.	December 2020	Budget: $3,778,000 Exp: $626,564 Balance: $3,151,436 (Unencumbered Balance: $2,991,094)
2	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.	Plans are being prepared for permit issuance. Contractor bids are scheduled to be advertised at the end of May.	December 2020	Revised Budget: $150,000 Exp: $0 Balance: $150,000
3	920 Projects	**Service Center Radiant Heater and Ventilation Fan Replacements**	This project will repair or replace existing heaters that are not working, replace existing exhaust fans and install new exhaust fans required for adequate ventilation at the service center.	All planned work has been completed. Final invoice from the contractor is pending.	June 2020	Budget: $50,000 Supplemental: $25,932 Exp: $0 Balance: $75,932
4	920 Projects	**Service Center Generator**	This will provide back up power for the Transportation Division and fueling services, and enable the provision of critical services in an emergency. The current generator is at the end of its useful life.	An RFP for the electrical design work is scheduled to be advertised at the end of May.	2020	Budget: $150,000 Exp: $0 Balance: $150,000
5	920 Projects	**Clubhouse 1 HVAC Replacement Project**	Funding for this project is allocated to maintain/replace the HVAC system at Clubhouse 1 at the end of its serviceable life. This project will be designed after the building assessment has been completed.	On February 12th, the building assessment findings were presented to the GRF M&C Committee. The Board authorized the formation of an Ad Hoc Committee for the renovation of Clubhouse 1 and the first meeting will be held on June 1, 2020.	2020	Budget: $350,000 Exp: $0 Balance: $350,000
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.	The design from Community Works Design Group is complete and staff is preparing a construction RFP for bidding. Once the contract is awarded by the Board, construction will be scheduled to coincide with the 2021 planting season.	July 2021	Budget: $138,000 Budget: $500,000 Exp: $52,023 Balance: $585,977

7	920 Projects	**Replace Welding Shop**	Funding for this project is allocated to replace the existing Welding Shop with a pre-engineered metal building.	Upon contractor requests, staff extended the contractor bid due date to mid-May. Upon receipt of the contractor bids, staff will analyze them and present a recommendation for a contract award at a future M&C Committee meeting.	November 2020	Budget: $100,000 Exp: $23,815 Balance: $76,185
8	920 Projects	**Tennis Center Building Improvements**	Funding for this project is allocated for the interior/exterior improvements as well as HVAC installation at the Tennis Center Building at Clubhouse 7.	Construction for this project is scheduled to begin June 1.	September 2020	Budget: $75,000 Supplemental: $72,638 Exp: $30 Balance: $147,608
9	920 Projects	**Truck Wash Out Facility CUP-1394**	Per City requirements to meet the State Water Regulations (NPDES) Laguna Woods Village has planned to construct a single stall truck wash out facility to be used to power wash landscaping vehicles and street sweepers.	A recommendation to award a construction contract was approved by the GRF Board on May 5th. A pre-construction is being scheduled.	September 2020	Budget: $100,000 Supplemental: $174,837 Exp: $40,026 Balance: $234,811
10	920 Projects	**GRF Paving & 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.	The 2020 paving program will take place on sections of the following streets totaling 249,367 SF: Calle Cadiz, Calle Sonora, Duverney, Via Buena Vista and Via Carrizo. Sealcoat work includes 1,111,161 SF of street and parking lot pavements. Damaged concrete (curbs, gutters and swales) on the street areas scheduled to be repaved will also be replaced. The concrete work is scheduled to begin in July, sealcoat work is scheduled to begin in August, and asphalt paving overlay work is scheduled to begin in September. *If the public health order regarding non-essential activities is extended past the scheduled start date, this program will be placed on hold.	October 2020	Budget: $1,011,700 Exp: $2,500 Balance: $1,009,200
11	920 Projects	**Maintenance Service Center Parking Lot Lighting**	Funding for this project is allocated to install permanent lights in the Maintenance Service center parking lot for staff safety.	The "statement of need" that staff was requested to complete for this project will be presented at the June 10th M&C Committee meeting.	November 2020	Budget: $250,000 Exp: $0 Balance: $250,000

12	920 Projects	**LED Walkway Lighting at Clubhouses 1, 2, 3, 4 & 5**	Funding for this project is allocated to replace the existing walkway lighting and concrete pads to create consistent lighting levels for optimal illumination along the pathways to and around the Clubhouses.	This project was completed in the first week of May. Invoices from the contractor are still pending.	September 2020	Budget: $200,000 Exp: $9,790 Balance: $190,210
13	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.	On February 4th the Board approved a motion to reduce the funding for this project from $240,000 for 2,000 linear feet of shepherds crook fencing to $33,000 for 300 linear feet of shepherds crook fencing. The installation of 300 linear feet of shepherd's crook fencing by Gate 3 was completed on May 1. Invoices from the contractor are pending.	July 2020	Revised Budget: $33,000 Exp: $0 Balance: $33,000
14	920 Projects	**Transfer Switches for Clubhouses 4 and 6**	Funding for this project is allocated for the installation of new transfer switches in order to accept future emergency generators that will power the clubhouses in the event of a disaster.	An RFP for electrical engineering scheduled to be advertised in May has been extended to June.	December 2020	Budget: $100,000 Exp: $0 Balance: $100,000
15	920 Projects	**Charging Stations at the Maintenance Service Center**	Funding for this project is allocated to purchase and install Level II dual port EV stations for charging work vehicles at the service center.	Construction is scheduled for to start by the end of May, pending permit issuance.	October 2020	Budget: $75,000 Exp: $0 Balance: $75,000
16	920 Projects	**Gymnasium Wall Padding**	Funding for this project is allocated to replace existing gymnasium wall padding and to install additional wall padding to increase the safety during game play.	Staff is soliciting bids from wall padding manufacturers. A recommendation to award a contract is scheduled to be presented at a future M&C Committee meeting.	November 2020	Budget: $45,000 Exp: $0 Balance: $45,000
17	920 Projects	**Community Center Stucco Flashing**	Funding for this project is allocated to replace the Community Center stucco and flashing. The stucco and flashing replacement is necessitated by continual rain leaks, which can be attributed to faulty flashing or a failing stucco system.	A consultant specializing in leak detection for window and stucco systems has completed the initial water testing at designated areas of the building and will provide a report identifying the sources of the leaks and repair recommendations. Upon completion of the recommended repairs at each of the designated test areas, a second water test will be performed to confirm their effectiveness.	2020	Budget: $120,000 Exp: $6,300 Balance: $113,700

18	904 Maint Svc	**CH 1 Pool & Spa Plastering**	This project is allocated to replace the spa plaster at Clubhouse 1, due to deterioration and cracking. The plaster was replaced in 2005 and has reached the end of its useful life.	Staff determined that re-plastering of the pool is not needed at this time. Staff is preparing an RFP to advertise for contractor bids for repairs to the spa only. *As of 3/19/2020, this project is on hold until further notice.	TBD	Budget: $30,000 Exp: $0 Balance: $30,000
19	920 Projects	**Gate 11 Security & Technology**	Funding for this project is allocated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	Plans have been approved by the City of Laguna Woods and construction is scheduled to begin in June.	September 2020	Supplemental Funding: Renovation: $110,000 Invoiced: $0 Balance: $110,000

	920 Projects	**Clubhouse 1 Renovation Assessment**	Funding for this project is allocated to assess the existing buildings at Clubhouse 1, which will guide 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 the condition of structural, mechanical, electrical, and plumbing elements.	**COMPLETED**	February 2020	Budget: $80,000 Exp: $75,821 Balance: $4,179
	920 Projects	**Gate Replacements - Main Service Gate Center**	Funding for this project is allocated to provide additional security measures to the Maintenance Service Center.	**COMPLETED**	February 2020	Budget: $92,000 Exp: $82,955 Balance: $9,045
	920 Projects	**Gate Replacements - RV Lot B**	Funding for this project is allocated to provide additional security measures to RV Lot B.	**COMPLETED**	February 2020	Budget: $92,000 Exp: $82,765 Balance: $9,235
	920 Projects	**Energy Consultant Services**	GRF retained the services of an Energy Consultant to be engaged as needed in order to advance GRF's and the Community's future energy initiatives. The consultant presented the results of Task 1 (perform assessment of community's current electrical infrastructure) and Task 2 (investigate the feasibility of a Microgrid and alternative energy systems for electrical generation). No additional direction was provided to the consultant from the Board.	**COMPLETED**	N/A	Supplemental: Budget: $50,000 Invoiced: $49,868 Balance: $132

GOLDEN RAIN FOUNDATION of LAGUNA WOODS

STAFF REPORT

DATE: June 10, 2020
FOR: Maintenance and Construction Committee
SUBJECT: Statement of Need for the Employee Parking Lot Lighting Project

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RECOMMENDATION

Receive and file.

BACKGROUND

When the Maintenance Service Center employee parking lot was constructed, lighting was not installed or planned for. The parking lot is bordered by tall trees on three sides, and by palm trees and Maintenance Building D on the fourth side; however, no trees are currently located in the middle of the lot (Attachment 1).

This employee parking lot serves several divisions including Broadband, Security, Transportation, Landscape, and Maintenance staff who work a variety of shifts, both during the day and throughout the night. The lack of lighting causes numerous concerns for employee safety, such as trip hazards and roaming coyotes. In addition it has been reported that this area is also frequented by transient persons. In the late evening hours, Security Patrol staff has contended with non-employee vehicles parked in the lot where individuals have been found drinking alcohol, engaged in illegal drug use, and/or sleeping in their cars.

DISCUSSION

Due to the lack of lighting in the parking lot when daylight saving time ends, a temporary gas powered light tower is generally provided from November through March. March is the start of daylight saving time and sunrise begins around 7:00am, the need for lighting is still present through the end of March. The temporary lighting tower is an unbudgeted expense and a single tower illuminates approximately one third of the parking lot. The light tower was placed on the last row of parking spaces along the slope on the southwest corner of the parking lot. Security was tasked with turning the light tower on in the evening and off in the morning and maintenance staff was tasked with providing fuel for the light tower each day it was in use. The average yearly cost to light this parking lot for four months a year is $15,000.

Approximately fifty employees utilize this parking lot before sunrise and after sunset. For the safety and security of the employees who utilize this area, as well as to provide adequate visibility for the Security Department staff to adequately patrol the parking lot, staff recommends that the entire parking lot area be illuminated.

This project would require an experienced lighting designer to determine the least expensive available options for the actual number of lights, type of light fixture, light dispersion, etc. that is needed to adequately and safely illuminate this area. A portion of the employee parking lot can be designated for those who utilize the parking lot after sunset and before sunrise; however, this will not deter transients or wildlife from entering, nor would it provide adequate visibility for our Security staff.

FINANCIAL ANALYSIS

The 2020 GRF Capital Plan, adopted by resolution 90-19-45, includes funding in the amount of $250,000 to replace the temporary lighting that is rented each year for the employee parking lot at the Maintenance Service Center.

Adding permanent lighting to this parking lot is a solution to replace the annual cost of $15,000 to temporarily illuminate this parking area and provide for the safety of VMS staff

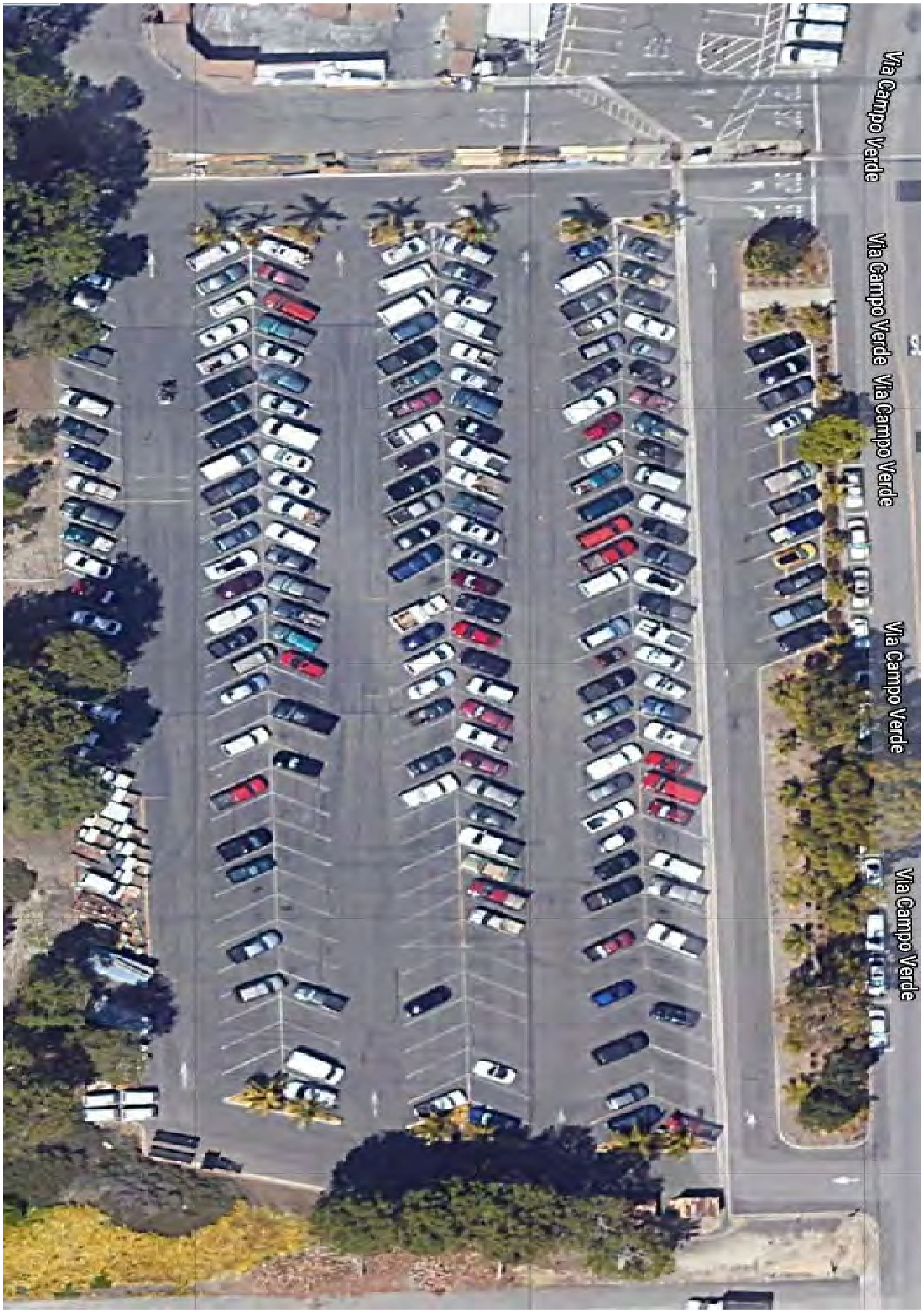
Prepared By: Joe Barrera, Maintenance Services Supervisor

Reviewed By: Ian Barnette, Maintenance Services Manager
Ernesto Munoz, P.E., Maintenance and Construction Director

Attachment(s)

Attachment 1 – Satellite Image of Employee Parking Lot

Attachment 1 – Satellite Image of Employee Parking Lot



Golden Rain Foundation of Laguna Woods

RV LOT B & MAINTENANCE SERVICE CENTER GATE REPLACEMENTS

June 10, 2020

RV LOT B

PRE-CONSTRUCTION

EXISTING MANUAL GATES

Where new adventures begin

RV LOT B

PRE-CONSTRUCTION

EXISTING MANUAL GATES

RV LOT B

UNDERGROUND UTILITY CONNECTIONS

Where new adventures begin

RV LOT B

CURB CONSTRUCTION

Where new adventures begin

RV LOT B

ACCESS CARD READERS, CAMERAS, AND INTERCOM INSTALLATION

Where new adventures begin

RV LOT B

NEW AUTOMATED GATE

Where new adventures begin

MAINTENANCE SERVICE CENTER

PRE CONSTUCTION

EXISTING OUT-OF-SERVICE GATES

Where new adventures begin

MAINTENANCE SERVICE CENTER

PRE CONSTRUCTION

EXISTING OUT-OF-SERVICE READER

Where new adventures begin

MAINTENANCE SERVICE CENTER

PRE CONSTRUCTION

EXISTING OUT-OF-SERVICE GATE MOTOR

Where new adventures begin

MAINTENANCE SERVICE CENTER

CURB AND MEDIAN CONSTRUCTION

Where new adventures begin

MAINTENANCE SERVICE CENTER

ASPHALT PAVING AND TRAFFIC LOOP INSTALLATION

Where new adventures begin

MAINTENANCE SERVICE CENTER

GATE INSTALLATION

Where new adventures begin

MAINTENANCE SERVICE CENTER

RFID READER, CAMERAS, BOLLARDS AND INTERCOMS

Where new adventures begin

MAINTENANCE SERVICE CENTER

NEW AUTOMATED GATES

Where new adventures begin

Golden Rain Foundation of Laguna Woods

Financial Analysis

- TOTAL BUDGET: $ 184,000
- TOTAL COST: $ 165,720
- COMPLETION DATE: February 14, 2020

Golden Rain Foundation of Laguna Woods

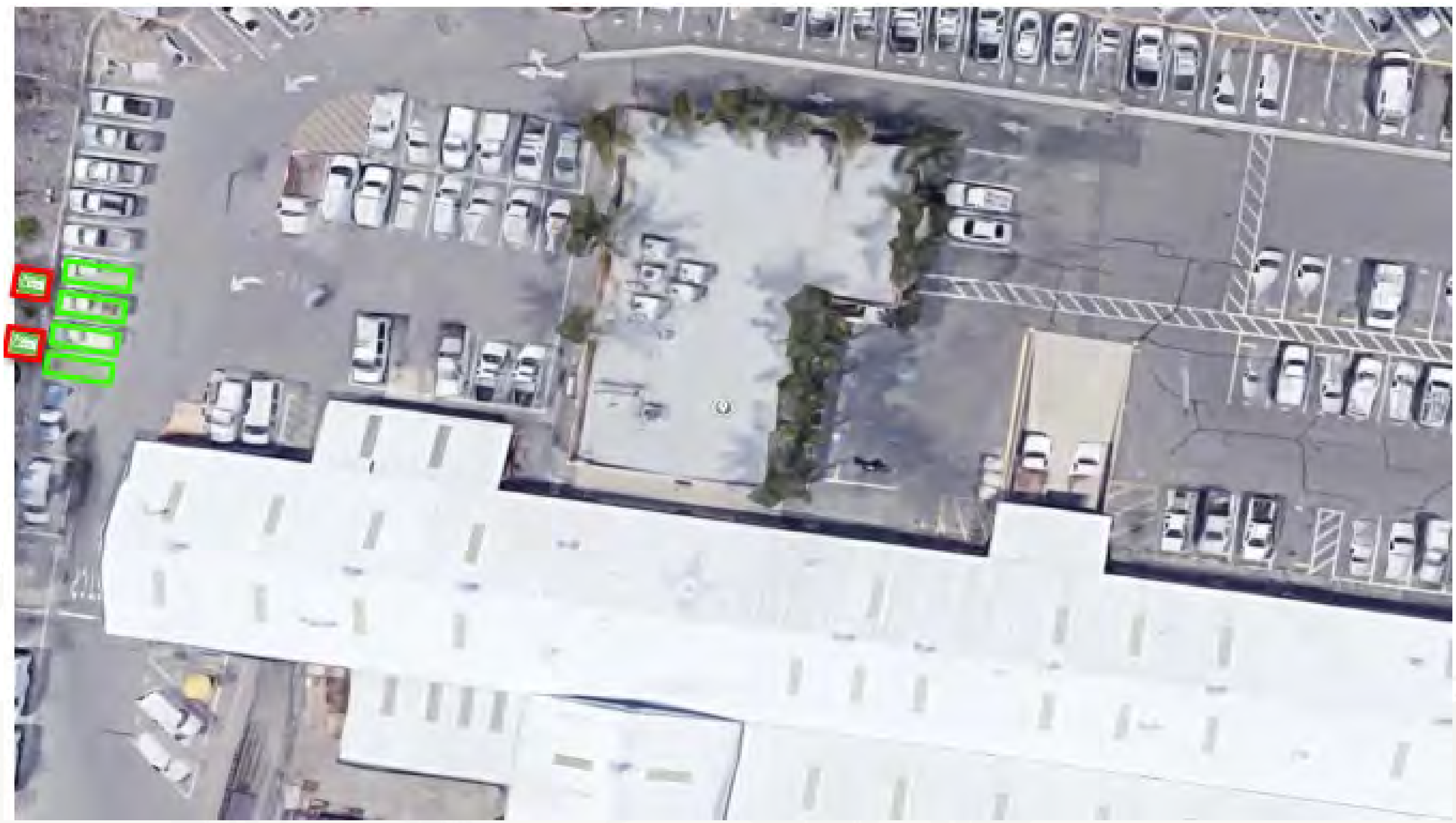
MAINTENANCE SERVICE CENTER EV CHARGING STATIONS

June 10, 2020

Maintenance Service Center
EV Charging Stations

Pre-Construction

Location of the New EV Charging Stations

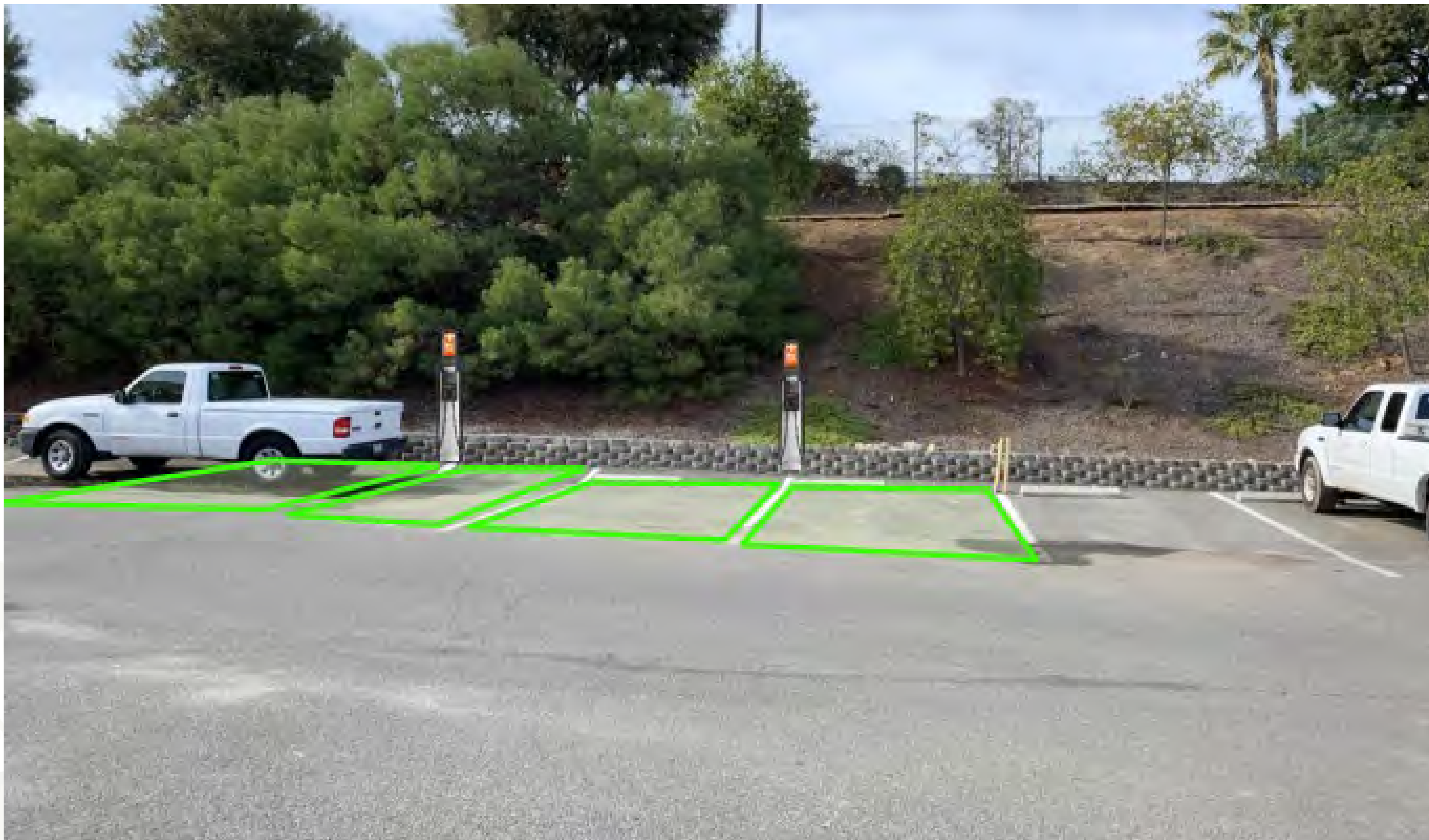


Where new adventures begin

Maintenance Service Center
EV Charging Stations

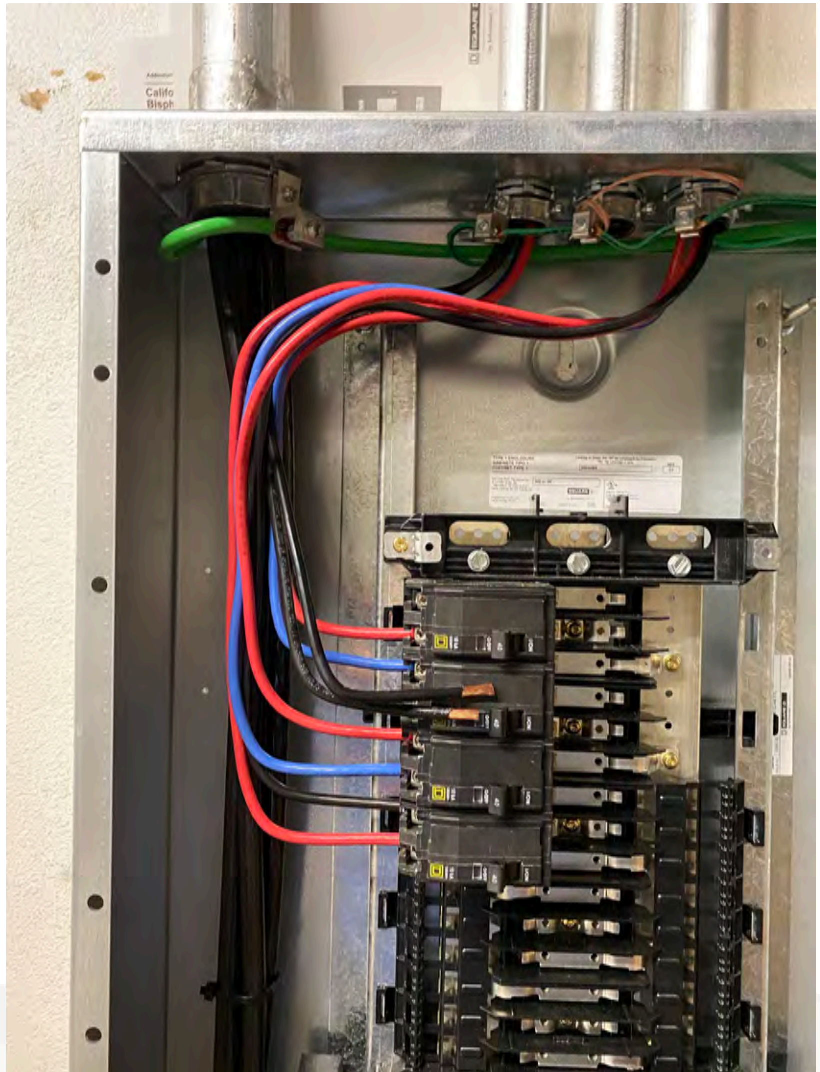
Pre-Construction

Installation of Two Level 2 Charging Bollards/Four Charging Stations



Where new adventures begin

Installation of a New Electrical Panel



Where new adventures begin

New Electrical Conduits

Where new adventures begin

Trenching

Extra Conduit for Future Use in a New Junction Box

Where new adventures begin

Backfill of Trench

Where new adventures begin

Patching the Trench with Asphalt

Where new adventures begin

Installation of Safety Bollards

Where new adventures begin

Painting and Striping

Where new adventures begin

Dual Port Level 2 Charging Bollards

Where new adventures begin

Activation

Maintenance Service Center EV Charging Stations

Final Product

Where new adventures begin

Financial Analysis

TOTAL BUDGET:	$ 75,000
CONTRACT AMOUNT:	$ 53,301
TOTAL COST: (Including Permit Fees)	$ 49,813
CONSTRUCTION DURATION:	10 Working Days 5/11/2020 – 5/22/2020

Where new adventures begin

Golden Rain Foundation of Laguna Woods

LED WALKWAY LIGHTING CLUBHOUSE 1, 2, 3, 4 & 5

May 8, 2020

CLUBHOUSE 1
BEFORE

Where new adventures begin

CLUBHOUSE 1
AFTER

Where new adventures begin

CLUBHOUSE 2

BEFORE

Where new adventures begin

CLUBHOUSE 2
AFTER

Where new adventures begin

CLUBHOUSE 3

BEFORE

Where new adventures begin

CLUBHOUSE 3

AFTER

Where new adventures begin

CLUBHOUSE 4
BEFORE

Where new adventures begin

CLUBHOUSE 4
AFTER

Where new adventures begin

CLUBHOUSE 5
BEFORE

Where new adventures begin

CLUBHOUSE 5

AFTER

Where new adventures begin

CONSTRUCTION

FORMING THE CONCRETE BASE

Where new adventures begin

CONSTRUCTION
NEW CONCRETE BASE

Where new adventures begin

CONSTRUCTION
NEW LED BOLLARD

Where new adventures begin

CONSTRUCTION
JUNCTION BOX BEFORE

CONSTRUCTION
JUNCTION BOX AFTER

Where new adventures begin

PROJECT CHALLENGES

LOCATING THE HIDDEN JUNCTION BOXES

Where new adventures begin

PROJECT CHALLENGES
JUNCTION BOXES WITH STANDING WATER

Where new adventures begin

PROJECT CHALLENGES

IRRIGATION LINES

Where new adventures begin

PROJECT CHALLENGES
SHORT OR OLD WIRING

Where new adventures begin

LED WALKWAY LIGHTING AT NIGHT

CONSISTANT FIXTURE TYPE FOR IMPROVED AESTHETICS & INCREASED LIGHTING LEVELS (4000K)

Where new adventures begin

LED WALKWAY LIGHTING

FINAL PRODUCT AT NIGHT

Where new adventures begin

LED WALKWAY LIGHTING

FINAL PRODUCT AT NIGHT

Where new adventures begin

CLUBHOUSE LED WALKWAY LIGHTING

Financial Analysis

• TOTAL BUDGET:	$ 200,000
• CONTRACT AMOUNT:	$ 71,708
• TOTAL COST:	$ 52,416
• CONSTRUCTION DURATION:	19 Working Days 4/14/2020 – 5/8/2020

Where new adventures begin