



OPEN MEETING

REPORT OF REGULAR MEETING OF THE UNITED LAGUNA WOODS MUTUAL MAINTENANCE AND CONSTRUCTION COMMITTEE

**Wednesday, April 24, 2019 - 9:00 a.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road**

MEMBERS PRESENT: Carl Randazzo – Chair, Sue Margolis, Reza Bastani, Gary Morrison, Cash Achrekar

MEMBERS ABSENT: None

ADVISORS PRESENT: Ken Deppe, Walter Ridley, Janey Dorrell

STAFF PRESENT: Ernesto Munoz – Staff Officer, Laurie Chavarria

1. Call to Order

Chair Randazzo called the meeting to order at 9:00 a.m.

2. Acknowledgement of Media

Chair Randazzo noted no members of the media were present.

3. Approval of the Agenda

Director Margolis pulled the Project Log from the Consent Calendar. The agenda was approved as amended.

4. Approval of Meeting Report for February 27, 2019

The Meeting Report for February 27, 2019 was approved as written.

5. Chairman's Remarks

Chair Randazzo commented on the discussion items and asked everyone to stay on topic. He provided a copy of VMS Staff and Board Director Interaction Guidelines that he'd like all committee members and advisors to follow. He reviewed the rules verbally.

Chair Randazzo's thought for the day is "To me, follow through is everything, if you accept responsibility for the task, then follow through and complete it without being asked."

6. Member Comments - (Items Not on Agenda)

- Maxine McIntosh (68C) commented on the difference between benches on Serpentine Walk and asked that the Kaplan bench that was removed behind Building 95 be replaced with the new green powder coated mesh style.

Staff Officer Ernesto Munoz and Chair Randazzo responded briefly to the comment.

7. Department Head Update

Staff Officer Ernesto Munoz had no 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.

The Project Log was pulled for discussion. A motion was made and unanimously carried to approve the remainder of the Consent Calendar.

8. Project Log

Item #2 Pushmatic Electric Panel Replacement – Chair Randazzo asked about a contract extension with the current vendor. Director Morrison questioned the expenditure listed in the budget section and asked if SCE was going to upgrade the transformers. Advisor Ridley asked about load calculations and Advisor Dorrell asked that staff bring the number of Pushmatic electric panels have been upgraded by members to the upcoming 2020 Business Planning meeting on May 31st.

Item #3 Walkway Lighting Program – Chair Randazzo asked about expenditures and if any lights have been installed this year.

Item #5 Gutter Replacement & Repair – Chair Randazzo commented on the budget expenditures.

Item #7 Prior to Paint Program – Director Margolis commented on a typo in first sentence. The update should read CDS 90, not CDS 9.

Item #14 Shepherd's Crook Installation – Director Margolis asked for the location of the work that will be performed in 2019.

Item #15 Common Wall Replacement – Chair Randazzo commented on a leaning wall that he sees this on his daily walk and if this is the budget that would be used to repair it.

Item #17 Water Lines – Copper Pipe Remediation – Director Achrekar asked how buildings are selected for epoxy lining.

Item #18 Gutter Cleaning – Chair Randazzo asked the reason for the expenditures.

Item #20 Energy Consultant Services – Chair Randazzo asked when the Committee will be able to review the consultant's report.

Staff Officer Ernesto Munoz responded to all questions and comments.

Director Morrison commented on the shortage of staff in the Maintenance and Construction Department. He requested that Staff Officer Ernesto Munoz add this issue at the upcoming 2020 Business Planning meeting.

9. Maintenance Programs Reports

10. Expenditures Report & Variance Explanations

Reports:

11. Water Detection Devices (Flood Buzz)

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding Flood Stop devices, water heater shut off valves, water heaters plumbed to the outside, the decibel level of leak detection devices and an educational article in the Village Breeze on how to shut off water during a leak.

Richard Radar (270-D) commented on water heater failures and plumbing drained to the outside of a manor.

Andre Torng (389-Q) commented on the potential cost benefits of purchasing water detection devices.

By consensus, staff was directed to research other water detection devices that offer a sharper/louder water detection sound and bring this information back to a future meeting.

12. Service Order Status Report

Staff Officer Ernesto Munoz summarized the report and answered questions from the Committee.

Discussion ensued regarding ways to link repeat calls on a service order created by Resident Services, checklists for plumbing work, tags denoting main valves and exercising water shut-off valves.

13. Solar Power Plant Task Force Update (oral discussion by Sue Margolis)

Director Margolis provided the written update below and discussed each item with the Committee.

"The solar task force has had two meetings.

In the first meeting we brainstormed what we felt we needed to do in order to complete the task. A list of 10 items was generated and each participant select the item they felt they could assist on. In the second meeting we reported on the progress so far. We will be having a third meeting in the next few weeks when the work is completed to compose a report for the board.

1. Should we renew the contract with JCI - **Have written to cancel contract due to time constraints it had to be done immediately.**
2. Determine if it was built to specifications - **Using current design criteria it is spec'ed correctly**
3. Review and see if we qualify for a tax rebate -**no rebate possible**
4. Understand the terminology used in JCI documents –**found better copies of documents**
5. Review Gov Doc for purchasing policy -**policy in place but was not followed**
6. How to maintain the system going forward -
Power plant manager – IN PLACE
Trees were trimmed - still a little work to be done – Thanks to Ken Photos
Panels are being cleaned this week
Schedule a meeting with Phoenix IN THE WORKS
Determine if increasing the slant of the panels would result in improvement for cleaning and collecting solar power. Study to be done at 2% now design was for 5%
7. Check if installation is complete of the monitor the system, Locus **in the works**
8. Determine if there is a shortfall in electrical generation -**waiting on SCE data at this time there does not seem to be a problem.**
9. Determine the savings produced so far -**incomplete data**
10. Provide a ROI for the system - **incomplete data very complex situation with the heaters etc."**

Vice Chair Randazzo commented that Director Margolis is working on his behalf and has the authority to communicate directly with staff.

14. Drainage Issue at Avenida Sevilla & El Toro Rd. (oral discussion by Ken Deppe)

Advisor Deppe displayed pictures showing the flow of water between Gate1 and Gate 3; ponding in parking areas of cul-de-sac 4 and discussed a proposed Drainage Coordination Program attached to this meeting report.

Discussion ensued regarding size of drain/inlet capacity, adding a secondary inlet on Avenida Sevilla or other areas in the village to prevent street flooding, slurry sealing, and how the current street and drainage system is working as designed.

By consensus, Staff Officer Ernesto Munoz was directed to contact the city to inquire about the diameter of their storm drains.

Items for Future Agendas:

- Main Valve Shut-off Replacement
- Copper Pipe Supply Line Leak Report (August & December 2019)
- Drainage Improvements to Prevent Foundation Issues
- ~~Stove Fire Prevention Devices (Fire Avert or Ionized Smoke Detector)~~
- ~~Appliance Repair Cost Review for Staff vs. Vendor~~

Staff was directed to remove stove fire prevention devices and the appliance repair cost review from Items for Future Agendas.

Concluding Business:

Committee Member Comments

- Director Bastani commented on the Staff and Board of Directors Interaction Guidelines, timeframe of service calls; the Pushmatic Electric Panels and Gate Renovation projects.
- Advisor Dorrell commented on Advisor Deppe's Drainage presentation.
- Vice Chair Randazzo commented on the Staff and Board Director Interaction Guidelines.

Date of Next Meeting – June 26, 2019

Adjournment

The meeting was adjourned at 11:43 p.m.



Carl Randazzo, Chair

DRAINAGE COODINATION PROGRAM

4-24-19

Please find attached a plan showing areas of **Drainage Concerns** and a plan showing **Projects** that are budgeted for United in 2019 that could be reviewed with respect to coordinating drainage improvements. Labor and budgets constraints may play a role in implementing some of the needed improvements. However if we begin coordinating our drainage improvement this year we have time to work out the procedures so that we can roll into our 2020 Projects with procedures and coordination tested and ready to implement.

The key to coordinating the various disciplines would be to have a drainage inspection for each Cul de Sac that is scheduled work that may affect drainage. I have only looked at portion of these area. I will update these observation for our next meeting.

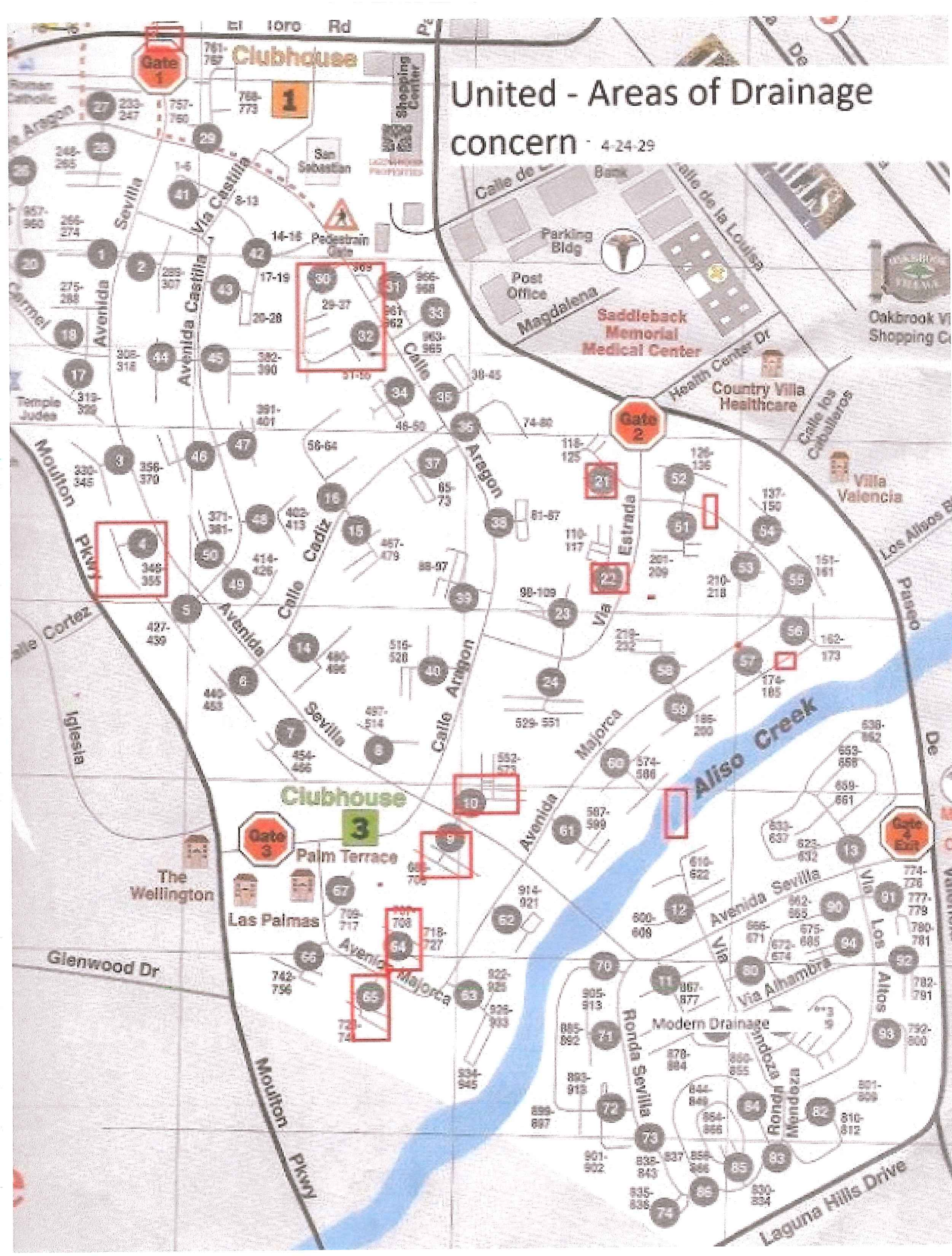
A brief inspection of the east side of Aliso Creek where the Exterior Paint Program is currently under way revealed a more modern construction than the West side of the Creek. There are gutters, downspouts and area drain systems in place. These include CDS 90,91,94,82. Further inspection may determine that this area that this has good modern drainage but need some improvements.

Prior to Paint- This is the time that we should be installing facies that support roof gutters and downspouts. Efforts should be made to determine where downspouts can be places. Concentrated water can do more harm than good if improperly placed. Downspouts should installed with an area drain system planned out.

Once the building repairs and modifications are complete the **New Paint** will cover this work.

It does not appear that there is a program devoted to installing the **area drain system**. Trenching and placing 4 inch drain lines in an existing improved environment can be tricky. It is important to identify utility lines, irrigation line and other below ground improvement prior to excavation. Tree roots are also a consideration.

United - Areas of Drainage concern - 4-24-29





PRIOR TO PAINT
PAINT



SEAL COAT



ASPHALT PAVING

Good Drainage