



FINANCE COMMITTEE MEETING  
REPORT OF THE REGULAR OPEN SESSION

Wednesday, August 21, 2019 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room, 24351 El Toro Road

MEMBERS PRESENT: Diane Phelps, Chair; Beth Perak, Pat English, Rosemarie diLorenzo, Jon Pearlstone, Juanita Skillman, Carl Randazzo, Alfred Amado; Advisor: Shaun Tumpane

MEMBERS ABSENT: Gary Morrison, Advisor: Greg Corigliano

STAFF PRESENT: Betty Parker, Steve Hormuth, Kurt Wiemann, Brian Gruner, Chris Laugenour, Christopher Swanson

OTHERS: GRF – Annette Soule, Dick Palmer, Joan Milliman, Jim Matson  
UNITED – Manuel Armendariz  
VMS – Dick Rader

**Call to Order**

Director Phelps chaired the meeting and called it to order at 1:31 p.m.

**Approval of Meeting Agenda**

A motion was made and carried unanimously to approve the agenda as presented.

**Approval of the Regular Meeting Report of June 19, 2019**

A motion was made and carried unanimously to approve the report as written.

**Chair Remarks**

None.

**Member Comments (Items Not on the Agenda)**

Gary Empfield (3148-C) inquired about equestrian center pricing policies and was referred to the Community Activities Committee.

Lloyd Silverman (5144) commented on user fees and the benefits of facility usage.

Director Palmer commented on the tennis facility improvements.

Director Matson commented on scheduling tours during the Maintenance and Construction committee meetings to survey project sights.

### **Department Head Update**

Betty Parker, Chief Financial Officer, provided an overview of the 2020 budgets which will be placed on the September 3, 2019 board meeting agenda for approval. Additionally, the BlackRock second quarter investment portfolio review materials were distributed.

### **Review Preliminary Financial Statements dated July 31, 2019**

The committee reviewed and commented on the financial statements dated July 31, 2019 and questions were addressed with additional information requested for the following: legal fees variance, community event break-even analysis.

### **Overview of 2020 Allocations Process**

Ms. Parker provided a handout and discussed the process for inter-department allocations, as requested during the business planning meetings, focusing on how the costs are eventually apportioned to GRF, United Mutual, and Third Mutual.

Director Armendariz requested additional information to show the net-zero impact of inter-departmental allocations.

### **Shared Cost Task Force Update**

Director Phelps provided an update on the activities of the Alternative Revenue and Shared Cost Task Force meetings. The task force is currently in the process of gathering and prioritizing ideas and delegating assignments for further review.

### **Survey of Aliso Creek Boundaries**

The committee reviewed a staff report to survey the boundaries of Aliso Creek area. Kurt Weimann, Sr. Field Services Manager, responded to comments and questions, indicating a total project cost of \$11,600 to be shared equally by GRF and United Mutual.

A motion was made, seconded, and carried by a vote of 5-1 (Pearlstone against), to recommend an unbudgeted operating expense of \$5,800 to utilize the services of a professional surveyor to map and mark the boundary limits around the Aliso Creek area.

Director Skillman requested that this item be presented at the United Finance Committee meeting on September 24, 2019 for their share of the cost.

### **Clubhouse Two Annex Open Space**

The committee reviewed a staff report on allowing the open space located at Clubhouse 1 to be utilized as a rentable space. Brian Gruner, Recreation and Special Events Director, addressed comments and questions.

A motion was made and carried unanimously to recommend approval of the Open Space at Clubhouse Two as a reservable location. Approval is contingent upon additional review by staff ensuring no additional liabilities will be associated with allowing reservations at this location and

that the potential increase in facility usage does not conflict with current City of Laguna Woods parking ordinances.

**Saddleback Emeritus Institute Parking Fee**

The committee reviewed a staff report recommending an increase in parking fees associated with the Saddleback Emeritus Institute. Brian Gruner, Recreation and Special Events Director, addressed comments and questions.

A motion was made and carried unanimously to recommend an increase in parking fees for the fall and spring semesters from \$30 to \$50, and the summer semester from \$10 to \$30, effective for the 2020 calendar year.

**Committee Member Comments**

None.

**Date of Next Meeting**

Wednesday, October 23, 2019 at 1:30 p.m.

**Adjournment**

The meeting recessed to closed session at 3:30 p.m.



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Diane Phelps, Chair