

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

**Wednesday, December 12, 2018 - 9:30 a.m.**  
**Laguna Woods Village Community Center BOARD ROOM**  
**24351 El Toro Road**

**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 October 10, 2018
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:**

None

**Items for Future Agendas:**

- Radiant Heater Replacement at the Maintenance Service Center (Closed Session)
- Expansion of the Kitchen at the 19 Restaurant & Lounge
- EV Charging Stations

**Concluding Business:**

Committee Member Comments

Date of Next Meeting: February 13, 2019

Adjournment

Jim Matson, Chair  
Ernesto Munoz, Staff Officer  
Telephone: 268-2281

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

**Wednesday, October 10, 2018 – 9:30 A.M.**  
**Laguna Woods Village Community Center, Board Room**  
**24351 El Toro Road**

**MEMBERS PRESENT:** Jim Matson - Chair, Beth Perak, Richard Palmer, Bunny Carpenter, Cush Bhada (in for John Frankel), Juanita Skillman, Carl Randazzo, Ryna Rothberg

**ADVISORS PRESENT:** John Luebbe

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Ernesto Munoz - Staff Officer, Laurie Chavarria

**1. Call to Order**

Chair Matson called the meeting to order at 9:30 a.m.

**2. Acknowledgement of Media**

Chair Matson noted no members of the media were present.

**3. Approval of the Agenda**

An update on the kitchen expansion of the 19 Restaurant was added to the agenda as Item 10. The agenda was approved as amended.

**4. Approval of Meeting Report for August 8, 2018**

The meeting report for August 8, 2018 was approved as written.

**5. Chair's Remarks**

Chair Matson remarked on the short agenda.

## **6. Member Comments (Items Not on the Agenda)**

There were no member comments.

## **7. Department Head Update**

Staff Officer Ernesto Munoz gave a PowerPoint presentation to update the Committee on the kiln and roof replacements at Clubhouse 4 and the HVAC replacement at the Head End building.

### 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**

The Project Log was pulled by staff from the Consent Calendar for discussion. The rest of the Consent Calendar was moved and approved.

Staff Officer Ernesto Munoz provided an update on the following projects.

- CH7 Boiler – Bid Documents for this boiler replacement will be sent out tomorrow.
- Civil Work at Gates 1-4, 7-9 & 14 – Staff is analyzing the bids received and will bring back a recommendation for contract award in December.
- Pickleball & Paddle Tennis Courts: The electrical upgrade has been completed using micro trenching and the project is moving ahead.

Various Directors commented on the following project log items.

Item #5 – Misc. Painting Equipment – Director Carpenter asked for clarification on the cost of the equipment.

Item #9 – Clubhouse 2 Annex Project/Interim Green Space – Director Carpenter asked for clarification on the definition of a green space.

Item #21 – Pool Chemical Storage Facilities – Director Bhada asked for an update.

### Reports:

## **9. Clubhouse 2 Video Club Expansion**

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

Steve Carman (5295) – The Video Club President commented on the expansion and reasons it is needed.

Discussion ensued regarding structural feasibility of annex, future energy needs and the location of the video club rooms.

#### **10. Expand the North wall of the Kitchen at the 19 Restaurant**

Staff Officer Ernesto Munoz provided a verbal update the potential kitchen expansion at the 19 Restaurant.

Staff was directed to find out if the General Manager's office made contact with manager of the 19 Restaurant and report their findings to Chair Matson.

#### **Items for Future Agendas:**

- Chemical Storage at Five Pool Facilities
- Discussion on the potential expansion of the North wall of the Kitchen at 19 Restaurant
- ~~West Creek Benches at Gate 11~~
- EV Charging Stations

#### **Concluding Business:**

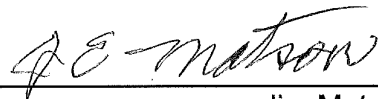
##### **Committee Member Comments**

- Chair Matson requested that West Creek Benches at Gate 11 be removed from Items for Future Agendas.
- Director Palmer commented on EV Charging Stations.

**Date of Next Meeting: December 12, 2018**

#### **Adjournment:**

The meeting was recessed at 11:14 pm.



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Jim Matson, Chair

## GRF Mutual Project Log (November 2018)

#	Type	Name	Description	Status	Estimated Completion	Budget
1	904 Maint Svc	<b>CH 6 HVAC System</b>	Replace HVAC at Clubhouse 6.	Absolute Consulting Engineers was selected as the engineering firm to design the system. Plans were received in late July, staff reviewed plans, and worked with engineer to make minor adjustments. Plans were submitted to the City on August 9th, corrections were made and resubmitted on September 6th. Plans were approved on September 26th and the project was sent out to bid in early October. A pre-bid meeting was held on November 13th, and bids are due by November 20th. After spreading the bids, a recommendation for a contract award will be brought to the M&C in December for review and approval.	2019	Facilities Fund Budget: \$104,000 Invoiced: \$9,932 Balance: \$94,068
2	904 Maint Svc	<b>Pool 5 Maintenance</b>	Replace Clubhouse 5 Pool Waterline Tile & Plaster.	The waterline tile replacement project was expanded to include the removal and replacement of the pools plaster. This project required additional funding of \$46,000 which was approved by the Board on March 6th. The work began on November 7th, and is scheduled to be completed by the end of the year.	December 2018	Facilities Fund Budget: \$26,000 Supplemental: \$46,000 Invoiced: \$0 Balance: \$72,000
3	904 Maint Svc	<b>Service Center Radiant Heaters</b>	Replace 12 forced air units with radiant heaters.	The existing 12 forced air units are extremely inefficient and do not heat the spaces effectively. Utility costs are very high and comfortable working conditions are not maintained. Purchasing is generating an RFP to be sent out in November. A recommendation for a contract award will be brought to a future M&C meeting for review and approval.	2019	Facilities Fund Budget: \$50,000 Invoiced: \$0 Balance: \$50,000

4	904 Maint Svc	<b>CH 7 Boiler and Water heater</b>	Replace boiler and domestic hot water heater.	The domestic hot water heater was replaced in April 2018. The boiler has been put out to bid, three contractors attended the pre-bid meeting, but only one contractor submitted a bid. The sole quote submitted by Benrich was judged to be reasonable and within budget. Benrich will be awarded the contract and installation is scheduled to occur in December.	December 2018	Equipment & Facilities Funds Budget: \$17,000 Invoiced: \$6,960 Balance: \$10,040
5	910 Bldg. Maint	<b>Miscellaneous Painting Equipment 2018</b>	The paint crew needs additional equipment to meet set schedules and deadlines for their various programs.	Staff has researched suppliers to procure needed equipment and is doing so on an ongoing basis.	December 2018	Facilities Fund Budget: \$100,000 Invoiced: \$76,102 Balance: \$23,898
6	920 Projects	<b>CH 4 Upper Roof Top Deck 2018</b>	The CH 4 roof top and pool decks are in need of replacement/repair.	Upon inspection for the pool deck replacement, moisture intrusion damage was discovered inside the structure adjacent to the pool. Subsequent to this discovery, staff retained the services of a consultant to provide construction documents to address the deficiencies causing the existing Moisture Intrusion problem. Upon completion of the construction documents, staff will advertise for contractor bids to water proof the structure and replace the pool deck.	TBD	Facilities Fund Budget: \$62,000 Invoiced: \$751 Balance: \$61,249
7	920 Projects	<b>Energy Consultant Services</b>	An Energy Consultant will be used as needed in order to advance GRF's and the Community's future energy initiatives.	A contract was awarded to The Energy Coalition.  The Village Energy Task Force provided their top priorities to the energy consultant. TEC presented their work plan/proposal at the November 7 VETF meeting. TEC was directed to investigate the feasibility of a microgrid and alternative energy systems to supply the Community Center Complex and possibly CH7 and associated parking lot.	On-going	Contingency Fund Supplemental Appropriation: \$50,000 Invoiced: \$0 Balance: \$50,000

8	920 Projects	<b>Pickleball and Paddle Tennis Courts</b>	This project was intended to construct new Paddle Tennis and Pickleball courts within Gate 12.	Progress continues on the Pickleball Courts. The nets and fencing have been removed and the area is being prepared for the new concrete playing surface. Site utilities and new court fence posts have been installed. The new concrete court surface is scheduled to be poured in November. This project is scheduled to be completed in February 2019.	2019	Facilities Fund Budget: \$600,000 Supplemental: \$250,000 Invoiced: \$244,814 Balance: \$605,186
9	920 Projects	<b>Performing Arts Center Renovation</b>	Project funding is for the maintenance and upgrade of the Performing Arts Center renovation.	The Design Development phase for the Performing Arts Center Renovation Project was completed; and the results were presented to the PAC Ad Hoc Committee, as well as the GRF Board. The GRF Board has allocated \$2 million in the 2019 Capital Budget for a PAC maintenance and equipment upgrade project only. On November 6, a contract was awarded to SVA Architects to begin the development of the construction documents for the maintenance and equipment upgrade project only. Staff is processing the contract and has scheduled a pre-design meeting with the consultant.	On-going	Facilities Fund Budget: \$1,778,000 Invoice: \$247,156 Balance: \$1,530,844
10	920 Projects	<b>Community Center HVAC and Controls Upgrade</b>	This project is dedicated to making the facility more energy efficient by engineering and retrofitting the Community Center with a new Heat Ventilation Air Conditioning (HVAC) system and upgraded controls being integrated to the existing Energy Management System (EMS).	A design-build contract was awarded to AMS at the July 3, 2018, Board meeting. A pre-construction meeting was held with AMS and the 'Bridging Document' consultant on August 3. AMS submitted a schedule indicating design preparation in September; HVAC fabrication will take 4 months from November 2018 to February 2019; and HVAC will be installed April - May 2019. On-site installation of the digital controller wiring has been completed. The project in its entirety is scheduled to be finished by the end of May 2019.	2019	Facilities Fund Contract: \$1,447,163 Invoiced: \$0 Balance: \$1,447,163

11	920 Projects	<b>Community Center First Floor Renovation Project</b>	This project is dedicated to space planning, interior improvements, and the relocation of Manor Alterations, and the reconfiguration of Resident Services within the Community Center's first floor.	The space planning consultant is collaborating with Resident Services staff to finalize the modular furniture layout. Once the layout is completed and approved, the modular furniture will be ordered. The Manor Alterations area has been completed and is fully functional.	December 2018	Facilities Fund Budget: \$750,000 Invoiced: \$65,321 Balance: \$684,679
12	920 Projects	<b>Community Center Roof Replacement Project</b>	This project is dedicated to maintaining the Community Center building by replacing the built up roofing at the end of its serviceable life. The old built up roofing will be replaced with a PVC cool roofing material.	This project is dependent upon the HVAC installation schedule. The roof replacement will be completed directly following the placement of the HVAC rooftop equipment scheduled for June 2019.	2019	Facilities Fund Budget: \$155,000 Invoiced: \$0 Balance: \$155,000
13	920 Projects	<b>Clubhouse 1 Renovation Assessment</b>	This project is dedicated to assessing the existing buildings at Clubhouse 1 to assist with 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.	A contract to perform a building assessment was awarded to SVA Architects at the July 3, 2018, Board meeting. SVA has been working with maintenance staff to evaluate the condition of the existing mechanical, electrical, and plumbing (MEP) systems. SVA has also conducted meetings with recreation staff to determine existing and future programming at the Clubhouse 1 site to determine future facility needs. SVA will be conducting an analysis on the building structure including selective destructive openings to inspect, view or test interior building components. SVA is expected to submit a draft report of the building assessment to staff in December 2018.	December 2018	Facilities Fund Budget: \$80,000 Invoiced: \$16,275 Balance: \$63,725



14	920 Projects	<b>Clubhouse 1 HVAC Replacement Project</b>	This project is dedicated to maintaining Clubhouse 1 by replacing the HVAC system at the end of its serviceable life. This project will be designed after the building assessment has been completed.	This project is predicated on the recommendation provided by the consultant performing the building assessment, which is scheduled to be completed by December 2018.	TBD	Facilities Fund Budget: \$350,000 Invoiced: \$0 Balance: \$350,000
15	920 Projects	<b>Gates 1, 2, 3 &amp; 4 Civil Work Project</b>	This project is dedicated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	A recommendation for award of a contract will be presented at the December 12, M&C Committee meeting.	TBD	Facilities Fund Budget: \$440,000 Invoiced: \$32,995 Balance: \$407,005
16	920 Projects	<b>Gates 7, 8, 9 &amp; 14 Civil Work Project</b>	This project is dedicated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	A recommendation for award of a contract will be presented at the December 12, M&C Committee meeting.	TBD	Facilities Fund Budget: \$440,000 Invoiced: \$32,812 Balance: \$407,187
17	920 Projects	<b>Gate 10 Civil Work Project</b>	This project is dedicated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	DMc Engineers is schedule to complete the final construction documents early December. Once reviewed and approved by staff, DMc Engineers will submit for city permits. This project is expected to run concurrently with the gate civil work projects 1-4, 7-9 & 14.	TBD	Supplemental: \$110,000 Invoiced: \$0 Balance: \$110,000

18	920 Projects	<b>GRF Paving &amp; Sealcoat Programs and Concrete Repairs</b>	This project is dedicated to Asphalt Paving Overlay, Sealcoat work and concrete repairs adjacent to the overlay work on selected GRF streets and/or parking lot areas.	The Sealcoat work was completed in August and consisted of 1,106,900 square feet of pavement area. Invoicing for sealcoat work is included in expenditures to date. Aliso Creek decomposed granite walkway was changed to concrete in July. The 2018 program consists of 251,400 square feet of pavement replacement and 10,000 square feet of concrete work. The asphalt paving work and concrete repairs began in September and were completed in early October. Staff is reviewing the finished work and creating a punch list of any necessary minor touch-ups needed. Invoicing for concrete and asphalt work are approved and will be processed in November.	December 2018	Facilities Fund Budget: \$955,000 Invoiced: \$921,035 Balance: \$33,965
19	920 Projects	<b>Pool Chemical Storage Facilities</b>	This project is dedicated to replacing all pool chemical storage facilities with new code compliant units.	Staff was directed to advertise for contractor bids to install pool chemical storage units at the community pools. The current storage facilities have outlived their useful life and do not meet current state and federal codes. The bid documents have been advertised and contractors bids are due mid November. A recommendation for award of contract is scheduled to be presented at the December 12, M&C Committee meeting.	TBD	Unbudgeted
	904 Maint Svc	<b>CH 1 Billiards Room Ducting and Equipment</b>	Rerouting of HVAC ducting and Replacement of Condenser.	<b>COMPLETED</b>	January 2018	Facilities Fund Budget: \$15,000 Invoiced: \$13,367 Balance: \$1,633
	904 Maint Svc	<b>Golf Facilities</b>	Replacement of Aerator at Par 3 course.	<b>COMPLETED</b>	February 2018	Not budgeted Invoiced: \$4,734
	904 Maint Svc	<b>Pool 2 Maintenance</b>	Replace Clubhouse 2 Pool Filter, Pool Heater & Spa Heater.	<b>COMPLETED</b>	May 2018	Facilities Fund Budget: \$26,000 Invoiced: \$6,921 Balance: \$19,079

	904 Maint Svc	<b>CH 4 HVAC System</b>	Install Air Conditioning System at Clubhouse 4 Woodshop.	<b>COMPLETED</b>	July 2018	Facilities Fund Budget: \$37,000 Additional Funding: \$16,508 Invoiced: \$49,740 Balance: \$3,768
	904 Maint Svc	<b>CH 1 Shower Boiler</b>	Replace the Shower Boiler & Storage Tank at Clubhouse 1.	<b>COMPLETED</b>	July 2018	Equipment Fund Budget: \$27,000 Invoiced: \$0 Balance: \$27,000
	904 Maint Svc	<b>Head end Building HVAC</b>	Replace the HVAC unit.	<b>COMPLETED</b>	Sept. 2018	Facilities Fund Budget: \$12,000 Invoiced: \$6,463 Balance: \$5,537
	910 Bldg. Maint	<b>Village Greens Maintenance 2017</b>	Portions of the flooring at the Village Greens building need to be replaced and miscellaneous touchup painting is also needed to increase the general aesthetic of the facility.	<b>COMPLETED</b>	December 2018	Facilities Fund Budget:\$25,000 Invoiced: \$25,000 Balance:\$0
	910 Bldg. Maint	<b>CH 4 Maintenance 2018</b>	Funding for this program will complete body and full trim paint on the exterior of CH 4. Windows were also installed in the wood shop.	<b>COMPLETED</b>	August 2018	Facilities Fund Budget:\$ 91,000 Invoiced: \$85,533 Balance:\$5,467
	910 Bldg. Maint	<b>CH 5 Maintenance 2018</b>	Some areas in CH 5 need carpet, paint, blinds (skylight replacement was not needed). CH 5 received new doors on the Yoga room and Gym. New counter tops in Room 1. New blinds in the Main Ballroom, bar cardroom and Room 1.	<b>COMPLETED</b>	December 2018	Facilities Fund Budget:\$ 32,000 Invoiced: \$27,066 Balance:\$4,934

	910 Bldg. Maint	<b>Fumigation for Termites</b>	<p>On March 6, 2018 the GRF Board approved a supplemental appropriation for termite fumigation at several GRF Facilities.</p> <ul style="list-style-type: none"> <li>*The Lawn Bowling Clubhouse</li> <li>*Clubhouse 2 Multi Purpose Room</li> <li>*Clubhouse 2 Storage Building</li> <li>*Gate House 8</li> <li>*Clubhouse 3</li> </ul>	<b>COMPLETED</b>	November 2018	<p>Supplemental Appropriation Budget: \$33,000 Invoiced: \$27,174 Balance: \$744</p>
	920 Projects	<b>Pool 6 Maintenance</b>	<p>This project is dedicated to the replacement of Clubhouse 6 waterline tile, re-plastering the pool, and replacement of the pool filter as a program to maintain the serviceable life of the pool.</p>	<b>COMPLETED</b>	March 2018	<p>Facilities. Fund Budget: \$125,000 Invoiced: \$27,111 Balance: \$97,889</p>
	920 Projects	<b>Lawn Bowling Resurface</b>	<p>This project is dedicated to reconstructing the lawn bowling greens located within Gate 12. The previously constructed synthetic greens were not constructed to the World Bowls Standard and did not function per their design intent.</p>	<b>COMPLETED</b>	March 2018	<p>Facilities Fund Budget: \$592,303 Invoiced: \$601,645 Balance: -\$9,342 Additional Soil Remediation 1% Over Budget</p>
	920 Projects	<b>History Center HVAC and Roof Replacement Project</b>	<p>This project is dedicated to replacing the History Center HVAC system and roofing both of which are at the end of their serviceable lives.</p>	<b>COMPLETED</b>	March 2018	<p>Facilities Fund Budget: \$128,800 Invoiced: \$110,500 Balance: \$18,300</p>

	920 Projects	<b>Clubhouse 7 Bridge Room Flooring Project</b>	This project is dedicated to replacing the carpeting at the Clubhouse 7 Bridge Room area.	<b>COMPLETED</b>	April 2018	Facilities Fund Budget: \$70,000 Invoiced: \$50,860 Balance: \$19,140
	920 Projects	<b>Clubhouse 7 Main Lounge Wood Floor Resurfacing Project</b>	This project is dedicated to resurfacing the wood flooring at the main lounge area located at Clubhouse 7.	<b>COMPLETED</b>	April 2018	Facilities Fund Budget: \$11,000 Invoiced: \$10,650 Balance: \$350
	920 Projects	<b>Community Center MIS Office Remodel</b>	This project is dedicated to remodeling the MIS Office on the second floor of the Community Center.	<b>COMPLETED</b>	April 2018	Contract: \$18,525 Invoiced: \$16,846 Balance: \$1,679
	920 Projects	<b>Pool 4 Maintenance</b>	This project is dedicated to the replacement of Clubhouse 4 waterline tile, re-plastering the pool, replacement of the pool filter and replacement of the pool water heater as a program to maintain the serviceable life of the pool.	<b>COMPLETED</b>	April 2018	Facilities. Fund Budget: \$125,000 Invoiced: \$120,765 Balance: \$4,235
	920 Projects	<b>Clubhouse 7 Kitchen Improvement Project</b>	This project is dedicated to kitchen improvements including cabinets, countertops, appliances, accessibility, flooring, lighting and paint.	<b>COMPLETED</b>	April 2018	Facilities Fund Budget: \$130,000 Invoiced: \$110,315 Balance: \$19,685

	920 Projects	<b>Clubhouse 5 &amp; History Center EMS Installation</b>	This project is dedicated to installing an energy management system (EMS) as a master plan for all GRF facilities. As new HVAC equipment is installed, an energy management system is subsequently installed which can be managed from an off site location using a computer connected to the internet.	<b>COMPLETED</b>	June 2018	Facilities Fund Budget: \$80,000 Invoiced: \$44,986 Balance: \$35,014
	920 Projects	<b>Restaurant 19 Improvement Project</b>	This project is dedicated to interior improvements at Restaurant 19 located at the Village Greens Building. Additional work to install new cabinets doors in the dining room and a new cabinet on the patio to store the bus carts was added to the scope of this project.	<b>COMPLETED</b>	July 2018	Facilities Fund Budget: \$100,000 Supplemental: \$30,377 Invoiced: \$108,424 Balance: \$21,953
	920 Projects	<b>Clubhouse 2 Wood Floor Repairs</b>	The Projects Department received a request to investigate wood flooring separation at CH2.	<b>COMPLETED</b>	August 2018	Unbudgeted
	920 Projects	<b>Clubhouse 4 Roof Replacement Project</b>	This project is dedicated to extending the life of GRF facilities by replacing the Roofing at the end of its serviceable life cycle.	<b>COMPLETED</b>	August 2018	Facilities Fund Budget: \$105,500 Invoiced: \$104,883 Balance: \$617

	920 Projects	<b>Gatehouse 10, 11 &amp; 12 &amp; 4 Improvement Project</b>	This project is dedicated to interior and exterior improvements at gatehouses. Including new countertops, interior and exterior paint, flooring, plumbing fixtures, doors, windows and HVAC.	<b>COMPLETED</b>	Sept. 2018	Facilities Fund Budget: \$60,000 Supplemental \$42,500 Invoiced: \$97,932 Balance: \$4,568
	920 Projects	<b>Clubhouse 4 Kiln Replacements</b>	This project is dedicated to replacing the 2 pottery kilns that are at the end of their serviceable life.	<b>COMPLETED</b>	August 2018	Facilities Fund Budget: \$100,000 Invoiced: \$98,743 Balance: \$1,257
	920 Projects	<b>Clubhouse 2 Annex Project/ Interim Green Space</b>	This project is dedicated to interior and exterior building improvements at the Clubhouse 2 Annex facility. The original intent to demolish the classrooms was abandoned and an interim green space will be installed in the location where the shuffleboard courts were demolished.	<b>COMPLETED</b>	November 2018	Facilities Fund Budget: \$240,000 Invoiced: \$120,550 Balance: \$119,450