

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

**Wednesday, April 10, 2019 - 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 February 13, 2019
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. Pickleball & Paddle Tennis Completion Report

**Items for Future Agendas:**

- Clubhouse Walkway Lighting Estimate for 2020 Budget
- Radiant Heater Replacement at Maintenance Service Center
- Clubhouse 1 Assessment Report
- Pool Maintenance
- Clubhouse 5 Commercial Appliances
- EV Charging Stations at GRF Facilities

**Concluding Business:**

Committee Member Comments  
Date of Next Meeting: June 12, 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, February 13, 2019 – 9:30 A.M.**  
**Laguna Woods Village Community Center, Board Room**  
**24351 El Toro Road**

**MEMBERS PRESENT:** Jim Matson - Chair, Don Tibbetts, Richard Palmer, John Frankel, Cush Bhada (in for Bunny Carpenter), Gary Morrison, Carl Randazzo, Ryna Rothberg

**ADVISORS PRESENT:** John Luebbe

**MEMBERS ABSENT:** Bunny Carpenter

**OTHERS PRESENT:** Juanita Skillman, Pat English, Diane Phelps, Annette Sabol Soule, Andre Torng, Beth Perak

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

**1. Call to Order**

Chair Matson called the meeting to order at 9:36 a.m.

**2. Acknowledgement of Media**

Chair Matson noted no members of the media were present.

**3. Approval of the Agenda**

Chair Matson added the Tennis Building Improvements as Item #11 to the agenda. The agenda was approved as amended.

**4. Approval of Meeting Report for December 12, 2018**

The word storage was replaced with “pad” in the second member comment under agenda Item #6. The meeting report for December 12, 2018 was approved as amended

## 5. Chair's Remarks

Chair Matson had no remarks.

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

- Shaun Tumpane (3077-A) – Commented on the 19 Restaurant and Lounge.
- Andre Torng (389-Q) – Commented on utility box covers on Rhonda Granada and the Shepherd's Crook project.
- Pat English (2022-D) – Commented on the 19 Restaurant and Lounge.

Various Committee Members and Staff Officer Ernesto Munoz responded to the comments.

Staff was directed to remove the Kitchen Expansion of the 19 Restaurant and Lounge from the Future Agenda Items.

## 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 from the Consent Calendar for discussion.

## 8. Project Log

Various Committee Members commented on the projects for gates 2, 8 and 10, Pickleball & Paddle Tennis, Pool Chemical Storage Replacement, and the Community Center Renovation for the 1<sup>st</sup> and 3<sup>rd</sup> floors.

Director Palmer requested to see construction drawings for the Pool Chemical Storage replacement project.

### Reports:

## 9. EV Charging Station Grant for Community Center

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

Discussion ensued regarding the loss of parking spaces, Town Centre HOA approval, parking needs for Security Department vehicles, the future of electric vehicles, possible project costs, Finance Committee approval for supplemental funding, a maintenance contract for charging bollards, and other GRF locations for EV charging.

A motion was made and unanimously approved to direct staff to bring a recommendation to the April GRF Board meeting to award a contract for installation of four ChargePoint EV charging bollards at the Community Center, to be partially funded from the Southern California Incentive Project grant.

By consensus, staff was directed to provide the GRF Finance Committee with a not to exceed dollar amount for the supplemental funding that will be needed for this project.

#### **10. Walkway Lighting Bollards at Clubhouses 1, 2, 3, 4 & 5**

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

Discussion ensued regarding kelvin ratings, light dispersion, photometrics, and damage from lawn mowers.

A motion was made and unanimously approved to direct staff to prepare a project scope and estimate for the replacement of the existing walkway lighting fixtures with LED bollard style lighting fixtures at five GRF Clubhouses, and provide a 2020 budget proposal for Board consideration to replace the outdated fixtures.

#### **11. Tennis Center Improvements (oral discussion)**

Chair Matson distributed a drawing and summarized a request from the Tennis Club President for a 10' room extension and a 10' patio cover off the north side of the building.

Discussion ensued regarding what work this 2019 capital improvement project was intended to provide, additional renovations requested by the Tennis Club President, requesting additional funding through the 2020 budget process, moving load bearing walls, adding foundations, upgrading electrical, construction costs per square foot, city permit requirements, and adding a heated outdoor space instead of a room extension.

By consensus, staff was directed to meet with the Tennis Club President about the proposed renovations, and to bring a scope of work and pricing back to the Committee for a 20'x27' patio cover extension as an alternative to the 10' room extension and 10' patio cover. Staff will also provide an alternate cost to demo and rebuild the Tennis Center building. Costs will include all renovations and furniture.

**Items for Future Agendas:**

- Expansion of the Kitchen at the 19 Restaurant & Lounge
- EV Charging Stations at GRF Facilities

**Concluding Business:**

**Committee Member Comments**

There were no committee member comments.

**Date of Next Meeting: April 10, 2019**

**Adjournment:**

The meeting was recessed at 11:09 am.

  
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Jim Matson, Chair

GRF Mutual Project Log (March 2019)							
Priority	#	Type	Name	Description	Status	Estimated Completion	Budget
	1	904 Maint Svc	<b>CH 6 HVAC System</b>	Replace HVAC at Clubhouse 6.	On January 2nd, the GRF Board awarded a contract to Power & Air Mechanical for the HVAC system replacement at Clubhouse 6. A pre-construction meeting will be scheduled to determine project timelines. A separate contract will be awarded for inspection and commissioning of this system.	2019	Budget: \$104,000 Exp: \$9,932 Balance: \$94,068
	2	904 Maint Svc	<b>Service Center Radiant Heaters</b>	Replace 12 forced air units with radiant heaters.	Staff conducted a job walk to refine the project scope and review the needs of the Maintenance Building and Vehicle Maintenance areas. Upon receipt and review of contractor pricing, staff will present a recommendation for an award of a contract at a future M&C meeting.	2019	Budget: \$50,000 Exp: \$0 Balance: \$50,000
	3	904 Maint Svc	<b>CH 5 Commercial Appliances</b>	This project consists of replacing the dishwasher, booster pump, refrigerator, freezer & ovens.	Staff will work with Recreation to purchase and install the appropriate appliances.	2019	Budget: \$48,000 Exp: \$0 Balance: \$48,000
	4	904 Maint Svc	<b>CH 2 Pool and Spa Heaters</b>	This project will replace the pool and spa heaters at Clubhouse 2.	The spa heater and filter were replaced in 2018. A scope of work is being developed for the pool heater replacement.	2019	Budget: \$44,000 Exp: \$0 Balance: \$44,000

	5	920 Projects	<p><b>PAC Renovation Maintenance Upgrades</b></p>	<p>Funding for this project is allocated for the maintenance and upgrade of the Performing Arts Center renovation.</p>	<p>The development phase for the Performing Arts Center Renovation Project was completed and the results were presented to the PACAd Hoc Committee, as well as the GRF Board. The GRF Board has allocated \$2 million in the 2019 Capital budget for PAC maintenance and equipment safety upgrades. On November 6, 2018, a contract was awarded to SVA Architects to begin the development of the construction documents for the maintenance and equipment safety upgrades. Staff conducted a pre-design meeting on January 4th with SVA to discuss the scope of work and scheduling. A progress set of plans are scheduled to be ready for review in May.</p>	November 2019	<p>Budget: \$3,778,000 Exp: \$266,158 Balance: \$3,511,842</p>
	6	920 Projects	<p><b>Community Center HVAC and Controls Upgrade</b></p>	<p>Funding for this project is allocated to make 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).</p>	<p>Fabrication of the three rooftop units are in progress and are scheduled for installation in May 2019. The on-site installation of the digital controller wiring, the replacement of the rooftop boiler, the variable air volume (VAV) controllers, and both split-system A/C units in the server room have been completed.</p> <p>The project in its entirety is scheduled to be completed by the end of June.</p>	June 2019	<p>Budget: \$1,447,163 Exp: \$137,811 Balance: \$1,309,352</p>
<p>Agenda Item #8 Page 2 of 8</p>	7	920 Projects	<p><b>Community Center Roof Replacement Project</b></p>	<p>Funding for this project is allocated to maintain 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.</p>	<p>This project is dependent upon the HVAC installation schedule. The roof replacement will be completed immediately following the placement of the HVAC rooftop equipment scheduled for May/June 2019.</p>	2019	<p>Budget: \$155,000 Exp: \$0 Balance: \$155,000</p>

	8	920 Projects	<p><b>Energy Consultant Services</b></p>	<p>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.</p>	<p>Under the direction of the Village Energy Task Force (VETF), the energy consultant (TEC) and staff finalized the work plan/proposal. TEC was authorized to implement a work plan which includes investigating the feasibility of a facility-level microgrid with a connected interface to supply the electric loads for the Community Center, Clubhouse 7, and the Clubhouse 7 parking lot. The consultant was also directed to research alternative energy systems for electrical energy generation. GRF representatives requested that EV Charging not be considered by the energy consultant at this time, thereby reducing their scope of work for GRF and the associated fee.</p>	On-going	<p>Supplemental: \$50,000          Invoiced: \$11,095          Balance: \$38,905</p>
	9	920 Projects	<p><b>Pickle ball and Paddle Tennis Courts</b></p>	<p>Funding for this project includes the construction of a new post tension concrete slab with 7 new Paddle Tennis and Pickle ball courts including a gathering area within Gate 12.</p>	<p>The M&amp;C department has substantially completed the Pickle Ball/Paddle Tennis project on budget and on schedule. A ribbon cutting ceremony was held by the Pickleball Club on March 13.</p> <p>The existing drinking fountain located outside of the courts is scheduled to be replaced with a new handicap accessible unit by the end of April.</p>	April 2019	<p>Budget: \$600,000          Supplemental: \$250,000          Exp: \$455,119          Balance: \$394,881</p>
	10	920 Projects	<p><b>Community Center First Floor Renovation Project</b></p>	<p>Funding for this project is allocated to the reconfiguration of Resident Services located in the Community Center.</p>	<p>The furniture layout has been finalized and staff is soliciting proposals from architects for the construction documents necessary to obtain City building permits.</p>	TBD	<p>Budget: \$750,000          Exp: \$124,123          Balance: \$625,877</p>



	11	920 Projects	<p><b>Clubhouse 1 Renovation Assessment</b></p>	<p>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.</p>	<p>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 also has conducted meetings with recreation staff to determine existing and future programming at Clubhouse 1. SVA's analysis on the building structure, completed in January, included selective destructive openings to inspect, view/test interior building components. SVA submitted a draft report of the building assessment to staff for review. The consultant is preparing a cost estimate and will provide it to staff by the end of March. Recommendations from the assessment work will be presented to a future M&amp;C Committee meeting and will guide future budget appropriations for upgrades to Clubhouse 1.</p>	<p>April 2019</p> <p>Budget: \$80,000 Exp: \$30,886 Balance: \$49,114</p>
	12	920 Projects	<p><b>Clubhouse 1 HVAC Replacement Project</b></p>	<p>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.</p>	<p>This project is predicated on the recommendation provided by the consultant performing the building assessment.</p>	<p>TBD</p> <p>Budget: \$350,000 Exp: \$0 Balance: \$350,000</p>
	13	920 Projects	<p><b>Gates 1, 2, 3 &amp; 4 Civil Work Project</b></p>	<p>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.</p>	<p>The work on Gate 2 &amp; Gate 8 is in progress. Concrete and asphalt work have been completed at Gate 2 and is in progress on Gate 8. Due to delays caused by the weather, these gates are scheduled to re-open in April. As Gates 2 &amp; 8 are reopened, Gates 3 &amp; 7 will be closed to start construction. The alternate routes for Gate 3 includes Gates 1 &amp; 2, and alternate routes for Gate 7 includes Gates 8, 9 &amp; 10.</p>	<p>September 2019</p> <p>Budget: \$440,000 Exp: \$40,214 Balance: \$399,786</p>

14	920 Projects	<b>Gates 7, 8, 9 &amp; 14 Civil Work Project</b>	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.	The work on Gate 2 & Gate 8 is in progress. Concrete and asphalt work have been completed at Gate 2 and is in progress on Gate 8. Due to delays caused by the weather, these gates are scheduled to re-open in April. As Gates 2 & 8 are reopened, Gates 3 & 7 will be closed to start construction. The alternate routes for Gate 3 includes Gates 1 & 2, and alternate routes for Gate 7 includes Gates 8, 9 & 10.	September 2019	Budget: \$440,000 Exp: \$38,060 Balance: \$401,940
15	920 Projects	<b>Gate 10 Civil Work Project</b>	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.	A contract has been executed for the work to be performed on Gate 10. This gate work is scheduled to run concurrently with the Access Gate Civil work at Gates 1, 2, 3, & 4 and Gates 7, 8, 9 & 14.	September 2019	Supplemental: \$110,000 Exp: \$8,500 Balance: \$101,500
16	920 Projects	<b>Pool Chemical Storage Facilities</b>	This supplemental funding will offset the cost of the mandatory replacement of all pool chemical storage facilities with new code compliant units.	At the January 2, 2019, Board meeting, a contract was awarded to replace the existing chemical storage units with new code compliant pre-fabricated storage facilities. The contract has been executed and staff is working with the vendor and recreation staff to schedule the work.	September 2019	Supplemental: \$175,000 Exp: \$0 Balance: \$175,000
17	920 Projects	<b>CH 4 Upper Roof Top Deck</b>	Funding for this project is allocated to replace or repair the CH 4 roof top and pool decks.	The engineering plans are approved for permit issuance. An RFP has been advertised and a pre-bid meeting is scheduled for March 20th. Once contractor bids are received and reviewed, a recommendation to award a contract will be presented at a future M&C Committee meeting.	November 2019	Budget: \$62,000 Exp: \$6,239 Balance: \$55,761
18	920 Projects	<b>Clubhouse 4 Jewelry Room Flooring</b>	Funding for this project is allocated to replace the flooring in the Jewelry Room.	Staff is reviewing contractor bids and a recommendation for a contract award will be presented at a future M&C Committee meeting.	August 2019	Budget: \$25,000 Exp: \$0 Balance: \$25,000

19	920 Projects	<b>Relocation of Security Operations to the Community Center</b>	Funding for this project is allocated to relocate the Security Department to the third floor of the Community Center	This project is in the preliminary planning stages. An RFP for architectural services is scheduled to be advertised early April.	TBD	Budget: \$1,000,000 Exp: \$0 Balance: \$1,000,000
20	920 Projects	<b>Gate Replacements - Main Service Gate Center</b>	Funding for this project is allocated to provide additional security measures to the Maintenance Service Center.	Staff is reviewing the preliminary design provided by the gate contractor and has retained a civil engineer to address the drainage issues. A contractor bid request is tentatively scheduled to be advertised in May.	September 2019	Budget: \$92,000 Exp: \$1,434 Balance: \$90,566
21	920 Projects	<b>Gate Replacements - RV Lot B</b>	Funding for this project is allocated to provide additional security measures to RV Lot B.	Staff is reviewing the preliminary design provided by the gate contractor and has retained a civil engineer to address the drainage issues. A contractor bid request is tentatively scheduled to be advertised in May.	September 2019	Budget: \$92,000 Exp: \$0 Balance: \$92,000
22	920 Projects	<b>Gate 16 Driving Range Improvements</b>	Funding for this project is allocated to improve the appearance and functionality of the golf driving range and practice area.	An RFP has been advertised to retain architectural services specializing in golf course design. A pre-bid meeting has been scheduled for March 20th.	TBD	Budget: \$500,000 Exp: \$0 Balance: \$500,000
23	920 Projects	<b>Golf Maintenance Facility Improvements</b>	Funding for this project is allocated to update interior components at the 27-hole golf maintenance facility.	Staff is developing the scope of work to advertise for contractor bids and will provide a recommendation to award a contract at a future M&C Committee meeting. Upon the initial site inspection staff identified drainage issues which are currently being assessed by a civil consultant. The consultant will provide a topographical map of the area and make repair recommendations for review and consideration.	TBD	Budget: \$150,000 Exp: \$0 Balance: \$150,000

	24	920 Projects	<p><b>GRF Paving &amp; Sealcoat Programs and Concrete Repairs</b></p>	<p>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.</p>	<p>The 2019 paving program will take place on sections of the following streets totaling 287,650 SF: Ave Sosiega West, Bahia Blanca West, Bahia Blanca East, Via Mariposa East and Ovala.</p> <p>Sealcoat work will be completed on 1,101,046 SF of street and parking lot pavements. This work will be completed during the month of August.</p> <p>Damaged concrete (curbs, gutters and swales) on the streets' repaved areas will also be replaced. The asphalt and concrete work is scheduled to begin in October and be completed in November.</p>	November 2019	<p>Budget: \$1,040,000 Exp: \$0 Balance: \$1,040,000</p>
	25	920 Projects	<p><b>Replace Welding Shop</b></p>	<p>Funding for this project is allocated to replace the existing Welding Shop with a pre-engineered metal building.</p>	<p>An RFP was advertised and a pre-bid meeting was held on March 6th. Proposals are scheduled to be received by March 27th.</p>	September 2019	<p>Budget: \$100,000 Exp: \$0 Balance: \$100,000</p>
	26	920 Projects	<p><b>Tennis Center Building Improvements</b></p>	<p>Funding for this project is allocated to the renovation of the interior of the Tennis Building at Clubhouse 7.</p>	<p>Staff is preparing a report to be presented at a future M&amp;C Committee meeting for review and consideration. Staff met with the Tennis Club President on March 13, to discuss a detailed scope of work for the upgrades to the tennis center building.</p>	2019	<p>Budget: \$75,000 Exp: \$0 Balance: \$75,000</p>
	27	920 Projects	<p><b>Garden Center 1 Landscape Improvements</b></p>	<p>Funding for this project is allocated to landscape improvements and will include planters, decomposed granite, and walkway widening at the front gate adjacent to the security building.</p>	<p>Design plans and specifications have been completed by the consultant. Staff is preparing an RFP for contractor bids and will present a recommendation for contract award at a future M&amp;C Committee meeting.</p>	November 2019	<p>Budget: \$94,217 Exp: \$4,493 Balance: \$89,724</p>

		920 Projects	<p align="center"><b>Gate Replacements - El Toro Road Access</b></p>	<p>Funding for this project is allocated to provide additional security measures to the Maintenance Service Center.</p> <p>The new El Toro Road access gate has been installed and will be operational on March 4, 2019.</p>	<p align="center"><b>Completed</b></p>	<p align="center">March 2019</p>	<p align="center">Budget: \$62,400 Exp: \$62,400 Balance: \$0</p>
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## **STAFF REPORT**

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**DATE:** April 10, 2019  
**FOR:** Maintenance and Construction Committee  
**SUBJECT:** Pickleball and Paddle Tennis Completion Report

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### **RECOMMENDATION**

Receive and file.

### **BACKGROUND**

On May 1, 2018, a contract was awarded to Mutzco Construction to renovate the existing Pickleball and Paddle Tennis Courts at Gate 12.

### **DISCUSSION**

The scope of work for this project included:

- Courts
  - Installing a new post-tensioned concrete slab over the top of the existing court surface.
  - Installing new fencing to separate courts from each other.
  - New court coatings and striping for both Paddle Tennis and Pickle Ball.
  - Installation of new dual-height nets to serve both sports.
  - Court lighting for night-time play.
  - New accessible ramp for disabled access.
  - Perimeter fencing repaired and painted to match new court fencing.
  - New fence mesh on perimeter fencing to replace old and damaged mesh.
  - New blue windscreens to replace existing tattered green windscreens.
- Gathering Area
  - New shade structure and night-time lighting at the gathering area.
  - New stainless steel cabinets installed to create a buffet area including a new sink with hot and cold water.
  - New outdoor refrigerator.
  - New stainless tall steel storage cabinet.
- Outer Court and Bleacher Areas
  - New ADA accessible walkway to the bleacher area.
  - A new ADA Golf Cart specially modified to provide access to the courts for disabled players and spectators.
  - Reconfiguration of the existing bleachers to provide a barbeque area.
  - New slurry coating at existing bleacher area.

- New asphalt paving at outer court entry area.
- New ADA accessible dual-height refrigerated drinking fountain.
- Upgraded landscaping and clean-up of existing landscaping.

Construction on the courts commenced on October 1, 2018. All work was completed within budget and the Pickleball and Paddle Tennis Clubs held a Grand Re-opening Ceremony on March 15, 2019.

### **FINANCIAL ANALYSIS**

The GRF Board approved funding for Paddle Tennis and Pickleball Court renovations with a Capital Plan appropriation from the Facilities Fund of \$600,000 and a \$250,000 supplemental appropriation. Total project expenditures were \$573,298.

**Prepared By:** Steven Warmbier, Project Manager

**Reviewed By:** Guy West, Projects Division Manager  
Ernesto Munoz, P.E., Maintenance and Construction Director