



## **FINANCE COMMITTEE**

**August 14, 2017**

The meeting of the Finance Committee was held on Monday, August 14, 2017 and was called to order at 10:00 a.m. by Vice-Chair Damoci in the Conference Room B, followed by the Pledge of Allegiance.

### **ROLL CALL**

Present:	Mrs. C. Damoci, Vice Chair	Ms. K. Rapp
	Ms. S. Hopewell	Ms. P. Snowden
	Mr. S. McGuigan	Ms. L. Stone, Ex-Officio

Absent:	Mr. B. Lukoff, Chair
	Ms. R. Winkler

Staff and Guests:	Mr. R. Ankeny, Executive Director
	Ms. C. Miller, Director of Finance
	Ms. J. Rodgers, Purchasing Manager
	Mrs. L. Whitlock, Recording Secretary
	Mrs. C. Mancilla, Recording Secretary
	Mrs. J. Reed, GRF Representative, Mutual Four
	Mrs. S. Fekjar, GRF Representative, Mutual Sixteen
	Hon. S. Massa-Lavitt, Mayor of Seal Beach
Four Shareholders/Members	

Chair Damoci greeted and welcomed everyone to the Finance Committee meeting and introduced Foundation members, guests and staff.

By unanimous consent, the Chair declared the reading of the quorum notification be dispensed with.

In accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the Finance Committee will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board

meeting on the 4<sup>th</sup> Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in September 2017.

### **CHAIR'S ANNOUNCEMENTS**

Chair Damoci welcomed the Committee members, guests and staff, including GRF President, Linda Stone; Executive Director, Randy Ankeny; Director of Finance, Carolyn Miller; Purchasing Manager, Julie Rodgers; and Administrative Secretary, Corina Mancilla.

### **APPROVAL OF MINUTES**

The meeting minutes of the July 17, 2017 meeting were approved, as presented.

### **FINANCIALS**

Finance Director reviewed the Financials for the month July 2017. After a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Hopewell and unanimously carried –

**TO** approve and forward to the Board the Financial Statements for the month July 2017, as presented by the Director of Finance.

### **OLD BUSINESS**

#### **Reserve Study - Update**

The Director of Finance provided a brief update and status of the Reserve Study. No action taken.

#### **2018 Budget Proposal**

The Finance Director reviewed and discussed the proposed budgets for Cost Centers 31, 32, 39, 60 and 65. No action taken.

#### **NuVision Credit Union – Lease Agreement**

After a brief discussion, the Committee concurred to table this item until next month and request the Executive Director provide an update at the next scheduled Committee Meeting.

**NEW BUSINESS**

General Business – Replacement of Trifold Machine

Ms. Snowden MOTIONED, seconded by Ms. Hopewell and unanimously carried –

**TO** approve the purchase of a replacement trifold machine for the Mutual Administration Department, in an amount not to exceed \$2,700.00.

Executive Committee – Additional Inspector

Ms. Hopewell MOTIONED, seconded by Ms. Rapp and carried with one “No” vote from Mr. McGuigan –

**TO** approve the Non-Budgeted Operating Funds request to add one FTE Building Inspector position to Cost Center 70, beginning September 2017, for an approximate pro-rata amount of \$27,200 through the end of the year and forward to the Board for final approval.

Physical Property Committee – CH3, RM9 Replacement

Ms. Rapp MOTIONED, seconded by Mr. McGuigan and unanimously carried –

**TO** approve Reserves funding request and recommend the Board award a contract to Jordan Roofing for \$8,200 for the roof removal and replacement over Room 9 in Clubhouse 3, with \$6,800 in contingencies, for a total cost not to exceed \$15,000.

Physical Property Committee – Replace Golf Course Bridge Rails

Ms. Hopewell MOTIONED, seconded by Ms. Rapp and unanimously carried –

**TO** approve Reserves funding request and recommend the Board award a contract to M.J. Jurado to remove and replace existing handrails at the Golf Course Bridge, at a cost not to exceed \$7,865.

Physical Property Committee – Exterior Paint of St. Andrews & North Gate Buildings

Ms. Rapp MOTIONED, seconded by Ms. Snowden and unanimously carried –

**TO** approve Reserves funding request and recommend the Board award a contract to Advanced Custom Painting to paint the exterior of St. Andrews and North Gate Buildings at a cost of \$1,875 and \$1,000 in contingencies, for a total cost not to exceed \$2,875.

Physical Property Committee – Exterior Paint of Clubhouse Six.

Ms. Rapp MOTIONED, seconded by Ms. Hopewell and unanimously carried –

**TO** approve Reserves funding request and recommend the Board award a contract to Hutton Painting for \$20,500, to paint the exterior of Clubhouse 6, using the color scheme approved by the ADRC, adding \$1,000 in contingencies, for a total cost not to exceed \$21,500.

Physical Property Committee – Main Gate Landscape Improvements.

Funding for the Main Gate Landscape Improvement project, which was approved at the Physical Property Committee meeting of August 7, 2017, was previously approved by the Board. This was presented to the Finance Committee for informational purposes only. No action taken.

Physical Property Committee – Paint Post Office.

Ms. Rapp MOTIONED, seconded by Ms. Hopewell and unanimously carried –

**TO** approve Capital funding request and recommend the Board award a contract to Advanced Custom Painting to paint the On-site Post Office, at a cost not to exceed \$1,200 and \$300 in contingencies, for a total cost not to exceed \$1,500.

Physical Property Committee – Building 5, 1<sup>st</sup> Floor Improvements.

Ms. Rapp MOTIONED, seconded by Ms. Hopewell and unanimously carried –

**TO** approve Capital funding request, in an amount not to exceed \$10,000, and recommend the Board approve to add partitions around existing workstations on the first floor of Building 5 and construct walls for offices, for the purpose of relocating the Recreation Department.

Physical Property Committee – Design Services Pool Area Replacement.

Ms. Rapp MOTIONED, seconded by Ms. Snowden and unanimously carried –

**TO** approve Capital funding request, in an amount not to exceed \$25,000, for professional services in the drafting of conceptual plans for the pool area and return to the Recreation Committee, upon approval by the Board.

Recreation Committee – RV Leases (Individual and Club).

After a brief discussion, it was the consensus of the Committee to table this item until next month at the next scheduled Committee Meeting. No action taken.

Recreation Committee – Replacement of Rubber Walkway at Golf Course

Ms. Snowden MOTIONED, seconded by Ms. Rapp and unanimously carried –

**TO** approve Non-Operating funding request and recommend the Board award contract to Game Time an amount not to exceed \$8,926.40, for the repair and resurfacing of the rubber walkways by at the Golf Course.

Security, Bus & Traffic Committee – Surveillance Camera System

After a brief discussion, the Committee concurred to not address this agenda item.

**POLICIES****AMEND**

## 2230-31 – Authorized Signatories

Ms. Snowden MOTIONED, seconded by Ms. Hopewell and unanimously carried –

**TO** approve changes as discussed to Policy 2230-31, Fiscal and Accounting Services, Authorized Signatories and forward to the Board for approval.

## 3325-31 – Purchase Requisitions on Non-Standard Items

Ms. Snowden MOTIONED, seconded by Ms. Rapp and unanimously carried –

**TO** approve changes as discussed to Policy 3325-31, Purchase Requisitions on Non-Standard Items and forward to the Board for approval.

## 5516-31 – Committee Non-Budgeted Expenses

Ms. Snowden MOTIONED, seconded by Ms. Rapp and unanimously carried –



**TO** approve changes as discussed to Policy 5516-31, Board Internal Operations, Committee of Non-Budgeted Expenses and forward to the Board for approval.

**5523-31 – Accounts Receivable Collections**

Ms. Hopewell MOTIONED, seconded by Ms. Rapp and unanimously carried –

**TO** approve changes as discussed to Policy 5523-31, Accounts Receivable Collections and forward to the Board for approval.

**RESCIND**

**3321.01-31 – Basic Purchasing Responsibility**

Ms. Rapp MOTIONED, seconded by Ms. Snowden and unanimously carried –

**TO** approve to rescind to Policy 3321.01-31, Basic Purchasing Responsibility and forward to the Board for approval.

**5330-30 – Capital Project Initiation**

Ms. Rapp MOTIONED, seconded by Ms. Hopewell and unanimously carried –

**TO** approve to rescind to Policy 5330-31, Capital Improvements, Capital Project Initiation and forward to the Board for approval.

After a brief discussion, the Committee requested the Purchasing Manager to draft a purchasing policy to replace Policy 3321.01-31.

**STAFF REPORTS**

**Purchasing Manager**

After a brief discussion, Ms. Rapp MOTIONED, seconded by Ms. Snowden and unanimously carried –

**TO** approve the disposal of unsafe surplus equipment items: Table Saw and one Planer.

**Finance Director**

The Finance Director provided her monthly financial reports and discussed investment options.

Ms. Rapp MOTIONED, seconded by Ms. Snowden and unanimously carried –

**TO** approve adding \$500,000 to the investment ladder and authorize the Director of Finance to purchase a 52-week CDAR for the month of August.

After a brief discussion, it was the consensus of the Committee for the Director of Finance to provide quarterly SRO Reports to all GRF Board members.

Executive Director

The Executive Director provided information and updates throughout the meeting.

**PRESIDENT'S COMMENTS**

The President commented on the items pertaining to the Committee's area of purview throughout the meeting.

**COMMITTEE MEMBERS COMMENTS**

Four Committee members spoke on the proceedings of the Committee meeting.

**ADJOURNMENT**

Vice-Chair Damoci adjourned the meeting at 11:05 a.m.



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Carole Damoci, Vice-Chair  
FINANCE COMMITTEE

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## RECAP OF MOTIONS AND ACTIONS TAKEN AT THE FINANCE COMMITTEE MEETING

### MOTIONS

- The meeting minutes of the July 17, 2017 meeting, were approved as presented.
- **TO** approve and forward to the Board the Financial Statement for the month of July 2017, as presented by the Director of Finance.
- **TO** approve and recommend to the Board the purchase of a replacement trifold machine for the Mutual Administration Department in an amount not to exceed \$2,700.00.
- **TO** approve the Non-Budgeted Operating Funds request and recommend to the Board to add one FTE Building Inspector position to Cost Center 70, beginning September 2017, for an approximate pro-rata amount of \$27,200 through the end of the year and forward to the Board for final approval.
- **TO** approve the Reserves funding request and recommend the Board award a contract to Jordan Roofing for \$8,200 for the roof removal and replacement over Room 9 in Clubhouse 3, with \$6,800 in contingencies for a total cost not to exceed \$15,000.
- **TO** approve the Reserves funding request and recommend the Board award a contract to M.J. Jurado to remove and replace existing handrails at the Golf Course Bridge at a cost not to exceed \$7,865.
- **TO** approve the Reserves funding request and recommend the Board award a contract to Advanced Custom Painting to paint the exterior of St. Andrews and North Gate Buildings at a cost of \$1,875 and \$1,000 in contingencies, for a total cost not to exceed \$2,875.
- **TO** approve the Reserves funding request and recommend the Board award a contract to Hutton Painting for \$20,500 to paint the exterior of Clubhouse 6, using the color scheme approved by the ADRC, adding \$1,000 in contingencies, for a total cost not to exceed \$21,500.
- **TO** approve the Capital funding request and recommend the Board award a contract to Advanced Custom Painting to paint the On-site Post Office at a cost not to exceed \$1,200 and \$300 in contingencies, for a total cost not to exceed \$1,500.



- **TO** approve the Capital funding request in an amount not to exceed \$10,000 and recommend the Board approve to add partitions around existing workstations on the first floor of Building 5 and construct walls for offices, for the purpose of relocating the Recreation Department.
- **TO** approve the Capital funding request in an amount not to exceed \$25,000, for professional services in the drafting of conceptual plans for the pool area and return to the Recreation Committee, upon approval by the Board.
- **TO** approve the Non-Operating funding request and recommend the Board award contract to Game Time an amount not to exceed \$8,926.40, for the repair and resurfacing of the rubber walkways by at the Golf Course.
- **TO** approve changes as discussed to Policy 2230-31, Fiscal and Accounting Services, Authorized Signatories and forward to the Board for approval.
- **TO** approve changes as discussed to Policy 3325-31, Purchase Requisitions on Non-Standard Items and forward to the Board for approval.
- **TO** approve changes as discussed to Policy 5516-31, Board Internal Operations, Committee of Non-Budgeted Expenses and forward to the Board for approval.
- **TO** approve changes as discussed to Policy 5523-31, Accounts Receivable Collections and forward to the Board for approval.
- **TO** approve to rescind to Policy 3321.01-31, Basic Purchasing Responsibility and forward to the Board for approval.
- **TO** approve to rescind to Policy 5330-31, Capital Improvements, Capital Project Initiation and forward to the Board for approval.
- **TO** approve the disposal of unsafe surplus equipment items: Table Saw and one Planer.
- **TO** approve adding \$500,000 to the investment ladder and authorize the Director of Finance to purchase a 52-week CDAR for the month of August.

**ACTIONS**

- After a brief discussion, the Committee concurred to table the NuVision Credit Union – Lease Agreement item until next month and request Executive Director provide an update at the next scheduled Committee Meeting.
- After a brief discussion, the Committee concurred to table the RV Leases (Individual and Club) items until next month at the next scheduled Committee Meeting.
- After a brief discussion, the Committee concurred to have the Purchasing Manager draft a purchasing policy to replace Policy 3321.01-31.
- After a brief discussion, the Committee concurred to have the Director of Finance provide quarterly SRO Reports to all GRF Board members.
- Meeting adjourned at 11:05 a.m.