



Board of Directors

Agenda

Clubhouse Four

Tuesday, November 24, 2015

10:00 a.m.

1. Call to Order/Pledge of Allegiance
2. Roll Call
3. President's Comments
4. Announcements
5. Service Awards
6. Shareholder/Member Comments

Note: Foundation Shareholder/Members are permitted to make comments before the meeting business of the Board begins. Requests to speak must be registered in advance of the meeting and comments are limited to four (4) minutes.

7. Consent Calendar – Approval of Board Committee Meeting Minutes (pp.1-2)
8. Approval of Minutes (pp. 3-18)
 - a. October 27, 2015 (pp. 3-10)
 - b. November 4, 2015 (pp. 11-14)
 - c. November 5, 2015 (pp. 15-18)
9. New Business
 - a. Finance Committee
 - i. Approval of the October 2015 Financials (Ms. Stone, pp. 19-28)
 - ii. Distribution of Surplus 2015 Operational Funds (Ms. Stone, pp. 29-32)
 - iii. Rescind Procedures (Mr. Stone, pp. 33-46):
 - 3320.1-31 Receiving
 - 3321.1-31 Basic Purchasing Procedures & Responsibilities
 - 3321.2-31 General Purchasing Procedure
 - 3321.3-31 Requisitioning, Purchasing and Receiving Procedures
 - 3321.4-31 Purchase Requisitions

b. Mutual Administration Committee

- i. Amend Policy 1110-33, New Residents Information (Ms. Rapp, pp. 47-50)

c. Physical Properties Committee

- i. Purchase of Outdoor Furniture (Mr. Lukoff, pp. 51-56)
- ii. Contract Addendum – Storm Drain Cleaning (Mr. McGuigan, pp. 57-62)

10. Staff Reports

- a. Controller's Report – Ms. Miller
- b. Executive Director's Report – Mr. Ankeny

11. Board Member Comments

12. Next Meeting/Adjournment

- a. Tuesday, December 22, 2015, 10:00 a.m., Clubhouse Four

In accordance with Civil Code 4090, the Foundation will make available a summary of the meetings where a quorum of the Board was present. A quorum of the Board was present at the following seven Committee meetings:

- Minutes of the Facilities and Amenities Review Committee Board Meeting of October 5, 2015
- Minutes of the Physical Property Committee Board Meeting of October 7, 2015
- Minutes of the Executive Committee Board Meeting of October 9, 2015
- Minutes of the Recreation Committee Board Meeting of October 12, 2015
- Minutes of the ITS Committee Board Meeting of October 13, 2015
- Minutes of the Mutual Administration Committee Board Meeting of October 13, 2015
- Minutes of the Security, Bus & Traffic Committee Board Meeting of October 14, 2015

Using a consent calendar format, the GRF Board of Directors is requested to approve these Committee Board meeting minutes in one motion.

These Committee Board meeting minutes will be available on the Foundation's website for view after approval. If you would like a hard copy of the minutes, please see a staff member in the Administration Office.

Thank you.

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BOARD OF DIRECTORS MEMBERS MEETING MINUTES - GOLDEN RAIN FOUNDATION October 27, 2015

Call to Order

President Winkler called the regular monthly meeting of the Golden Rain Foundation (GRF) Board of Directors (BOD) members to order at 10:00 a.m., on Tuesday, October 27, 2015, in Clubhouse Four.

Pledge of Allegiance

We were honored to have Jan Kuhl, of the Emergency Planning Council, lead the Pledge of Allegiance.

Roll Call

The Corporate Secretary reported that Board members R. Stone, Pratt, Snowden, Hood (left at 11:10 a.m.), Wood, Rapp, L. Stone, Damoci, Winkler, Reed, McGuigan, Doderio, Greer, Lukoff, Friedman, and Moore were present. Absent: Board member Bolton. Executive Director Ankeny and Controller Miller were also present. Sixteen Board members were present, nine constituted a majority.

Announcements/Service Award Presentation

The Committee meeting schedule is published in the *Golden Rain News*. All committee meetings are open to Shareholder/Foundation members.

No service awards were presented this month.

President's Comments

The President reported on highlights from the Seal Beach City Council meeting on Monday, October 26, 2015, reminded the audience of the Seal Beach Centennial Brick dedication to take place on Tuesday, November 3, 2015 at 2:00 p.m., and provided a recap of the Great Shakeout event on Thursday, October 15, 2015, announcing that the Service Maintenance department can provide sandbags to anyone needing them. She also reminded the audience of the Special GRF Board of Directors meetings on November 4, 2015 (for the ballot count for a Mutual One GRF Representative) and on November 5, 2015 (to approve the Master Insurance Policy Renewal for the 2015-2016 period). Board Member Barry Lukoff was congratulated on the completion of the community walk trails brochures which were sponsored by the Healthcare Center.

The President acknowledged the presence of City Councilperson Sandra Massa-Lavitt.

Shareholder/Member Comments

Five shareholder/members spoke on various topics concerning the operations of the community.

NOTE: Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting and comments are limited to four minutes.

CONSENT CALENDAR – APPROVAL OF BOARD COMMITTEE MEETING MINUTES

In accordance with Civil Code 4090, the Foundation has made available a summary of the meetings where a quorum of the Board was present. Quorums of the Board were present at one Committee meeting in May and at six Committee meetings in September. The Committee minutes for these meetings were approved earlier this month by their respective Committees:

- Minutes of the Executive Committee Board Meeting of May 26, 2015
- Minutes of the Physical Property Committee Board Meeting of September 2, 2015
- Minutes of the Mutual Administration Committee Board Meeting of September 8, 2015
- Minutes of the Security, Bus & Traffic Committee Board Meeting of September 9, 2015
- Minutes of the Communication Committee Board Meeting of September 10, 2015
- Minutes of the Executive Committee Board Meeting of September 11, 2015
- Minutes of the Recreation Committee Board Meeting of September 14, 2015

The method with which these minutes will be approved is the Consent Calendar, which means any item placed on the Consent Calendar can be approved in one motion.

The Consent Calendar was approved, by general consent of the Board, as distributed.

The Committee Chairs are asked to stop by the Board Office within the next five business days to sign their approved Board Committee minutes. Once they are all signed, they will be posted to the website.

APPROVAL OF BOARD MEETING MINUTES

The minutes of the September 22, 2015 Golden Rain Foundation Board meeting were approved, by general consent of the Board, as corrected.

NEW BUSINESS

Executive Committee

Council on Aging, Use of Trust Property

At the regular scheduled meeting of the Executive Committee on October 9, 2015, the Council on Aging (COA) provided a presentation outlining the multitude of services provided by the organization. The Committee reviewed the merits of the services provided and the potential

benefits to the Shareholder/members. The COA Health Insurance Counselling and Advocacy Program (HICAP) counselors are state-registered staff and volunteers that offer unbiased, individualized counseling and group seminars about Medicare and other related health insurance topics. The HICAP counselors are trained extensively on Medicare rules and regulations and are noted experts in helping individuals to understand health insurance options and how to maximize benefits.

It was with the unanimous approval of the Committee that the programs offered by the COA are important and would provide a benefit to all Shareholder/members.

Director Hood raised a point of order regarding the potential conflict of interest of Golden Rain Foundation Directors who are also Golden Age Foundation Board members.

The President repeated the point of order, requesting confirmation of the point of order raised. Director Hood confirmed the point of order.

The Executive Director spoke on the point of order.

The President did not accept the point of order, citing previous legal opinion from corporate council.

Mrs. Damoci MOVED, seconded by Mrs. Reed -

TO approve use of Trust Property for use by the Council on Aging to provide services of benefit to all Shareholder/members. Actual Trust Property space reserved is to be determined and approved by the Recreation Committee.

Six Board members spoke on the motion.

The motion was carried unanimously by the Board members present.

Purchase of Backhoe

At the September 25, 2015 meeting, the Emergency Planning Sub-Committee reviewed specifications and cost estimates from three (3) suppliers for a Kubota U17 Excavator (Backhoe). The Sub-Committee unanimously concurred to forward a request to the Executive Committee to proceed with the purchase of this important item. Funds in the amount of \$40,000 are in the 2015 Capital Plan. The quotes and specifications were provided in the agenda packet.

At the October 9, 2015 meeting of the Executive Committee, the Committee reviewed the request of the Sub-Committee and duly moved and approved to recommend to the Board the purchase of a Kubota U17 Backhoe, in an amount of \$35,026, from the approved 2015 Capital Funds.

Ms. Rapp MOVED, seconded by Ms. Snowden –

TO approve the purchase, from Capital Funds, of a Kubota U17 backhoe, in the amount of \$35,026, from Eberhard Equipment.

Three Board members spoke on the motion.

The motion was carried unanimously by the Board members present.

Employee Holiday Incentive

At the regular scheduled meeting of the Executive Committee (EC) on October 9, 2015, the EC reviewed the stringent employee safety measures that have been implemented, with a substantial decrease in employee injuries. This significant reduction in Workers' Compensation claims has had significant impact on premiums. The week of September 11, 2015 the Foundation received a \$37,389 refund.

It was duly moved and unanimously approved to request the following, utilizing the refund:

- Provide staff a Holiday Bonus, through gift cards, in the amount of \$50
- Provide key managers and supervisors a Holiday Bonus of \$500:
Carolyn Miller, Mark Weaver, Terry DeLeon, Carol Weller, Jaime Guerrero, Ruben Gonzalez, Julie Rodgers, Vanessa Morris, Courtney Knapp, Doug Cox, Cindy Flynn
- Provide each Department funding, in an amount not to exceed \$7.50, per staff member, to use towards a Departmental Holiday appreciation luncheon.

Ms. Stone MOVED, seconded by Mr. Hood -

TO approve funding, in the amount of \$18,110, utilizing funds received from the \$37,389 refund in Workers' Compensation premiums as follows:

- Provide staff a Holiday Bonus through \$50 gift cards, in an amount not to exceed \$10,900
- Provide 11 key managers and supervisors a Holiday Bonus of \$500
- Provide each Department funding, in an amount not to exceed \$7.50 per staff member, to use towards a Departmental Holiday appreciation luncheon. Total amount not to exceed \$1,710

The Human Resources Director, Controller and Executive Director are authorized to take applicable action as noted above.

Two Board Members spoke on the motion.

Ms. Snowden MOVED, seconded by Mr. Lukoff and carried unanimously by the Board members

present –

TO amend the motion to recommend Eloy Gomez, Safety/Emergency Coordinator, be included with the key managers and supervisors receiving a Holiday Bonus of \$500.

Six Board Members and the Executive Director spoke on the amended main motion.

Mr. Hood MOVED, seconded Mrs. Wood and carried unanimously by the Board Members present-

TO call the question, ending debate on the motion.

Main motion was carried unanimously by the Board members present.

Finance Committee

Approve September 2015 Financials

Ms. Stone MOVED, seconded by Ms. Rapp and carried unanimously by the Board members present-

TO accept the September 2015 Financials for audit.

Amend Policy 5061-31, Fees **FINAL VOTE**

Policy 5061-31, Fees, relates to the type of fees charged to members of the Golden Rain Foundation and how that fee is calculated and where the money is applied.

At the regular Finance Committee meeting on August 18, 2015, the Finance Committee unanimously suggested Policy 5061-31, Fees, be amended. The proposed amendment was included in the agenda packet.

At its meeting of September 4, 2015, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the September 17th edition in the *Golden Rain News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholder/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code §4360.

No written or oral communication regarding amendment of Policy 5061-31, Fees, was received during the 30-day notification to the membership period.

The policy will become effective January 1, 2016.

Mr. Friedman MOVED, seconded by Ms. Rapp -

TO approve the amendment to Policy 5061-31, Fees, as attached in Exhibit A, effective January 1, 2016.

One Board Member and the Executive Director spoke on the motion.

The motion was carried unanimously by the Board Members present.

Amend Policy 2115-33, Distribution Business Services (FINAL VOTE)

The Distribution Office provides photocopying and other business services for Foundation members, clubs and Mutual corporations during operating hours.

At the regular Finance Committee meeting on August 18, 2015, the Finance Committee unanimously suggested Policy 2115-33, Distribution Business Services, be amended. The proposed amendment was provided in the agenda packet.

At its meeting of September 4, 2015, the Board of Directors voted to tentatively amend this policy, pending a 30-day notice period to Foundation members. The policy draft was published in the September 17th edition of the *Golden Rain News*. Members were welcomed to submit their comments or questions to the Board Office on this matter. Printed copies were also available to shareholder/members in the News Office, the Library and the Reception desk, second floor of the Administration building. This process is recommended in accordance of the Davis-Stirling Act, Civil Code §4360.

No written or oral communication regarding amendment of Policy 2115-33, Distribution Business Services, was received during the 30-day notification to the membership period.

The policy will become effective January 1, 2016.

Mr. Stone MOVED, seconded by Ms. Rapp and carried unanimously by the Board Members present-

TO approve the amendment to Policy 2115-33, Distribution Business

Services, as attached in Exhibit A, effective January 1, 2016.

Physical Property Committee

Replacement of Automatic Doors at the Administration Building

At the October 7, 2015 regular scheduled meeting of the Physical Properties Committee, the Committee reviewed a request for the replacement of the two downstairs entry doors at the Administration Building. Numerous service calls have been placed over the past six months to keep these doors in working order. Questions and concerns were discussed of the current condition of the doors, the quality of the new doors to be installed, and the contractors' quotes. Three quotes were received for the replacement of these doors using the Horton 2000 series (provided in the agenda packet; also provided was a copy of the Reserve Study for the

Administration Building).

Capitol Door \$13,377.00

Axxess Door \$14,416.84

Door Doctor \$14,800.00

It was the unanimous decision of the Physical Properties Committee to forward a recommendation to the GRF Board to approve the replacement of two entry doors at the Administration Building using Capitol Door Service, plus contingences not to exceed \$15,000, funding from Reserves.

Mr. Lukoff MOVED, seconded by Ms. Snowden and carried unanimously by the Board members present-

TO approve the replacement of the two automatic doors at the Administration Building, Reserve Asset ID number, 0404 Administration Building, for an amount not to exceed \$15,000, and to authorize the President to sign the contract with Capitol Door Services. Any expenditures from the contingency allowance must have the approval of the PPC Chairperson.

CONTROLLER'S REPORT

The Controller's report was presented.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director's report was distributed as a handout to the GRF Board members.

Four Board members, the Executive Director and the Facilities Director spoke on the Executive Director's report.

BOARD MEMBER COMMENTS

Eleven Board members spoke on topics related to today's Board of Directors meeting.

PRESIDENT:

The President thanked City Councilperson Sandra Massa-Lavitt for her attendance and recommended the audience consider attending the open Seal Beach City Council meetings and reminded the audience of the Seal Beach Centennial Brick dedication on November 3 and the Special GRF Board meetings on November 3 and November 4.

ADJOURNMENT

The meeting was adjourned at 11:36 a.m.

Joy Reed, Corporate Secretary
GRF Board of Directors
dfb 10/27/15



**SPECIAL BOARD OF DIRECTORS MEMBERS MEETING MINUTES
GOLDEN RAIN FOUNDATION**

November 4, 2015

In accordance with Article V, Section 3, of the corporation by-laws and pursuant to due notice being delivered to the Directors and shareholders, a special meeting of the Golden Rain Foundation (GRF) Board of Directors was called to order by President Winkler, at 10:00 a.m., on Wednesday, November 4, 2015, in Clubhouse Four.

ROLL CALL

Following the roll call, Corporate Secretary Reed reported that Directors R. Stone, Pratt, Snowden, L. Stone, Reed, Hood, Wood, Rapp, McGuigan, Winkler, Damoci, Lukoff and Moore were present. Directors Doderio, Greer, Friedman and Bolton were absent. Executive Director Ankeny was also present.

Corporate Secretary Reed announced a quorum of thirteen (13) Directors were present and seven (7) constitute a majority of votes.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mrs. Reed.

ANNOUNCEMENTS

The winner of today's election was installed at the conclusion of today's meeting and was asked to see GRF Secretary, Marisa McAuley, before leaving today in order to obtain information regarding next week's schedule and to answer any questions.

All Foundation members were welcomed to observe the counting process. Once the counting process was underway, the meeting was in recess and the Board retired to the Art Room for an Executive Session meeting until the counting process was completed.

MEMBER COMMENTS

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. Foundation members must register their requests in advance of the meeting, and comments are limited to four minutes.

One Foundation member spoke on publishing an article in the *Golden Rain News* regarding flood insurance.

ELECTION FOR GRF DIRECTORS REPRESENTING MUTUAL ONE

The President stated that the purpose of the meeting was to observe the counting process for the election of a GRF Director representing Mutual One. The President introduced the principals of Accurate Voting Services (AVS), Inc. Ms. Cheryl Wilson thanked the Board for engaging AVS to conduct today's election, advised how the election process has progressed and the work that will be conducted today. As a quorum of the Board was present, the counting process began at 10:08 a.m.

Mrs. Rapp MOVED, seconded by Mrs. Damoci and carried unanimously –

TO recess for an Executive Session meeting in the Art Room.

At 11:11 a.m., after the ballot counting was conducted, the regular Board meeting resumed and Ms. Wilson reported the election results as follows:

Mutual One: Ruben Collazo, 69; Leah J. **Perrotti, 222**; Larry Stotz, 60; Tom Waterham, 17. Quorum only: 8.
Abstain: 0.

There were 376 ballots received, resulting in 44% participation.

The President thanked the members of Accurate Voting Service for their work. The newly-elected Director, Leah Perrotti, was installed as the GRF Representative for Mutual One.

BOARD MEMBER COMMENTS

Thirteen Board Members welcomed and congratulated the new GRF Director representing Mutual One.

GRF Director Perrotti stated she feels honored to be trusted by the shareholders of Mutual One.

She reported she will work hard and cohesively with the GRF Board to maintain the Community.

The meeting was adjourned at 11:18 a.m.

Joy Reed, Corporate Secretary
GRF Board of Directors
Mmm: 11.06.15

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SPECIAL BOARD OF DIRECTORS MEMBERS MEETING - GOLDEN RAIN FOUNDATION

November 5, 2015

In accordance with Article V, Section 3, of the corporation by-laws and pursuant to due notice being delivered to the Directors and shareholders, a special meeting of the Golden Rain Foundation (GRF) Board of Directors was called to order by President Winkler at 2:52 p.m., on Thursday, November 5, 2015, in Clubhouse Four.

ROLL CALL

The Recording Secretary reported that Directors Perrotti, R. Stone, Pratt, Snowden, L. Stone, Reed, Hood, Wood, Rapp, McGuigan, Doderio, Winkler, Damoci, Lukoff and Moore were present. Directors Greer, Friedman and Bolton were absent. Executive Director Ankeny, Controller Miller and Recording Secretary McAuley was also present.

Corporate Secretary Reed announced a quorum of fifteen (15) Directors were present and eight (8) constitute a majority of votes.

ANNOUNCEMENTS

The President welcomed the Board members and introduced staff Executive Director Randy Ankeny and Controller Carolyn Miller.

MEMBER COMMENTS

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. Foundation members must register their requests in advance of the meeting, and comments are limited to four minutes.

No comments were received.

NEW BUSINESS

Approve Foundation and Mutual Insurance Policies Renewal

At the special meeting of the Finance Committee earlier today, November 5, 2015, the

Committee reviewed the proposal for the Foundation's and the Mutuals' Insurance for the policy period of December 1, 2015 to November 30, 2016, as presented by representatives of DLD Insurance Brokers, Inc.

In an effort to obtain the most competitive quotes possible, yet still retain the necessary terms and coverage, DLD approached over 75 insurance carriers for the Directors & Officers (D&O) Insurance, the Errors & Omissions (E&O) Insurance, Forefront Portfolio (Crime/Fiduciary/KRE/Workplace Violence) insurance and the Property/Casualty insurance, to determine their interest in quoting the various coverages.

As regards to the Property, General Liability, Automobile, and Boiler/Machinery policies, many insurance providers are, as in past years, no longer willing to take on the exposure, having considered the losses incurred, not just within GRF and the Mutuals, but in other like senior living communities. The incumbent carrier (Philadelphia) provided the only viable quote received. No other carrier's terms and conditions came close enough to the terms, conditions and premiums for the policy period.

For California exposures, many carriers are no longer writing the type of coverages that the Foundation and the Mutuals need to cover their liabilities. The loyalty and commitment from several returning carriers are evident in their quotations in that increases are kept to a minimum in spite of our loss history and losses incurred during the December 1, 2014 to November 30, 2015 policy period.

At its meeting on November 5, 2015, the Finance Committee unanimously recommended the Board approve the contract for the placement of Property, Boiler and Machinery, Flood (excluding earthquake), General Liability, and Automobile Liability insurance with Philadelphia and the placement of Umbrella Liability, ForeFront Portfolio (crime, fiduciary, kidnap, ransom, extortion and workplace violence), E&O, D&O/Employee Practices Liability and Cyber Liability Coverage with the recommended carriers through DLD Insurance Brokers, Inc. for the period December 1, 2015 to November 30, 2016, for a premium of \$2,080,320.

In addition, we are in the second year of a three-year term Pollution Policy, which expires in 2017, at \$99,255 or \$33,085 per year.

Combining the new insurance proposal of \$2,080,320 with the current Pollution policy of \$33,085 results in an overall premium totaling \$2,113,405.

Combined funds (Foundation and Mutuals), in the amount \$2,177,194 were included in the respective 2016 Operational Budgets based upon estimates and assumptions made during the budgeting period.

Ms. Stone MOVED, seconded by Mrs. Reed and carried unanimously

TO approve the contract for the placement of property, boiler and machinery, flood (excluding earthquake), general liability and automobile liability insurance with Philadelphia and the placement of umbrella liability, ForeFront Portfolio (crime, fiduciary, kidnap, ransom, extortion and workplace violence), E&O, D&O/Employee Practices Liability, and Cyber Liability Coverage with the recommended carriers through DLD Insurance Brokers, Inc. for the period December 1, 2015 to November 30, 2016, for a premium of \$2,080,320. In addition, we are in the second year of a three-year term Pollution Policy, which expires in 2017, at \$99,255 or \$33,085 per year. Combining the new insurance proposal of \$2,080,320 with the current Pollution policy of \$33,085 results in an overall premium totaling \$2,113,405. Combined funds (Foundation and Mutuals), in the amount \$2,177,194 were included in the respective 2016 Operational Budgets based upon estimates and assumptions made during the budgeting period.

Mr. Stone MOVED, seconded by Ms. Rapp and carried unanimously –

TO approve the purchase of additional Flood coverage, in the amount of \$22,149, for \$5,000,000 of per policy aggregate excess provided by Philadelphia, for the policy period of December 1, 2015 to November 30, 2016, and authorize the President to sign the required documents, per insurance proposal dated November 5, 2015, as prepared and submitted by DLD.

Approve Network and Systems Security Contract

Ms. Snowden MOVED, seconded by Mr. Hood and carried unanimously –

TO approve the contract with Technijian dated September 11, 2015 and authorize the President to sign the associated documents. Project funding is allocated as follows:

1. Non-budget funding from CC34 in the amount of \$29,250.00;
2. Reserve funding for the replacement of the noted equipment in the amount of \$17,501.00;
3. New equipment purchase from Capital Funds of \$15,943.00;

4. Contingency, non-budget funding from CC34 of \$5,000.00, Chairperson of the ITS Committee to approve any contingency.

BOARD MEMBER COMMENTS

Fifteen Board members spoke on shareholders attendance, the insurance renewal, a happy birthday to Director Moore and thanked the Controller, Recording Secretary and Executive Director for all their hard work.

PRESIDENT'S COMMENTS

The President spoke on the attendance at today's meeting, the cost of the insurance renewal and wished Director Moore a happy birthday.

ADJOURN

The meeting was adjourned at 3:15 p.m.

Joy Reed, Corporate Secretary
GRF Board of Directors
mm: 11.19.15



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: APPROVE OCTOBER FINANCIAL STATEMENTS
DATE: NOVEMBER 17, 2015
CC: FILE

At the regular meeting of the Finance Committee meeting on November 17, 2015, the Committee duly moved to accept the October 2015 Financial Statements for audit.

Board Action:

I move that the GRF Board of Directors accept the October 2015 Financial Statements for audit.

RESOLUTION/MOTION ACTION RECORD**112415 a.i.**

Resolution Type: Approve Financial Statements for Audit

Pertaining to: October 2015

Duly adopted at a meeting of the Board of Directors held: **11/24/15**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:

YES

NO

ABSTAIN

ABSENT

President Winkler

☐☐☐☐

Director Leah Perrotti

☐☐☐☐

Director Richard Stone

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Director Paul Pratt

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Director Paula Snowden

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Treasurer Linda Stone

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Secretary Joy Reed

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Director Phil Hood

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Director Mary Wood

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Director Kathleen Rapp

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Director Steven McGuigan

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Director Marjorie Dodero

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Director Mary Greer

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Vice President Carole Damoci

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Director Barry Lukoff

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Director Phil Friedman

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Director Tim Bolton

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Director Perry Moore

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ATTEST: _____ (Secretary) _____ (Date)

Controller's Financial Recap – October 2015

As of the ten-month period ended October 2015, the financial reports indicate that GRF is in a favorable financial position with a surplus of \$639,151.

Major variances are:

Salaries & Wages	163,616	Hours worked are below budget for various cost centers, mainly CC74.
Temporary Agency Fees	(54,717)	Temps used to fill key vacant positions
Employment Taxes & Benefits	260,846	Workers Comp \$183K due to 2014 refund of \$60K and \$37K plus a reduction in premiums as of Aug; 401K ER match & Grp Ins. \$69K
Facilities Rentals & Maintenance	71,024	\$20K - Landscape contracts \$22K - Landscape extras \$31K – Computer Maintenance
Rental Income	139,874	Resales office
SRO Labor Cost Recovery	118,317	Actual labor exceeded budget
News Advertising Income	(96,102)	(\$32K) – Telephone book advertising (\$76K) – Display advertising

Reserve & Capital Expenditures

Projects	Approved	YTD Expenditures	Commitments
Projects From Reserves	\$1,658,133	283,825	344,430
Capital Improvement Projects from 2014	1,805,037	982,117	519,219
Capital Improvement Projects – 2015	539,628	154,789	18,707

P.O. Box 2069
Seal Beach CA 90740

Description			
	Current Assets:		
1122000	Cash & cash equivalents	729,873	
	Non-Restricted Funds	101,167	
	Receivables	500,871	
	Prepaid expenses	109,962	
	Inventory of maintenance supplies	<u>441,209</u>	
	Total Current Assets		1,883,081
	Designated deposits		
1211000	Contingency Operating Fund	697,674	
	Reserve Fund	6,106,962	
1212500	Capital Improvement Fund	1,343,683	
1213000	Liability Deductible & Hazard Fund	200,000	
1214000	Repair & Tax Deposits	<u>36,653</u>	
	Total designated deposits		8,384,972
	Notes Receivable		
1411000	Notes Receivable	<u>11,911</u>	
	Total Notes Receivable		11,911
	Fixed Assets		
	Land, Building, Furniture & Equipment	30,710,519	
	Less: Accumulated Dep'n	<u>(20,629,169)</u>	
	Net Fixed Assets		10,081,350
	Other Assets		
	Premium on Municipal Bonds		<u>14,208</u>
	Total Assets		<u><u>20,375,522</u></u>

P.O. Box 2069
Seal Beach CA 90740

Description			
Liabilities & Stockholders Equity			
Current Liabilities:			
	Accounts payable	412,361	
	Project Commitments	882,356	
	Accrued payroll & payroll taxes	465,067	
	Accrued expenses	372,327	
	Accrued property taxes	<u>135,497</u>	
	Total Current Liabilities	2,267,607	
	Total Liabilities		2,267,607
Stockholders' Equity			
Mutuals' Beneficial Interest			
3211000	Contingency Operating Reserve Equity	697,674	
3212000	Reserve Equity	5,762,532	
3213000	Equity in Capital Improvement Fund	805,756	
3310000	Beneficial Interest in Trust	<u>4,582,942</u>	
	Total Mutuals' Beneficial Interest		11,848,904
Membership interest			
	Membership certificates of 844 shares @ \$200 par value, and 5,764 shares @ \$250 par value, authorized, issued and outstanding	1,609,800	
	Additional paid-in-capital	<u>4,863,351</u>	
	Total Paid-in-Capital		6,473,151
	Excess Income		
	Current Year	<u>(214,141)</u>	
	Total Excess Income		(214,141)
	Net Stockholders' Equity		18,107,915
	Total Liabilities & Stockholders' Equity		20,375,522

**Golden Rain Foundation
Cash Flow Activity - All Reserves
For the Month of October 2015**

	Contingency Operating Fund	Reserve Fund	Capital Improvement Fund	Committed Funds	Liability Insurance Fund	Other Restricted	Nonrestricted Funds	Total
Balance 9/30/2015	697,674	5,979,821	1,266,146	(0)	200,000	-	220,196	8,363,836
Funded: Assessments		83,333						83,333
Funded: Membership Fees collected (75)		41,530	84,320					125,850
Funded: M17 Lease Fees collected		-	-					-
Funded: Interest on Funds		2,278						2,278
Progress Payments on CIP								-
Expenditures		-	(6,783)					(6,783)
Commitments								-
Replenish funds for Donated Assets								-
Net Monthly Claims								-
Disbursement to Mutuals								-
Transfers between funds								-
Interest Income Allocation								-
Net Monthly Activity						36,653	(119,028)	(82,375)
Balance 10/31/2015	697,674	6,106,962	1,343,683	(0)	200,000	36,653	101,167	8,486,139
 Net Activity	 -	 127,141	 77,537	 -	 -	 36,653	 (119,028)	 122,303

Golden Rain Foundation
Quick Balance Sheet Analysis
For the Period Ended October 31, 2015

SELECTED BALANCE SHEET ITEMS

	Current Balance	Prior Month	Increase (Decrease)
Cash In Bank	729,873	677,255	52,618
Current Assets	10,268,053	10,093,253	174,800
Current Liabilities	2,267,607	2,412,821	(145,214)
Current Ratio	4.53	4.18	
Designated Deposits:	8,486,139	8,363,836	122,303
Reservet Fund			
Liability & Disaster Insurance Fund			
Capital Improvement Fund			
Contingency Operating Fund			
General Operating Fund			
Other Restricted Fund			
Committed Fund			

RESULT OF OPERATIONS

Current Month	Actual	Budget	Variance	%
Income	1,302,881	1,231,990	70,891	5.75
Expense	1,126,529	1,169,909	43,380	3.71
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	176,352	62,081	114,271	
Year To Date	Actual	Budget	Variance	%
Income	12,690,277	12,485,729	204,548	1.64
Expense	12,148,302	12,582,905	434,603	3.45
Net Materials Recovery(Pass Thru)	0	0	0	
Excess Income or (Expense)	541,975	(97,176)	639,151	

Full Time Equivalents		
For the Month	Average YTD	Planned - 2015
150.83	152.05	154.28

2015 Reserve Expenditures

Center	Description	Budget Amount	Additional Approved	Total Approved				Remaining Balance	Labor	Variance
					Jan-Sept	Oct	Total			
								(238.88)		(238.88)
30	Replace blinds in Admin. Building- 1st Floor (712-14)	-	3,372.00	3,372	3,610.88		3,610.88			
30	Replacement of two automatic doors- Admin. Building	-	15,000.00	15,000	-		0.00	15,000.00		15,000.00
34	St. Andrews & North Gate Server Replacements (Incl. 10% contingency)	3,300		3,300	-		0.00	3,300.00		3,300.00
34	Server Rack Cabinet UPS Backup Power Unit (Incl. 10% contingency)	3,300		3,300	-		0.00	3,300.00		3,300.00
34	Replace Wireless Access Points at Clubhouses (Incl. 10% contingency)	8,800		8,800	-		0.00	8,800.00		8,800.00
35	Reupholster Furniture	4,500		4,500	4,300.16		4,300.16	199.84		199.84
36	Replacement of Carpeting (first Floor & Stairs) (745-15-0701)		13,115	13,115	-		0.00	13,115.00		13,115.00
45	Replace Rigging Amphitheater Stage (727-15) (Completed)	25,000	3,159	28,159	25,599.00		25,599.00	2,560.00		2,560.00
45	Paint Amphitheater (728-15) (Completed)	6,000	1,450	7,450	7,450.00		7,450.00	0.00		0.00
45	Refinish Flooring- Amphitheater (729-15) (Completed)	8,000	4,865	12,865	12,865.00		12,865.00	0.00		0.00
48	Replace Hot Tub Cover	2,500		2,500	1,887.04		1,887.04	612.96		612.96
51	BBQ Replacement	3,500	(137)	3,363	3,323.50		3,323.50	39.50	312.00	(272.50)
51	25 Long Tables	2,500	(163)	2,337	2,337.19		2,337.19	(0.19)	230.75	(230.94)
51	30 Card Tables	2,500	(157)	2,343	2,658.02		2,658.02	(315.02)	195.00	(510.02)
51	40 Arm Chairs	6,000	65	6,065	6,057.94		6,057.94	7.06	117.00	(109.94)
51	Holiday Tree (1)	-	550	550	547.18		547.18	2.82		2.82
52	2 Portable Microphone Systems	4,000		4,000	2,777.76		2,777.76	1,222.24		1,222.24
52	40 Arm Chairs	6,000	65	6,065	6,057.94		6,057.94	7.06	58.50	(51.44)
52	Holiday Tree (1)	-	550	550	547.18		547.18	2.82		2.82
53	4 Portable Microphone Systems	8,000		8,000	5,555.52		5,555.52	2,444.48		2,444.48
53	40 Arm Chairs	6,000	66	6,066	6,057.94		6,057.94	8.06	117.00	(108.94)
53	Holiday Tree (1)	-	550	550	547.18		547.18	2.82		2.82
54	30 Round Tables, 60" diameter	5,000	(1,159)	3,841	3,841.11		3,841.11	(0.11)		(0.11)
54	2 Portable Microphone Systems	4,000		4,000	2,777.76		2,777.76	1,222.24		1,222.24
54	40 Arm Chairs	6,000	65	6,065	6,057.93		6,057.93	7.07	117.00	(109.93)
54	Recover Partitions	6,000		6,000	-		0.00	6,000.00		6,000.00
54	New Kitchen Floor (3366-15P) (Completed)	4,500		4,500	3,900.00		3,900.00	600.00		600.00
54	Emergency Generator	2,500		2,500	-		0.00	2,500.00		2,500.00
54	Holiday Tree (1)	-	550	550	547.18		547.18	2.82		2.82
55	New Bathroom Flooring by Café (3370-15P) (Completed)	2,500		2,500	2,340.61		2,340.61	159.39		159.39
56	1 Portable Microphone Systems	2,500		2,500	1,388.88		1,388.88	1,111.12		1,111.12
56	40 Arm Chairs	6,000	65	6,065	6,057.93		6,057.93	7.07	117.00	(109.93)
56	Holiday Tree (1)	-	1,099	1,099	1,094.33		1,094.33	4.67		4.67
74	Remodel Service Mtnc Ofc (lights, paint, carpet, work stations) (726-14)	17,000	4,404	21,404	20,925.04		20,925.04	478.96	5,008.25	(4,529.29)
74	Remodel Service Mtnc Ofc (Break Room Flooring) (726-14)	-	6,589	6,589	6,043.09		6,043.09	545.91		545.91
79	Street resurfacing, St. Andrews Drive	760,000		760,000	-		0.00	760,000.00		760,000.00
79	56 Trees Replaces in street medians	125,000		125,000	-		0.00	125,000.00		125,000.00
79	Main Gate Beautification - Globe (730-15B)	50,000	113,270	163,270	104,940.00		104,940.00	58,330.00		58,330.00
79	Perimeter wall sections B (591-01B-B)	-	350,000	350,000	31,731.80		31,731.80	318,268.20		318,268.20
79	CH3/Library- concrete replacement (747-15-0718)	-	50,000	50,000	-		0.00	50,000.00		50,000.00
Total Planned Reserve Expenditures		1,090,900	567,233	1,658,133	283,825.09	0.00	283,825.09	1,374,307.91	6,272.50	1,368,035.41

Capital Improvement Fund Carryover from 2014

Center	Description	Budget Amount	Additional Approved	Total Approved	Authorized By	Authorized Date	EXPENDITURES			Remaining Balance	Labor	Variance
							Jan-Sept	Oct	Total			
				1,000			-		0.00	1,000.00	117.00	883.00
30	Admin. Building Remodel 2014 (Lighting) (ARB2014)	1,000		1,000			-		0.00	1,000.00		1,000.00
32	Barcode label printer	1,000		1,000			1,379.65		1,379.65	(379.65)	522.00	(901.65)
34	Surveillance Camera Expansion	1,000		1,000			(2,236.50)	3,791.25	1,554.75	40,445.25		40,445.25
34	Jenark System	53,571	(11,571)	42,000	BOD	7/28/2015	8,943.00		8,943.00	6,057.00		6,057.00
37	Automated Pedestrian Gate (719-14) (Completed)	15,000		15,000			-		0.00	4,000.00		4,000.00
37	4 Visitor Admissions Printers	4,000		4,000			408.79		408.79	149.21		149.21
37	Portable security cameras for outdoor use	558		558			35,254.91	2,901.00	38,155.91	31,844.09	13,669.50	18,174.59
79	Resales Office Remodel (725-14)	70,000		70,000			9,910.00		9,910.00	246.00		246.00
79	Perimeter wall sections R (591-01B-R) (Completed)	10,156		10,156			385,114.00		385,114.00	(43,264.00)		(43,264.00)
79	Perimeter wall sections A (591-01B-A)	341,850		341,850			69,075.75		69,075.75	633,824.25		633,824.25
79	Perimeter wall sections J & K (591-01B-JK)	702,900		702,900			-		0.00	23,475.00		23,475.00
79	Westminster Wall Section L & M/ Engineering (668-11B)	23,475		23,475			26,776.50		26,776.50	0.50		0.50
79	Landscape Improve.- Canoe Brook/El Dorado (713-14) (Completed)	26,777		26,777			80,750.00		80,750.00	0.00		0.00
79	In-Rd Light Plan-St.Andrews-Lighted Crosswalk(702-14) (Completed)	80,750		80,750			49,400.00		49,400.00	10,063.00		10,063.00
79	St. Andrews Improvement @ Tam O'Shanter (721-14) (Completed)	59,463		59,463			58,494.00		58,494.00	(2,000.00)		(2,000.00)
79	Street Painting (708-14-PS) (Completed)	56,494		56,494			8,370.00		8,370.00	41,630.00		41,630.00
79	St. Andrews Gate Improvements (723-14)	50,000		50,000			145,733.00		145,733.00	8,501.00		8,501.00
79	Del Monte Drive Removal & Replacement (722-14) (Completed)	154,234		154,234			4,380.00		4,380.00	0.00		0.00
79	Bridge Repairs @ Burning Tree & Del Monte (3361-14P) (Completed)	4,380		4,380			50,000.00		50,000.00	0.00		0.00
79	Pharmacy Pedestrian Circulation and Ramp Design (710-14)	50,000		50,000			33,656.36		33,656.36	56,343.64		56,343.64
79	Re-Roofing Community Facilities Buildings - CH1 (711-14)	90,000		90,000			6,850.00		6,850.00	8,150.00		8,150.00
79	Paint Front Gate Security Building (716-14) (Completed)	15,000		15,000			3,165.00		3,165.00	1,835.00		1,835.00
79	Paint Exterior Resales Building (718-14)	5,000		5,000								
	Total Planned Capital Acquisitions	1,816,608	(11,571)	1,805,037			975,424.46	6,692.25	982,116.71	822,920.29	14,308.50	808,611.79

From 2013 Capital Carryover 25,156
 From 2014 Capital Carryover 1,791,452
Total Carried to 2015 Capital Improvement Fund @1/1/2015 1,816,608

2015 Capital Plan

Center	Description	Originally Approved	Additional Approved	Total Approved	Authorized By	Authorized Date	EXPENDITURES			Remaining Balance	Labor	Variance
							Jan-Sept	Oct	Total			
		15,000	(15,000)	-	EC	5/12/2015	-		0.00	0.00		0.00
22	Back Hoe attachment					5/12/2015 & 10/27/15	-		0.00	40,000.00		40,000.00
		-	40,000	40,000	EC/BOD		-		0.00	5,000.00		5,000.00
22	Front-End Loader with Backhoe or Bobcat (Pre-owned)	5,000		5,000			-		0.00		136.50	504.70
22	Water storage, pump and hose	4,000	-	4,000	EC	4/14/2015	3,358.80		3,358.80			3,000.00
22	Evacuation chairs (2)	-	3,000	3,000	FC	10/20/2015	-		0.00	3,000.00		2,500.00
32	Pallet Racking System	3,000	(500)	2,500	EC	4/14/2015	-		0.00	2,500.00		(79.84)
33	Caregiver pass printer	5,500	(4,502)	998	ITSC	3/10/2015	1,077.84		1,077.84	(79.84)		12,992.35
34	Credit Card POS Solutions	63,800	(3,800)	60,000	BOD	5/26/2015	47,007.65		47,007.65	12,992.35		1,032.96
34	Second Server/Rm Mods (744-15 - Second Server Rm System)	6,600	-	6,600	ITSC	3/10/2015	5,071.35	495.69	5,567.04	1,032.96		44,000.00
34	Main Server Room Modifications (734-15 - Server Room Mods)	44,000	-	44,000			-		0.00	44,000.00		22,000.00
34	CH4 Technology Enhancements	22,000		22,000			-		0.00	22,000.00		15,943.00
34	Visual Display Solutions	-	15,943	15,943	FC	10/30/2015	-			15,943.00		(35.08)
34	SANS Audit- Equipment	9,663	2,019	11,682	BOD	2/24/2015	11,717.08		11,717.08	(35.08)		18.73
36	Backup Server - Macintosh	1,416	-	1,416	BOD	2/24/2015	1,397.27		1,397.27	18.73		14,378.00
36	Dell Workstation Monitors	-	14,378	14,378	BOD	9/22/2015	-	0.00	0.00	14,378.00		(621.60)
36	6 Work Stations and 1 Reception (745-15-0701)	9,000	(1,230)	7,770	SBT	3/11/2015	8,391.60		8,391.60	(621.60)		52.45
37	Radar Trailer	3,000	(140)	2,860	SBT	4/8/2015	2,807.55		2,807.55	52.45		389.42
37	Patrol Car Security Cameras	3,000	(1,000)	2,000	SBT	7/8/2015	2,015.17	(404.59)	1,610.58	389.42		0.00
37	Security Camera Monitors	-	8,095	8,095	SBT	7/8/2015	-		0.00	8,095.00		0.00
37	Security Lobby Safety Panels (740-15)	13,000	(13,000)	-	BOD	7/28/2015	-		0.00	0.00		0.00
38	Swing out Stop Signs for Buses (Cancelled)	12,000	4,086	16,086	BOD	4/28/2015	16,086.00		16,086.00	0.00		1,519.98
38	In Bus Cameras	3,000	859	3,859	SBT	4/8/2015	2,339.02		2,339.02	1,519.98		4,000.00
38	Bus Backup Proximity Sensors	4,000		4,000			-		0.00	4,000.00		0.00
40	Additional Sand Trap	5,000	(3,100)	1,900	RC	5/11/2015	1,900.00		1,900.00	0.00		(299.06)
51	BBQ Area Wind Wall & Electrical Line (737-15A) (Completed)	12,000	(3,459)	8,541	RC	3/9/2015	8,840.06		8,840.06	(299.06)		1,012.56
54	Conference Room Mic System	2,000		2,000	RC	3/9/2015	987.44		987.44	1,012.56		6,000.00
56	Ballet Barre	-	6,000	6,000	FC	9/9/2015	-		0.00	6,000.00		17,299.20
70	Install Swing Gate	-	59,000	59,000	BOD	3/24/2015	41,700.80		41,700.80	17,299.20		180,000.00
79	ADA Improvement Main Parking Lot (710-14- Add. Funding for Cap. Carryover proj.)	-	180,000	180,000	BOD	9/4/2015	-		0.00	180,000.00		6,000.00
79	Globe - Replacement of Continents (743-15)	-	6,000	6,000	FC	10/20/2015	-			6,000.00		
79	Landscape CH3 Library Patio											
Total Planned Capital Acquisitions		245,979	293,649	539,628			154,697.63	91.10	154,788.73	384,839.27	136.50	384,702.77

YTD Collected and Allocated Membership Fees: **983,381**



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: SURPLUS 2015 OPERATIONAL FUNDS
DATE: NOVEMBER 18, 2015
CC: FILE

Policy 5528-31 – Refund of Excess Income (attached), provides the guidelines to follow for the distribution of surplus operational funds at the close of the year. Per the October 2015 Financial Statements and anticipated expenses in the months of November and December, there is a clear indication that the 2015 operational budget will close with a surplus.

At the regular Finance Committee meeting held on November 17th, the committee passed a motion to recommend to the Board of Directors the distribution of the 2015 surplus operational funds, upon the completion of the 2015 financial statement audit, in the following manner:

1. Retain funds to be transferred to the contingency operating fund in an amount necessary to bring the fund balance to equal to five (5%) percent of the average of the operating costs for the previous five-year period. Operating costs for 2015 will be determined upon finalizing the 2015 financial statement audit.
2. Retain all remaining excess funds to be transferred to the Reserve fund account.

I move to recommend the GRF Board distribute the 2015 surplus operational funds, upon the completion of the 2015 financial statement audit, as follows: 1. Retain funds to be transferred to the contingency operating fund in an amount necessary to bring the fund balance to equal to five (5%) percent of the average of the operating costs for the previous five-year period. Operating costs for 2015 will be determined upon finalizing the 2015

financial statement audit and 2. Retain all remaining excess funds to be transferred to the Reserve fund account.

RESOLUTION/MOTION ACTION RECORD**112415 a.ii.**

Resolution Type: Distribution of Surplus Funds

Pertaining to: 2015 Operational Funds

Duly adopted at a meeting of the Board of Directors held: **11/24/15**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

GOLDEN RAIN FOUNDATION OPERATIONS

Board Internal Operations

Refund of Excess Income

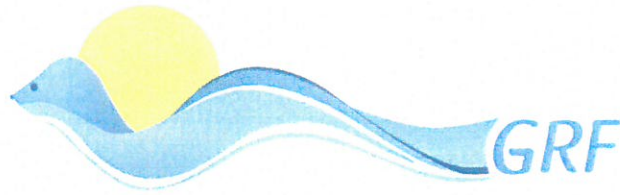
Beginning with the close of fiscal year 2014, the Golden Rain Foundation (GRF) shall eliminate its excess income by the following methods or a combination thereof:

1. Retain an amount for future unbudgeted expenses.
 - 1.1 Should GRF elect to retain an amount for future unbudgeted expenditures, the total accumulated amount so retained shall not exceed five (5%) percent of the average of the operating costs for the previous five-year period.
2. Retain an amount for the funding of the Liability Insurance Deductable Fund (policy 5517-33).
3. Retain an amount for Reserve funding.
4. Refund an amount to the Mutual Corporations.

Policy

Adopted: 01 Sep 76
 Amended: 09 Feb 82
 Revised: 13 Aug 85
 Effective: 31 Dec 85
 Amended: 23 Feb 88
 Amended: 19 May 98
 Amended: 16 Mar 99
 Rewritten: 20 Aug 02
 Amended: 28 Oct 14
 Amended:

GOLDEN RAIN FOUNDATION
Seal Beach, California



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: RESCINDING OF PROCEDURES
DATE: NOVEMBER 17, 2015
CC: FILE

At the regular meeting of the Finance Committee (FC) on November 17, 2015, the Committee reviewed the following procedures contained within the Policies of the Golden Rain Foundation of Seal Beach:

- 3320.1-31 Receiving
- 3321.1-31 Basic Purchasing Procedures & Responsibilities
- 3321.2-31 General Purchasing Procedure
- 3321.3-31 Requisitioning, Purchasing and Receiving Procedures
- 3321.4-31 Purchase Requisitions

In the Committee's deliberations it was noted: Policies are intended to provide the set of guiding principles to support decision making. The items noted are Procedures, which are a set of instructions and/or action directions.

It was of unanimous approval of the FC to rescind the noted procedures from the policies and each department will in the future maintain a procedure manual.

I move to rescind:

- 3320.1-31 Receiving
- 3321.1-31 Basic Purchasing Procedures & Responsibilities
- 3321.2-31 General Purchasing Procedure
- 3321.3-31 Requisitioning, Purchasing and Receiving Procedures
- 3321.4-31 Purchase Requisitions

RESOLUTION/MOTION ACTION RECORD**112415 a.iii.**

Resolution Type: Rescind Procedures

Pertaining to: 3320.1-31, 3321.1-31, 3321.2-31, 3321.3-31 and 3321.4-31

Duly adopted at a meeting of the Board of Directors held: **11/24/15**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:

	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

STAFF OPERATIONS

ACCOUNTING

Receiving

1. Responsibility

The Purchasing Supervisor shall be responsible to maintain staff and supervise a receiving station to receive, identify and account for all items acquired. Receipt of merchandise to be handled by authorized personnel only.

2. Receiving Merchandise

All materials ordered will be delivered to the designated receiving station and acknowledged by the receiving clerk.

Upon receipt of the merchandise, the receiving clerk will:

- a. Refer to gold and buff copies of the purchase order (receiving report).
- b. Determine completeness of order.
- c. If complete, enter date received and initial, then forward receiving report (gold) and packing slip immediately to accounts payable department and retain the buff copy in the purchasing department.
- d. If not complete (partial shipment), enter on receiving report the number of units received in partial shipment and date of receipt, and retain in receiving report file until order is considered complete. Mark the packing slip with the purchase order number, partial shipment, date, initial it, and forward the packing slip to accounts payable.
- e. The buff copy (purchasing receiving report) will reflect all shipments received, whether partial or complete, by ticking off the items received and dated and returned to the purchasing department on a daily basis. Purchasing Agent will contact vendor on all partial shipments and indicate the delivery dates for the items on back order. The copy is then returned to receiving department where they will file in their open order file until order is considered complete. The buff copy is then returned to the purchasing department where it is placed in the master file.

(Mar 88)

STAFF OPERATIONS**ACCOUNTING****Receiving****3. Property Accountability**

- a. All capital expenditure items received are to be accounted for and assigned a stock number except:
 - 1) Stores (expendables consumed in use).
 - 2) Items having a unit value under \$100.
- b. Upon receipt of any capital equipment, the receiving clerk will determine completeness of order form the purchase order (gold copy).
- c. If order is complete, the receiving report (gold copy) and packing slip will be immediately forwarding to accounts payable.
- d. If order is not complete, the receiving report (gold copy) is retained by the receiving clerk until all items purchased are received. On all partial shipments, the packing slip is used in place of a receiving report and should reflect the following:
 - 1) Items received.
 - 2) Purchase order number.
 - 3) Signature indicating receipt of items.
 - 4) Dates items are received.
 - 5) Stamp mark indicating "Partial Shipment."
- e. A substitute packing slip should be prepared whenever any partial services or items are received without a packing slip.
- f. Substitute packing slip should be prepared (one copy only) and forwarded to accounts payable.
- g. The receiving report (gold copy) shall always remain in the receiving department's files until the order is complete.
- h. Receiving reports MUST be forwarded on a daily basis.
- i. It shall be the responsibility of the receiving clerk to observe any damage to merchandise received and report same at once.

(Mar 88)

STAFF OPERATIONS

ACCOUNTING

Receiving

- j. In the event that the entire shipment is damaged, the receiving clerk should refuse the entire shipment and notify purchasing.

Procedure

Approved: 01 Sep 81

Revised: 29 Mar 88

**Executive Director
Golden Rain Foundation**

(Mar 88)

STAFF OPERATIONS**ACCOUNTING****Basic Purchasing Procedures and Responsibility**

1. It is the function of the Purchasing Division to observe the source of and the authority for a purchase requisition and to clear any questions or uncertainties before arranging for the purchase. Materials in tight supply may require a conference with the department head in order to consider ordering larger than usual quantities, while weakening price structures may warrant a less than normal supply. The cash position of the Foundation, storage facilities, and other factors may need to be weighed by the Purchasing Supervisor in analyzing purchase requisitions. After reaching a decision to make the purchase and having determined the source of supply offering the desired quality, availability, and quantity of the lowest cost, the normal procedure is to prepare a formal purchase order. Whenever capital equipment is being purchased, the property number should be assigned (from property control cards) and placed after each item. The purchase order must be accounted for in numerical sequence; therefore, voided copies should be retained, and a purchase order log should be maintained in numerical sequence accounting for all purchase orders.

The purchase order, signed by the Purchasing Supervisor, is a written authorization to a vendor to supply specified quantities of described goods at agreed terms and at a designated time and place. As a matter of record and for accounting control, a purchase order should be issued for every purchase of material, service or equipment whether the purchase has been made by mail, telephone, salesman or by any other means. An exception to this is a consumption item with a value less than \$75 which may be purchased by the department head. When the department head purchases an item under \$75 without the use of a purchase requisition and purchase order, it will be the responsibility of the department head to sign the invoice for payment only after confirming receipt of item purchased. It will also be the department head's responsibility to make sure the invoice is paid only once. This will require some small record keeping process in the department area. Where a purchase commitment is made by telephone or in an interview with a sales representative, the purchase order serves as a confirmation to the vendor and places the required documents in the hands of those concerned in our company. Words to this effect should be placed on the purchase order.

STAFF OPERATIONS**ACCOUNTING****Basic Purchasing Procedures and Responsibility**

A purchase order is not necessary for the following items:

Exclusions

Credit Cards
Dance Bands
Insurance Invoices
Postage
Reimbursements
Travel and Expense Reports
Utilities

*Options

Continuing Education Dues
Memberships, Books and Subscriptions
Service Contracts

1. Unauthorized purchases will become the responsibility of the department head from which the order originated.
2. During extreme emergencies an order may be placed by a department head and all purchase commitments must be confirmed by a written purchase requisition within 24 hours.
3. All contact with vendor shall be done through Purchasing which shall, in turn, refer them to the using department if necessary. This will free the departments to perform their own functions and also limit unauthorized personnel throughout the project.
4. Evaluation reports will be requested from the using departments for the purpose of standardization.
5. Purchasing, with the cooperation of the Storekeeper/Buyer, shall be responsible for the return of merchandise for credit.
6. Purchasing shall be responsible for negotiating all contracts for equipment, capital equipment, printing, etc. Usage rates shall be provided to Purchasing upon request.
7. Competitive bids shall be obtained on services which exceed \$200, in addition to informal telephone bids under this amount.
8. Prices are to remain confidential; they should not be disseminated nor should they be used as a lever for bargaining.

(Sept 86)

STAFF OPERATIONS**ACCOUNTING****Basic Purchasing Procedures and Responsibility**

9. The practice of "free merchandising" by the sales representative is to be discouraged; price reduction or notation of "bonus merchandise" on the face of the invoice is to be encouraged instead.

Procedure

Approved: 16 Nov 82
Revised: 01 Mar 85
Revised: 15 Sept 86

**Executive Director
Golden Rain Foundation**

(Sept 86)

STAFF OPERATIONS**ACCOUNTING****General Purchasing Procedure**

1. The using department issues a purchase requisition, which is:
 - a. Complete in detail as to quantity, description, cost center, date, signature or person originating request, signature of department head.
 - b. Signature of department head on the requisition ascertains that monies are provided for in the budget.
2. Purchasing Division investigates potential sources, negotiates, determines price, selects supplier, then issues purchase order.
3. Vendor acknowledges order.
4. Follow up activities (if necessary) by Purchasing Division.
5. Vendor ships material.
6. Receiving department checks material against packing slip and purchase order and issues a receiving report to Purchasing Division.
7. Inspection of material by receiving and using departments.
8. Purchasing Division closes order file.
9. Vendor issues invoice.
10. Accounts payable checks invoice, approves for payment, enters cost center, records as being sent to Accounting for payment.
11. Accounting Department issues voucher check to cover transaction.

Procedure

Approved: 15 Sept 86

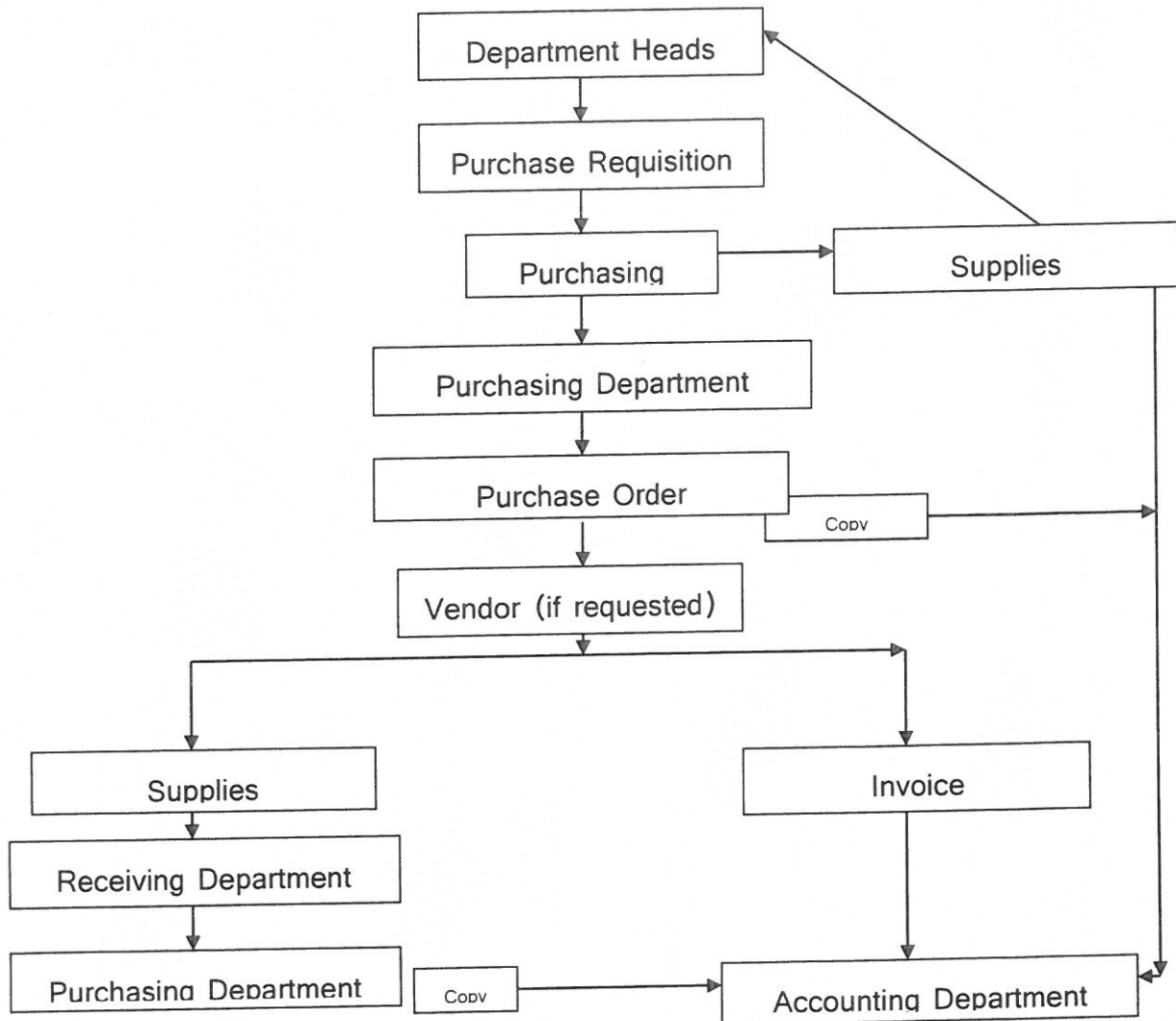
**Executive Director
Golden Rain Foundation**

(Sept 86)

Page 1 of 1

STAFF OPERATIONS

PHYSICAL PROPERTY DEPARTMENT

Requisitioning, Purchasing and Receiving Procedures

(Sept 86)

STAFF OPERATIONS

PHYSICAL PROPERTY DEPARTMENT

Requisitioning, Purchasing and Receiving Procedures

Procedure

Approved: 15 Sept 86

**Executive Director
Golden Rain Foundation**

(Sept 86)

Page 2 of 2

STAFF OPERATIONS**COMMUNITY FACILITIES DEPARTMENT****Purchase Requisitions****1. Responsibility**

- a. The Purchasing Department is responsible for administering most purchase requirements for the Golden Rain Foundation.
- b. All items or services requisitioned will be submitted for competitive bid, when practical. Final placement of orders will be based on quality, service, price and availability.

2. Limitations

- a. Policy has been established that any non-budgeted service or item of purchase over \$100 must be approved by department head before an issuance of a purchase order.
- b. All budgeted capital equipment requisitions must be approved by the Controller, Administrator and department head before the issuance of a purchase order.

3. Purchase Requisitions

- a. The purchase requisition gives the Purchasing Department a complete description of the items and services desired. It is suggested that all purchase requisitions be typed.
- b. Enter quantity, unit, name and address of recommended supplier. The final choice of vendor is to be made by the Purchasing Agent.
- c. Enter cost center.
- d. Enter any special shipping instructions and names of person preparing requisition.
- e. Enter name of person to contact on all service type requisitions.
- f. Department head must authorize and sign all requisitions, excepting those items included as inventory stock which will be signed by the Buyer. The Buyer shall maintain an authorized (by the department head) inventory list at all times as support for the items being requisitioned.

(Sept 86)

STAFF OPERATIONS

COMMUNITY FACILITIES DEPARTMENT

Purchase Requisitions

4. Distribution of Purchase Requisitions

- a. First original – sent to Purchasing Department.
- b. Second copy – retained by originator.
- c. The Purchasing Department files original copy in numerical order (Requisition File).
- d. The Purchasing Department returns a stamped copy with filing date (marked with the purchase order number and date items or service was placed) to the originating department.

Procedure

Amended: 15 Sept 86

**Executive Director
Golden Rain Foundation**

(Sept 86)

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BOARD ACTION REQUEST

TO: GRF BOARD OF DIRECTORS
FROM: FINANCE COMMITTEE
SUBJECT: AMEND POLICY 1110-33, NEW RESIDENT INFORMATION
DATE: NOVEMBER 10, 2015
CC: FILE

Policy 1110-33, New Resident Information, sets forth the procedure to provide each new member of the Golden Rain Foundation with new resident information.

At the regular Mutual Administration Committee meeting on November 10, 2015, the Committee unanimously suggested Policy 1110-33, New Resident Information, be updated from August 2000 by incorporating the procedures into the Welcome Book, which is reviewed annually in January. The proposed amendment is attached (Exhibit A).

I move to approve the amendment of Policy 1110-33, New Resident Information, as attached in Exhibit A.

RESOLUTION/MOTION ACTION RECORD**112415 b.i.**

Resolution Type: Amend Policy Pertaining to: Policy 1110-33, New Resident Information

Duly adopted at a meeting of the Board of Directors held: **11/24/15**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Doderio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

EXHIBIT A

1110-33

COMMUNITY OPERATIONS

RESIDENT COMMUNICATION

New Resident Information

The Welcome to Our Community Packet will be reviewed by the Mutual Administration Committee in January of every year.

~~The procedure to be used to provide each new member of the Golden Rain Foundation with a "Welcome Kit" consists of two envelopes: one containing "official" information and the other containing "unofficial" information, as follows:~~

- ~~1. The official envelope is marked "Welcome to Leisure World. This envelope contains important documents for your assistance in various details connected with your becoming a resident in the community."~~

~~The contents will include:~~

~~Bus schedules
Service and Facilities Directory
Golden Age Foundation Brochure
History of Seal Beach Leisure World Pamphlet
Voter Registration Information
Map of Leisure World
GTE Lineskeeper Option Service Information
Leisure World Recycle S.O.R.T. Program Information
Orientation Meeting Schedule
Tax Assessment Information
Physical Property Information
Resales Information
Religious Directory
List of Approved Organizations
Other Board Approved Information~~

- ~~2. The unofficial envelope is marked "This envelope contains information from various business concerns who wish to acquaint you with their goods and services and which you may wish to investigate."~~

~~Inasmuch as the businesses represented in this envelope are neither endorsed nor recommended by the Foundation as to their reliability, inclusion of material will be at the discretion of the Manager of Administrative Services, after reasonable assurance that the merchant or firm has a reputation for integrity in their business.~~

Procedure Policy
Approved: 19 Oct 74

Executive Director
Golden Rain Foundation

(Aug 00)

COMMUNITY OPERATIONS

RESIDENT COMMUNICATION

New Resident Information

Amended: 11 Mar 85

Amended: 01 Jan 86

Amended: 09 Aug 00

Amended:

(Aug 00)



BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: PHYSICAL PROPERTIES COMMITTEE
SUBJECT: OUTDOOR FURNITURE PURCHASE
DATE: NOVEMBER 17, 2015
CC: FILE

At the November 4, 2015 meeting of the Physical Property Committee, the Committee reviewed the request from the Architectural Design Review Committee (ADRC), to purchase new outdoor furniture at the Administration Building/Health Care Building (Centennial Brick area), Clubhouse 3/Library patio and Clubhouse 6 patio.

After review and discussion the Committee unanimously agreed to recommend to the Board purchase outdoor furniture as selected by the ADRC in an amount not to exceed \$35,000, as follows:

Product	Product Description	Quantity	Price	Total
18948	Pedestal Table Base (48" Top)	11	\$138.68	\$1,525.48
SLT48	Table Top 48" Round	11	\$287.85	\$3,166.35
4503SLT	Athens Slat Dining Chair	44	\$212.70	\$9,358.80
UMBCH9	9 ft. Market Umbrella	11	\$294.46	\$3,239.06
7100	80 pound, round umbrella base	11	\$143.45	\$1,577.95
BN72	6 Foot, Cambridge Steel Bench	11	\$698.91	\$7,688.01
AUC18	Ash Urn	5	\$198.45	\$992.25
WRC30	Waste Receptacle , 30 gallon	8	\$446.03	\$3,568.24
	Sub Total			\$31,116.14
	Tax			\$2,489.29
	Shipping (estimated)			\$1,250.00
	Total			\$34,855.43

At the regular scheduled meeting of the Finance Committee, the Committee reviewed the availability of Capital Funds. The Committee noted funding is available within the Capital Fund and approved to recommend to the Board the allocation of \$35,000 from Capital Fund, for the purchase of the items as noted above.

I move to approve the purchase of outdoor patio furniture from Leisure Creations per Exhibit A in an amount not to exceed \$35,000, funding from the Capital Fund, and authorize the Executive Director to initiate the purchase.

Exhibit A

Outdoor Patio Furniture

Manufacturer – Leisure Creations

Frame Color – As selected by the Architectural Design and Review Committee

Umbrella Fabric Color – As selected by the Architectural Design and Review Committee

Items

Product	Product Description	Quantity	Price	Total
18948	Pedestal Table Base (48" Top)	11	\$138.68	\$1,525.48
SLT48	Table Top 48" Round	11	\$287.85	\$3,166.35
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	Sub Total			\$31,116.14
	Tax			\$2,489.29
	Shipping (estimated)			\$1,250.00
	Total			\$34,855.43

Clubhouse 6	5 Sets
Admin/Med Ctr	3 Sets
CH3/Library	3 sets

Picture depict the product and not the actual color

Athens Slat Dining Chair



48" Round Table & Base SLT48



80 Pound Umbrella Base



9 FT. Market Umbrella



Ash Um AUC18



Waste Receptacle WRC30



6 Ft. Cambridge Bench



RESOLUTION/MOTION ACTION RECORD**112514 c.i.**Resolution Type: Approve purchase
area, CH3/Library Patio and CH6 patio.

Pertaining to: Outdoor furniture at Centennial Brick

Duly adopted at a meeting of the Board of Directors held: **11.24.15**

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

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BOARD ACTION REQUEST

TO: BOARD OF DIRECTORS
FROM: RANDY ANKENY, EXECUTIVE DIRECTOR
SUBJECT: EMERGENCY ACTION, STORM DRAIN CLEANING
DATE: NOVEMBER 16, 2015
CC: FILE

With the widely published information on "El Nino", weather experts are forecasting the strong possibility for rains well above seasonal norms. Due to the possibility of rain fall exceeding that of previous "El Nino" associated events, additional storm drain cleaning and preventive maintenance is prudent.

To expedite the process of cleaning, inspection and GIS mapping, from catch and debris basins to the point the effluent enters the channels, the Finance Committee on November 16, 2015 unanimously approved non-budget funding in an amount not to exceed \$50,000, from Cost Center 79.

Note: Per the October 2015 Financial Statements, the Foundation is in sound financial health with an expectation of being at or below the established operational budgets for November and December 2015.

Due to time constraints to expedite this action, the Chair of the Physical Properties Committee conducted a poll of the Physical Properties Committee members to move this matter to the Board without committee review. All Committee members independently responded with their consent for action at the November 24, 2015 meeting of the Board.

Currently, a three (3) year contractual agreement is in place with Empire Pipe Cleaning and Equipment Inc. (Exhibit A) for sewer line cleaning. Empires has provided an addendum (Exhibit B) to the agreement for the following:

Storm Drain Cleaning (Trust Property)	\$21,500
Additional staff for cleaning	\$5,500
Storm Drain Atlas and GIS	\$4,950
Preliminary Mapping	\$4,200
Final Mapping	\$5,200
Total Addendum	\$41,350
Contingency	\$8,650
Requested Funding	\$50,000

I move to approve the contract addendum with Empire Pipe Cleaning and Equipment Inc., dated November 13, 2015, in the amount of \$41,350, and authorize the President to sign the addendum. I further move to approve contingency funding in the amount of \$8,650 for expenses related the required "Roll Off" for debris disposal and other amounts required to accomplish the cleaning of the storm drains. The Chair of the Physical Properties Committee to approve all expenses from the contingency fund.

RESOLUTION/MOTION ACTION RECORD

112414 c.ii.

Resolution Type: Approve contract addendum

Pertaining to: Storm Drain Cleaning

Duly adopted at a meeting of the Board of Directors held: 11.24.15

Motion by: _____ Seconded by: _____

Cost Center _____ Capital _____ Operational _____ Reserves _____

VOTE:	YES	NO	ABSTAIN	ABSENT
President Winkler	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Leah Perrotti	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Richard Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paul Pratt	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Paula Snowden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treasurer Linda Stone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secretary Joy Reed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Kathleen Rapp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Steven McGuigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Marjorie Dodero	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Mary Greer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice President Carole Damoci	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Barry Lukoff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Phil Friedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Tim Bolton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director Perry Moore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST: _____ (Secretary) _____ (Date)

Exhibit A
PROPOSAL AND CONTRACT

TO Golden Rain Foundation

Attn: Physical Property Department
P O Box 2069 Seal Beach CA 90740

Tract No 4337, 4401, 4748

Seal Beach Leisure World May 29 2014

Gentlemen

THE undersigned Empire Pipe Cleaning & Equipment, Inc Contractor, State of California License No 363528 (C-36 C-42) agrees to furnish all materials and perform all labor necessary to complete in a good and workmanlike manner, according to attached specifications the following described below at prices indicated

SPECIFICATIONS

TOTAL PRICE

Project #707-14 The contract term is for a three-year period beginning 2014 through 2016
There shall be no rate increases during this period per the rate schedule listed herein below

\$75,659.76

Year One / 2014	\$23,989.68
Year Two / 2015	\$25,219.92
Year Three / 2016	\$26,450.16

Start Date: October through December of each year (2014, 2015, and 2016)

Work to be completed by end of each year (2014, 2015, and 2016)

Contractor to be paid in full each year upon satisfactory completion and submittal of report

Assess a \$250 per day penalty for each day completion is in excess of December 31st (2014, 2015, and 2016), unless extension is agreed upon by both parties in writing

THE above prices are for a complete job free and clear of all claims or liens and includes without limitation all charges for labor, material, sales taxes, cartage to job site and installation. No extra charges will be made without advance written authorization, signed and approved by the Physical Property Office

ALL permits and licenses when required shall be obtained by the Contractor, at no charge to the Owner. The undersigned Contractor agrees to perform all work to pass all Owner's inspections and/or requirements, all State, City and County inspections and Building Code requirements, and in a manner satisfactory to the Owner

Payments shall be made as follows:

100% upon completion, inspection, acceptance, and when report is filed with inspector
Invoice(s) are to be accompanied with proper lien release(s)


AN amount equal to zero (0) percent of the total amount of the contract shall be retained until after all work has been completed, inspected and passed by Owner, City and County Inspectors and, when required in other instances by the Physical Property Department or its duly appointed agent. Owners shall have the right to retain said amount as long as corrections and/or repairs reported to Contractor remain uncorrected. Contractor hereby agrees to guarantee his work and to make good without cost to the Owner, any and all defects or failures of every kind due to imperfections or failures in workmanship or materials for a period of one (1) year from the date of final acceptance by Owner

OWNER shall have the right at any time to change the scope of work cited above and the total contract price will be adjusted accordingly

THE undersigned Contractor warrants that he has read and acknowledges reading the approved City plans and specifications above-mentioned and has read and agrees to the General Provisions appearing on the reverse side hereof which are expressly made a part of this Proposal and Contract

THE undersigned Contractor further warrants that he has examined the job site and ground and has relied entirely upon his own investigations in submitting the within proposal. No representations of any kind not contained herein have been made by Owner or anyone on its behalf. This contract contains the entire agreement of the parties and shall not be modified or changed in any manner except by an agreement in writing, duly executed by both parties

MATERIALS used on the job are to be delivered in Contractor's own trucks, to a location on the site designed by the Physical Property Office. Receipt of delivery must be acknowledged by the signature of Owner's agent

Reviewed by David Rudge _____ Mark Weaver 

ACCEPTED BY

Golden Rain Foundation

By 
Mario Michaelides, President

Date 6/1/14

CONTRACTOR

Empire Pipe Cleaning & Equipment, Inc.

By 
Craig R. Van Thynne, Vice President

Address 1788 N. Neville St., Orange CA 92865

Telephone No 714-639-8352

Exhibit B

Empire Pipe Cleaning and Equipment, Inc.



1788 N. Neville St
Orange, California 92865

PH: (714) 639 8352

FX: (714) 283 8578

C-42, C-36 License # 363528

Date: November 13, 2015

Client

Leisure World Seal Beach

Kevin Black

Golden Rain Foundation

PO Box 2069

Seal Beach, CA 90740

Tel: (562) 431-6586 Ext 359

Project Info.:

Storm Drain System Cleaning

Golden Rain Foundation

Leisure World Seal Beach

Storm Drain System Cleaning

Scope	Description
Storm Drain System Cleaning	Combination truck provided with two man crew to clean storm drain lines located within the facilities of Leisure World - Seal Beach. A map atlas was provided but the details of the system and access are not clear. We will provide an optional proposal for establishing GIS and Atlas Map. Hydrant access required and will be provided by LWSB. Low Boy Roll off (10 yard) to be provided by LWSB onsite for dumping solids. Disposal is assumed to be non regulated debris. Liquids from vacuuming will be decanted at the discretion of LWSB at either downstream storm drain locations or in the sewer manholes. EPCE will need access to the Storm Drain Manholes, Catch Basins, and inlet grates to complete the cleaning. We will on a best effort basis clean the system. Manholes or access points that are buried, locked, paved over or inaccessible will be excluded and referred to LWSB for assistance. Cleanouts or manhole access required. We may have limited access to vacuum from manholes that are located in easements. The best method is to have access within 8 feet of the front of the truck.
Combination Truck - Two man Crew 8 hours onsite	Day 10 \$2,150.00 \$21,500.00
Additional man for Cleaning	Day 10 \$550.00 \$5,500.00
Storm Drain Atlas and updated GIS	EPCE with H Civil and Associates are proposing to pre survey the storm drain system to gather data we need to prepare a Storm Drain Atlas for the cleaning project. We will also take spot checks with a pole camera system to estimate the amount of debris in the pipes. We will survey the storm drain system with a two man crew and using GPS to gather field attributes including grates, manholes, and catch basins. We will give you a price for three days of surveying to develop the preliminary map and then when we finished cleaning, we will add all observations to develop final Arc Map with metadata. We will Drain assign node Identifications for future cleaning and CCTV Inspections. Pricing does not include large scale maps.

3 Day Survey with two man crew and pole camera Video to assess Storm Drain System	Day	3	\$1,650.00	\$4,950.00
Preliminary Mapping which includes LWSB data integrated with County Mapping and GPS and survey attributes.	LS	1	\$4,200.00	\$4,200.00
Final Mapping combining preliminary data and Arc View GIS Map from GPS survey and observations from cleaning operations	LS	1	\$5,200.00	\$5,200.00
Total				\$41,350.00

THESE RATES ARE NON-PREVAILING WAGE RATES

*Excludes permits and fees. This proposal is for one mobilization and demobilization per day. Water hydrant required for water supply by the client.

Quote valid for 30 days

Billing is Net 15 Days

Empire Pipe Cleaning and Equipment, Inc.

Craig Van Thyne

Vice President

1788 N. Neville St

Orange, California 92865

Phone: (714) 639-8352

Fax: (714) 283-8578

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