



**BOARD OF DIRECTORS MEETING MINUTES
GOLDEN RAIN FOUNDATION
September 29, 2020**

CALL TO ORDER

President Susan Hopewell called the regular monthly meeting of the Board of Directors (BOD) of the Golden Rain Foundation (GRF) to order at 10:00 a.m., on Tuesday, September 29, 2020, in Clubhouse Four and via live stream.

PLEDGE OF ALLEGIANCE

Mr. Melody, GRF Representative from Mutual Fourteen, led the Pledge of Allegiance.

ROLL CALL

Following the roll call, the Corporate Secretary reported that Directors Perrotti, St. Aubin, Snowden, Stone, Gerber, Hopewell, Rapp, Slutsky, Doderio, Levine, Heinrichs, Damoci, Melody, Friedman, and Massetti were present. Directors Pratt, Thompson, and Isom participated virtually by Zoom.com. The Executive Director and the Director of Finance were also present.

Eighteen Directors were present, with a quorum of the voting majority.

ANNOUNCEMENTS

Ms. Hopewell MOVED, seconded by Mrs. Damoci, and carried unanimously-

TO remove agenda item 9.c.iii., Amend 30-5155-3, Plan Investment Administration Committee, and refer to the Executive Committee for review.

I want to convey two especially important reminders:

1. The Health Care Center is having a flu shot clinic on Thursday, October 1, at Clubhouse Four, by mutual number. Please refer to the LW Weekly September 24, 2020 edition for the schedule. This year, due to COVID 19, it is even more important that we all get the flu shot.
2. It is important that we all exercise our right to vote and GRF has made it convenient for you to do so. Mail in ballots are due to be mailed the week of October 5, 2020. You may

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drop your mail in ballot in the Ballot drop box located near the mail box at the bus stop in the Amphitheatre parking lot or you may vote in person at the pop-up voting center between Clubhouse Three and the Library on October 30, 2020. See the LW Weekly September 24, 2020 edition for more information.

Over the past two months, several amenities have been opened and residents are following the rules with only a few exceptions. To those of you taking personal responsibility and respecting the rules, thank you.

I know our community is anxious for more amenities to open and we, the Board, are equally anxious to do so, under reasonably safe conditions. As you know, we must follow State, Federal, and local guidelines. Additionally, everyone in this community is in the at-risk-category and many have additional underlying health issues that increase their risk of death should they contract COVID. We must factor in this profoundly serious reality as well.

The Ad hoc COVID Committee is working with the Recreation Department to develop protocols for opening additional amenities such as the library, fitness center, and others for approval by this Board. There will be restrictions as to how many can be allowed in these facilities at one time and, of course, masks and social distancing will be required. Once these protocols are approved, the second step is for the Board to approve an opening date, but only, when it is determined reasonably safe to do so.

This has been a fast and furious two months for this Board. This has also been an unusual beginning to our term of office due to COVID 19. Less than two months ago we were seated as a Board, which normally would mean a total of four Board meetings and Executive Session meetings (two each), as well as the normal committee meetings. This Board has attended 14 Board and Executive Sessions meetings in less than two months; one of these meetings was to review the draft 2021 Budget and lasted 7 ½ hours. Additionally, we have also attended committee meetings and work studies. I want to thank Board members for their commitment, hard work, and patience in the highly unusual beginning of our term. This is not our new normal; we will soon be back to a normal meeting schedule.

Please indulge me in offering one last thank you and I think the most important one. Thank you to Deanna Bennett, the Executive Coordinator who organized each of our 14 Board and Executive Session meetings, developed and posted agendas, took and posted minutes, updated the LW Weekly to inform shareholders and made sure each Board member received all the information on when and where these meetings were happening as well as providing in-person and Zoom attendance information – sometimes multiple times. And yes, she attended all 14 meetings as well. Deanna, we simply could not do this without you. I am sure at times it felt like herding kittens. I am so grateful for your dedication, organizational skills, enthusiasm, humor, and counsel. Thank you very much.

The GRF Board met in Executive Session meetings on August 28, September 4, and September 21, 2020.

SERVICE ANNIVERSARIES AND EMPLOYEES OF THE MONTH

To minimize the number of required attendees at today's meeting, we are postponing the service

awards and staff commendations.

SEAL BEACH COUNCIL MEMBER'S REPORT

Seal Beach Council member Sandra Massa-Lavitt provided an update on the proceedings of the Seal Beach City Council meeting.

HEALTH CARE CENTER ADVISORY BOARD UPDATE

The Health Care Center Administrator presented an update on the Health Care Center.

SHAREHOLDER/MEMBER COMMENTS

In accordance with Policy 5610, Participation by Foundation Members, members may enter into a comment period prior to the beginning of business. **NOTE:** Foundation members are permitted to make comments before the business of the Board begins. Requests must be registered in advance of the meeting. The Open Meeting Act allows boards of directors to establish reasonable time limits for the open forum and for speakers to address the board. ([Civ. Code §4925\(b\).](#)) Time limits, per speaker, are limited to:

- 4 minute limit per speaker, when there are no more than 15 speakers
- 3 minute limit per speaker, 16 - 25 speakers
- 2 minute limit per speaker, over 26 speakers

Three members offered comments at the meeting and no members offered written comments, submitted prior to the meeting.

CONSENT AGENDA

The consent agenda included minutes of the August 25, 2020 Board meeting, minutes of the August 31, 2020 Special Board meeting, minutes of the September 17, 2020 Special Board meeting, acceptance of the Financial Statements, August 2020, for Audit, Reserve Funds Investment Purchase, and Capital Funds Investment Purchase.

The Consent Calendar was adopted, as presented.

REPORTS

The reports of the Chair of the COVID-19 Ad hoc Committee, of the Chair of the Strategic Planning Ad hoc Committee, and the Chair of the Website Redesign Ad hoc Committee were presented. The Chair of the Facilities and Amenities Review (FAR) Ad hoc Committee and the Chair of the Management Services Review Ad hoc Committee presented their final reports.

Ms. Hopewell MOVED, seconded by Ms. Snowden, and carried unanimously-

TO accept the Facilities and Amenities Review (FAR) Ad hoc Committee's report and formally recognize the dissolution of the Committee.

Ms. Hopewell MOVED, seconded by Ms. Rapp -

TO accept the Management Services Review Ad hoc Committee's report and formally recognize the dissolution of the Committee.

One Director spoke on the motion.

The motion was carried unanimously.

NEW BUSINESS

General

Reserve Funding Request – 2020 Paving Project Contingencies

The Board of Directors, at its July meeting, approved \$54,822 in contingency funding for the 2020 Paving Project.

Paving Project 2020

Following a brief discussion, Ms. Rapp MOTIONED, seconded by Mr. Lukoff, and carried unanimously by the Committee members-

TO recommend the GRF Board award a contract to MJ Jurado, to make repairs, Exhibit A, at a cost of \$548,225, and add a 10% contingency, for a total cost not to exceed \$603,047. Reserve funding, pending Finance Committee review of available funds.

These funds have been exhausted, as described below:

Change Order #1 Replacement of Curb, Gutter and Sidewalk on Church Place	\$25,000
Change Order #2 Replacement of Curb and Gutter on St. Andrews side of Church Place	\$6,270
Change Order #3 Replacement of Curb and Gutter on Oakmont	\$4,675
Change Order #4 Remove and replace failing road base on Oakmont	<u>\$18,661</u>

TOTAL	\$54,606
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Approved Contingency Funding	\$54,822
Balance	\$216

Change Order #5: Basis of the request for funding - Replacement of Curb and	\$27,775
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Gutter on Nothwood (proposed)

Additional Funding Requested

\$27,464

Ms. Rapp MOVED, seconded by Mrs. Damoci -

TO approve additional contingency funding for the 2020 Paving Project, not to exceed \$27,464, Reserve funding, and authorize the Physical Property Chairperson to sign the change order.

Eleven Directors, the Executive Director, the Director of Finance, and the Facilities Director spoke on the motion.

The motion was carried unanimously.

Mr. Melody MOVED, seconded by Mrs. Levine-

TO recommend to not send a letter to the Catholic Church requesting their portion of the paving project

The motion was carried with seven no votes (Heinrichs, Isom, Perrotti, St. Aubin, Slutsky, Snowden, Thompson).

Communications/IT Committee

Capital Funding Request – Synology NAS Backup Solution

At its regularly scheduled meeting on September 10, 2020, the Communications & IT Committee duly moved and approved to recommend to the GRF Board of Directors approval of the purchase of the Synology NAS (network attached storage) backup hardware.

File backups are critical to continuing operations, data security, and emergency procedures. Currently, files are only backed up to the cloud. File retrieval would require the download of an entire full back up from the cloud through the internet. Also, if we were to lose our internet connection, we would not have the ability to retrieve files from the cloud.

The Synology backup solution will allow us to store daily backups to both the local storage device and to our secure cloud storage service.

The total cost of the Synology NAS backup solution is \$3,556 (Exhibit A in the agenda packet).

At its meeting on September 21, the Finance Committee reviewed funding for the project and determined Capital funds are available.

Ms. Isom MOVED, seconded by Mr. Friedman-

TO approve the purchase of the Synology NAS, in an amount not to exceed \$3,556, Capital funding.

Three Directors and the Executive Director spoke on the motion.

The motion was carried unanimously.

Executive Committee

Approve Amended GRF Employee Handbook

At its meeting on September 11, 2020, the Executive Committee reviewed the GRF Employee Handbook and recommended the GRF Board of Directors approve the amendments presented.

Ms. Stone MOVED, seconded by Mr. Dodero-

TO amend the GRF Employee Handbook, amending the revision date on the cover, adding the name of the external anonymous reporting service (Lighthouse) and changing “may” to “must” regarding employees taking a net 15-minute rest break under section B. Rest Breaks, as presented.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously.

Amend 30-5094-4, Custodian of Record

At its meeting on September 11, 2020, the Executive Committee added a statement acknowledging that privileged documents should be treated with confidence and not be shared.

Ms. Gerber MOVED, seconded by Mr. Melody, and carried unanimously-

TO move to amend 30-5094-4, Custodian of Records Acknowledgement form, as presented.

Amend 30-5155-3, Plan Investment Administration Committee

This item was removed from the agenda and referred to the Executive Committee by a unanimous vote.

Finance Committee

Reserve Funding Request – Forklift

A staff task force representing the users of the forklift (Julie Rodgers, Ruben Gonzales) and the Fleet Manager (Grant Winford) reviewed the needs in a replacement forklift and drafted general specifications to seek a suitable replacement for the GRF forklift. Specific detailed needs of the departments were the premise on which the quotations were provided.

Six quotes for the first option (a like model replacement specification of our current forklift) were received. Four quotes for the second option (a forklift with the same capacity and operational specifications as our current forklift but with an 80 volt battery powertrain) were also received.

On July 20, 2020 the Finance Committee moved to inform the GRF Board that they have determined Non-Scheduled Reserve Funds are available, in an amount not to exceed \$33,000, and have placed a temporary hold on those funds pending GRF Board action on the proposed replacement of the existing GRF forklift.

On September 9, 2020 the Security, Bus and Traffic Committee, by consensus, forwarded the forklift task force agenda item to the Finance Committee

On September 21, 2020 the Finance Committee moved to inform the GRF Board that it had determined Reserve funds, in the amount of \$26,336.10, are available and placed a temporary hold on those funds pending Board action on the proposed purchase of a Hyster Model H50XT from Pape Material and Handling, as recommended by the forklift task force and the Finance Committee.

Mr. Friedman MOVED, seconded by Mr. Melody-

TO approve the replacement purchase of the GRF fleet forklift with a new Hyster Model H50XT forklift from Pape Material Handling, in the amount of \$26,336.10, Reserve Funding.

One Director and the Executive Director spoke on the motion.

The motion was carried unanimously.

EXECUTIVE DIRECTOR COMMENTS


The Executive Director provided an update on the Northgate Road closure, the pool project, the fitness center and the Knowledge and Learning Center.

BOARD MEMBER COMMENTS

Seven Board members spoke on the meeting proceedings.

ADJOURNMENT

The meeting was adjourned was at 11:41 a.m.



Marsha Gerber, Corporate Secretary
Golden Rain Foundation
dfb 09.29.20