



*The Golden Rain Foundation provides an enhanced quality of life  
for our active adult community of Seal Beach Leisure World*

---

## GRF ADMINISTRATION COMMITTEE

---

### **Committee Agenda**

Thursday, September 22, 2022, 1:00 p.m.  
Administration Conference Room A/Zoom

To view the live GRF Board meeting:

- Go to [www.lwsb.com](http://www.lwsb.com)
- The tab will be active at 12:45 pm on the day of the meeting
- The live streaming uses YouTube live and terminates at the close of the meeting

**1. Call to Order**

**2. Roll Call/Notice of Quorum**

Phil Friedman  
Donna Gambol  
Sandy Geffner  
Marsha Gerber

Susan Hopewell  
Carol Levine  
Nick Massetti  
William Thompson- Chair

**3. Chair's Announcements**

- a. Introduction of Guests and Staff  
Jessica Sedgwick, Executive Director  
LeAnn Dillman, Human Resources  
Mallorie Hall, Finance Director  
Barbara Shuler, Finance Manager  
Jenna Dever, Assistant to Executive Director

b. Rules of Order

c. Civic Service Recognition – Dick Stone

**4. Member Comments** (*Limited to 3 minutes per person*)

**5. Approval of Minutes**

- a. Minutes of August 25, 2022

**6. Staff Reports**

- a. Human Resources Director  
b. Finance Manager

**7. New Business**

- a. 2023 Election Material Approval  
b. Airmark Proposal  
c. Discuss Inspector of Election Services Contract

**8. Unfinished Business**

N/A

**9. Governing Documents**

- a. Amend 30-1001-5 - Glossary of Terms
  - i. Recreational Vehicle
  - ii. Commercial Vehicle
- b. Review 30-5110-3 - Administration Committee Charter
- c. Discuss 30-5028-3 - GRF Directors' Handbook
- d. Amend 30-5093-3 - Member Rules of Conduct- Procedure of Notification of Violation and Right of Hearing
- e. Review Amended 50-3182-1 – Member/Owner Renter/Lessee

**10. Future agenda items**

**11. Next Meeting**

Thursday, October 27, 2022, in Administration Conference Room A /Zoom

**12. Adjournment**

**13. Executive Session**

Golden Rain Foundation  
September 22, 2022, Meeting of the GRF Administration Committee  
Budget Comparison Report CC 330, 629, & 655 for August 2022

**Budget Variance Report - August 2022**  
**Administration - CC 330**

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
	Employment related	125,295	Favorable - Staffing shortage, resulting in wage and benefit costs being lower than budgeted
6214000	Meals & Special Events	(4,717)	Unfavorable - New Management Agreement signing event was not included in budget
6410015	Computer Supplies	3,094	Favorable - Fewer replacements of computers than prior years which were used as a basis for the budget
6434100	Legal Fees - General Counsel	(27,765)	Unfavorable - Expenses YTD exceeded anticipated requirement
6434105	Legal Fees - Litigation	27,196	Favorable - Litiagerion YTD less than historic year to date
6731000	Property & Liability Insurance	50,931	Favorable - Final negotiated premiums lower than expected & budgeted
5396100	Taxable Other Income - Superwire	9,091	Favorable - GRF share of extra services
	Total Explained Variances	\$183,125	of \$185,906

Golden Rain Foundation  
September 22, 2022, Meeting of the GRF Administration Committee  
Budget Comparison Report CC 330, 629, & 655 for August 2022

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
<b>Expenses - Administration</b>				
	Salaries & Wages Administration	177,131	283,264	106,133
	Employment Taxes Administration	14,105	18,791	4,686
6142000 330	Workers' Compensation - Administration	1,080	1,384	304
	Group Ins - Medical Administration	17,729	28,216	10,487
6143300 330	Group Insurance - Dental - Administratio	(381)	912	1,293
6143500 330	Group Insurance - Vision - Administratio	121	264	143
6144000 330	401(k) Match - Administration	1,130	1,645	515
6145000 330	Group Insurance - Life - Administration	392	1,208	816
6146000 330	Long Term Disability Insurance - Adminis	380	1,408	1,028
6211000 330	Continuing Education - Administration	675	550	(125)
6212000 330	Employee Exams - Administration	(15)	0	15
6214000 330	Meals & Special Events - Administration	24,667	19,950	(4,717)
6214500 330	Gifts - Administration	3,577	1,080	(2,497)
6215000 330	Mileage - Administration	0	50	50
6410000 330	Materials & Supplies - Administration	2,746	1,950	(796)
6410003 330	Board Office Supplies - Administration	1,402	540	(862)
6410010 330	Hospitality - Administration	1,229	2,900	1,671
6410015 330	Computer Supplies - Administration	506	3,600	3,094
6410020 330	Equipment Expense - Administration	967	100	(867)
6410025 330	Lunch Room Supplies - Administration	214	100	(114)
6410030 330	Printer / Copier Supplies - Administrati	2,765	2,300	(465)
6410035 330	Refreshments - Administration	1,033	1,290	257
6410046 330	COVID-19 Supplies - Administration	144	0	(144)
6422000 330	Telephone - Administration	663	676	13
6434100 330	Legal Fees - General Counsel - Administr	65,765	38,000	(27,765)
6434105 330	Legal Fees - Litigation - Administration	2,805	30,000	27,196
6437100 330	Reserve Study - Administration	9,600	9,600	0
6438000 330	Other Professional Services - Administra	0	800	800
6444000 330	Equipment Rental - Administration	3,468	3,466	(2)
6472000 330	Equipment Repair & Maintenance - Adminis	0	50	50
6478000 330	Service Contracts - Administration	1,856	4,454	2,598
6481000 330	Computer Maintenance & Software - Admini	2,015	1,614	(401)
6482000 330	Dues, Memberships & Books - Administrati	595	750	155
6484000 330	Permits & Licenses - Administration	5	30	25
6731000 330	Property & Liability Insurance - Adminis	390,927	441,858	50,931
6731001 330	Key Person Life Insurance - Administrati	369	2,174	1,805
	<b>Total Expenses</b>	<b>729,662</b>	<b>904,974</b>	<b>175,312</b>
<b>Other Cost Recovery</b>				
5335000 330	Management Fee - Administration	29,600	29,600	0
5385000 330	Other Income - Administration	2,076	574	1,502
5395000 330	Rental Income - Administration	24,003	24,001	2
5396100 330	Taxable Other Income - Superwire - Admin	61,091	52,000	9,091
	<b>Total Other Cost Recovery</b>	<b>116,770</b>	<b>106,175</b>	<b>10,595</b>
5330000 330	Income / Refund from Mutuals - Administr	797,201	797,201	0
	<b>Total Cost Recovery</b>	<b>913,971</b>	<b>903,376</b>	<b>10,595</b>
	<b>Net Income / (Expenses)</b>	<b>184,308</b>	<b>(1,598)</b>	<b>185,906</b>

Golden Rain Foundation  
September 22, 2022, Meeting of the GRF Administration Committee  
Budget Comparison Report CC 330, 629, & 655 for August 2022

## Budget Variance Report - August 2022 Administration Building - CC 629

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6420100	Electricity	(5,423)	Unfavorable - Actual usage more than budget due to weather conditions
6425100	Natural Gas	(258)	Unfavorable - Actual usage more than budget due to weather conditions
6471000	Building Repair & Mntnc	(2,699)	Unfavorable - The replacement of the LED lights in the Finance department was not anticipated or included in the 2022 budgeted.
Total Explained Variances		(\$8,380)	of (\$8,168)

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
<b>Expenses - Administration Building</b>				
6410005 629	Building Supplies - Administration Bldg	631	820	189
6410020 629	Equipment Expense - Administration Bldg	0	0	0
6420100 629	Electricity - Administration Bldg	19,607	14,184	(5,423)
6425100 629	Natural Gas - Administration Bldg	778	520	(258)
6471000 629	Building Repair & Maintenance - Administ	4,499	1,800	(2,699)
6477210 629	Pest Control - Administration Bldg	736	736	0
6478000 629	Service Contracts - Administration Bldg	2,493	2,517	24
6484000 629	Permits & Licenses - Administration Bldg	0	0	0
<b>Total Expenses</b>		<b>28,745</b>	<b>20,577</b>	<b>(8,168)</b>
5330000 629	Income / Refund from Mutuals - Administr	22,232	22,232	0
<b>Total Cost Recovery</b>		<b>22,232</b>	<b>22,232</b>	<b>0</b>
<b>Off Budget Items</b>				
<b>Net Income / (Expense)</b>		<b>(6,513)</b>	<b>1,655</b>	<b>(8,168)</b>

Golden Rain Foundation  
September 22, 2022, Meeting of the GRF Administration Committee  
Budget Comparison Report CC 330, 629, & 655 for August 2022

**Budget Variance Report - August 2022**  
**Building Five - CC 655**

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6410005	Building Supplies	411	Favorable - Actual YTD supplies demand less than anticipated
6410020	Equipment Expense	200	Favorable - No new equipment needed to be purchased yet this year
6420100	Electricity	(4,579)	Unfavorable - Actual usage more than budget due to weather conditions
6471000	Building Repair & Maintenance	2,348	Favorable - Needed repairs YTD less than anticipated
6478000	Service Contracts	760	Favorable - Elevator maintenance - 1st quarter was covered under warrantee, we will not receive an invoice for the 1st quarter this year
5385201	Café Commission Income	349	Favorable - Monthly commissions have been greater than budgeted.
<b>Total Explained Variances</b>		<b>(\$511)</b>	<b>of (\$395)</b>

Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
<b>Expenses - Building Five</b>				
6410005 655	Building Supplies - Building Five	739	1,150	411
6410020 655	Equipment Expense - Building Five	0	200	200
6420100 655	Electricity - Building Five	22,235	17,656	(4,579)
6422000 655	Telephone - Building Five	81	72	(9)
6471000 655	Building Repair & Maintenance - Building	1,302	3,650	2,348
6472000 655	Equipment Repair & Maintenance - Buildin	4	150	146
6477210 655	Pest Control - Building Five	756	736	(20)
6478000 655	Service Contracts - Building Five	1,757	2,517	760
6484000 655	Permits & Licenses - Building Five	0	0	0
<b>Total Expenses</b>		<b>26,875</b>	<b>26,131</b>	<b>(744)</b>
<b>Other Cost Recovery</b>				
5385201 655	Cafe Commissions Income - Building Five	1,849	1,500	349
<b>Total Other Cost Recovery</b>		<b>1,849</b>	<b>1,500</b>	<b>349</b>
5330000 655	Income / Refund from Mutuals - Building	24,840	24,840	0
<b>Total Cost Recovery</b>		<b>26,689</b>	<b>26,340</b>	<b>349</b>
<b>Off Budget Items</b>				
<b>Net Income / (Expense)</b>		<b>(186)</b>	<b>209</b>	<b>(395)</b>