



GRF ADMINISTRATION COMMITTEE MINUTES

July 13, 2023

The meeting of the Administration Committee was held on Thursday, July 13, 2023, and was called to order at 10:00 a.m. by Chair Thompson in Conference Room A and via Zoom.

ROLL CALL

Present: Donna Gambol
Marsha Gerber
Carol Levine
Nick Massetti

Teri Nugent Via Zoom
Camille Thompson
William Thompson - Chair

Staff: Jessica Sedgwick, Executive Director
Emma Hurtado, Executive Assistant

CHAIR'S ANNOUNCEMENTS

Chair Thompson welcomed Committee members and guests and introduced Executive Director Jessica Sedgwick and Executive Assistant Emma Hurtado.

The Chair outlined the rules of order.

APPROVAL OF MINUTES

The GRF Administration Committee minutes dated May 18, 2023, were approved as presented.

The Finance Committee minutes dated April 21, 2023, were approved as amended.

The Mutual Administration Committee minutes dated May 8, 2023, were approved as presented.

The Strategic Planning Committee minutes dated April 24, 2023, were approved as presented.

MEMBER CORRESPONDENCE/COMMENTS

One Member spoke during the Members' Comment period.

SUPPLEMENTARY STAFF REPORTS

Homewise Docs Summary Report

The Executive Director presented the Homewise Docs Summary Report, which was included in the meeting packet.

Open SROs Report

The Executive Director presented the Open SROs Report, which was included in the meeting packet.

GENERAL

Bad Debt Write Off

Motion: To approve writing off Oral Health’s bad debt for \$209.40 unpaid news advertising.

First: Nick Massetti
Second: Carol Levine

The motion was carried unanimously.

The Committee consented not to accept additional advertising from advertisers with bad debt until their accounts are fully paid.

FINANCE REVIEW

Acceptance of Monthly Financial Statements of Accounts

a. April 2023

Motion: To accept for audit and forward to the GRF Board the interim financial statements for the period ending April 30, 2023, as presented by the Executive Director and reviewed by the Administration Committee.

First: Carol Levine
Second: Donna Gambol

The motion was carried unanimously.

Investments

N/A

Revenue and Leases

a. Optum Lease

Motion: To extend Optum’s lease of the LWSB medical clinic for an additional five years under terms agreed to in the previous lease, establishing as of October 1, 2023, a \$5,000 monthly increase and a monthly rate of \$65,000.

First: Donna Gambol
Second: Nick Massetti

The motion was carried unanimously.

b. Friends of the Library Donation

Motion: To approve a \$5,000 Friends of the Library donation to GRF.

First: Donna Gambol
Second: Camille Thompson

The motion was carried unanimously.

GOVERNING DOCUMENTS

Amend 30-1021-1 Posting Signs on Trust Property

Motion: To recommend the Board accept amended changes in language to 30-1021-1, Posting Signs on Trust Property, and assign it the number, 13-1021-1.

First: Carol Levine
Second: Donna Gambol

The motion was carried unanimously.

Amend 70-1406-2 Limitations on Use of Trust Property – Fees

The Committee postponed this item awaiting action of the Member Services Committee.

Amend 40-2230-3 Authorized Signatories

Motion: To recommend the Board approve 40-2230-3, Authorized Signatories, as amended and assign it the number 14-2230-3.

First: Marsha Gerber
Second: Camille Thompson

The motion was carried unanimously.

Review 40-3323-3 Disposition of Surplus Equipment

Motion: To inform the Board that the Committee had reviewed 40-3323-3, Disposition of Surplus Equipment, and did not recommend major revisions apart from assigning it the number 14-3323-3.

First: Camille Thompson
Second: Nick Massetti

The motion was carried unanimously.

REVENUE RECOVERY ITEMS

Adopt-10-2000-2, sections 1.1. and 1.2, Consolidated Fees

Motion: To recommend the Board adopt sections 1.1 and 1.2 of the proposed rule 10-2000-2, regarding fees for visitors' temporary Recreational Vehicle parking on Trust Property.

First: Nick Massetti

Second: Camille Thompson

The motion was carried unanimously.

Adopt 10-2000-2, section 2.4, Consolidated Fees

Motion: To recommend the Board adopt section 2.4. of 10-2000-2, Consolidated Fees, as the fee schedule for proposed Radio Frequency ID (RFID) tag rules passed by the Operations Committee under the number 38-5580-2. The schedule was amended to note that the fee for bulk tag purchases stated in 2.4.3. is \$15.

First: Donna Gambol

Second: Nick Massetti.

The motion was carried with six (6) yes votes and one (1) abstention (Nugent).

Amend 70-1487-2 Recreational Vehicle Lot Schedule of Fees

The Committee consented to duplicate Recreational Vehicle Lot annual fees from this rule into 10-2000-2, Consolidated Fees, while awaiting action concerning the assignment of responsibility among the various committees for establishing fines.

EXPENSE ITEMS

Proposed Capital Expenditures

- a. Real Estate Sales Sign
The Committee consented to designate the proposed Real Estate Sign as a Capital Expenditure.
- b. Engineering Inquiry for EV Stations (Maintenance Yard)
The Committee consented to designate the proposed Engineering Inquiry for EV stations (Maintenance Yard) as a Capital Expenditure.
- c. Radar Speed Signs
The Committee consented to designate the proposed Radar Speed Sign purchases as a Capital Expenditure.

Proposed Reserve Expenditures

- a. HVAC Unit in News Office
The Committee consented to designate the proposed News Office HVAC Unit replacement as a Reserve Expenditure.
- b. Clubhouse 4 Piano
The Committee consented to designate the proposed Clubhouse 4 piano purchase as a Reserve Expenditure.
- c. Main Entry Traffic Flow Study
The Committee consented to designate the proposed Main Entry Traffic Flow study as a Capital Expenditure.

FUTURE AGENDA ITEMS:

- a. 40-5506-3 Request for Proposal Requirement (For August)
- b. 70-1406-2 Limitations on Use of Trust Property – Fees (Awaiting Action from Member Services Committee)
- c. 70-1487-2 Recreational Vehicle Lot Schedule of Fees (Awaiting Action from Member Services Committee)
- d. 14-5061-2 Facilities and Amenities Fees (Awaiting Annual Budget resolution)

NEXT MEETING

Thursday, August 10, 2023, in Administration Conference Room A/Zoom.

ADJOURNMENT

The meeting was adjourned at 11:28 pm by Chair Thompson.

August 10, 2023
Approved Date

[Signature]
Approval Signature

William Thompson
Printed Name

