

FACILITIES

Committee Meeting Agenda
Tuesday, October 3, 2023 - 10:00 A.M.
Conference Room A

This meeting may also be live streamed at www.lwsb.com.

The tab will be active 15 minutes prior to the start of the meeting.

The live streaming uses YouTube Live and terminates at the close of the meeting.

1. Call to Order/Pledge of Allegiance

2. Roll Call

- Nick Massetti – Chair
- Carole Damoci
- Susan Hopewell
- Janet Isom
- Edward Jablonski
- Carol Levine
- Lee Melody
- Daniel Weber
- Marsha Gerber, Ex-Officio.

3. Chair Announcement

4. Approve Minutes

5. Facilities Committee, September 5, 2023

6. Member Comments/Correspondence

7. Staff Report

8. General

- a. Two Bus Benches Replacement Request
- b. California Manual on Uniform Traffic Control Devices Compliance Memo
- c. Southern California Edison Easement Request

9. Capital Funding Items

- a. Bocce Ball Court
- b. Cooling Turbines for Shuffleboard Courts
- c. Amphitheater Dance Ramps
- d. Backup Power for Service Maintenance
- e. Operational Analysis of Traffic Light Saint Andrews and Golden Rain Road
- f. Clubhouse 2 Card & Game Room Renovation
- g. Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard
- h. Replace HVAC Unit #12 in Clubhouse Two

10. Operation Funding Items

- a. 2024-2026 Fire Protection Services bid opening

11. Reserve Funding Items

- a. Library replacement of flooring and painting interior and exterior.

12. Future Agenda Items

13. Next Meeting Date

- Tuesday, November 7, 2023, at 10:00 a.m. – Conference Room A



14. Adjournment

Please be always courteous and respectful to other members, Board Directors and representatives from Management. We ask that you do not raise hands or interrupt the Committee or anyone else who may be speaking. **A Member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board at which disciplinary action may be taken.**



FACILITIES COMMITTEE MINUTES

September 5, 2023

The regular meeting of the Facilities Committee was called to order at 10:00 a.m. by Chair Massetti on Tuesday, September 5, 2023, in Conference Room A and via Zoom, followed by the Pledge of Allegiance.

Present: Nick Massetti - Chair
Carole Damoci
Edward Jablonski
Carol Levine
Lee Melody
Daniel Weber

Absent: Susan Hopewell
Janet Isom

Staff and Guest: J. Sedgwick, Executive Director
M. Gerber, GRF President
M. Weaver, Senior Director of Facilities
T. Makakaufaki, Executive Coordinator

CHAIR'S ANNOUNCEMENTS

Chair Massetti greeted and welcomed everyone to the Facilities Committee meeting and introduced Foundation members and staff.

Motion: To add the proposal from J&J Landscaping to the agenda.

First: Carole Damoci
Second: Carol Levine

The motion passed.

APPROVAL OF MINUTES

The minutes listed were approved, as presented:

- Facilities Committee, July 3, 2023

SHAREHOLDER/MEMBER COMMENTS

Three Shareholders spoke at the time of the meeting.

FACILITIES COMMITTEE MINUTES - 09.05.2023

CORRESPONDENCE

There was no correspondence reviewed at the time of the meeting.

STAFF REPORTS

The Senior Director of Facilities presented the monthly report, as presented in the agenda packet.

PRIORITY ITEMS

Annual Budget Preliminary Review

The Annual Budget Preliminary was reviewed by the Committee.

Motion: To accept the J&J Landscaping proposal, extending the current contract, and increasing the monthly payment by \$700 each year, for the next three years.

First: Lee Melody

Second: Carole Damoci

The motion passed.

Reserve Study Proposed Updates

The Reserve study was provided to the Committee for review.

Director Weber arrived at 10:35 a.m.

CAPITAL FUNDING ITEMS

Speed Cushion Change Order

Motion: To have JB Bostick provide two-speed cushions instead of accepting a change order for an increased material charge of \$12, 573 for the original quoted five-speed cushions.

First: Nick

Second: Melody

The motion passed with one no vote (Director Jablonski).

FACILITIES COMMITTEE MINUTES - 09.05.2023

Bocce Court Remodel

Motion: To recommend the GRF Board of Directors award contracts to MJ Jurado for \$63,889 and Always Green for a contract amount of \$23,229 and a work order for J & J Landscape in the amount of \$2,600 to move the valves and sprinklers. For a total cost not to exceed \$98,689 which includes a 10% contingency and authorizes the President to sign the contracts.

First: Lee

Second: Levine

The motion passed.

If the motion fails, the 2nd motion comes into play.

Motion: To recommend the GRF Board accept the Always Green proposal to replace the existing playing surface with artificial turf at a cost not to exceed \$11,614.

First: Nick

Second: Jablonski

The motion passed with one no vote (Director Melody).

Cooling Turbines for Shuffleboard Courts

The Senior Director of Facilities will come back to the next scheduled meeting with a cost proposal.

Amphitheater Dance Ramps

The Senior Director of Facilities will come back to the next scheduled meeting with a cost proposal.

Backup Power for Service Maintenance

The Senior Director of Facilities will come back to the next scheduled meeting with a cost proposal.

Clubhouse 2 Card & Game Room Renovation - Scope of Work

The Senior Director of Facilities will come back to the next scheduled meeting with a cost proposal.

OPERATION FUNDING

Sewer Preventive Maintenance Three-Year Contract

Motion: To recommend the GRF Board award a three-year contract (2023-2025) to Empire Pipe Cleaning & Equipment, Inc. in the amount of \$127,150 and authorize the President to sign the contract

First: Melody
Second: Jablonski

The motion passed.

RESERVE FUNDING

HVAC Reroute in the Administration Office

Motion: To recommend the GRF Board award a contract to Greenwood Heating and Air in the amount of \$14,500 and add a 10% contingency for a total cost not to exceed \$15,950 for the rerouting of ductwork and installation of thermostats in the three office areas of concern in the Administration Building upstairs.

First: Melody
Second: Damoci

The motion passed.

Channel Fence Replacement Phase One

Motion: To recommend the GRF Board award a contract to Quality Fence for \$99,000 to remove and replace approximately 1,736 lineal feet of chain link fence at the channel and add a 20% contingency (city and county permits and plant removal) for a total cost not to exceed \$118,800.

First: Damoci
Second: Levine

The motion passed.

FACILITIES COMMITTEE MINUTES - 09.05.2023

Clubhouse One Renovations

Motion: To recommend the GRF Board award contracts for work in Clubhouse One; to Hutton Painting for \$52,400 to repaint the interior and exterior including the shuffleboard court (reserve funding), to Pacific 3 Electric for \$71,990 for replacement of the lobby and main room lighting fixtures (reserve funding), and to Custom Glass for \$74,060 for the replacement of the windows on the north and south sides of the lobby and main room (capital funding), for a total cost not to exceed \$218,295 including a 10% contingency and authorize the President to sign the contracts.

First: Damoci

Second: Melody

The motion passed.

GOVERNING DOCUMENT N/A

FUTURE AGENDA ITEMS

- Solar for Clubhouses and Parking Lots

ADJOURNMENT

Chair Massetti adjourned the meeting at 11:45 a.m.

Nick Massetti, Chair
Facilities Committee
TM: 09.05.23

PHYSICAL PROPERTY COMMITTEE PROJECT REPORT

Project	Proj #	Status	BOD Approved	Scheduled Completion	BOD Approved Funds	Used Funds	Balance
Speed Cushions	1019-22	OCFA Permit approved, Change order submitted for 1 Speed Cushion	22-Jan	TBD	\$13,500		\$13,500
Paving Trust Street Phase 6	1051-23	Project started	23-Jul	October	\$580,000	(\$58,000)	\$522,000
Maintenance Yard EV Engineering	1050-23	Work in process FC to review	23-Jul	TBD	\$4,000		
Safety Improvements at Golden Rain / St. Andrews - Stantec Report	1011-22	Review Study completed FC to review	22-Aug	September	\$15,535	(\$9,954)	\$5,581
Radar Speed Signs	1049-23	Order in process	23-Jul	September	\$15,000	\$0	\$15,000
News Office HVAC Replacement	1047-23	Work completed	23-Jul	September	\$22,800		\$22,800
HVAC work at Administration		Contract draft in process					
Rubberized Golf Walking Path	1053-23	Contract executed	23-Aug	Oct.	\$14,195	\$0	\$14,195
Perimeter Wall Frontier	1040-23	Project completed	23-May	Sept.	\$211,530	(\$190,000)	\$21,530
Clubhouse 3 Kitchens	1037-23	95% completed	22-May	Oct	\$122,905	(\$107,785)	\$15,120
Clubhouse One Remodel		Contract draft in process	23-Sep		\$0	\$0	\$0
Library Painting, Flooring etc.		Work scheduled for December to be reviewed at Oct. meeting	NA		\$0	\$0	\$0
1.8 Acre Design and Cost Study	1035-23	RFP sent out, bids due back Sept. 29 AD HOC Committee to review	NA		\$62,150	(\$12,850)	\$49,300
Channel Fence Type and Budget costs		Contract draft in process	23-Sep		\$0	\$0	\$0
Elevator Cab Remodel	1025-23	Contract executed	23-Aug	Nov.	\$20,427	\$0	\$20,427
Traffic Study Entry Main Gate		Work in process	23-Aug	Sept.	\$14,400	\$0	\$14,400

September 19, 2023
Nick Massetti
Facility Committee Chair and GRF Board

Aloha Mr. Massetti,

My name is Joanne Weingart. I live here in Mutual 12-66F.

In 2004, my husband Joseph, my mother Ginger Chen, and I moved from Hawai'i to be with my mother-in-law, Helen Wingate, who lived in 12-67A. Helen had been an LW shareholder since the 1960's. She took care of her mother, Mary Lester, until Mary passed away in the 1980's.

All of them are gone now. May they rest in peace.

I would like to donate to replace 2 aged bus benches in memory of them: WINGATE, WEINGART, & CHEN. The funds for the bus benches have been verified by the GAF.

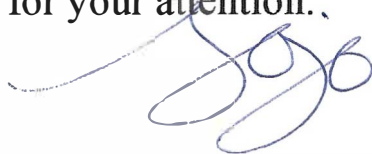
The locations of the 2 benches are in front of our Post Office and, just before the Mutual 5 fence, near the Post Office.

According to Mark Weaver, they are called the Amphitheater bus benches, used for shareholders' comfort and relaxation.

If you and your Board approve, the installations will be supervised by Ruben Gonzales, Mark Weaver, and Anna Derby, President of Golden Age Foundation.

Thank you for your attention..

Sincerely,





COMMITTEE ACTION REQUEST

DATE: OCTOBER 3, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: CALIFORNIA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES
COMPLIANCE MEMO

Background:

The City of Seal Beach has requested a California Manual on Uniform Traffic Control Devices (CAMUTCD) letter of compliance from our traffic engineer due to the addition of speed cushions.

Staff reached out to Urban Crossroads for a proposal, and the cost for this task is \$7,800.

Fiscal Impact:

This is a non-budgeted item.

Recommendation:

I recommend that the GRF Board approve \$7,800 for a CAMUTCD compliance letter by Urban Crossroads, requested by the City of Seal Beach, and authorize the President to sign the contract.



COMMITTEE ACTION REQUEST

DATE: OCTOBER 3, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: SOUTHERN CALIFORNIA EDISON EASEMENT REQUEST

Background:

Southern California Edison has requested a 10' easement of Trust Property at the ally next to Conoe Brook for the installation of an anchor for pole #1438516E (see attached)

Fiscal Impact:

None.

Recommendation:

I move to recommend the GRF Board approve the request for a 10' easement of Trust Property at the ally next to Conoe Brook for the installation of an anchor for pole #1438516E and authorize the President sign the agreement.



COMMITTEE ACTION REQUEST

DATE: OCTOBER 3, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: OPERATIONAL ANALYSIS OF TRAFFIC LIGHT SAINT ANDREWS AND GOLDEN RAIN ROAD

Background:

The Board awarded a contract to Stantec Consulting to conduct an intersection operational analysis to eliminate left-turn conflicts at St Andrews and Golden Rain Road. The committee reviewed their work and requested, if permissible, a pedestrian-only segment to be added in the final analysis. Stantec Consulting has completed its analysis and recommends the pedestrian-only phase and the left turn east/west split phasing. The cost to provide construction plans for this change is \$_____

Fiscal Impact:

Funding from Capital

Recommendation:

I move to recommend the GRF Board approve \$_____ for construction plans for the pedestrian-only phase as well as the left turn east/west split phasing at the traffic light at St Andrews and Golden Rain and authorize the President to sign the contract.



COMMITTEE ACTION REQUEST

DATE: OCTOBER 3, 2023
TO: FACILITIES COMMITTEE
FROM: PHYSICAL PROPERTY MANAGER
ACTION: CLUBHOUSE TWO CARD AND GAME ROOM RENOVATION

Background:

The Physical Property Department was tasked with obtaining bids for the renovation of the area in Clubhouse Two, previously known as the Wood Shop. The Physical Property Department sent out a request for proposal (RFP) to three contractors. We received two bids and are as follows (to be opened at the October 3, 2023 Facilities Meeting):

- Hadi Cosnbtruction \$
- Ogan Construction \$

Fiscal Impact:

Renovation of this area will be from Capitol and Reserve Funding.

Recommendation:

I move to recommend the GRF Board award a contract to _____, for the renovation of the Clubhouse Two Card & Game Room in the amount of \$ _____ and adding a 10% contingency for a total cost not to exceed \$ _____ and authorize the President to sign the contract.



COMMITTEE ACTION REQUEST

DATE: OCTOBER 3, 2023
TO: FACILITIES COMMITTEE
FROM: PHYSICAL PROPERTY MANAGER
ACTION: ELECTRIC VEHICLE CHARGING STATIONS PLAN CHECK PACKAGE
SERVICE MAINTENANCE YARD

Background:

At its July 25, 2023, Board meeting, the Board of Directors approved the design/engineering for charging the new electric service carts for the Service Maintenance Department. Control Engineering (they also provided design/engineering for the new woodshop at Clubhouse One) completed their investigation. It will need further study to complete the design due to a lack of available power. Control Engineering has provided a proposal to do the final engineering work for us to send out an RFP (Request for Proposal) for the construction of this project.

Listed below are our costs to proceed with the engineered design:

- Plan Check Drawing Package for new electric vehicle charging in maintenance yard \$10,770
- This price includes one revision if needed; additional revisions will be \$500

Fiscal Impact:

Funding from capital expense.

Recommendation:

I move to recommend the GRF Board award a contract to Control Engineering for the Service Carts Electric Vehicle Charging Stations Plan Check Package at the Service Maintenance yard for a cost not to exceed \$10,770 using Capital Funding and authorizing the President to sign the contract.



COMMITTEE ACTION REQUEST

DATE: OCTOBER 3, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: REPLACE UNIT #12 IN CLUBHOUSE 2

Background:

The HVAC unit #12 in Clubhouse Two has failed and is beyond its useful life. The Physical Property Department obtained a quote from Greenwood Heating and Air to replace this Reserve Component. The cost is as follows:

Greenwood Heating and Air	\$9,475
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Fiscal Impact:

Funding from Reserves. Routine maintenance is to be conducted in-house.

Recommendation:

I move to recommend the GRF Board award a contract to Greenwood Heating and Air for the replacement of the HVAC unit #12 in Clubhouse Two at a cost not to exceed \$9,475, Reserve Funding, and authorize the President to sign the contract.