

FACILITIES

Committee Meeting Agenda
Tuesday, November 7, 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

- a. Facilities Committee, September 5, 2023, and October 3, 2023

5. Member Comments/Correspondence

6. Staff Report

7. General

- a. Contractors of Record
- b. Urban Crossroads Speed Cushions CAMUTCD Compliance Memo

8. Capital Funding Items

- a. Emergency Generator for The Service Maintenance Yard
- b. Operational Analysis of Traffic Light Saint Andrews and Golden Rain Road
- c. Capital Plan Overview Document

9. Operation Funding Items

- a. 2024-2026 Fire Protection Services Contract
- b. Mary's Gate

10. Reserve Funding Items

- a. Amphitheater Sewer Lift Station Repair
- b. Mayfield Paving Project
- c. Friends and Library Building - Paint Interior/Exterior Selection
- d. Administration Building Elevator Cab Remodel
- e. Main Gate Office Renovation

11. Future Agenda Items

12. Next Meeting Date

- Tuesday, December 5, 2023, at 10:00 a.m. – Conference Room A

13. 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



FACILITIES COMMITTEE MINUTES

October 3, 2023

The regular meeting of the Facilities Committee was called to order at 10:00 a.m. by Chair Massetti on Tuesday, October 1, 2023, in Conference Room A and via Zoom, followed by the Pledge of Allegiance.

Present: Nick Massetti - Chair Edward Jablonski
 Carole Damoci Carol Levine
 Susan Hopewell Daniel Weber (arrived at 10:38 a.m.)
 Janet Isom

Absent: Lee Melody

Staff and M. Gerber, GRF President
Guest: 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.

APPROVAL OF MINUTES

The September 5, 2023, minutes were not approved and will be brought back to the next scheduled meeting.

SHAREHOLDER/MEMBER COMMENTS

Two Shareholders spoke at the time of the meeting.

CORRESPONDENCE

There are no correspondences were reviewed at the time of the meeting.

STAFF REPORTS

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

FACILITIES COMMITTEE MINUTES - 10.03.2023

GENERAL

Two Bus Benches Replacement Request

Motion: To accept the donation of two standard bus benches.

First: Damoci

Second: Hopewell

The motion was passed unanimously by the Committee Members present.

California Manual on Uniform Traffic Control Devices Compliance Memo

After discussion, the Senior Director of Facilities will bring more information to the next scheduled meeting.

Southern California Edison Easement Request

Motion: To recommend the GRF Board approve the request for a 10-foot easement of Trust Property at the ally next to Conoe Brook to install an anchor for pole #1438516E and authorize the President to sign the agreement.

First: Damoci

Second: Levine

The motion was passed unanimously by the Committee Members present.

CAPITAL FUNDING

Bocce Ball Court

After discussion, the Committee agreed to forward Bocce Ball Court to the Members Service Committee for further review.

Cooling Turbines for Shuffleboard Courts

After discussion, the Committee agreed to forward Cooling Turbines for Shuffleboard Courts to the Members Service Committee for further review.

FACILITIES COMMITTEE MINUTES - 10.03.2023

Amphitheater Dance Ramps

After discussion, the Committee agreed to forward the Amphitheater Dance Ramps to the Members Service Committee for further review.

Backup Power for Service Maintenance

The Senior Director of Facilities will have more information on Backup Power of Service Maintenance to present at the next scheduled meeting.

Operational Analysis of Traffic Light Saint Andrews and Golden Rain Road

After reviewing the Stantec report, the committee agreed to have the Senior Director of Facilities obtain quotes to implement the related recommendations.

Director Weber arrived at 10:38 a.m.

Clubhouse Two Card and Game Room Renovation

Motion: To recommend the GRF Board award a contract to Hadi Construction for the renovation of Clubhouse Two, Card & Game Room in the amount of \$129,800 and adding a 10% contingency for a total cost not to exceed \$142,780 and authorize the President to sign the contract.

First: Carol Damoci

Second: Edward Jablonski

The motion was passed unanimously by the Committee Members present.

Electric Vehicle Charging Stations Plan Check Package Service Maintenance Yard

Motion: To recommend the GRF Board award a contract to Control Engineering for the Service Carts electric vehicle charging station plan check package at the service maintenance yard for a cost not to exceed \$10,770 Capital Funding and authorize the President to sign the contract.

First: Susan Hopewell

Second: Nick Massetti

The motion passed with one abstention (Director Weber).

FACILITIES COMMITTEE MINUTES - 10.03.2023

Replace Unit Twelve in Clubhouse Two

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

First: Carole Levine

Second: Carol Damoci

The motion was passed unanimously by the Committee Members present.

OPERATION FUNDING

2024-2026 Fire Protection Service Bid Opening

The Senior Director of Facilities will have more information on the 2024-2026 Fire Protection Service Bid to present at the next scheduled meeting.

RESERVE FUNDING

Library Replacement of Flooring and Painting Interior and Exterior

Motion: To recommend the GRF Board award contracts for the Library and Friends of Library Buildings to Hutton Painting for the repainting of the interior and exteriors in the amount of \$11,900, to Cornerstone Flooring for the floor replacement at both buildings in the amount of \$44,825 and to Penn to remove and reinstall inventory in the amount of \$43,837 adding a 10% contingency for a total cost not to exceed \$100,618 and authorize the President to sign the contract.

GOVERNING DOCUMENT N/A

FUTURE AGENDA ITEMS

- Solar for Clubhouses and Parking Lots
- Review the Contract on the Records List
- Cost of Repairing Mary's Gate

ADJOURNMENT

Chair Massetti adjourned the meeting at 11:06 a.m.

Nick Massetti, Chair
Facilities Committee
TM: 09.05.23

DRAFT

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 | (\$309,840) | \$270,160 |
| Maintenance Yard EV Engineering | 1063-23 | Work in process | 23-Jul | TBD | \$10,770 | | \$10,770 |
| Safety Improvements at Golden Rain / St. Andrews - Stantec Report | 1011-22 | Review Study completed FC to review construction plan cost | 22-Aug | September | \$15,535 | (\$9,954) | \$5,581 |
| Radar Speed Signs | 1049-23 | Product arrived SM scheduled to install | 23-Jul | November | \$15,000 | \$0 | \$15,000 |
| Heat Pump Replacment CH 2 | 1061-23 | contract in process | 23-Oct | | \$9,475 | | \$9,475 |
| HVAC work at Administration | 1055-23 | Work in process | 23-Sep | November | \$15,950 | | \$15,950 |
| Clubhouse 3 Kitchens | 1037-23 | 95% completed | 22-May | Oct | \$122,905 | (\$107,785) | \$15,120 |
| Clubhouse One Remodel | 1060-23 | Work schedule to start Jan 2024 | 23-Sep | Feb. | \$218,295 | \$0 | \$218,295 |
| Library Painting, Flooring etc. | 1062-23 | Work scheduled for end of December | 23-Oct | Jan. | \$110,618 | \$0 | \$110,618 |
| 1.8 Acre Design and Cost Study | 1035-23 | RFP sent out, bids due back Sept. 29 AD HOC Committee to report to the BOD | NA | TBD | \$62,150 | (\$57,150) | \$5,000 |
| Channel Fence Replacment | 1057-23 | Work schedule for December | 23-Sep | Dec. | \$118,800 | \$0 | \$118,800 |
| Elevator Cab Remodel | 1048-23 | Contract executed marterial selection in process | 23-Aug | Nov. | \$20,427 | \$0 | \$20,427 |
| Traffic Study Entry Main Gate | | Work in process | 23-Aug | Sept. | \$14,400 | \$0 | \$14,400 |



COMMITTEE ACTION REQUEST

DATE: NOVEMBER 7, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: CONTRACTORS OF RECORD

Background:

To streamline the bidding process, it has been suggested to approve Contractors of record for a one-year term. The following contractors have been awarded contracts with their low bids in the past and or have made themselves available to the community in times of urgency. The following are the recommended contractors of record:

M.J. Jurado
Custom Glass
Greenwood Heating and Air
Advanced Painting
JC Kress Construction
Karys Carpet
Roxygen Painting
Hadi Construction

Fiscal Impact:

none

Recommendation:

I move to approve the contractors of record for the above contractors for a one-year term.



COMMITTEE ACTION REQUEST

DATE: NOVEMBER 7, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: EMERGENCY GENERATOR FOR THE SERVICE MAINTENANCE YARD

Background:

The Physical Property Department was tasked with obtaining bids for installing an emergency generator for the Service Maintenance Yard. This would supply emergency power during a disaster to key areas in the yard.

Costs are as follows:

Duthie Power Servises- \$135,000

California Generators-

Fiscal Impact:

Unbudgeted item

Recommendation:

I move to recommend the GRF Board award a contract to (or budget for) _____ for the installation of an emergency generator for the Service Maintenance Yard, adding a 10% contingency for a total cost not to exceed \$ _____ and authorize the President to sign the contract.



COMMITTEE ACTION REQUEST

DATE: NOVEMBER 7, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: OPERATIONAL ANALYSIS 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 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: NOVEMBER 7, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: THREE-YEAR CONTRACT FIRE PROTECTION

Background:

The service contract for Fire Protection of Trust Property terminates in December 2023. The cost for this service this year is \$ 8,064 with All American Fire Systems. The Physical Property Department sent out a Request for Proposal to seven contractors and received two sealed bids, which will be opened at the November meeting. Attached is the bidders list.

Fiscal Impact:

\$ 8,064 is budgeted in operations for this service for the 2024 budget.

Recommendation:

I move to recommend the Board award a contract to _____ for the Fire Protection Services for Trust Property at a total cost of _____ for a three-year term funded from Operations.



COMMITTEE ACTION REQUEST

DATE: NOVEMBER 7, 2023
TO: FACILITIES COMMITTEE
FROM: PHYSICAL PROPERTY MANAGER
ACTION: AMPHITHEATER SEWER LIFT STATION REPAIR

Background:

The Sewer Lift Station electrical panel at the Amphitheater has failed, and parts are no longer available, as well as the Storm Drain Pump Motor and float system. The Physical Properties Department reached out to two vendors for proposals for this replacement and repair :

- Pumpman - \$63,777
- Jimni Systems- \$54,815

Fiscal Impact:

Funding to come from Reserves

Recommendation:

I move to recommend the GRF Board of Directors award a contract to Jimini Systems for the replacement of the Sewer Pump Station Electrical Panel and repair of the Storm Drain Pump for the amount of \$54,815, adding an additional 10% contingency for a total not to exceed \$60,297 and authorize the President to sign the contract.



COMMITTEE ACTION REQUEST

DATE: NOVEMBER 7, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: PAVING PROJECT RESERVE FUNDING MAYFIELD

Background:

The GRF Board of Directors approved the Paving Project for 2023 at its July 2023 meeting. A 2" grind and overlay was called out for Mayfield Road; upon removal of the west area it was determined the asphalt was too thin and the base is failing. To element this area from failing again will need to remove the asphalt, replace the base and either install concrete or asphalt. We received a proposals for both options from MJ Jurado for this work and are as follows:

Concrete-\$ _____

Asphalt- \$ _____

Credit back for grind and overlay- (\$ _____)

Total cost to repair of West Mayfield- \$ _____

Staff recommend concrete for this area.

Fiscal Impact:

Funding from un-budgeted reserves

Recommendation:

I move to recommend the GRF Board approve a change order for the replacement of the failing asphalt with concrete/asphalt from MJ Jurado on West end of Mayfield at a cost not to exceed \$ _____ Reserve Funding including the credit for the 2" grind and overlay.



GOLDEN RAIN FOUNDATION
Action Item
NOVEMBER 7, 2023

COMMITTEE ACTION REQUEST

DATE: NOVEMBER 7, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: LIBRARY AND FRIENDS PAINT INTERIOR/EXTERIOR SELECTION

Background:

The Board of Directors approved at its October 24, 2023 meeting the Painting of the Library and Friends of the Library buildings. Attached are interior and exterior color samples for this project

Fiscal Impact:

none

Recommendation:

I move to select scheme # _____ for the exterior and scheme # _____ for the interior of the Library and Friends of the Library project.



COMMITTEE ACTION REQUEST

DATE: NOVEMBER 7, 2023
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: ADMINISTRATION BUILDING ELEVATOR CAB REMODEL

Background:

At its August 22, 2023 meeting, the Board approved the Elevator Cab Remodel Project. Attached are the color samples for this project

Fiscal Impact:

None

Recommendation:

I move to select _____ for the Walls and _____ for the flooring of the Elevator Cab Remodel Project at the Administration Building.