

# A G E N D A

## FINANCE COMMITTEE

REGULAR MEETING  
TUESDAY, MARCH 28, 2017, AT 9:00 AM  
BOARD ROOM – GATEWAY COMPLEX

1. MEETING CALLED TO ORDER: David H. Smith, Chairman
2. ROLL CALL: Smith, Autrey, Dorband, Haley, Neff, Rosenzweig, and Yahng
3. APPROVAL OF REPORT: Regular meeting of February 21, 2017 (Attachment)
4. RESIDENTS' FORUM
5. CHAIRMAN'S REPORT – ANNOUNCEMENTS
6. STAFF REPORTS
  - a. CEO – General Comments
  - b. CFO – Monthly GRF Financials (copy in GRF Board Office Finance Committee mailbox)
  - c. Director of Mutual and Trust Operations – Trust Facilities and Property Maintenance, Projects, and Machinery/Equipment Acquisition Reports (Attachments)
7. UNFINISHED BUSINESS

None
8. NEW BUSINESS
  - a. Consider recommending to the GRF Board the expenditure of \$88,000 from the Trust Estate Fund for the purchase and installation of a restroom structure at the Rossmoor Gardens. (Attachment)
  - b. Consider recommending to the GRF Board the expenditure of \$347,500 to complete work to the Del Valle pools to include: replacing the three heaters, replacing the pumps, adding the previously approved Ultra Violet Sanitation system, and re-plastering the two pools and spa. (Attachment)
  - c. Consider recommending to the GRF Board the expenditure of \$8,400 from the Trust Estate Fund to complete conceptual design plans for an accessible ramp to be added to the main entrance to Dollar Clubhouse as well as accessible access to the rear patio and accessible patio use. (Attachment)

9. ADJOURNMENT
10. NEXT MEETING: Tuesday, April 25, 2017, at 9:00 a.m. in the Board Room at Gateway Complex

RSC/kv  
cc: GRF Board

## FINANCE COMMITTEE REPORT

REGULAR MEETING  
TUESDAY, FEBRUARY 21, 2017, AT 9:00 A.M.

A regular meeting of the Finance Committee was convened by the Chairman, David H. Smith, at 9:00 a.m. on Tuesday, February 21, 2017, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Jean A. Autrey, F. William Dorband, Attendance Kenneth W. Haley, Mary K. Neff, and Paul Rosenzweig. Christopher T. Yahng was absent. Also attending were Leslie Birdsall, President, Melvin C. Fredlund, Vice President, Mary Lou Delpech, Secretary, and Sue DiMaggio Adams, Geraldine Pyle, and Stephen D. Roath, Directors, GRF; Timothy O'Keefe, CEO; Richard S. Chakoff, CFO; Paul J. Donner, Director of Mutual and Trust Operations; Jeffrey P. Matheson, Director of Resident Services; and one resident.

The reports of the Committee's regular meeting of January 24, 2017, and the special meeting of February 10, 2017, were approved with the following correction to the fourth paragraph of the February 10<sup>th</sup> report (correction in *italics*):

"Following the Chairman's introductory remarks, Mr. Chakoff reviewed the Trust Estate Fund Projection and the Long-Range Comprehensive Capital Improvement Program spreadsheets, and the Trust Estate 20-year expenditure projection, and answered questions from Committee members and Messrs. Roath and Birdsall. The Committee asked Mr. Chakoff *to make minor revisions to the reports.*"

Report of  
1/24/17  
Approved;  
Report of  
2/10/17  
Approved  
as  
Corrected

During the Residents' Forum, Mary A. England asked a question regarding the list of Residents' GRF Potential Major Projects in the agenda packet (agenda item 8b-8). The Forum Chairman addressed her question.

Mr. O'Keefe commented on several matters, including damage from the recent rains CEO's to the bathrooms behind the Dollar Clubhouse (adjacent to one of the fairways) and Report to the creek near the Buckeye tennis facility. Messrs. O'Keefe and Donner then answered questions from the Committee.

Mr. Chakoff reviewed the preliminary GRF Financials for January, and both he and Staff Mr. Matheson answered questions from Committee members. Reports

Mr. Donner reviewed the January Trust Facilities and Property Maintenance, Projects, and Machinery/Equipment Acquisition Reports.

Following introductory remarks by the Chairman, Mr. Chakoff reviewed the proposed Mechanics Bank loan, corporate resolution, and term sheet included in the agenda Bank Loan and packet. Discussion followed. Corporate Resolution Discussed

Finance Committee  
Regular Meeting

-2-

February 21, 2017

On motion made by Mr. Haley, seconded by Mr. Dorband, and CARRIED UNANIMOUSLY, it was RESOLVED that the Finance Committee recommends to the GRF Board that it enter into a loan with Mechanics Bank on the terms presented at this meeting by Mr. Chakoff.

Recom-  
mendation  
to GRF Board  
re. Bank Loan

Mr. Chakoff and Mr. O'Keefe reviewed the long-range Trust maintenance plan spreadsheets and charts. Discussion followed, with Messrs. Chakoff, O'Keefe, and Donner answering questions from the Committee. During the discussion, Mr. Chakoff distributed a revised GRF Potential Major Projects list to the Committee (agenda attachment 8b-8).

Long-Range  
Trust Maint.  
Plan  
Discussed

There being no further business to come before the Committee, the meeting was adjourned at 10:15 a.m.

Adjourn-  
ment

The next regular meeting of the Finance Committee will be held on Tuesday, March 28, 2017, at 9:00 a.m. in the Board Room at Gateway Complex.

Next  
Meeting:  
3/28/17

David H. Smith, Chairman  
Finance Committee

kv

**YR2016 TRUST FACILITY / PROPERTY MAINTENANCE  
COST & COMMITMENT REPORT**

Reporting Period: February 2017

Project	Approved Budget	Reporting Period Expenditures	Incurred To-Date	Forecast To-Complete	Est. Final Expenditure	Under/(Over) Budget	Status
<b>Gateway</b>							
Coffee Bar Remodel	6,500	0	0	6,500	6,500	0	
<b>Dollar</b>							
Trellises Rebuild	10,500	0	0	10,500	10,500	0	
Interior Paint And Wall Coverings	40,000	0	0	40,000	40,000	0	
Restroom Casualty Loss	0	0	0	0	0	0	
<b>Event Center</b>							
Trellis Repair	10,000	0	0	10,000	10,000	0	
<b>Valleywide</b>							
Facilities Window Replacements	10,000	0	0	10,000	10,000	0	
Pool Depth Markers Replacement	6,500	0	0	6,500	6,500	0	
Equipment Replacements	37,000	0	0	37,000	37,000	0	
<b>Open Space</b>							
Open Space Maintenance	21,000	307	725	20,275	21,000	0	
Defensible Space Fire Abatement	15,000	0	0	15,000	15,000	0	
Trails Maintenance	10,000	0	103	9,897	10,000	0	
<b>Public Works</b>							
Street Maintenance	30,000	0	0	30,000	30,000	0	
Sidewalk Maintenance	63,000	0	0	63,000	63,000	0	
Water, Drainage, Sewer Maintenance	16,000	188	3,950	12,051	16,000	0	
<b>Golf Course</b>							
Storm Drain Buildup Removal	45,000	0	0	45,000	45,000	0	
Cart Path Repair Program	43,200	0	0	43,200	43,200	0	
<b>TOTAL</b>	<b>363,700</b>	<b>495</b>	<b>4,777</b>	<b>358,923</b>	<b>363,700</b>	<b>0</b>	

**CAPITAL PROJECTS**  
**BUDGET AND EXPENDITURE REPORT**  
Reporting Period FEBRUARY 2017

Project	Approved Budget	Reporting Period Expenditures	Incurred To-Date	Forecast To-Complete	Est. Final Expenditure	Under/(Over) Budget
Del Valle Renovation Project	1,182,500	54,751	746,764	435,736	1,182,500	0
Drop Creek Structure Construction	550,000	421	19,998	530,002	550,000	0
Valley-Wide Paving	510,000			510,000	510,000	0
Re-Pave MOD Parking Lot	211,500			211,500	211,500	0
Digital Phone System	140,000		140,000	0	140,000	0
Hillside Clubhouse Improvements	130,000			130,000	130,000	0
Del Valle Pools Ultra-Violet System	120,000			120,000	120,000	0
Solar Energy Consultant Phase 2 (see NOTE A)	75,000		27,297	47,703	75,000	0
Gateway Multi-Purpose Rooms Improvements	50,000			50,000	50,000	0
Traffic and Pedestrian Safety Study	33,400		10,519	22,881	33,400	0
Gateway Clubhouse Automatic Doors	27,000			27,000	27,000	0
Rossmoor Gardens Chain Link Fence	26,500			26,500	26,500	0
Gateway Clubhouse Electrical Improvements	25,000		5,131	19,869	25,000	0
Gateway Studios Space Study	25,000		17,290	7,710	25,000	0
Landscape Median Renovation	25,000			25,000	25,000	0
Sportsman's Park Pergola	18,000			18,000	18,000	0
MOD Conference Room Remodel	16,500			16,500	16,500	0
Fireside Room Automatic Shades	15,000			15,000	15,000	0
Counseling Services Automatic Doors	6,500	5,118	5,118	1,382	6,500	0
Dollar Clubhouse Accessibility Study	6,000		4,875	1,125	6,000	0
<b>TOTAL</b>	<b>3,192,900</b>	<b>60,290</b>	<b>976,992</b>	<b>2,215,908</b>	<b>3,192,900</b>	<b>0</b>

Major Projects	Total Contingency	Contingency Reserved	Contingency Expended
Drop Creek Structure	70,000	0	0

**MACHINERY & EQUIPMENT  
BUDGET AND EXPENDITURE REPORT**

Reporting Period: FEBRUARY 2017

**PRELIMINARY**

<b>Project</b>	<b>Approved Budget</b>	<b>Incurred To-Date</b>	<b>Forecast To-Complete</b>	<b>Est. Final Expenditure</b>	<b>Under/(Over) Budget</b>
MOD Vehicles (6)	199,000	134,973	64,027	199,000	0
GRF Vehicles (4)	160,000		160,000	160,000	0
Data Storage Project	97,000		97,000	97,000	0
Fairway Mower	62,000		62,000	62,000	0
Bunker Rake	19,500		19,500	19,500	0
Gateway Clubhouse Fiber Switch	12,000	10,958	0	10,958	1,042
Mail Inserter Machine	11,000	11,166	0	11,166	(166)
Dollar Clubhouse Pool Heater	6,500		6,500	6,500	0
			0		0
			0		0
<b>TOTAL</b>	<b>567,000</b>	<b>157,097</b>	<b>409,027</b>	<b>566,124</b>	<b>876</b>

Agenda Item: 8a  
Subject: Garden Club  
Meeting Date: March 28, 2017

***SUMMARY REPORT  
GOLDEN RAIN FOUNDATION  
FINANCE COMMITTEE***

**REPORT PREPARED BY:**

Jeff Matheson, Director of Resident Services

**REQUESTED ACTION/RECOMMENDATION:**

Consider recommendation to the GRF Board the expenditure of \$88,000 from the Trust Estate Fund for the purchase and installation of a restroom structure at the Rossmoor Gardens.

**BACKGROUND:**

In 2015 the Board approved an agreement with Pulte Homes regarding the new Trellis Homes project located in front of the Rossmoor Gardens on the former JCC property. The agreement included installation of a domestic water line and sanitary sewer line from the trunk at Tice Creek to a location within the garden. Pulte is also to pave the entrance to the gardens all the way to the parking lot and install a new gate.

The original plan was for Pulte to stub out the sewer line for future consideration by GRF to add a restroom. The rules for the sanitation district do not permit stub outs for future connections. This means that in order to take advantage of the requirement for Pulte to install the sewer line, GRF will need to install a restroom structure at the same time so the sanitation district can approve the size and the connection.

In discussing the project with the Garden Club President, it has been determined that a single unisex restroom will serve the needs of the Club. Staff has secured an estimate from Romtec for a restroom structure that meets the interests of the Club. Other expenses involved in the project include a site survey, construction staking and city permits.

Should the Board decide to proceed with the project, staff will coordinate the schedule with Pulte to ensure the sewer, domestic water, and power are installed prior to paving and ready for the restrooms structure installation. Based on the current schedule this will likely take place late summer.

**ALTERNATIVES/OPTIONS:**

- The Finance Committee can decide not to recommend the expenditure of Trust Funds for a restroom structure.




**ATTACHMENTS:**

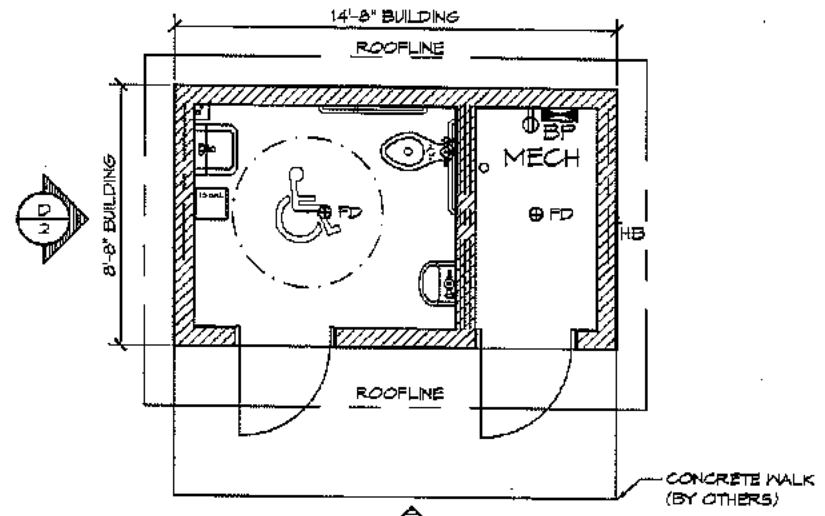
- Sample of the restroom structure design

LEGEND		
SYMBOL	DESCRIPTION	AREA/ QUANTITY
-----	GABLE VENT	2
≡≡≡	2x6 WOOD FILLER WALL	1
	EXT. LED WALL LIGHTS	2
	CEILING LED LIGHTS	2
⊙	FLOOR DRAIN	2
THB	WALL HYDRANT	1
⊕	ELECTRICAL OUTLET	1
□ TP	TWO ROLL TP DISPENSER	1
□	MIRROR	1
□	TRASH CAN	1
□ PTD	TOWEL DISPENSER	1
□ SD	SEAT COVER DISPENSER	1
□ SD	SOAP DISPENSER	1

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### WALL TYPE SCHEDULE

 8" REINFORCED CONCRETE MASONRY BLOCK WALL WITH MORTAR JOINTS, GROUTED SOLID ALL CELLS RUNNING BOND PATTERN.



**1 FLOOR PLAN**  
SCALE: 1" = 1'-0"

**ROMTEC**  
16240 NORTH BANK ROAD - ROSELBURG, OR 97130  
pdx@romtec.com romtecpdx.com

**PRELIMINARY**

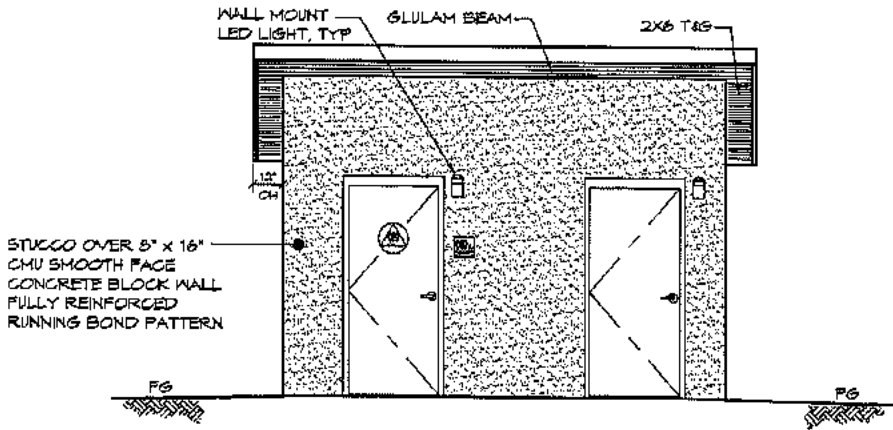
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PROJECT: 2004-SIERRA SINGLE RESTROOM (STORAGE & OPT. COVERED ENTRY)  
 ROMTEC OF WALNUT CREEK  
 GARDEN CLUB AREA RESTROOM  
 WALNUT CREEK, CALIFORNIA

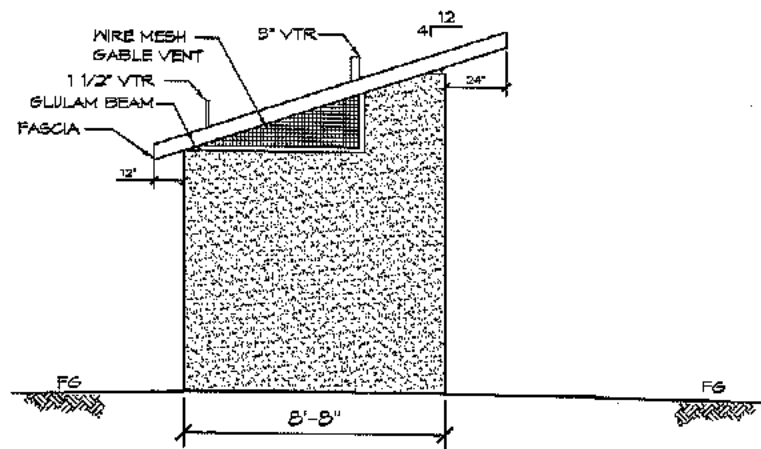
PROJECT: 053  
 MODEL: 2004  
 DATE: 8/15/2017  
 REVISIONS

DESIGNER: TH  
 SHEET NO. 1

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**C** ELEVATION VIEW  
SCALE: 1/4" = 1'-0"



**D** ELEVATION VIEW  
SCALE: 1/4" = 1'-0"

**ROMTEC**  
18240 NORTH BANK ROAD - ROSEBURG, OR 97470  
(503) 662-8841 FAX (503) 662-8841  
**PRELIMINARY**

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DISTRIBUTED, AND NO ENLARGES MAY BE CONSTRUCTED FROM THESE PLANS, WITHOUT THE WRITTEN PERMISSION OF ROMTEC, INC.  
PROJECT: 2004-SIERRA 1 SINGLE RESTROOM / TV STORAGE & CIFT. COVERED ENTRY  
ROSSMOOR OF WALNUT CREEK  
GARDEN CLUB AREA RESTROOM  
WALNUT CREEK, CALIFORNIA  
SHEET TITLE: ELEVATIONS (CMU)

PROJECT:	2004-SIERRA 1
DATE:	3/15/2017
REVISIONS:	
REV:	DATE
BY:	
TH	

SHEET NO. 2

Agenda Item: 8b  
Subject: Del Valle Pools  
Meeting Date: March 28, 2017

***SUMMARY REPORT  
GOLDEN RAIN FOUNDATION  
FINANCE COMMITTEE***

**REPORT PREPARED BY:**

Jeff Matheson, Director of Resident Services

**REQUESTED ACTION/RECOMMENDATION:**

Consider recommending to the GRF Board the expenditure of \$347,500 to complete work to the Del Valle pools to include: replacing the three heaters, replacing the pumps, adding the previously approved Ultra Violet Sanitation system, and re-plastering the two pools and spa.

**BACKGROUND:**

Over the past year the heater for the exercise pool had significant issues that caused the pool to be closed for nearly an entire month. The heaters at Del Valle are near the end of their expected life and originally scheduled to be replaced in 2018. Replacing them now while the pools will be closed makes more sense.

Currently the pool pumps at Del Valle are not energy efficient. It is recommended that the pumps be replaced with Variable Frequency Drive (VFD) pumps. These higher efficiency pumps should pay for themselves in energy savings and rebates from Marin Clean Energy (MCE) within 24 months and then result in energy savings ongoing.

In 2016 the Board approved funding in the amount of \$120,000 for an Ultra Violet System to be added to the filtration system for all three bodies of water at Del Valle. The UV system removes contaminants including chloramines which causes the smells and can cause skin irritation for some swimmers. The UV system does not replace the need for chlorine to be used as the primary sanitation source. The system was not installed in 2016 because of the need to increase the capacity of the electrical panel in the pump room which is now being done as part of the renovation project.

During the February Aquatics Advisor Committee meeting a discussion was held regarding the condition of the plaster and tile for the pools. In the long-range capital plan, funds are planned for 2018 to re-plaster the pools. Plaster needs to be replaced every 7-10 years. It has been ten years since the pools were last plastered. Since the pools will need to be closed for a period of time, it makes sense to complete this work now instead of opening a new facility only to close again to re-plaster a year later. The plaster project will include replacing the depth marker tiles, adding no diving symbols as required by code, and replacing the coping around each pool and the spa.

**ALTERNATIVES/OPTIONS:**

- The Finance Committee can decide to recommend the work be deferred until a future date.

**FINANCIAL IMPACT:**

The total budget for the improvements is \$467,500. Of this amount \$120,000 was previously authorized by the Board for the UV system.

**ATTACHMENTS:**

None

Agenda Item: 8c  
Subject: Dollar Clubhouse  
Meeting Date: March 28, 2017

***SUMMARY REPORT  
GOLDEN RAIN FOUNDATION  
FINANCE COMMITTEE***

**REPORT PREPARED BY:**

Jeff Matheson, Director of Resident Services

**REQUESTED ACTION/RECOMMENDATION:**

Consider recommending to the GRF Board the expenditure of \$8,400 from the Trust Estate Fund to complete conceptual design plans for an accessible ramp to be added to the main entrance to Dollar Clubhouse as well as accessible access to the rear patio and accessible patio use.

**BACKGROUND:**

In 2016 the GRF Board authorized an accessibility review of Dollar Clubhouse. The Access Specialist determined that GRF was not under obligation to bring the Clubhouse up to current accessibility code based on the fact that Rossmoor is a private gated community. New codes will need to be met for any new construction or significant renovation.

The report provided by the Access Specialists did include a number of recommendations including adding a ramp to the front entry. Currently the front entry requires two steps in order to access the interior of the building. A ramp would eliminate the need for any steps.

Currently there is a ramp for wheelchair access in the rear of the Clubhouse. This ramp however does not meet current code. The ramp also requires navigating several paths through the patio area which are often obstructed with patio furniture. The patio also has several elevation changes. ELS Architecture and Urban Design will evaluate the best path of travel and location for accessible entry into the Clubhouse from the patio as well as improvements that may be needed to the patio for improved mobility.

Once the conceptual plans and budget estimates are complete, staff will seek authorization from the Board to complete the construction plans and seek bids to construct the improvements.

**ALTERNATIVES/OPTIONS:**

- The Finance Committee can decide not recommending funding completion of design plans at this time.

**ATTACHMENTS:**

None