A regular meeting of the Board of Directors of the Golden Rain Foundation of Walnut Creek will be held in Peacock Hall at Gateway Complex commencing at 9:00 a.m. on Thursday, August 30, 2018. The agenda for the meeting is listed below. It is sometimes necessary to add agenda items for consideration by the Board after the agenda has been prepared and distributed. These items will be described in the agenda available at the Board meeting. Regular meetings of the Board of Directors are open, and comments from residents are always welcome during the Residents' Forum.

A G E N D A

GOLDEN RAIN FOUNDATION OF WALNUT CREEK

REGULAR MEETING OF THE BOARD OF DIRECTORS
THURSDAY, AUGUST 30, 2018, AT 9:00 A.M.

1. MEETING CALLED TO ORDER: Robert D. Kelso, President

2. ROLL CALL: Kelso (D), Birdsall (I), Pyle (G), Neff (H), Adams (A), Anderson (C), Brown (B), Coenen (E), Roath (F), and O'Keefe, ex-officio member

3. APPROVAL OF MINUTES: Regular meeting of July 26, 2018 (Attachment) Page 1

4. STAFF ACKNOWLEDGEMENTS

5. UPDATE FROM CINDY SILVA, WALNUT CREEK CITY COUNCIL MEMBER AND THE CITY’S LIAISON TO ROSSMOOR.

6. TREASURER’S REPORT (Attachment) Page 5

7. CHIEF EXECUTIVE OFFICER’S REPORT (Attachment) Page 6

8. RESIDENTS’ FORUM

9. RESIDENT MEMBER COMMITTEE REPORTS
   a. Aquatics Advisory – Brian K. Stack, Chairman (Attachment) Page 8
   b. Audit – Dwight Walker, Chairman (Attachment) Page 10
c. Finance – F. William Dorband, Chairman

d. Fitness – Catherine S. Herdering, Vice Chairman (Attachment)

e. Golf Advisory – John McDonnell, Chairman (Attachment)

10. BOARD COMMITTEE REPORTS

a. Compensation – Mary K. Neff, Chairman (Attachment)  Page 15

b. Planning – Leslie Birdsall, Chairman (Attachment)  Page 26

1) Consider:

   a. A recommendation that the Board authorize the CEO to execute a contract with Silicon Valley Paving and Terra Landscape in the amount of $26,021, which includes a 10% contingency, to remove the landscape island on Stanley Dollar Drive, replacing it with four parking spaces. (Attachment)  Page 29

   b. A recommendation that the Board approve adding a red curb on the northwest corner of Tice Creek Drive and Leisure Lane. (Attachment)

2) Review and discuss Project Criteria Template for prioritizing major capital projects. (Attachment)  Page 36

c. Policy – Geraldine Pyle, Chairman (Attachment)  Page 40

1) Consider recommendation that the Board approve proposed revised Policy 304.1, Guest Usage Policy. First reading. (Attachment)  Page 42

11. UNFINISHED BUSINESS

a. Consider approving proposed revised Rule R108.0, To Establish Guidelines for Parking on GRF property, as recommended by the Policy Committee. Deferred July 26, 2018. (Attachment)  Page 54

12. NEW BUSINESS

a. Consider approving an amount not to exceed $19,000 from the Operating Fund for a consultant’s proposal to evaluate software integration. (Attachment)  Page 59
b. Consider approving an expenditure of $9,450 from the Operating Fund for a proposal from Facilities Advisor, Inc. to prepare a long-term Capital Needs/Major Maintenance Analysis. (Attachment)

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c. Update by Rebecca Pollon, Landscape Manager, on landscaping and water conservation in Rossmoor. This is a discussion item only and requires no Board action. (Attachment)

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d. Consider approving the RFP for food and beverage service in the Redwood Room and authorize staff to distribute it. (Attachment)

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e. Consider approving, as recommended by the President, the appointment of Paul J. Moderacki to the Finance Committee, effective immediately, to serve the unexpired portion of the term of David H. Smith, who resigned from the Committee and whose term expires in June 2021. (Attachment)

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f. Consider approving, as recommended by the President, the appointment of James Grizzell to the Fitness Center Advisory Committee, effective immediately, to serve the unexpired portion of the term of Sherry Smith, who resigned from the Committee and whose term expires in June 2020. (Attachment)

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g. Consider approval of a pilot program for an on-demand robotic delivery service in Rossmoor. (Attachment)

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13. ANNOUNCEMENTS

a. The next mid-month regular meeting of the Board will be held on Wednesday, September 12, and Thursday, September 13, 2018, at 9:00 a.m. in the Diablo Room at Hillside Complex. The Board will meet with the Finance Committee to hear the presentation of the proposed GRF Operations Budget for 2019.

b. The next end-of-the month regular meeting of the Board will be held on Thursday, September 27, 2018, at 9:00 a.m. in Peacock Hall at Gateway Complex.

14. EXECUTIVE SESSION

a. There will be an executive session of the Board following this meeting to discuss contract, legal, and personnel matters and any other appropriate business.
15. **RECESS**

pj
A regular meeting of the Board of Directors of the Golden Rain Foundation (GRF) of Walnut Creek was convened by the President, Robert D. Kelso, at 9:00 a.m. on Thursday, July 26, 2018, in Peacock Hall at Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

ROLL CALL: Present: Robert D. Kelso, Leslie Birdsall, Geraldine Pyle, Mary K. Neff, Sue DiMaggio Adams, Kenneth Anderson, Carl W. Brown, Barbara Coenen, Stephen D. Roath, and Timothy O’Keefe, Chief Executive Officer (CEO), ex-officio member of the Board

Absent: None

There being no corrections, the minutes of the regular meeting of the Board held on June 28, 2018, were approved, as written, by unanimous consent.

The President called on Cindy Silva, Walnut Creek City Council member and the City’s Liaison to Rossmoor, who gave an update on City and Council activities in Walnut Creek. Discussion followed.

Mary Neff gave the Treasurer’s report for the period ending June 30, 2018.

The CEO reviewed his written report dated July 19, 2018.

During the Residents’ Forum, Albert Lin submitted a petition from residents of Entry 6 on Leisure Lane requesting that 40’ of the curb at the northwest side of Tice Creek Drive from Leisure Lane be painted red for better visibility for drivers. He said he presented this request at the June 30th meeting of the Board but nothing has been done about it yet. The President said that the Planning Committee’s recommendation that the curb be painted red will be on the agenda for consideration of approval by the Board at its next meeting on August 30th.

Nancy Gilbert, Head of L.O.L, Ladies of the Lavatory, again asked the Board to replace the toilets at Dollar Clubhouse with environmentally friendly high toilets, citing savings in water usage and costs to replace them.

Joann Tracy and then Deanna Leong expressed their support of the L.O.L. and replacing the toilets at Dollar Clubhouse with environmentally friendly toilets.

John H. Nutley expressed his opinion that there are too many trees in Rossmoor, which make it difficult to see the buildings and can be a fire hazard. He then commented on the Trust Estate Fund and, referring to the L.O.L, said that the recently
completed outhouse at Dollar Clubhouse is nicer than the toilets in the Clubhouse.

In the absence of David Smith, Chairman, Finance Committee, Bill Dorband, Vice Chairman of the Committee, reported on the Committee’s July meeting.

John McDonnell, Chairman, Golf Advisory Committee, reported that things are going well on the golf course. Rounds played and revenue are up. Discussion followed.

Following remarks by Mary Neff, Chairman, Compensation Committee, a motion was made by Mr. Roth and seconded by Ms. Adams to approve, as recommended by the Compensation Committee, increasing the non-represented employee benefits program budget for 2019 by $92,000, based on projections from GRF’s benefits broker. Following discussion, the vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

Following remarks by Mrs. Neff, a motion was made by Mr. Anderson, seconded by Ms. Adams, and CARRIED UNANIMOUSLY to approve, as recommended by the Compensation Committee, including $180,000 in the 2019 GRF operations budget for increased contractual costs for the GRF union employees.

Following remarks by Mrs. Neff, a motion was made by Ms. Adams and seconded by Mr. Anderson to approve, as recommended by the Compensation Committee, allocating funds in the 2019 GRF operations budget to allow for an increase in CEO wages of up to 3.2% ($8,182), consistent with that of other employees, as well as an increase of up to 5% ($12,784) to allow for a potential market/merit adjustment for the CEO, and an additional $10,000 for a possible CEO performance recognition award, for a total line item increase of $30,966, all subject to the final determination of such increases by the Board at its November/December 2018 meeting. Following discussion, the vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

Les Birdsall, Chairman, Planning Committee, reported that the Planning Committee has been working for several months to develop a process it thinks will help the Board rank the projects it selects and chose the “Project-Prioritization Criteria” that was in the Harvard Business Review, which is called the “optimal project portfolio” or “OPP”. He then went on to describe the five-step process, reviewing a PowerPoint presentation (copy on file). In concluding, he said that each Board member will be asked to complete a project criteria template with their weightings. He encouraged Board members to attend the Committee’s meeting on August 16th at which this matter will be further discussed. Discussion followed.

Geri Pyle, Chairman, Policy Committee, reporting on the Committee’s July meeting, commented on the Committee’s proposed recommended revisions to Rule R108.0, To Establish Guidelines for Parking on GRF property. In keeping with the Board’s practice that policy, procedure, and rule items be on the agenda for two end-of-the-month meetings to allow time for resident input, consideration of approving proposed
revised Rule R108.0 was deferred to the August 30, 2018, regular meeting of the Board.

Under Unfinished Business, Ms. Pyle noted that this was the second reading of the Policy Committee’s proposed recommended revisions to Policy 102.3, Allocation of Revenue and Expenses, which were also recommended by the Finance Committee. She then commented on the proposed revisions. This item was deferred at the June 28th meeting of the Board for consideration of approval at this meeting.

A motion was made by Ms. Pyle, seconded by Ms. Adams, and CARRIED UNANIMOUSLY to approve proposed revised Policy 102.3, Allocation of Revenue and Expenses, as recommended by the Finance Committee and the Policy Committee (agenda attachment 10a-8 and 10a-9).

The President introduced discussion regarding the agenda item to list, discuss, and prioritize the Board’s goals for 2018-2019, reviewed each of the proposed goals (agenda attachment 11a-2), and invited the members of the Board to comment on each of them and suggest revisions thereto.

Following the review of the proposed Board goals for 2018-2019, a motion was made by Mrs. Neff, seconded by Ms. Adams, and CARRIED UNANIMOUSLY to approve the following Board goals for 2018-2019 as revised:

By December 31, 2018

2. Bid package ready for studios remodel.
3. Finish Dollar ramp design.
4. In order to create a unique identifier for every manor owner, revise policies to require the verifiable last 4 digits of social security number or taxpayer identification number for all members, including existing members.
5. On demand transit app development and mapping completed.
6. Website redesign plans completed.

By May 31, 2019

1. Clean up Jenark owners' name field so first and last names are in separate fields.
2. Completion of feasibility study for water treatment plant.
3. Finalize planning for revised new resident orientation.
   a. involve clubs, Board, get sponsors.
4. Have at least one revised new resident orientation presentation.

5. Research done for GHAD options.

6. On demand transit pilot started.

7. Website redesign completed.

8. Creek repair plan completed; issue Creek repair RFP.

A motion was made by Ms. Pyle, seconded by Ms. Neff, and CARRIED UNANIMOUSLY to approve updating the Trustee Declaration Page of the 401(k) Plan to name Richard Chakoff, Christopher Preminger, and the GRF Treasurer as Trustees of the Plan (agenda attachment 11b-2 through 11b-4).

A motion was made by Mr. Brown, seconded by Mr. Roath, and CARRIED UNANIMOUSLY to approve, as recommended by the President, the appointment of Alan Swanson to the Audit Committee for a one-year term, effective immediately, and the appointment of John Kikuchi and Barbara Rothway to the Audit Committee for three-year terms, effective immediately.

Before concluding, the President took this opportunity to thank Tony Grafals, GRF’s legal counsel, who is leaving the GRF on July 31st, for his help and good work, saying that Tony really helped him understand the complexities of Rossmoor’s governance. Other members of the Board also thanked Tony for his help and his work. The CEO added that the good news is that Tony is still going to be engaged with the GRF as an outside counsel and will continue to provide legal advice to the GRF.

The President then announced that that there will not be a mid-month regular meeting of the Board in August; that the next regular meeting of the Board will be held on Thursday, August 30, 2018, at 9:00 a.m. in Peacock Hall; and that there will not be an executive session of the Board following this meeting.

There being no further business to come before the Board, the meeting was adjourned at 11:06 a.m.

Geraldine Pyle, Secretary
Golden Rain Foundation of Walnut Creek

pj
For the month of July operating results were $57,000 unfavorable to budget. Total revenues were under budget by $40,000 and total expenses were over budget by $17,000. Cumulative for the first seven months of the year, revenues were under budget by $114,000 and expenses were below budget by $356,000, for a combined positive cumulative variance for the year of $242,000. All amounts are rounded to the nearest thousand for this report.

**Revenues:**
The most significant deficits to budgeted revenues for July were $29,000 in golf revenue and $11,000 in media revenue.

**Expenses:**
Expenses for July included the following variances from budget:
- Salaries and employee expenses were under budget by $27,000 due to a few open positions and the Fitness Department manager position being outsourced.
- Landscaping supplies were $18,000 under budget due to the timing of expenditures. Year-to-date expenses are almost exactly on budget.
- Water expense was over budget by $27,000 primarily due to water usage on the golf course. The monthly budget is allocated based on previous year’s usage but may vary from year to year. Year-to-date overall water expense is under budget by $10,000.
- Total repairs and maintenance exceeded budget by $20,000 primarily due to seasonal fluctuations in expense as compared to the budget being allocated in equal monthly increments.

**Trust Estate Fund**
There were 40 membership fees generating $360,000 equaling the same number of fees collected in July 2017. Total expenditures for the month were $305,000 including $47,000 for Hillside Clubhouse improvements, $65,000 for machinery and equipment and $181,000 in debt service. The month-end cash balance in the Trust Estate Fund was $2,743,000.
CEO’s Monthly Report
By Tim O’Keefe, CEO

Pedestrian and Traffic Safety Improvements

As was noted in detail in the 8/15/18 Rossmoor News, the first significant changes are being made to key intersections in Rossmoor to improve the visibility and safety of pedestrians and motorists. The improvements are a result of recommendations made by TJKM Traffic Engineers in 2017 following extensive resident input and safety analyses. TJKM recommended more than $1 million in improvements. The GRF Board instructed the Planning Committee to evaluate the recommendations and prioritize the most important. The Planning Committee focused on the recommendations affecting the areas with the highest rates of accidents, which all happen to be near the Gateway Complex. The improvements will cost approximately $116,000.

The Rossmoor Parkway and Golden Rain Road intersection will see the crosswalk moved several feet further east on Golden Rain Road which will enable pedestrians to cross without traversing the median and light standard. In addition, lane markers will be added for the left turn lane from Rossmoor Parkway onto westbound Golden Rain Road.

The Golden Rain Road and Tice Creek Road intersection and the Tice Creek and Oakmont intersections will see the installation of solar powered flashing pedestrian beacons. The crosswalk from the Gateway driveway at Oakmont will also be moved a few feet to the north so that pedestrians avoid the Gateway exit lane in the parking lot and the crosswalk from Gateway to the Waterford parking lot will be removed to encourage pedestrians to cross at the intersections.

Additional details for these and other improvements are detailed in the August 15 Rossmoor News. The Board may consider additional improvements in the future.

Prioritization of Future Major Capital Projects

After finishing with the traffic and pedestrian safety improvements, the Planning Committee has been busy creating a prioritization tool to evaluate and prioritize major capital projects. Based on a model submitted by GRF Treasurer Mary Neff from the Harvard Business Review, the tool contains various criteria with a weighting for each. At the August 30 Board meeting, the Board will be practicing with the tool and invites resident feedback.
The recent brush fires in Rossmoor, allegedly caused by electrocuted animals on PG&EE equipment, have heightened everyone’s concern about fire safety. Staff met with PG&E last week to express concern and insist on solutions. PG&E representatives indicated that they have an active wildfire safety program, which includes a combination of vegetation management and devices installed on their equipment to discourage wildlife from nesting on their equipment. After listening to staff concerns, PG&E committed to providing an updated plan for Rossmoor in a few weeks after evaluating the conditions around their equipment. PG&E also agreed to host a community forum in Rossmoor to discuss their plans and fire mitigation efforts in more detail. Stay tuned for further details.

Due to increased concerns as we enter the driest season of the year, wood burning flames will not be allowed in GRF barbecues located around the Rossmoor campus. If you have a barbecue scheduled for any of the GRF park areas, please use charcoal only and never leave your barbecue unattended. Before starting your barbecue, be sure to have water or a hose nearby and, when finished, ensure the coals are completely extinguished and cool to the touch before leaving.

**Trash/Recycle Receptacles at Gateway**

Many thanks to the Activities Council for generously providing the funds to purchase 3 new large trash/recycle receptacles for the Gateway Plaza. GRF, the City of Walnut Creek, and the City’s re-use agency, Recycle Smart, ask everyone’s cooperation to make a concerted effort to place recyclables and trash in the appropriate container.

**Employee Transitions**

In July, three employees commenced employment with the GRF: Enrique Valencia Cuevas, Irrigation Technician, Landscape; Jill Meyers, Social Worker, Counseling Services; and Jesus Negreros, Landscape Technician, Landscape.

One employee left employment with the GRF in July: Anthony Grafals, General Counsel, Administration Services.
A regular meeting of the Aquatics Advisory Committee (AAC) was called to order by the Chairman, Brian K. Stack, at 1:30 p.m. on Thursday, August 9, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Carol A. Meehan, Vice Chairman, Norman P. Gorsuch, Barbara S. Jordan, E.J. Koch, Daryl A. Svoboda and Sue DiMaggio Adams, GRF Board representative and ex-officio member. Dale O. Reynolds, Secretary was excused. Also in attendance were Robert D. Kelso, President, GRF; and Jeffrey P. Matheson, Director of Resident Services.

The report of the Committee’s regular meeting held on June 14, 2018, was approved as written.

On a motion made, seconded, and CARRIED UNANIMOUSLY, Carol Meehan was reelected Vice Chairman of the Aquatics Advisory Committee.

On a motion made, seconded, and CARRIED UNANIMOUSLY, Dale O. Reynolds was reelected Secretary of the Aquatics Advisory Committee.

Mr. Matheson provided an update on the modifications of the Tice Creek locker rooms. Most items have been completed. The new banks of lockers are expected by the end of August.

A discussion was held regarding the review of the Family Swim modifications implemented for the 2018 summer season. Lifeguards are positive. Users with children are happy. Mr. Matheson received three resident complaints about lack of lap lanes. He also received one letter wanting to know why the two lane lines are left in during Family Swim on weekdays. The resident would prefer they be removed as on the weekend Family Swim.

The budget discussion regarding the 2019 Aquatics Operating Budget will continue at the next regular Committee meeting in September.

The discussion regarding the option to sell a limited number of non-resident sponsored memberships for the Tice Creek Fitness Center will continue at the next regular Committee meeting in September. Initial reaction was not positive regarding the impact on the pool.

The discussion regarding hours of operation for the Tice Creek Fitness Center will continue at the next regular Committee meeting in September.

A discussion regarding pool temperature on hot days was held and noted that Hillside gets up to 90 degrees. Mr. Matheson will verify the temperature settings at this pool.
There being no further business to come before the Committee, the meeting was adjourned at 2:32 p.m.

The next regular meeting of the AAC will be held on Thursday, September 6, 2018, at 1:30 p.m. in the Board Room at Gateway Complex.

Brian K. Stack, Chairman
Aquatics Advisory Committee

DOR/dr
A regular meeting of the Audit Committee was convened by the Chairman, Dwight Walker, at 1:00 p.m. on Wednesday, August 8, 2018, in the Board Room at Gateway Complex.

Members present were Dwight Walker, Chair; Mary K. Neff, GRF Board Treasurer; John Kikuchi, Barbara Rothway, Sheldon Solloway, Alan W. Swanson, and Christopher T. Yahng (by phone)

Also attending were Tim O’Keefe, CEO; Rick Chakoff, CFO; Merek Lipson, Resident and Committee Adviser (resume attached—his upcoming travel schedule prohibited his full-time committee involvement); Dick Locke, past member of GRF Finance Committee and career in Purchasing at HP; GRF Board members: Robert D. Kelso, Sue DiMaggio Adams and Stephen D. Roath.

1. New members, John Kikuchi and Barbara Rothway, were welcomed and each of the attendees introduced themselves with their qualifications to serve on the Committee and identified the one objective they hoped to achieve from this meeting. At the conclusion of introductions, it was clear that the level of expertise serving on the Committee is very impressive and the enthusiasm to make a contribution to the GRF community is high.

2. ELECTION OF VICE CHAIR—A motion was made by Dwight Walker and seconded by Mary Neff to name Alan Swanson as Vice Chair. Motion was passed unanimously.

3. DISCUSSION ITEM: EFFECTIVE AUDIT COMMITTEES FOR NONPROFIT ORGANIZATIONS—It was noted that Merek Lipson has identified a wealth of resource materials for the Committee, which are now available on a Committee Google Drive for members to explore. Members had been asked to read specific reference documents in advance of the meeting: Grant Thornton Not-for-Profit Audit Committee Guidebook and BDO Effective Audit Committees for Nonprofit Organizations.

   • A discussion about the self-assessment questionnaire on pp. 47-54 of the BDO Guide revealed a number of areas to be explored by the Committee during the planning process. These areas are addressed later in this report.

   • The bottom line is that the exercise in self-assessment will be very useful a year from now to monitor the progress of the Committee in striving for adopting and executing best practices.

4. DISCUSSION OF AUDIT COMMITTEE MISSION STATEMENT—The current Committee charter outlines the purpose of the Committee, but does not state a simple mission statement as suggested by best practices. A discussion ensued regarding the following mission statement:

   • The mission of the Audit Committee is oversight of financial reporting, risk management and the audit function.
A question arose as to the meaning of “risk management” in this statement. The best practices guidebooks generally refer to this as those risks that may lead to financial misstatements. There was consensus that this issue should be addressed by a Task Force to evaluate the Committee’s charter while also considering its responsibilities and roles.

5. DISCUSSION—AUDIT COMMITTEE RESPONSIBILITIES—The following best practices were discussed.
   - Independence
   - Evaluating capabilities of external auditors
   - Assess and oversee internal controls
   - Overseeing risks in financial reporting, compliance, and IT
   - Consider risk of fraud in misstatements in financial reporting
   A need was expressed for a system to report to the Committee on-going assurances from management and external auditors that internal controls are in place and adequate.

   In addition, with the introduction of electronic communications and privacy there was concern expressed over a better definition of IT to include data security, etc. This item as assigned to the Charter Task Force for further discussion and definition.

6. DISCUSSION—AUDIT COMMITTEE ROLES
   - Oversee financial reporting, accounting policies and internal controls that promote good financial stewardship.
   - Inquiring into how the business risks of the organization are being planned for and managed.
   - Oversee the organization’s external audit and compliance functions
   - Review of IRS Forms 1120 and 5500 (Pension) and assurance filing requirements of other government agencies’ forms and reports has been met.
   - Whistleblower Policy.

   A significant topic requiring further clarification is how business risks of the organization are being addressed. This item was also assigned to the Charter Task Force for further discussion and definition.

7. DISCUSSION—EXTERNAL AUDITORS FOR 12/31/18
   - Some best practices recommend that outside auditors or the partner in charge be changed every 5 years or so. BPM have been the GRF auditors for the past 6 years.
   - Rick Chakoff was asked if there were any reasons to be dissatisfied with the audit services provided by BPM. He stated that there were not and that changing auditors can be healthy but also time-consuming and potentially costly.
   - Many Committee members commented the work in front of the Committee to implement best practices and perhaps this is not the right
time to consider taking on what is a huge task of identifying, interviewing and engaging a new auditing firm.

- It was the consensus of the Committee that Rick Chakoff should ask BPM for a proposal for the 2018 audit and preparation of tax returns. In addition, Dwight Walker and Rick Chakoff will obtain some comparative fees from similar organizations as benchmarks to evaluate BPM’s proposal.

8. ACTION ITEMS AND TASK FORCES—As a result of the above discussions, the following action items and task forces were identified with an assignment to report back to the Committee at its next meeting.

- Charter Refresh—Alan Swanson, Chair and members: Barbara Rothway, Dick Locke, Merek Lipson and Mary Neff.
- GRF Financial Statements 101—Rick Chakoff will present an educational session at the next meeting, so members can have a better understanding of interim and annual financial statements for GRF.
- Internal Controls—Rick Chakoff will ask BPM to show the Committee their documentation on internal controls as a starting point for members to understand the control environment.
- Code of Conduct Compliance, including fraud alerts and whistleblower policies and how they are enforced. John Kikuchi will chair with members: Alan Swanson, Mary Neff and Merek Lipson.
- External Auditors—Rick Chakoff and Dwight Walker will have next steps in this process to be presented at the next meeting.

9. FUTURE ITEMS FOR CONSIDERATION

- Business risk assessments developed by management and the auditors.
- Analytics and benchmarks outside of financial statements.

10. RESIDENTS’ FORUM

- Bob Kelso commented that he was energized by the enthusiasm for reinvigorating the Audit Committee and how it can assist the GRF Board.

11. ADJOURNMENT

There being no further business to come before the Committee, the meeting was recessed at 2:50 p.m. and reconvened in executive session at 2:55 p.m. in the Board Room at Gateway Complex.

12. NEXT MEETING:

The next regular meeting of the Audit Committee will be held on Thursday, September 20, 2018, at 11:00 a.m. in the Board Room at Gateway Complex.

__________________________________________________________
Dwight Walker, Chairman
Audit Committee
July 4, 2018

Ms. Paulette Jones  
Senior Manager Executive Services  
Golden Rain Foundation  
Rossmoor Walnut Creek  
1001 Golden Rain Rd.  
Walnut Creek, CA 94595

Re: Possible service on the GRF Audit Committee

Dear Ms. Jones:

After speaking with committee members Dwight Walker and Christopher Yahng, I’d like to explore the possibility of joining the GRF Audit Committee. I’m a retired attorney and former chief audit executive (the leader of the internal audit function) for a major California company. I believe my background in internal audit and experience working with a corporate audit committee would allow me to contribute to the GRF governance process.

Here is a summary of my experience and education. I worked for the Pacific Gas and Electric Company for over 30 years in a variety of legal and management positions. Among these assignments I was a litigation and regulatory attorney, a legislative analyst, and the head of its safety, health, and claims department. Of particular relevance, I was the company’s chief audit executive for over 12 years. In that capacity, I reported to the audit committee of its board of directors and led a staff of 40 auditors. My organization assessed internal controls for functions such as financial systems and disclosures, information technology systems, contracts, risk management policies and procedures, and energy trading. I also supervised investigations of suspected frauds and conflicts of interest.

After retiring from PG&E in 2006, I worked for two years as a director of internal auditing for Kaiser Permanente, America’s largest non-profit health maintenance organization.
I am a Certified Internal Auditor, a credential awarded by The Institute of Internal Auditors (the IIA), an international professional association of internal auditors. The IIA is a dynamic global organization with more than 185,000 members worldwide. I've always been a dedicated supporter of the IIA: I'm a former president of the IIA San Francisco Chapter (with over 600 members) and I served on that chapter's Board of Governors for ten years. In addition, I was a member of the IIA's international Publications Advisory Committee (which oversees the IIA's award-winning magazine, Internal Auditor) for three years, and I continue to serve on the magazine's Editorial Board, evaluating draft audit-related articles for possible publication.

Based on my experience as a chief audit executive, I created training materials to help internal auditors communicate their results more effectively. I present these ideas in a one-day seminar that I've offered to IIA chapters since 1999. I update these materials each year and have taught them (as an unpaid volunteer) to over 1,000 internal auditors at IIA chapters in California, Kentucky, New Mexico, Nevada, North Carolina, Texas, and Washington DC, as well internationally on behalf of the IIA chapter in Finland.

In other governance experience, I was a member of the Board of Trustees of the USO of Northern California for 10 years in the 1980s and 1990s. The USO is a congressionally chartered private organization that provides services to members of the U.S. military and their families.

I've earned a B.A. degree from Columbia University in New York (1967), a J.D. from Hastings College of the Law in San Francisco (1976), and an M.A. in education from Saint Mary's College in Moraga (2012). I've been a member of the California State Bar for over 40 years, although on inactive status since 2008.

I'm also a retired military officer. I served on active duty in the U.S. Navy from 1967 to 1973, including two tours of duty in Vietnam (one on a destroyer in the Gulf of Tonkin and the other in-country as an intelligence officer and aerial observer). Subsequently, I continued in the U.S. Naval Reserve for almost 20 years, including two years as the commanding officer of a reserve unit, and I retired in 1992 with the rank of Navy Captain (O-6).

Please let me know if you want any further information from me.

Sincerely,

[Signature]

cc: Dwight Walker
Christopher Yahng
A regular meeting of the Fitness Center Advisory Committee (FCAC) was called to order by the Chairman, Claudia Tierney, at 9:30 a.m. on Wednesday, August 8, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Catherine S. Herdering, Vice Chairman, Charlotte A. Howard, Alice King, Virginia Lee Rapp, Robert Remington, and Geraldine Pyle, ex-officio member and GRB representative. Also attending were Robert D. Kelso, President, GRF; Timothy O'Keefe, CEO; Jeffrey P. Matheson, Director of Resident Services; Julie Van Dusen, Fitness Manager; Javier Roman, Sound and Lighting Technician; and six residents.

The report of the Committee’s regular meeting of June 13, 2018, was approved as written.

The Chairman reported that long-time Committee member, Secretary Sherry Smith, resigned from the FCAC due to a move to the East Coast. The Chairman then introduced the new Committee members, Alice King and Robert Remington.

The Chairman announced that Char Howard was appointed Secretary of the Fitness Center Advisory Committee to replace Sherry Smith and Catherine Herdering was reappointed Vice Chairman of the Fitness Center Advisory Committee.

The Chairman then reported that there were 29,947 visits to the Fitness Center in the month of July including 444 resident sign-ins, 316 guests, and 216 caregivers. July was the first month of actual scans with the new system. The previous high was slightly more than 20,000, which included the pool.

There was no correspondence. There were no announcements.

Ms. Van Dusen reported that there were 208 assessments in July, with 222 personal training sessions and 387 classes, of which, 173 were classes offered by staff trainers. There were also 115 small group training sessions in July. The trainers recently started tracking iPad sign-ins for two classes, and this week two more classes were added, for a total of four classes signing in on the iPad. Residents are utilizing their guest passes. Temporary help was used for educating residents in using the new key fob entry process.

Ms. Rapp reported from the Publicity Sub-Committee that the filtered water refill in the Fitness Center has now saved more than 23,000 plastic water bottles kept out of landfill.

Ms. Howard reported from the Wall of Fame Sub-Committee that since she is taking on the job of Secretary, she would appreciate help with the Wall of Fame articles. New Committee member Alice King volunteered to help.
During the Residents' Forum, resident Cynthia Schneider presented to the Committee a memo that she had provided to the Policy Committee on August 7, regarding Non-Resident Facilities Use Fee. She recommended that, if the FCAC was considering a limited number of non-resident memberships for sale, Rossmoor Clubs be given the first opportunity to purchase such memberships.

Mary England spoke about her preference that there be no increase in the operating budget for the coming year. She also urged the Committee to vote "No" on allowing non-resident memberships or requiring more than a $50 per month fee. She also spoke to not reducing the current two free training sessions per year for residents.

Mr. Matheson gave an update on the approved list of additional projects (additional lockers, storage cabinets, etc.) approved by the GRF Board. Most items have been completed, with two items yet to be done, namely, the privacy screen to the outside door and additional lockers on the women’s side.

As of July 1, the new access control system, requiring resident use of fobs to check in was fully operational. Temporary staff has been used to educate residents in using the new check-in system.

Under New Business, a discussion was held regarding the 2019 Fitness Center operating budget. The current coupon cost per resident is $9.64, per manor, per month. Additional staffing was added last year, but additional floor staff was not. Ms. Van Dusen presented current levels of service. Productivity level can be evaluated using the Mind/Body software. By shifting the resources, Ms. Van Dusen suggested that 30 hours of floor time could be added under the current budget.

Mr. Matheson presented an option of selling a limited number of non-resident sponsored memberships to the Fitness Center as a way of increasing revenue; however, the increase in revenue may not necessarily go toward hiring more staff for the Fitness Center.

He also presented an option of re-allocating the two free training assessments each Rossmoor resident has available per year. The discussion centered around only offering training in 30-minute time periods to better fill out the trainers’ schedules and create more timely appointments for residents who wish to work with a particular trainer.

A motion was made by Ms. Rapp, seconded by Ms. Herdering, and CARRIED UNANIMOUSLY to recommend to the GRF Board the addition of one full-time floor staff position at the Fitness Center.
The Chairman adjourned the meeting at 11:10 a.m.

The next regular meeting of the FCAC will be held on Wednesday, September 5, 2018, at 9:30 a.m. in the Board Room at Gateway Complex.

_________________________________
Claudia Tierney, Chairman
Fitness Center Advisory Committee

CT/dr
GOLF ADVISORY COMMITTEE REPORT

REGULAR MEETING
FRIDAY, AUGUST 17, 2018, AT 9:00 A.M.

A regular meeting of the Golf Advisory Committee (GAC) was convened by the Chairman, John McDonnell, at 9:00 a.m. on Friday, August 13, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were William L. Herrick, Vice Chairman, Mary Jane Hargrove, Mary Hufford, Michael D. Wener, Michael Weisenberg, and Susan Williamson. Stephen D. Roath, ex-officio member and GRF Board representative and Dickey Nitta, Chief Golf Course Marshal were excused. Also attending were Mark K. Heptig, Director of Golf; and Blake Swint, Golf Course Superintendent.

The report of the Committee’s regular meeting held on July 13, 2018, was approved as written.

The Chairman reviewed the agenda for the meeting.

There was no correspondence.

No residents spoke at the Residents’ Forum.

There was no GRF Board report.

Ms. Hufford, representing the Women’s 18-Hole Club, had nothing to report.

Ms. Hargrove, representing the Women’s 9-Hole Club, reported the following: the Club currently has 160 members. At its July 19th General Club meeting, a vote was held to delete the Niner Bylaw prohibiting Niners from belonging to the 18-hole Club. Although the Niners were advised that the Rossmoor 18ers voted against changing their Bylaws, 84% of the Niners present voted to approve the change. The Club’s annual Summer Scramble was yesterday, and the Club will have a Guest Day on September 20th.

Dr. Weisenberg, representing the Rossmoor Men’s Golf Club (RMGC), reported the following: the RMGC gained five new members, and currently has a total membership of 361. The Club discussed new ways to get its members more active in the golf events. The Club is going to try to be more involved with new members. Finding their needs and wants is important along with invitations to play with Board members and more frequent new member "Meet and Greets". The direction of the Invitational is also an issue. The Club decided to keep it in June on a Friday. Sponsorship issues and the condition of the course in September were the main concerns. The Club has to ramp up its publicity and is thinking about altering the format of the event to attract more participation. The Club had its Past Presidents dinner this past Tuesday. There were ten past Presidents attending and ten Board members. The Club is planning to add an additional Twilight event next year in October. The Club discussed the situation of cart traffic leaving the Creekside area. The situation where delivery trucks are blocking the view of the oncoming cars is of concern.
The Club would like to see these trucks stop further from the entrance area or have a prominent type "stop" sign for traffic to protect carts when entering the street. There is concern regarding the change in the Marshall program, about the process of dealing with discipline on the golf course. Will it be GRF, the GAC, the Golf Course Marshall Committee, or the Director of Golf and how will that process work? The other concern is speeding the process up so that it gets to those responsible in a timely manner.

Ms. Williamson, representing the Happy Hackers, reported the following: the Club has 178 members as of August 17. The Club has been considering doing away with its March Scramble as it always gets rained out. The Club’s August clinic had 16 people sign up and 14 actually attended. The August Scramble will be held tomorrow (August 18), and it will be hot! The Hackers have supported Meals on Wheels as its charity for a number of years.

Mr. Heptig presented the financial reports, which are attached. The financials continue to show it is a good year.

Mr. Swint’s Golf Course Superintendent’s report is attached.

During Unfinished Business, The Committee continued discussion on the proposed Golf Course Marshall Committee Charter.

There being no further business to come before the Committee, the meeting was adjourned at 10:30 a.m.

The next regular meeting of the Committee will be held on Friday, September 14, 2018, at 9:00 a.m. in the Board Room at Gateway Complex.

John McDonnell, Chairman
Golf Advisory Committee

JM/dr
# 2018 Golf Course Rounds

<table>
<thead>
<tr>
<th>Golf Cards</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>2018 YTD</th>
<th>2017 YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 hole - prepaid</td>
<td>905</td>
<td>1,074</td>
<td>907</td>
<td>949</td>
<td>1,212</td>
<td>1,280</td>
<td>1,208</td>
<td>7,535</td>
<td>6,783</td>
<td>7,535</td>
<td>6,783</td>
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<tr>
<td>9 hole - prepaid</td>
<td>856</td>
<td>864</td>
<td>620</td>
<td>1,073</td>
<td>1,136</td>
<td>1,029</td>
<td>1,321</td>
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<td></td>
<td></td>
<td></td>
<td>6,895</td>
<td>5,207</td>
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<tr>
<td>Sponsored Guest</td>
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<tr>
<td><strong>Subtotal - Cards</strong></td>
<td>1,761</td>
<td>1,938</td>
<td>1,527</td>
<td>2,022</td>
<td>2,348</td>
<td>2,305</td>
<td>2,529</td>
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<td></td>
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<td>14,430</td>
<td>11,990</td>
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| Greens Fees | | | | | | | | | | | | | |
| Residents | | | | | | | | | | | | | |
| 18 holes @ 25.00 | 421 | 526 | 365 | 495 | 807 | 767 | 677 | 4,208 | 3,810 | 4,208 | 3,810 |
| 9 holes @ 13.00 | 346 | 567 | 396 | 844 | 921 | 944 | 944 | 4,962 | 4,301 | 4,962 | 4,301 |
| 18 holes @ 9 hole rate $13.00 | 10 | 18 | 12 | 16 | 85 | 24 | 41 | 206 | 227 | 206 | 227 |
| 18 holes late @ 20.00 | 35 | 79 | 59 | 69 | 65 | 71 | 67 | 445 | 520 | 445 | 520 |
| 9 holes late @ 10.00 | 356 | 546 | 315 | 667 | 761 | 745 | 758 | 4,148 | 3,727 | 4,148 | 3,727 |
| **Subtotal - Residents** | 1,168 | 1,736 | 1,147 | 2,091 | 2,639 | 2,551 | 2,637 | | | | | | 13,969 | 12,585 |
| Sponsored Guest | | | | | | | | | | | | | |
| 18 holes @ 25.00 | 36 | 39 | 48 | 41 | 69 | 58 | 59 | 348 | 192 | 348 | 192 |
| 9 holes @ 13.00 | 6 | 19 | 10 | 17 | 25 | 28 | 19 | 124 | 79 | 124 | 79 |
| 18 holes late @ 20.00 | 6 | 1 | 3 | 3 | 1 | 9 | 11 | 34 | 17 | 34 | 17 |
| 9 holes late @ 10.00 | 36 | 22 | 14 | 13 | 23 | 24 | 37 | 169 | 92 | 169 | 92 |
| **Subtotal - Sponsored Guest** | 84 | 81 | 73 | 74 | 118 | 119 | 126 | | | | | | 675 | 380 |
| Guests - Weekdays | | | | | | | | | | | | | |
| 18 holes @ 40.00 | 60 | 99 | 77 | 80 | 147 | 112 | 120 | 606 | 537 | 606 | 537 |
| 9 holes @ 20.00 | 74 | 121 | 82 | 178 | 241 | 265 | 192 | 1,153 | 786 | 1,153 | 786 |
| 18 holes late @ 32.00 | 11 | 40 | 24 | 27 | 36 | 42 | 53 | 233 | 184 | 233 | 184 |
| 9 holes late @ 16.00 | 93 | 124 | 115 | 119 | 160 | 202 | 154 | 967 | 747 | 967 | 747 |
| 18 holes special @ $24.00 | 20 | 100 | | | | | | 120 | 214 | 120 | 214 |
| 9 holes special @ $12.00 | 4 | | | | | | | 4 | 26 | 4 | 26 |
| **Subtotal - Guests weekdays** | 238 | 384 | 298 | 428 | 684 | 621 | 519 | | | | | | 3,172 | 2,476 |
| Guests - Weekends & Holidays | | | | | | | | | | | | | |
| 18 holes @ 50.00 | 79 | 77 | 58 | 93 | 106 | 240 | 143 | 796 | 515 | 796 | 515 |
| 9 holes @ 25.00 | 39 | 64 | 51 | 84 | 99 | 109 | 132 | 578 | 444 | 578 | 444 |
| 18 holes late @ 40.00 | 22 | 20 | 18 | 27 | 27 | 28 | 36 | 176 | 168 | 176 | 168 |
| 9 holes late @ 20.00 | 65 | 60 | 51 | 55 | 57 | 69 | 79 | 436 | 339 | 436 | 339 |
| **Subtotal - Guests Weekends & Holidays** | 205 | 221 | 178 | 259 | 289 | 444 | 390 | | | | | | 1,986 | 1,466 |
| **Total - Guests** | 527 | 686 | 549 | 761 | 1,091 | 1,184 | 1,036 | | | | | | 5,833 | 4,322 |
| Tournaments | | | | | | | | | | | | | |
| 120 | 115 | 48 | | | | | | | | | | 281 | 485 |
| **Total Rounds Played** | 3,456 | 4,360 | 3,223 | 4,994 | 6,193 | 6,086 | 6,201 | | | | | | 34,513 | 29,382 |
## 2018 Golf Course Cash Receipts

| Jan        | Feb        | Mar        | Apr        | May        | Jun        | Jul        | Aug        | Sep        | Oct        | Nov        | Dec        | 2018 YTD  | 2018 Budget | 2017 YTD  | 2017 Budget |
|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Golf Cards |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| Annual     | 54,375.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 1st Qtr    | 4,250.00   |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 2nd Qtr    | 3,200.00   |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 3rd Qtr    | 4,250.00   |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 4th Qtr    | 12,750.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| Annual     | 12,750.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 1st Qtr    | 1,040.00   |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 2nd Qtr    | 1,230.00   |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 3rd Qtr    | 1,230.00   |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 4th Qtr    | 15,600.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| Annual     | 15,600.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 1st Qtr    | 26,800.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 2nd Qtr    | 2,800.00   |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 3rd Qtr    | 2,800.00   |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 4th Qtr    | 22,600.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| Annual     | 22,600.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |

### Greens Fees

<table>
<thead>
<tr>
<th>Residents</th>
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### Cards

| 1st Qtr    | 13,150.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 2nd Qtr    | 14,356.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 3rd Qtr    | 12,800.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| 4th Qtr    | 6,950.00   |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |
| Annual     | 68,013.00  |            |            |            |            |            |            |            |            |            |            |            |            |            |            |            |

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<tr>
<th>Residents</th>
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### Total Play Revenue

| 2018 Golf Course Revenue | 253,521.00 | 54,176.00 | 43,407.00 | 70,426.00 | 78,670.00 | 87,639.00 | 93,132.00 |         |         |         |         |         |         |         |         |         |
| Subtotal - Guests weekdays | 5,720.00   | 9,644.00   | 7,328.00   | 10,080.00 | 16,912.00 | 12,800.00 | 12,800.00 |         |         |         |         |         |         |         |         |         |
## 2018 Pro Shop Cash Receipts

<table>
<thead>
<tr>
<th>Golf Shop Sales</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>2018 YTD</th>
<th>2018 Budget</th>
<th>2017 YTD</th>
<th>2017 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Golf Balls</td>
<td>1,140.73</td>
<td>2,245.77</td>
<td>1,936.18</td>
<td>3,444.15</td>
<td>2,223.63</td>
<td>2,506.44</td>
<td>2,604.40</td>
<td>16,101.30</td>
<td>17,183.79</td>
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<tr>
<td>2. Golf Clubs</td>
<td>1,395.97</td>
<td>1,300.46</td>
<td>700.98</td>
<td>11,661.99</td>
<td>7,000.95</td>
<td>5,538.41</td>
<td>2,218.41</td>
<td>29,817.17</td>
<td>22,575.12</td>
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<tr>
<td>3. Men's Wear</td>
<td>915.96</td>
<td>1,154.00</td>
<td>4,821.04</td>
<td>3,435.63</td>
<td>4,667.50</td>
<td>3,857.50</td>
<td>6,876.15</td>
<td>6,876.15</td>
<td>6,876.15</td>
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<tr>
<td>4. Women's Wear</td>
<td>1,338.40</td>
<td>1,647.24</td>
<td>4,753.17</td>
<td>2,661.16</td>
<td>2,186.60</td>
<td>350.85</td>
<td>6,746.15</td>
<td>6,746.15</td>
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<tr>
<td>5. Shoes</td>
<td>406.47</td>
<td>586.14</td>
<td>360.77</td>
<td>784.01</td>
<td>598.03</td>
<td>1,049.43</td>
<td>4,477.38</td>
<td>3,671.83</td>
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<tr>
<td>6. Gloves</td>
<td>240.53</td>
<td>59.00</td>
<td>440.95</td>
<td>223.24</td>
<td>503.90</td>
<td>566.71</td>
<td>2,544.26</td>
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<tr>
<td>7. Golf Bags/Golf Club Had Covers</td>
<td>1,821.93</td>
<td>1,872.88</td>
<td>2,023.10</td>
<td>2,010.44</td>
<td>2,726.54</td>
<td>2,703.54</td>
<td>15,637.34</td>
<td>116,444.83</td>
<td>144,280.00</td>
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<tr>
<td>8. Misc Items</td>
<td>986.61</td>
<td>1,724.89</td>
<td>4,795.26</td>
<td>1,138.68</td>
<td>3,261.98</td>
<td>8,955.75</td>
<td>2,132.11</td>
<td>22,995.28</td>
<td>28,707.44</td>
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<tr>
<td>9. Pro shop Cart Rental</td>
<td>946.36</td>
<td>1,206.25</td>
<td>2,144.52</td>
<td>1,452.90</td>
<td>3,011.33</td>
<td>2,618.50</td>
<td>12,007.25</td>
<td>12,007.25</td>
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<tr>
<td>10. Pro Shop Club Repair</td>
<td>3,000.00</td>
<td>2,033.71</td>
<td>1,867.13</td>
<td>1,935.20</td>
<td>1,296.07</td>
<td>1,484.50</td>
<td>9,986.39</td>
<td>9,454.57</td>
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<tr>
<td>11. Pro Shop Golf Lesson</td>
<td>1,362.00</td>
<td>3,600.00</td>
<td>2,625.00</td>
<td>4,866.00</td>
<td>3,865.00</td>
<td>3,125.00</td>
<td>22,307.00</td>
<td>21,603.00</td>
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<tr>
<td>12. Pro Shop Driving RNG</td>
<td>2,855.00</td>
<td>4,283.00</td>
<td>3,576.00</td>
<td>4,805.00</td>
<td>5,654.00</td>
<td>5,093.00</td>
<td>31,062.00</td>
<td>28,850.00</td>
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<tr>
<td>13. Gift Certificate</td>
<td>(1,101.57)</td>
<td>(300.98)</td>
<td>(104.14)</td>
<td>244.52</td>
<td>405.37</td>
<td>105.00</td>
<td>(417.98)</td>
<td>943.43</td>
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<tr>
<td>14. Misc Items</td>
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**Golf Shop Sales Total** | 15,725.42 | 25,401.52 | 29,405.82 | 45,051.65 | 45,211.99 | 48,101.30 | 37,896.86 | 246,793.61 | 255,492.00 | 225,118.07 | 263,640.00 |

**Member Charges Total** | 986.61 | 1,724.89 | 4,795.26 | 1,138.68 | 3,261.98 | 8,955.75 | 2,132.11 | 22,995.28 | 28,707.44 |

**Credit Books Total** | 946.36 | 1,206.25 | 2,144.52 | 1,452.90 | 3,011.33 | 2,618.50 | 12,007.25 | 12,007.25 |

**Subtotal** | 13,792.45 | 22,470.38 | 22,466.04 | 42,685.58 | 40,497.11 | 36,133.27 | 33,146.25 | 211,191.08 | 213,673.81 |

**+Rec'd Acct** | - | - | - | - | - | - | - | - |

**Golf Shop Cash Balance** | 13,792.45 | 22,470.38 | 22,466.04 | 42,685.58 | 40,497.11 | 36,133.27 | 33,146.25 | 211,191.08 | 255,492.00 | 183,673.81 | 263,640.00 |
## 2018 Golf Shop Sales

<table>
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<th>Golf Shop Sales</th>
<th>July</th>
<th>2018 YTD</th>
<th>2017 YTD</th>
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<tr>
<td>Merchandise Sales</td>
<td>16,359</td>
<td>122,379</td>
<td>116,445</td>
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<td>Cart Rental</td>
<td>12,429</td>
<td>61,534</td>
<td>48,470</td>
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<td>Club Repair</td>
<td>43</td>
<td>818</td>
<td>441</td>
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<tr>
<td>Golf Lesson</td>
<td>3,125</td>
<td>22,307</td>
<td>20,515</td>
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<tr>
<td>Driving RNG</td>
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<td>31,062</td>
<td>28,850</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>37,019</strong></td>
<td><strong>238,100</strong></td>
<td><strong>214,720</strong></td>
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• The weather was fine in July but the smoke from several fires throughout Northern California made playing during the last week of July difficult. Still, we managed to do more rounds in July then in the month of June. When compared to 2017 we were very similar. For the year we are running ahead of last years pace. Through July we have done 34,513 rounds compared to 29,382 rounds in 2017. Income from rounds played this year totals $681,000 compared to 2017 when we were at $600,000. When compared to budget we are down slightly but we may make up that margin in the next couple of months.
• The golf shop sales and other income has been good. For July we did $16,359 in merchandise sales which brings our total sales for the year to $122,379 compared to $116,445 in 2017. Cart rentals are up significantly with $61,534 in rentals through July compared to $48,470 last year. Golf lessons continue to increase. So far, we have done $22,307 in lessons compared to $20,515 in 2017. The driving range is also showing a nice increase. Overall, we are ahead of last year but still down compared to the budgeted amount.
• The new tee signs have been very popular on the Creekside Golf Course. We hope to do the Dollar Ranch Golf Course in 2019.
• Budgets from all departments have been turned into accounting to get ready for presentations to the Golden Rain Board in early September. There were no huge changes in our proposals for 2019. We know water will cost more due to an increase in rates by EBMUD. We have some other smaller increases in line items but have offset those increases by decreasing other line items. I will be looking to add two capital projects to 2019. One, will be to purchase of a replacement pump and motor for the creek at #6 Creekside so that we have a better system in place. We have had several problems with our current pump this year. Getting this taken care of is preventative and will give us piece of mind going into next year. Two, getting funding for the plans to rebuild the 14th hole of the Dollar Ranch Golf Course.
• Believe it or not….fall maintenance will begin soon! Look for aeration to begin on Creekside later in August and for all the tees and greens to be done by the end of September. We also have phase #3 of the cart path repair project to begin in October along with rebuilding the Dollar Rach 9th green.
During the first 7 months of this year 46,097,218 gallons of water has passed through the meters at our main irrigation pump station. The amount of EBMUD water that was added to our reservoir during that time period totaled 11,587,120 gallons.

We are in the process of making our second application with a fertilizer that also includes a broadleaf herbicide that will reduce the amount of clover that continues exist in our turf.

We continue to be under staffed by one. We have selected a person to fill the vacancy on the crew and are waiting for the individual to clear a background check and pass drug testing. We continue to rotate crew members to serve as acting foremen when our primary foreman is not working.

There have been zero incidents with someone tampering with our pump station settings since we secured the main pump station building last month.

We have installed 250’ of 12” diameter drain line across the front of the tee area on the 3rd hole and crosses the area in front of the 6th green on Creekside. A large catch basin has been placed inside the edge of the cart path in front of the 3rd tee on Creekside which will direct storm water runoff away from the parking lots at Gateway during the periods of heavy rain.

We were able grind the rough asphalt which provided a smoother cart path surface at the exit of the bridge that crosses the creek in front of the 14th tee on Dollar Ranch last month.

It was necessary to pull our aging creek pump to clean and inspect last month as it appeared to be pumping less water. The flow of pumped water increased following the cleaning.
A regular meeting of the Compensation Committee was convened by Chair Mary Neff, at 1:00 PM, in the Board Room at the Gateway complex.

Present, in addition to the Chair, were Committee members Birdsall, Brown and Roath. Also in attendance were Tim O’Keefe, CEO of GRF, and Judith Perkins, Sr. Manager Human Resources.

The report of the Committee’s meeting held on July 19, 2018 was reviewed and approved by the Committee as presented.

Board of Directors President Bob Kelso and resident Ken Haley were present. No comments were offered at the Residents’ Forum.

Chairman Neff reminded the Committee members that this meeting was focused on a review of Director Brown’s compensation analysis tool, and that no decisions would be made. Neff then reviewed the key concepts of the Compensation Management Structure (CMS) and the current organizational practice of paying for performance through merit increases based on employee performance against goals and manager evaluation.

CEO O’Keefe and Sr. Manager HR Perkins provided a brief history of performance and compensation management from 2006 through 2018. O’Keefe provided a brief presentation explaining how changes in the external market affect the salary ranges of the CMS, how wage increase changes affect positioning within the pay range, and what happens when wage changes are greater than or less than the market change.

Director Brown then explained his compensation analysis tool, which is designed to numerically calculate a target wage for individual employees, based on their performance evaluation rating, current wage, and pay range (CMS). The tool also provides a numerical summary of the number of employees whose current wage varies from the theoretical target wage. The ideal outcome of using this tool would be the ability to accurately forecast wage change requirements earlier than the current system allows, thereby allowing for more accurate budgeting.

The next meeting of the Compensation Committee will be Wednesday, October 10, 2018, at 1:00 pm in the Board Room, Gateway Administration Building.

The meeting was adjourned at 3:00 pm.
A regular meeting of the Planning Committee was convened by the Chairman, Leslie Birdsall, at 10:00 a.m. on Thursday, August 16, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Kenneth Anderson, Carl W. Brown, and Mary K. Neff. Also attending were Robert D. Kelso, President, and Sue DiMaggio Adams, and Barbara Coenen, Directors, GRF; Timothy O’Keefe, CEO; Deborah Rose, Senior Administrative Assistant, Executive Services; and one resident.

The Planning Committee's report of its meeting held on July 23, 2018, was approved as written.

No residents spoke at the Residents' Forum.

A copy of page 7a-1 of the agenda packet was distributed to all those present. The Chairman then introduced agenda item 7a, which offers informational instructions to GRF Board members to complete the Project Criteria Evaluation Template. Mr. O’Keefe went on to provide these instructions, which he presented in an Excel document and invited all those present at the meeting to interact with a live demonstration on how the Project Criteria Evaluation Template works. Discussion followed.

There being no further business to come before the Committee, the meeting was adjourned at 11:40 a.m.

The next regular meeting of the Planning Committee will be held on Tuesday, September 18, 2018, at 10:00 a.m. in Multi-Purpose Room #3 at Gateway Complex.

____________________________________
Leslie Birdsall, Chairman
Planning Committee
REQUESTED ACTION/RECOMMENDATION:

Consider authorizing the CEO to execute a contract with Silicon Valley Paving and Terra Landscape in the amount of $26,021, which includes a 10% contingency, to remove the landscape island on Stanley Dollar Drive, replacing it with four parking spaces.

Additionally, consider a recommendation to add a red curb on the northwest corner of Tice Creek and Leisure Lane.

BACKGROUND:

At its July 23, 2018, meeting, the Planning Committee considered two traffic related projects. The first was the removal of the landscape island on Stanley Dollar and the second was the addition of a red curb on Tice Creek and Leisure Lane. After review of these two projects, the Planning Committee recommended that both projects be considered by the Board.

Stanley Dollar Landscape Island:

The Planning Committee considered the suggestion to add parking spaces on Stanley Dollar by removing the landscape island on the south side of Stanley Dollar Drive located midblock (see attachments #1 and #2). It is important to note that at the May 31, 2018, GRF Board meeting, the Board agreed to remove one parking space on Stanley Dollar, near the Event Center, to improve safety by increasing the sight line for golf carts.

Staff determined that removing the island will create an additional four parking spaces. This will result in a net increase of three parking spaces on Stanley Dollar as one space was removed in June of 2018. The removal of the landscape inside the island, the removal of the concrete island and the repaving and striping of the roadway for parking needs to be contracted. Staff received a bid of $22,800 for the removal of the concrete island and repaving and striping the roadway. Additionally, staff received a bid of $855 for the removal of the landscaping in the island and the capping of irrigation lines.
The landscape island provides a barrier between the Dollar Ranch 18th tee and the road. While there have not been any issues with golf balls hitting moving vehicles on Stanley Dollar, parked vehicles in this location may be hit by golf balls. Mark Heptig, Director of Golf, is concerned about the removal of this island as it provides a buffer zone between the 18th green and the roadway. The Planning Committee recommended that if this area is converted to vehicle parking, that the Board consider adding signs warning that vehicles parked in this location may be hit by golf balls.

**Landscape Island and Landscape Removal, Paving and Striping:**
The removal of the landscape island, paving and striping is considered small scale work. Receiving bids for these projects is difficult as most paving companies will only bid on large projects. For many years, the Foundation has worked successfully with Silicon Valley Paving and in March of 2018, the Board approved Silicon Valley Paving as the vendor for the Foundation’s 2018 paving work. Additionally, the Board approved Silicon Valley paving as the contractor for the vehicular and pedestrian safety improvement projects. Silicon Valley Paving has a long history with the Foundation and understands the Foundation’s needs and requirements and has current insurance certificates on file. Silicon Valley Paving will complete all the concrete and restriping. Based on these considerations, Staff recommends Silicon Valley Paving as the vendor for this project.

Silicon Valley Paving bid: $22,800

**Landscape Removal:**
Terra Landscape, Trust’s landscape contractor, will complete the landscape removal and capping of the irrigation lines. Since Terra Landscape is currently under contract with Trust, staff recommends Terra Landscape complete the landscape removal and irrigation work.

Terra Landscape bid: $855

**Total Cost: $23,655 (without contingency)**

**Red Curb Addition:**
The Planning Committee reviewed a resident request to add a red curb on Tice Creek Drive north of Leisure Lane. The purpose of this new red curb is to improve sight distance when turning north (left) from Leisure Lane to Tice Creek (see attachment #3).

Staff reviewed this request and visited and drove through the intersection, and made the turn described above. At the time there were vehicles parked southbound on Tice Creek Drive at Leisure Lane and these vehicles interfered with sight distance. Staff then drove through the intersection when vehicles were not parked and found the sight distance improved. Additionally, staff reviewed the other Tice Creek Drive intersections and found that the Leisure Lane intersection was the only intersection without a northwest corner red curb. Staff also met with a Second Mutual Director and reviewed the request, and he
supported the addition of the red curb. Finally, staff reviewed the TJKM Vehicular and Traffic Safety Study, but did not find this intersection listed. Adding the red curb will eliminate two and a half parking spaces; however, staff believes that this red curb will improve sight distance.

The Planning Committee recommends that a red curb be added to the northwest corner of Tice Creek and Leisure Lane.

Cost: None. The work can be done by Trust Maintenance and absorbed in the current budget.

ATTACHMENTS:

Attachment #1: Stanley Dollar Landscape Island
Attachment #2: Stanley Dollar Landscape Island
Attachment #3: Tice Creek Drive and Leisure Lane Red Curb

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Project: Traffic Safety and Additional Parking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Impact</td>
<td><strong>Landscape Island:</strong> $26,021, which includes a 10% contingency from the Trust Estate.</td>
</tr>
<tr>
<td></td>
<td><strong>Tice Creek Red Curb:</strong> No impact for the red curb, the work will be part of the existing budget.</td>
</tr>
<tr>
<td>Operational Efficiencies</td>
<td>N/A</td>
</tr>
<tr>
<td>Dependencies</td>
<td>Completion of the removal of the landscape island and adding parking spaces is dependent on available funding.</td>
</tr>
<tr>
<td>Subsequent Actions</td>
<td><strong>Landscape Island:</strong> The landscaping will be removed, and the CEO will execute the contract to remove the Stanley Dollar landscape island and add four parking spaces.</td>
</tr>
<tr>
<td></td>
<td><strong>Tice Creek Red Curb:</strong> If approved Trust Maintenance staff will paint the curb.</td>
</tr>
<tr>
<td>Alternatives/Options</td>
<td>Implement both recommended projects, either one of the projects, or decide not to complete either project.</td>
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<tr>
<td>Time-Frame</td>
<td><strong>Landscape Island:</strong> If approved staff will work with the contractor to schedule the work.</td>
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<tr>
<td><strong>Tice Creek Red Curb</strong>: If approved the curb will be painted red within two weeks.</td>
<td></td>
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<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td><strong>Advantages/Benefits</strong></td>
<td><strong>Landscape Island</strong>: Four parking spaces will be added on Stanley Dollar around the Event Center (after the removal of one space in early June, this project nets three new spaces around the Event Center). <strong>Tice Creek Red Curb</strong>: Increases sight distance for drivers.</td>
</tr>
<tr>
<td><strong>Disadvantages/Risks</strong></td>
<td><strong>Landscape Island</strong>: It is possible that vehicles parked in the new parking spaces on Stanley Dollar could be hit by golf balls. <strong>Tice Creek Red Curb</strong>: Two and a half parking spaces will be removed from the area of Tice Creek and Leisure Lane.</td>
</tr>
</tbody>
</table>
SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:

Tim O’Keefe, CEO

REQUESTED ACTION/RECOMMENDATION:

Review and discuss the Project Criteria Template for prioritizing major capital projects

BACKGROUND:

For the last several months, the Planning Committee has been developing criteria for the Board to use when evaluating the relative merits of future capital projects. The Board has previously reviewed the concept, the criteria, and the proposed weightings assigned to each criteria.

At last month’s Board meeting, the Board was introduced to the latest version of the template and received further instructions on how to complete the template at the July 23 Planning Committee meeting. The Committee would like the Board to practice their prioritization with six projects that were discussed at the April Board meeting. These six projects are all expected to be completed within about 18 months.

Board members were asked to complete the template and submit to the CEO in advance of the August 30 Board meeting so that the results can be shared with the community and so that Board members can provide input on the effectiveness of the template.

ATTACHMENTS:

Attachment #1: Project criteria template scores-180816 v2.pdf
Attachment #2: Project criteria charts 180830.pdf
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<td>Subsequent Actions</td>
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<td>Alternatives/Options</td>
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<td>Time-Frame</td>
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<tr>
<td>Advantages/Benefits</td>
<td>The Project Criteria Template is intended to make capital spending decisions easier with less subjectivity.</td>
</tr>
<tr>
<td>Disadvantages/Risks</td>
<td>The Template can be intimidating, and the users may not agree with the criteria or weighting or the results.</td>
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### Prioritization of GRF Initiatives

(estimated costs next 18 months):

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<tr>
<th>Initiative</th>
<th>$250,000</th>
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<th>$800,000</th>
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<td>Gateway studios renovation</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Creek repair</td>
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<td>Water reclamation</td>
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<tr>
<td>Entry monument</td>
<td></td>
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<td></td>
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<tr>
<td>Database synchronization</td>
<td></td>
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<td>3</td>
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**Rank of Absolutes**

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**Project Criteria Template 180816 v2.xlsx**

REVISED-- Attachment #1
COMMITTEE MEMBER RANKING
(lowest score = best)

- database synchronization
- entry monument
- water reclamation
- Creek repair
- Gateway studios renovation
- alternative energy conservation projects
A regular meeting of the Policy Committee was convened by the Chairman, Geraldine Pyle, at 1:30 p.m. on Tuesday, August 7, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Kenneth Anderson, Barbara Coenen and Robert D. Kelso. Also attending were Mary K. Neff, Treasurer, and Stephen D. Roath, Director, GRF; Timothy O’Keefe, CEO; Jeffrey P. Matheson, Director of Resident Services; and Deborah Rose, Senior Administrative Assistant, Executive Services.

The Policy Committee’s report of its meeting held on July 3, 2018, was approved as written.

On a motion made, seconded, and CARRIED UNANIMOUSLY, Kenneth Anderson was elected Vice Chairman of the Policy Committee.

During the Residents’ Forum, Mary K. Neff shared her opposition regarding the proposed exemption of a guest fee.

It was noted that Cynthia Schneider submitted a memo to the Committee. Ms. Schneider was not present at the meeting.

The Chairman introduced item 7a of the agenda, which covers Policy 304.1, Guest Usage Policy, which asks the Committee to consider an exemption for non-resident club members from paying the guest fee.

Following discussion, a motion was made by Mr. Kelso, seconded by Mr. Anderson, and CARRIED, with Ms. Pyle voting no, to accept the proposed language to amend Policy 304.1 to exempt non-resident club members from the guest use fee found within the agenda packet with the addition of the word pool to bullet points one and two under six.

The Chairman announced that the discussion regarding Policy 104.1.1, Membership Guidelines, will be deferred at this time.

A discussion was held regarding agenda item 8b, which asks the Committee to consider a request from a resident to create a policy prohibiting solicitation for goods, services, political causes or campaigns unrelated to Rossmoor while inside GRF clubhouses or at GRF events.

The Chairman announced that the next regular meeting of the Policy Committee will be held on Tuesday, September 4, 2018, at 1:30 p.m. in the Board Room at Gateway Complex.
There being no further business to come before the Committee, the meeting was adjourned at 2:23 p.m.

Geraldine Pyle, Chairman
Policy Committee
SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:
Jeff Matheson, Director of Resident Services

REQUESTED ACTION/RECOMMENDATION:

Introduction of recommendation from the Policy Committee to amend the guest use policy (P304.1) to exempt nonresident club members from the guest use fee.

BACKGROUND:

The GRF Board approved a new guest fee for use of the Tice Creek Fitness Center. The new fee schedule provides each resident with 10 free guest passes annually with a $10/visit fee applying after the initial 10 passes are used. Members of the two Tap Dance Clubs, that use studio space at Tice Creek, have requested that the Board modify the policy to allow non-resident members of the clubs to attend the class with no fee. A copy of the request letter is attached.

Several of the clubs that hold classes at Tice Creek have non-resident members. The Board voted to temporarily grandfather existing non-resident members for each club and exempt them from the guest use fees and referred the matter back to the FCAC and AAC for further discussion. These non-resident club members would still need to be signed in with a sponsoring member and would not be permitted to use the fitness center except for attending the club sponsored class. If the non-resident chooses to use the facility beyond the class then the fee would apply.

This matter was reviewed by the FCAC at its meeting on April 11, 2018 and the AAC on April 12, 2018. The FCAC and AAC recommended to the Policy Committee that the request from the Tap Dance Club be denied and the policy of charging all nonresidents guests a fee remain as currently approved.

Subsequently, Director Kelso submitted a proposed revision that would provide for a limited exception to allow Guests to participate in activities at the Tice Creek Fitness Center subject to specific requirements. This proposed revision was discussed at the Policy Committee on July 3rd and again on August 7th. The Policy Committee voted 3-1
to recommend the language be incorporated. The proposed revised language is incorporated in the attached Policy P304.1 for consideration by the Board.

ATTACHMENTS:

Attachment 1: Guest use Policy P304.1 (markup)
Attachment 2: Request letters from Tap Dance Clubs (x4)
Attachment 3: Proposed revision submitted by Director Kelso
Attachment 4: Current nonresident participation by club

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Impact</td>
<td>If the proposed language is approved, GRF would lose revenue from nonresident guest fees. The exact amount is unknown as residents may use their 10 free guest passes for nonresident members of clubs.</td>
</tr>
<tr>
<td>Operational Efficiencies</td>
<td>NA</td>
</tr>
<tr>
<td>Dependencies</td>
<td>NA</td>
</tr>
<tr>
<td>Subsequent Actions</td>
<td>The proposed language will be brought back for consideration in September.</td>
</tr>
<tr>
<td>Alternatives/Options</td>
<td>The Board can send the policy back to the Policy Committee for further consideration.</td>
</tr>
<tr>
<td>Time-Frame</td>
<td>NA</td>
</tr>
<tr>
<td>Advantages/Benefits</td>
<td>Allows nonresident members of clubs to access club sponsored classes at Tice Creek Fitness at no cost.</td>
</tr>
<tr>
<td>Disadvantages/Risks</td>
<td>GRF will not collect revenue for visits to the Tice Creek Fitness Center from nonresident members of clubs.</td>
</tr>
</tbody>
</table>
Subject: Guest Usage Policy

Purpose: To Establish Guidelines for Use of Trust Facilities by Guests

For purposes of this Policy the term “Guest” refers to non-Members, not registered with GRF as either a Lessee (Policy 104.1.2), or Domestic Employee, as set forth below. The Golden Rain Foundation’s programs, services and facilities are intended primarily for use by GRF Members as defined in the Bylaws, either individually or as members of Rossmoor clubs and organizations. The Foundation supports a policy of accommodating Guests accompanied by their Member host when their presence does not interfere with Members’ use of facilities.

1. Except as otherwise specified herein, Guests must be accompanied by a Member host at all times, unless otherwise specifically provided for elsewhere by Policy, Rules, or Procedures.

2. At the discretion of GRF, Guests may be limited to a number of days or excluded for specific days or portions thereof, from any programs, services or facilities in order to ensure adequate access to Members. A list of such limitations, if any, will be available from Member Records and provided to Members upon request.

3. Guests must follow all policies, rules and procedures of the applicable program/facility. Members are responsible for making their Guests aware of the Foundation’s policies, rules and procedures and for the acts of their Guests.

4. No Guest who is a client, patient, or customer of a Member may use Foundation facilities for professional purposes.

5. Subject to approval of the GRF Board, Guests may be charged a fee for use of, or access to, any program, service or facility on terms and conditions prescribed by the Board. A schedule of such charges will be maintained by Member Records and provided to Members upon request.

6. Notwithstanding any provision of this Policy to the contrary, Guests who are non-resident members of a GRF Approved Organization as set forth in Policy 302.0, may be excused from paying the applicable guest fee when participating in activities at the Tice Creek Fitness Center, provided all of the following conditions are met:
   • The guest/club member is participating in a sanctioned club event with a reserved room or pool, including practice sessions.
   • The event is limited to the use of a room, or studio, or pool, and such use does not adversely impact other Members and their Guests.
   • The guest/club member is accompanied by a Rossmoor resident who is also a member of the same club.
   • The guest/club member will leave when the sanctioned event is over, or will comply with Sections 1 through 5 of this Policy, including payment of any required fees, in order to remain.
   • The guest/club member will be issued a special wrist band that must be worn while in the Tice Creek Fitness Center.
The guest/club member will not use locker rooms, pools or any of the equipment in the Fitness Center, except in compliance with Sections 1 through 5 of this Policy.

Guests who violate any of the foregoing requirements will forfeit their exemption under this paragraph.

The term Domestic Employee refers to an employee of a Member or Lessee as either a care-giver or housekeeper or similar capacity, whether or not such employee lives with the Member or Lessee full-time. Domestic Employees must be registered with GRF as such and will be considered to be Guests of the Member, for purposes of access only. Domestic Employees will not be permitted to make use of any amenities or facilities and must be accompanied by the applicable Member at all times. Domestic Employees may be issued limited access devices subject to the fees and restrictions established by the Board, which are available from Member Records upon request.

Notwithstanding any of the above limitations, exceptions to this Policy may be made by express provisions contained in the applicable Rules for participation and use of any GRF program, service or facility approved by the GRF Board.
Authority: Policy

6/24/04
9/27/07 Rev.
2/24/11 Rev.
10/31/13 Rev.
7/27/17 Rev.
Dear Mr. O'Keefe:

we are writing to you on behalf of Rossmoor's two tap-dancing dubs, the Happy Hooters and the Hot Flashers, known collectively as the Rossmoor Rhythm Revue. These clubs have a proud 32-year history of providing quality entertainment within Rossmoor and also for residents in retirement communities and residential homes and for clubs and other organizations in nearby East Bay locations. Each week the Hoofers attend a two-hour instructional class on Mondays and the Flashers attend a two-hour class on Tuesdays. On Thursdays the flashers rehearse for two hours to prepare for upcoming performances.

Between our two clubs, we have 31 members, six of whom are non-residents. These dedicated and talented individuals have been with us for many years and contribute greatly to the quality of our community and performance activities. Prior to the Fitness Center renovation and new electronic entry system, our non-residents gained entry to the Fitness Center by way of a Reception Desk manual sign-in and wrist-banding protocol before being escorted to the tap classroom by a resident club member. We emphasize that they do not, at any time, access any GRF facilities other than the Dance Studio. Additionally, it's important for you to know that no new non-residents have been accepted into our clubs since the non-resident participation guidelines were tightened a couple of years ago.

We've been informed that the new guest policy will be enforced without exception. Unless we offer our collective supply of 250 guest passes to our non-residents - not a likely scenario - after four weeks of classes/rehearsals, they each will have to pay upwards of $80/month to remain in our clubs. This is not reasonable or acceptable. We ask the Golden Rain Foundation to consider creating an exception to the GRF Guest Policy so that our non-residents can continue as members of the Rossmoor Rhythm Revue to entertain and inspire senior audiences within and beyond Rossmoor.

Sincerely,

Daryl Svoboda
3270 Terra Granada Drive #1
925-979-1676
aasvoboaa@gmail.com

J-UdieHuse
1641 Canyonwood Court #8
925-287-1502
juainuse@yahoo.com
Sherry Smith asked that her message be forwarded to the members of the Policy Committee.

pj

From: Paulette Jones
Sent: Thursday, April 26, 2018 5:35 PM
To: 'Sherry Smith' <fanocal1@gmail.com>
Subject: RE: Please forward to Policy Committee members

Hello Sherry,

Your message will be forwarded to the members of the Policy Committee as you requested.

Regards,

Paulette

From: Sherry Smith <fanocal1@gmail.com>
Sent: Wednesday, April 25, 2018 6:29 PM
To: Paulette Jones <PJones@rossmoor.com>
Subject: Please forward to Policy Committee members

It is my understanding that the Policy Committee will soon consider granting a permanent waiver of guest use fees to the dance clubs, as they have requested. The GRF Board recently granted them a temporary waiver. Both the Fitness Center Advisory Committee and the Aquatics Advisory Committees recommended against granting these clubs a permanent waiver. I urge you to also recommend to the GRF Board that the request to grant the dance clubs a waiver be denied.

There are several clubs which have non resident members using the fitness center. Can you grant a waiver to one club without granting a waiver to all clubs? Even if you could limit this requested waiver to the dance clubs, requests for guest use fee waivers from the other clubs surely will follow. And, when this policy is implemented throughout Rossmoor, what’s to prevent other clubs from also requesting guest use fee waivers? I envision other groups forming
clubs just to request similar waivers of the guest use fees….something like the Peacock Hall Movie Club. Recommending that this waiver be granted will set a precedent that will significantly dilute the guest use fee that the GRF Board passed in the recent past. The policy was passed by the GRF Board to ensure that Rossmoor’s facilities are primarily used by coupon paying residents. It is not consistent with the purpose of the policy to create exceptions for non residents just because they’re members of a club.

I sincerely sympathize with the dance clubs, but I think there are compromise solutions that don’t involve a waiver. If having these non resident members continue free participation at Rossmoor’s fitness center is so important, perhaps they could consider one or more of the following so that non resident use is in compliance with the policy as it stands:

1. Since there are 30 resident members and 7 non resident members of the dance clubs, perhaps the 30 resident members could pool their 10 free guest passes and give them to the non resident members for rehearsals at the fitness center

2. The members could form a money pool and finance the non resident members

3. They can find a place to rehearse other than the fitness center.

Thank you for your consideration.

Sherry Smith
1914 Lakeshire Dr.
sherry@calbears.com
May 21, 2018

To GRF Policy Committee Members:

Once again the Rossmoor Rhythm Revue (RRR) is asking the GRF, this time the Policy Committee, to allow our seven non-resident members of the Happy Hoofers and Hot Flashers to enter the Fitness Center without paying $10 per instructional session. We would prefer that the same check-in system be used now that was used previously before the Fitness Center renovation when the non-residents were given wrist bands to wear upon entering the building.

It is our understanding that the Fitness Center Advisory Committee did not approve our request mainly because of their concern that a precedent would be established allowing other clubs to request the same privilege for their non-resident members. The purpose of this letter is to suggest that other clubs have the same benefit, as long as those clubs do not have more than 20 percent as non-resident members and do not abuse the privilege. If non-resident club members wish to use Fitness Center equipment outside of club time, they would obviously be expected to follow the Guest Pass policy.

When Diana Starr retired from being director of the RRR two plus years ago, after 18 years of dedicated service, she appointed me to be the group’s dance captain. My main responsibility is to rehearse the dancers on Thursday afternoons for upcoming performances. An equally important responsibility is to welcome new members, both residents and non-residents, to the Happy Hoofers, the beginner group that meets on Mondays, and the more advanced group, the Hot Flashers, who meet on Tuesdays. Both groups meet with our very qualified teacher and choreographer, Mary Lyons, whom we each pay $5/class.

It is important to encourage new members, residents and non-residents, to join us to keep the RRR viable, as we have been for 32 years. New members strengthen our group and replace members who, because they are getting older, no longer wish to or are able to dance with us. Currently our non-resident members support our clubs not only by dancing, but by scheduling our shows, caring for our costumes and maintaining the club website.

We would appreciate and hope for your approval of our request to allow our non-resident dancers to enter the Fitness Center without paying a guest fee so that they can continue to support us and to dance with us.

We invite you to see us perform on the Stanley Dollar stage on the morning of the 4th of July.

Sincerely,

Judie Huse
1641 Canyonwood Court, #8
925-287-1502
Rossmoor Rhythm Revue (RRR): performing company comprised of Happy Hoofers and Hot Flashers tap club members.

32-year Rossmoor history of providing quality entertainment, within Rossmoor and in nearby East Bay locations, retirement communities, residential homes, clubs and organizations.

Performances: Approximately 30 performances per year, 30 – 45 minutes per show, 12 – 15 different dances requiring 6 or more costume changes, vocalist and MC to introduce each dance and entertain audience during costume changes. Recent and upcoming shows:

- May 18, 2018 – Eden Villa Assisted Living and Memory Care, Pleasanton
- June 3, 2018 – Danville Seniors Variety Show, Danville
- June 22, 2018 – Multicultural Dragon Boat Festival, CAAR, Rossmoor Event Center
- July 4, 2018 – Rossmoor 4th of July Celebration, Stanley Dollar Stage and Picnic Grounds

Weekly classes: two-hour instructional classes, Mondays (beginners) and Tuesday (intermediate and advanced); two-hour rehearsals on Thursdays.

Studio/Practice space and safety requirements: non-slip flooring, preferably with cushioned underlayment; full-size wall mirrors on at least one wall; one to two permanently bolted ballet barres: as found in the Fitness Center Dance Studio and the Aerobics Studio. There is no other non-Fitness Center Rossmoor facility that can provide the required space, function and safe environment.

Membership: over 30 members including seven non-residents who have been with us for an average of 11 years (range of 2 – 16 years).

What makes us unique: performances require a critical number of trained participants to present the high quality entertainment that we are known to provide.

- The RRR repertoire includes almost 50 different dance routines.
- Only a limited number of residents have the stamina and agility to perform. Due to inevitable issues of aging and health, attracting and training new members are essential to compensate for members who choose to retire from or cut back on their tap classes and performances.
- Novice tappers require at least a full year of instruction before being able and confident to perform. We currently have about 9 beginners.
- At least half of our non-resident members come to us as experienced tap dancers, on the younger side of the over-55 age spectrum and enthusiastic to take on maintenance and administrative duties performed for years by Rossmoor tappers.
- RRR is compliant with the 20% non-resident cap for club memberships. Non-residents do not, at any time, access GRF facilities other than the Dance Studio. Their presence in the Fitness Center has no impact on fitness equipment availability.
Fitness Center Only
Guest fee exemption language

Guests who are non-resident members of a recognized Rossmoor Club may be excused from paying the applicable guest fee when the following conditions are met:

- The guest/club member is participating in a sanctioned club event with a reserved room or pool facility, including practice session, at the Tice Creek Fitness Center.
- These events are limited to the use of a room, studio, or pool, where the presence of additional people in the room does not impact other users of the Tice Creek Fitness Center.
- The guest/club member is accompanied by a Rossmoor resident who is also a member of the same club.
- The guest/club member will leave the Tice Creek Fitness Center when the sanctioned event is over.
- The guest/club member will be issued a special wrist band that must be worn while in the Tice Creek Fitness Center.
- The guest/club member will not use any of the equipment in the Fitness Center.
- The guest/club member will not use the locker rooms.
- The guest/club member will not use the pools.

Guests who violate any of the rules above will have their exemption to the Guest charge revoked permanently.
<table>
<thead>
<tr>
<th>Club Name</th>
<th>How many classes a week?</th>
<th>Guest each week?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tap Dancers</td>
<td>3 classes</td>
<td>6 guest a class = 18</td>
</tr>
<tr>
<td>Basketball</td>
<td>6 classes</td>
<td>3 guest a class = 18</td>
</tr>
<tr>
<td>Ballet</td>
<td>1 class</td>
<td>0 guest - abide by new rule</td>
</tr>
<tr>
<td>Line Dancing</td>
<td>2 classes</td>
<td>1 guest a class = 2 week</td>
</tr>
<tr>
<td>Hula Dance</td>
<td>2 classes</td>
<td>3 guest a class = 6 week</td>
</tr>
<tr>
<td>Qi – Gong (CAAR)</td>
<td>5 classes</td>
<td>2 guest a class = 10 week</td>
</tr>
<tr>
<td>Tai Chi (CAAR)</td>
<td>4 classes</td>
<td>2 guest a class = 8 week</td>
</tr>
<tr>
<td>Pickle Ball</td>
<td>A lot</td>
<td>0 guest - abide by new rule</td>
</tr>
<tr>
<td>Chinese Folk Dance</td>
<td>1 class</td>
<td>1 guest a class = 1</td>
</tr>
<tr>
<td>Zumba</td>
<td>2 classes</td>
<td>0 guest - abide by new rule</td>
</tr>
<tr>
<td>Folk Dancing</td>
<td>2 classes</td>
<td>5 guest a class = 10 week</td>
</tr>
<tr>
<td>Silver Bullet</td>
<td>Winter Only - November - March</td>
<td>1 guest a class</td>
</tr>
</tbody>
</table>
REQUESTED ACTION/RECOMMENDATION:
Consider approving proposed revised Rule R108.0, to Establish Guidelines for Parking on GRF property, as recommended by the Policy Committee. Deferred July 26, 2018.

BACKGROUND:
The GRF Board has authorized staff to apply for a PG&E grant to install charging stations at three GRF locations in Rossmoor. Each location will have 10 stations, including two ADA compliant stations per site. The parking stalls will be designated as open parking during the hours of 6:00 a.m. to 10:00 p.m. From 10:00 p.m. to 6:00 a.m. the parking stalls will be dedicated to EV charging.

The current parking policy 108.0 prohibits overnight parking at GRF clubhouses. The proposed amendments would allow overnight parking for the purpose of using one of the designated charging stations.

The Policy Committee is recommending approval of the proposed amendments.

ATTACHMENTS:
Attachment #1: Policy 108.0 redline edits
Attachment #2: Policy 108.0 clean version including proposed edits
Subject: Parking

Purpose: To Establish Guidelines for Parking on Golden Rain Foundation Property

1. The term Vehicle shall have the same meaning as set forth in Rule R201.0 (Traffic Rules and Regulations).

2. This Rule does not apply to:
   - Golden Rain Foundation owned Vehicles,
   - Vehicles belonging to utility companies or vendors/contractors in the employ of utility companies working in Rossmoor,
   - Vehicles belonging to federal, state or local authorities.

3. General Requirement
   a. The parking regulations in the California Vehicle Code as currently constituted shall apply to all Foundation streets.
   b. Except as otherwise provided in Foundation Policies or Rules, only Vehicles may be parked on Foundation streets, subject to the limitations of this Rule.

4. Overnight parking at Foundation clubhouses and buildings is prohibited with the following exceptions:
   - Vehicles may be parked overnight while charging at one of the designated charging stations at Gateway, the Event Center, and Tice Creek Fitness Center.
   - Exceptions may be made in the Gateway parking lot for Foundation sponsored overnight events, with prior approval by the Foundation as set forth below.

5. No Recreational Vehicle, as defined in the California Vehicle Code, including but not limited to campers, house trailers, motor homes or boat trailers, shall be parked on Foundation streets except for the purpose of actually loading or unloading, for no more than 12 hours.

6. For the purpose of identifying parking limitations, the following curb markings apply:
   - red curb: no parking
   - green curb: not to exceed 10 minutes or as posted
   - yellow curb: stopping only for loading and unloading
   - blue curb: handicapped parking only
   - unpainted: parking permitted unless posted
8.7. No Vehicle may be continuously parked on any Foundation street for more than seventy-two hours.

9.8. Commercial Vehicles may not be parked on Foundation streets between the hours of 5:00 p.m. and 7:00 a.m.

10.9. PODS/storage containers may not be parked on Foundation streets or in Foundation parking areas.

11.10. No Vehicles, including golf carts and bicycles, may be parked on sidewalks or courtyards on Foundation property.

Exceptions to this Rule may be authorized by the Foundation upon prior approval, to be requested at the Public Safety Office.

Authority: Rule

1/31/69
5/29/69 Rev.
5/27/71 Rev.
7/1/76 Rev.
6/6/89 Rev.
12/3/98 Rev.
5/29/03 Rev.
4/18/06 Rev. (Comm.)
5/25/06 Rev.
5/26/11 Rev.
1/28/16 Rev.
Subject: Parking

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   - red curb       no parking
   - green curb    not to exceed 10 minutes or as posted
   - yellow curb   stopping only for loading and unloading
   - blue curb     handicapped parking only
   - unpainted     parking permitted unless posted

7. No Vehicle may be continuously parked on any Foundation street for more than seventy-two hours.

8. Commercial Vehicles may not be parked on Foundation streets between the hours of 11 a.m. and 4 p.m.
of 5:00 p.m. and 7:00 a.m.

9. PODS/storage containers may not be parked on Foundation streets or in Foundation parking areas.

10. No Vehicles, including golf carts and bicycles, may be parked on sidewalks or courtyards on Foundation property.

Exceptions to this Rule may be authorized by the Foundation upon prior approval, to be requested at the Public Safety Office.

Authority: Rule

1/31/69
5/29/69 Rev.
5/27/71 Rev.
7/1/76 Rev.
6/6/89 Rev.
12/3/98 Rev.
5/29/03 Rev.
4/18/06 Rev. (Comm.)
5/25/06 Rev.
5/26/11 Rev.
1/28/16 Rev.
REQUESTED ACTION/ RECOMMENDATION:

Consider approving an amount not to exceed $19,000 from the Operating Fund for a consultant’s proposal to evaluate software integration.

BACKGROUND:

The primary resident database resides in the Jenark system. In addition to Jenark, there are separate resident databases for the Fitness Center, the Recreation Department, the Golf Department and the front gate. With the exception of the SiPass system at the Fitness Center, each database is populated separately. This leaves the possibility of having inconsistent data.

The objective is to identify a consultant who will develop a recommended proposal to integrate our data sources. We received a proposal from Looking Point who would charge $275/hour for engineering work and $150/hour for project management. They estimate that they would need 32 engineering hours and 6 project management hours for a total of $9,700. We received an additional proposal from Data 41. Their fee is $210/hour plus travel expense. They estimate the job would take 80 hours for a cost of $16,800 with the cost of travel to be determined. We’re recommending that we engage Data 41. Although their overall cost is potentially higher than Looking Point’s, they charge less per hour and seem to offer a more comprehensive solution.

ATTACHMENT:

Proposal from Data 41
<table>
<thead>
<tr>
<th>Alternatives/Options</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time-Frame</td>
<td>September through December 2018</td>
</tr>
<tr>
<td>Advantages/Benefits</td>
<td>The integration of the various databases will make data entry more efficient and provide consistent information.</td>
</tr>
<tr>
<td>Disadvantages/Risks</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Data41 Statement of Work

This document will serve as a Statement of Work (SOW) for Microsoft Data Warehouse consulting services being provided to Golden Rain Foundation (GRF) by Data41, Inc. (Data41).

Golden Rain Foundation has requested consulting time from Data41 to assist with the following activities:

- Develop a Discovery implementation plan to provide the GRF team with a recommendation proposal and blue print to cleanse and integrate all your data sources.

Our Understanding
- GRF needs a plan to implement a single database to populate all of your data sources into one centralized view.
- Implement a solution that has a 360-degree view of the residents living in the community.
- Best practice recommendation to remove duplicate data, standardize this data and incorporate rules to eliminate incorrect data from entering the system to create an authoritative source of data.
- The Sources included in this discovery are:
  - Service Billing
  - Jenark Accounting
  - Golf time scheduling
  - ActiveNet Reservations
  - Front Gate Entry

Goals of the Discovery
- Detailed requirements gathering
- High level overview of the application design
- Source Systems review
- Better understanding of the technical specifications

Deliverables
- Confirm our understanding of your requirements
- Develop Architectural / Blue Print design
- Develop Project Plan recommendations to improve the existing system
- Review and discuss the project plan with the GRF Team
- Provide estimates for the best practice recommendation

Data41 services will be provided both onsite and via remote communications. When on-site assistance is required, standard travel and expenses will be incurred and billed. The designated consultant will obtain client approval in advance.

Should a change affect the scope of this SOW, a Scope Change Request form will be submitted prior to any work performed for the change. Additional consulting services may be requested after the duration of this engagement.
COST ESTIMATE – TIME & MATERIALS

<table>
<thead>
<tr>
<th>Discovery</th>
<th>Estimated Hours</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB TOTAL</td>
<td>80</td>
<td>$16,800</td>
</tr>
<tr>
<td>Travel, Travel Time and Expenses</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>TOTAL</td>
<td>80</td>
<td>$16,800</td>
</tr>
</tbody>
</table>

❖ Estimated costs are based on the TM1 Consulting service rates as defined below:
  o Data41 Senior Data Warehouse Architect  $210/hr
❖ Data41 services are provided from 8AM to 6PM PST / PDT time Monday through Friday with the exception of United States holidays celebrated by Data41.
❖ Time and expenses will be billed as incurred. Travel time of two (2) hours each way (to / from Client site) will be billed for onsite services.
❖ Client may be charged five (5) days per dedicated resource, if the client is responsible for a project delay greater than one (1) week and no other project work is available. Delays may also result in the loss of dedicated project resources.
❖ Invoicing occurs semi-monthly for the duration of this engagement with standard payment terms of Net 30.
❖ Travel expenses are excluded from this estimate but will be reimbursed by Golden Rain Foundation as they are incurred.
Client Approval:

By signing below, Golden Rain Foundation agrees that they have reviewed the proposed estimate and objectives and are committing to moving ahead.

Authorized Signature ___________________________ Printed Name ___________________________ Date ___________________________

Accepted for Data41, Inc.:

Authorized Signature ___________________________ Printed Name ___________________________ Date ___________________________

Prepared for:
Golden Rain Foundation
Joe Bruzdzinski
JBruzdzinski@rossmoor.com
REQUESTED ACTION/ RECOMMENDATION:

Approve $9,450 from the Operating Fund for a proposal from Facilities Advisor, Inc. to prepare a long-term Capital Needs/Major Maintenance Analysis.

BACKGROUND:

In 2017, staff prepared a Long Range Maintenance/Capital Needs Analysis. Included in the Analysis was a schedule of major components with projected major repair and replacement dates. The purpose of this proposal is to have a consultant who specializes in providing facilities analyses and funding plans to prepare a comprehensive major repair and replacement plan for exterior and interior of GRF's buildings to be incorporated in the overall plan.

Staff received two proposals. Facilities Advisors was the least expensive and has been working successfully on other projects within Rossmoor.

ATTACHMENT:

Proposal from Facilities Advisors

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Impact</td>
<td>The proposal is for $9,450.</td>
</tr>
<tr>
<td>Operational Efficiencies</td>
<td>N/A</td>
</tr>
<tr>
<td>Dependencies</td>
<td>N/A</td>
</tr>
<tr>
<td>Subsequent Actions</td>
<td>Once approved, staff will work with Facilities Advisors to prepare the report.</td>
</tr>
<tr>
<td>Alternatives/Options</td>
<td>N/A</td>
</tr>
<tr>
<td>Time-Frame</td>
<td>September through December 2018</td>
</tr>
<tr>
<td><strong>Advantages/Benefits</strong></td>
<td>The report will provide an in-depth analysis and funding plan for GRF’s facilities.</td>
</tr>
<tr>
<td>-------------------------</td>
<td>----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Disadvantages/Risks</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>
June 12, 2018

Rick Chakoff, Chief Financial Officer
Golden Rain Foundation
800 Rockview Dr.
Walnut Creek, CA94595

Proposal for Reserve Study with site visit

As you requested, we are submitting this proposal for reserve study services for Golden Rain Trust.

The site visit will be scheduled with the manager. The report is intended to match your budget year and will be a 30-year projection for the period beginning January 1, 2019. The Roads, Bridges and Golf Course will not be included in our on-site analysis, but will be included in our report based on information you provide. The other components including exterior and interior of buildings, parking areas, common use areas, grounds, landscaping, will be included in our on-site analysis. Additionally, FAI will do our best to present the reserve study and reports in a format similar to those currently used by GRF.

Properly preparing a Reserve Study is one of the important responsibilities of the Trust. An accurate and detailed analysis will minimize reserve assessments and reduce the risk of insufficient funds, while maintaining the trust’s assets.

Reserve Study Services

Facilities Advisors Inc. will create a new reserve study for your property. We will provide a reserve study report that includes a component list of all major components that the trust is responsible to maintain.

We will make inquiries of you regarding expenditures made and reserve fund contributions accumulated. Component cost data may come from a variety of sources; we will use your actual amounts where possible, refer to the prior reserve study, use our own proprietary database, or research costs of significant components from commercial sources.

The scope of component detail will be consistent with the prior study that is being updated. Dates placed in service will be based on information that you provide.

We will consult with you in forming the funding plan in an attempt to adhere to your budget in the early years, while still maintaining a goal of adequate and reasonable funding, using the inflation adjusted method of calculating percent funded, at the end of the 30-year projection period. We will discuss inflation and interest and initial year funding assumptions with you to reach agreement that they are realistic amounts.

We do not operate in a vacuum; we keep you, or a designated representative, informed of our progress and any major decisions made. This keeps your staff involved with the process, which impacts and improves the final outcome of the report.

We will issue a draft report for your review and approval, and issue a final report when we receive authorization from you to do so. The report will be similar in format to the sample report on our website, and will include a 30-year funding plan and percent funded projection by year. Supplemental schedules will include a component inventory with photos.
Facilities Advisors, Inc. Qualifications and Experience

The Facilities Advisors team has been preparing reserve studies experience since 1982, and has performed hundreds of reserve studies. Gary Porter is the author of a number of articles, and was also author of the 1988 book, The Reserve Study Manual, which was one of the first comprehensive publications regarding what was a relatively new process at that time. Mr. Porter pioneered many of the reporting formats that have subsequently been commonly adopted by other reserve preparers. Lynn Sallee has been in commercial and residential construction, development, management and financing since 1974 and reserve studies since 2009.

Your Facilities Advisors, Inc. Reserve Specialist is Lynn Sallee. Mr. Sallee has been in commercial and residential construction, development, management and financing since 1974. His background is unique with lengthy periods of experience on both sides of the property table as a producer and as planner / financier. This professional blend of business background, coupled with 4 years’ community and HOA property management provides experience and insights invaluable in his reserve study inspections and finished reports. Mr. Sallee holds the RS designation from Community Associations Institute (CAI) and the PRA designation from the Association Professional Reserve Analysts (APRA). His reserve study experience encompasses all types of reserve studies, including condominium, homeowners, public and religious buildings, and time share associations.

Our staff is devoted exclusively to the various disciplines involved in the facilities management process, and in providing facilities maintenance consulting, in addition to the basic reserve study.

Our experience includes associations ranging in size from as small as 4 units to large associations with more than 10,000 units, and locations ranging from Hawaii to Florida. Our experience also includes high rise associations and timeshare and other shared ownership associations, which have unique needs compared to other types of associations.

Professional designations

PRA – APRA’s Professional Reserve Analyst designation -Mr. Sallee holds the PRA designation.
RS – CAI’s Reserve Specialist designation – Mr. Sallee holds the RS designation.

The skill-set involved in our experience and the above listed designations represent the skills most directly applicable to evaluation of existing facilities, preparation of a reserve study, and advising the association on maintenance matters.

Time Line and Process

We will begin preparing the reserve study report as soon as we receive an approved Reserve Study Services Agreement, and the information requested on Schedule A of the agreement. Most reports are issued within four to five weeks of receiving all data; some reports are issued in less time and others may take 60 days. We do not establish an arbitrary limitation on the number of report changes during the 30 day period after issuance of the first draft of the report. Nor do we charge for telephone calls or changes.
Fee Quotation

Our fee quotation is based upon the premise that we will receive full and complete cooperation from your staff, that are familiar with the operations, accounting records, and any previously issued replacement fund analyses. We also recommend that annual updates be performed for the replacement funding program. Our fee for preparing your reserve study, with a site visit, for the period beginning January 1, 2019 or your fiscal year is $9,450.

Our recommendation for keeping your report current is: year 1 - Initial analysis with site visit, year 2 - Update without site visit, year 3 - Update without site visit, then repeat the cycle starting with an update with site visit.

If you would like us to proceed with your reserve study, please indicate your acceptance by signing the attached Reserve Study Services Agreement and returning it to us. The terms of this proposal will remain in effect for one hundred and twenty days from the date of this proposal.

Lynn Sallee RS, PRA
Reserve Specialist

Attachment
June 12, 2018

Rick Chakoff, Chief Financial Officer
Golden Rain Foundation
800 Rockview Dr.
Walnut Creek, CA 94595

Reserve Study Services Agreement
Reserve Study – With Site Visit

This Agreement is made between Facilities Advisors Inc. (“FAI”) and Golden Rain Foundation, (Foundation). The Foundation has engaged FAI to perform and prepare an analysis and forecast of the Foundation’s replacement funding program (“Reserve Study”) pursuant to the terms and conditions as set forth herein.

IT IS AGREED:

1. **Analysis Date and Period:** The Reserve Study will be a projection for the 30-year period commencing January 1, 2019 or your fiscal year.

2. **Date of Delivery of Requested Information:** A final report will be available for review by the Foundation approximately four weeks from the date of FAI’s receipt of the applicable documents, information, and materials requested by FAI as set forth below. The Reserve Study will assume the most probable course of events in consideration of information supplied by the Association, FAI’s research, and industry standards and guidelines. However, the Foundation acknowledges that actual replacement costs may vary from those set forth in the Reserve Study and such variations may be material. Accordingly, FAI does not, and shall not, guarantee that actual replacement costs and/or remaining lives will approximate those contained in the Reserve Study.

   FAI hereby requests the information and documents described on Schedule A attached to this Agreement.

   The Foundation covenants and agrees to provide FAI with all of the information and documents set forth on Schedule A, and to cooperate with all reasonable requests of FAI in connection with this Agreement. Without limiting the foregoing, the Foundation shall ensure that its personnel are reasonably available to consult with FAI regarding replacement funding expenditures and the condition of the physical components of the common areas.

3. **Date of Delivery of Final Report:** The final report will be issued within seven working days of receiving approval from the Association for issuance of such report or 30 days from the date of the issuance of the draft. The Reserve Study shall be dated as of the date of delivery to the Foundation (the “Report Date”).

4. **Report Format:** The format of the Reserve Study will be similar to the sample report available on FAI’s web site athttp://www.reservestudyusa.com/docs/Sample-Reserve-Study.pdf. The purpose of the Reserve Study is to assist the Foundation in properly managing replacement funds and common area property, so that future funds will be sufficient when expenditures are necessary and common area property can be maintained efficiently for the life of the project. The Reserve Study is intended only for the Association’s internal use, and only for the purposes, and subject to the limitations described in this Agreement.
5. **Reserve Study Update:** FAI has no responsibility to update the final Reserve Study for events and circumstances occurring after the Report Date. FAI recommends that interim updates be performed at least annually and at more frequent intervals if there are material fluctuations in the rates of inflation and investment or when material changes in costs or in estimated lives of replacement fund items occur.

6. **Reserve Study Fee & Terms:** FAI’s fee for preparing the Reserve Study Update, with a site visit, for the period beginning **January 1, 2019 or your Fiscal year**, is **$9450**. This fee will be billed ½ at the time of delivery of the agreement and is due and payable at that time. The remaining ½ will be billed when the proof copy is sent and is due and payable at that time. This quotation expires in 120 days from date.

7. **No Warranties:** The Foundation acknowledges and agrees that neither FAI, nor any officer, director, owner, employee, agent or affiliate of FAI, has made any representations, warranties, guarantees, or promises of any kind regarding FAI’s services or deliverables except as expressly provided in this Agreement. FAI disclaims all warranties, including without limitation any warranty as to fitness of the Reserve Study for a particular purpose, whether express, implied or arising by operation of law. FAI shall not be liable to the Association for any incidental, consequential, or special damages whatsoever, including without limitation any lost revenues or lost profits, arising from or related to this Agreement and the services provided hereunder.

8. **Miscellaneous:**

   (a) **Entire Agreement.** This Agreement embodies the entire agreement and understanding between the parties with respect to its subject matter, and supersedes all prior agreements, whether written or oral, pertaining to such subject matter.

   (b) **Governing Law.** Disputes arising under this agreement (including the scope, nature and quality of services to be performed by us, our fees and other terms of the engagement) shall be submitted to mediation. A competent and impartial third-party, acceptable to both parties, shall be appointed to mediate, and each disputing party shall pay an equal percentage of the mediator’s fees and expenses. No suit or arbitration proceedings shall be commenced under this agreement until at least 60 days after the mediator’s first meeting with the involved parties. If the dispute requires litigation, the court shall be authorized to impose all defense costs against any non-prevailing party found not to have participated in the mediation process in good faith. This Agreement is governed by, and shall be construed in accordance with, the laws of the State of California. Venue for all legal or equitable actions relating to or arising from this Agreement shall be Ventura County, California.

   (c) **Force Majeure.** Notwithstanding anything to the contrary provided in this Agreement, FAI shall not be liable for any delay or failure to perform any of its obligations under this Agreement if such delay or failure is caused by an act of god, government requirements, fire, or any other cause or circumstance beyond its reasonable control. FAI shall use reasonable efforts to avoid, remove, or cure all such circumstances as soon as is reasonably feasible.

   (d) **Third Party Actions.** If there are any member or third party actions involving the Association which cause FAI to incur time charges or expenses other than for the initial preparation of the reserve study report, FAI is to be reimbursed by the Association for any costs or time charges incurred in connection therewith.

9. **Limitations of Reserve Study.** Association understands and agrees that:

   (a) The Reserve Study is intended for the sole use of the Foundation and is not to be construed as a guarantee, warranty or an opinion on the advisability of purchase.

   (b) The information provided by the Reserve Study is effective for one year from the completion date of the report. An annual review and update of this Reserve Study is required to adjust known cost changes and to maintain accuracy.

   (c) FAI’s financial liability for errors and omissions is limited to the fees charged to Association to perform the Reserve Study.

   (d) The scope of the Reserve Study is expressly limited to the components included and currently in service.
9. **Limitations of Reserve Study (continued).**

(e) The remaining useful life estimates of the Reserve Study assumes normal weather conditions and does not factor in damage by flood, wind, storm, earthquake or other insurable events. The useful life estimates assume proper construction, installation, design plus adequate preventive maintenance. Improper construction, installation, design or failure to maintain will lead to shortened useful lives.

(f) The cost estimates of the Reserve Study are based in current pricing for similar installations and materials and/or based in actual costs paid by Association. Future costs are subject to change according to supply and demand, material costs, effects of inflation and other forces which are not under FAI’s control.

(g) The conclusions of the Reserve Study do not involve forensic or destructive testing of the components and were arrived at by either visual inspection and/or information provided by Association.

(h) The Reserve Study is not intended to address or discover construction defects, asbestos, mold, water intrusion or lead paint. Association agrees to indemnify, defend and hold FAI harmless from all related claims.

(i) Association warrants that the components, equipment and materials are constructed or assembled by qualified and licensed contractors according to manufacturer specifications and that the finished construction complies with all applicable building codes at the time of construction.

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**For Golden Rain Foundation**

By: _______________________________________________________ _____________________________

Board Member or Authorized Party Date

Print Name / Title

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**For Facilities Advisors International:**

By: [Lynn Sallee] June 12, 2018

**Lynn Sallee, RS, PRA Regional Manager**

**FAI-East Coast**
SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:

Paulette Jones, Senior Manager, Executive Services

REQUESTED ACTION/RECOMMENDATION:

Update by Rebecca Pollon, Landscape Manager, on landscaping and water conservation in Rossmoor. This is a discussion item only and requires no Board action.

BACKGROUND:

The President requested that an update from Rebecca Pollon on water conservation, landscaping philosophy, and the grand “vision” for landscaping in the valley be presented at this meeting. Ms. Pollon will have a PowerPoint presentation on these subjects.

ATTACHMENTS:

None

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Project:</th>
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</thead>
<tbody>
<tr>
<td>Financial Impact</td>
<td>N/A</td>
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<tr>
<td>Operational Efficiencies</td>
<td>N/A</td>
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<tr>
<td>Dependencies</td>
<td>N/A</td>
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<td>Subsequent Actions</td>
<td>N/A</td>
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<td>Alternatives/Options</td>
<td>N/A</td>
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<td>Time-Frame</td>
<td>N/A</td>
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<tr>
<td>Advantages/Benefits</td>
<td>N/A</td>
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<tr>
<td>Disadvantages/Risks</td>
<td>N/A</td>
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SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:

Jeff Matheson, Director of Resident Services

REQUESTED ACTION/RECOMMENDATION:

Consider approval of the attached RFP for food and beverage service in the Redwood Room and authorize staff to distribute.

BACKGROUND:

In June, staff met with the Board to review the results of the survey conducted to seek input on the future of the Redwood Room. At the conclusion of the discussion, the Board directed staff to develop an RFP to seek a new vendor for food and beverage service. Attached is a copy of the RFP for consideration.

The Board also requested information on the current cost for utilities associated with the food service in the Redwood Room. Unfortunately, there is only one service meter associated with the Gateway Complex. It is not possible to separate out the cost of utilities associated with a food service operation inside the Redwood Room. The Recreation staff currently makes coffee during each workday and the custodial department cleans the Redwood Room on a regular basis. The annual cost for providing free coffee in the Redwood Room is estimated at $15,000. The staffs time to make the coffee and monitor it is 10-15 minutes daily.

If approved, the RFP will be distributed to food service companies in the area. Staff will bring back proposals received with a recommendation for a contract.

ATTACHMENTS:

Draft RFP

<table>
<thead>
<tr>
<th>CRITERIA</th>
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<tbody>
<tr>
<td>Financial Impact</td>
<td>Currently, GRF provides the free coffee and tea in the Redwood Room. The annual cost is approximately $15,000. If an operator were permitted to sell coffee this would result in a savings to GRF.</td>
</tr>
<tr>
<td><strong>Operational Efficiencies</strong></td>
<td>A new operator would provide the coffee service and thus eliminate the impact on the Recreation staff from performing this duty daily.</td>
</tr>
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<td>---------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Dependencies</strong></td>
<td>NA</td>
</tr>
<tr>
<td><strong>Subsequent Actions</strong></td>
<td>Staff will distribute a request for proposals and seek operators for the space.</td>
</tr>
<tr>
<td><strong>Alternatives/Options</strong></td>
<td>The Board can decide to not operate a café in the Redwood Room.</td>
</tr>
<tr>
<td><strong>Time-Frame</strong></td>
<td>Staff would seek an operator over the next several months and bring back a proposal for consideration by the Board.</td>
</tr>
<tr>
<td><strong>Advantages/Benefits</strong></td>
<td>Provides a food and beverage option for residents in the Redwood Room.</td>
</tr>
<tr>
<td><strong>Disadvantages/Risks</strong></td>
<td>Service in this location has been difficult to make profitable. It may be challenging to identify an operator long term.</td>
</tr>
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</table>
REQUEST FOR PROPOSALS
FOR THE OPERATION OF A FOOD AND BEVERAGE SERVICE IN THE REDWOOD ROOM OF THE GATEWAY CLUBHOUSE IN ROSSMOOR, WALNUT CREEK

Issue Date: September 3, 2018
Submission Date: September 28, 2018

Golden Rain Foundation
800 Rockview Drive
Walnut Creek, CA 94595

www.Rossmoor.com
Reference: REQUEST FOR PROPOSALS FOR THE OPERATION OF A FOOD AND BEVERAGE SERVICE IN THE REDWOOD ROOM OF THE GATEWAY CLUBHOUSE IN ROSSMOOR, WALNUT CREEK

Introduction:
The Golden Rain Foundation hereinafter referred to as GRF is issuing a Request for Proposals (RFP) for the lease of property within the Gateway Clubhouse, 1001 Golden Rain Road, Walnut Creek, CA, for the purpose of operating a food and beverage service for residents, guests, and staff.

The Redwood Room consists of a lounge area with fireplace, piano, and television, and a café area with seating at four tables, a service counter, small food preparation area, refrigeration, sink, ice machine, and other limited amenities. The location also includes outdoor seating with an additional three tables.

In the past, food service at this location has been coordinated by the Recreation Department of the GRF in conjunction with a catering service. The site has provided daily free coffee service (which will cease prior to a new café start –up), the sale of prepackaged goods including sandwiches, pastries, and soups. Occasional special events have featured barbecues on the patio.

The GRF is seeking proposals from qualified vendors for a long term lease of the designated space for the purpose of operating a food and beverage service. The selected tenant would be responsible for any proposed tenant improvements, all required licenses and permits, and full operation of the service. GRF will provide the space, limited custodial services, and use of any existing equipment in the small kitchen.

The GRF has no restrictions regarding the proposed operation. The site does not have a liquor license however the GRF would support the acquisition of a license if that is an interests of the operator. The main focus of the facility is anticipated to be for coffee and breakfast items in the morning and lunch service in the afternoon. Additional service may be considered such as take home dinners.

Golden Rain Foundation and Rossmoor Community:
The Rossmoor Community is a nationally recognized award winning gated senior (55 years or older) adult community of approximately 9,500 residents located in the picturesque Tice Valley area of Walnut Creek, CA. The Golden Rain Foundation (GRF) is a non-profit mutual benefit corporation formed for the purpose of providing services and community facilities to the mutuals (aka homeowners associations and hereinafter referred to as HOAs) which comprise the Rossmoor community.

GRF holds in trust; acquires, builds, maintains, and operates; property, facilities, and infrastructure for the common benefit of the Mutuals which comprise Rossmoor. The holdings
include natural and landscaped open space, small parks, two golf courses, five clubhouse facilities, three swimming pool complexes, administrative and maintenance buildings, the street network, and miscellaneous infrastructure.

GRF employs administrative, financial, legal, executive support, and human resources personnel to manage its operation. It also has other employees and contract staff who provide an array of services and programs to residents of Rossmoor: public safety, leisure, recreation and sports activities, bus service, and who maintain its landscaping and facilities.

The vast majority of facilities and programs, including the fitness center, are funded through a monthly coupon paid by the HOAs on behalf of their Members. Facilities and programs are for the enjoyment of residents and their guests only.

The GRF Mission Statement is to maintain Rossmoor as a premier adult community, in concert with the HOAs in which our members reside, and to provide services and facilities that enable our members to lead active, healthy and purposeful lives.

**REDWOOD ROOM:**
The Redwood Room is located in the Gateway Clubhouse, 1001 Golden Rain Road. The Gateway Clubhouse includes administrative offices, large social halls, meeting rooms, card room, theater, library, workshop, a courtyard, and billiards room. The Redwood Room includes the current food service area as well as a lounge area. The Redwood Room is frequented by residents passing through on their way to many different functions or meeting, residents socializing in the lounge, and administrative staff. The current food service area includes a serving counter/bar, and a small kitchenette with an ice maker, limited counter space, dishwasher, sink, and refrigeration. The seating area includes four glass tables with seating for four at each table. A small patio has an additional three tables with seating for four at each table. The perspective lessee is welcome to utilize existing seating or bring in their own.

It is anticipated that the selected lessee will want to make tenant improvements to the designated area. The selected lessee will be responsible for the cost of all improvements including any permits. All improvements must be approved by GRF in advance.

**Purpose of the Redwood Room:**
The GRF is seeking proposals in order to provide residents, guests, staff, and vendors with an option for food service that is within the Rossmoor boundary. Rossmoor currently has a full service restaurant located at the Creekside Clubhouse. The Redwood Room service is envisioned to be a quick, lower cost alternative to the more formal sit down menu of the Creekside Grill. The Redwood Room provides a cozy atmosphere for residents to relax or socialize with friends and guests. This is an important function of the Redwood Room and must be maintained with the future café operation.

**Desired Goals/Objectives:**
1. Provide the residents of Rossmoor with an option for casual/quick food and beverage service within the boundary of Rossmoor.
2. Secure a long term lease with a tenant that is creative and enthusiastic about providing food and beverage service to the Rossmoor community.
3. Provide a profitable option for a tenant to conduct a business serving the Rossmoor community.

Proposal Format and Content:

Proposals should be concise, specific, and focused.

To make proposals comparable and to facilitate review, the following outline should be followed:

1. Title Page – RFP subject, companies name, address, phone number, email, contact person, and submittal date.
2. Transmittal letter signed by an owner of the company
3. Overview and Summary – this section needs to demonstrate clearly the companies understanding of the proposed operation for the Redwood Room
4. Detailed proposal for the operation of a food and beverage service including the following:
   - Sample menu items with pricing
   - Hours of operation
   - Special events or services
   - Permits needed
   - Food preparation location, if other than the Redwood Room
   - Other
5. Description of any proposed improvements to the facility.
6. Description of qualifications and experience in operating food and beverage services.

Lease Terms:
1. The operation of a food and beverage service is viewed as an amenity for the residents of Rossmoor. In exchange for below market pricing there will not be a monthly lease charged for the first three years of an agreement. The tenant will be responsible for any increase in utility charges and trash service charges associated with the operation of the café. A monthly lease may be negotiated beginning with year four of the lease.

Timing of the Selection Process:
A. All proposals are due no later than September 28, 2018 by 3:00 p.m.
B. A total of one hard copy and one electronic copy must be submitted
C. Proposals must be delivered to 1001 Golden Rain Road, Walnut Creek, CA 94595.

**General Conditions:**

1. Limitations – This RFP does not commit the GRF to award a contract, to pay any costs incurred in the preparation of the proposals in response to this request, or to procure or contract for services.

2. Award – Finalists may be invited to participate in interviews with the GRF. One or more finalists may be invited to participate in negotiations and be asked to submit technical or other revisions to their proposals as may result from negotiations.

3. Equal Opportunity – In connection with proposals pursuant to this RFP it is agreed that the vendor shall not, on the ground of race, religious creed, color, national origin, age, ancestry, physical handicap, medical condition, marital status, or sex, discriminate or permit discrimination against any employee, person or group of persons in any manner prohibited by Federal, State or local law.

4. Questions – Vendor questions shall be in writing and be directed to Jeff Matheson at jmatheson@rossmoor.com.
REQUESTED ACTION:

Approve, as recommended by the President, the appointment of Paul J. Moderacki to the Finance Committee, effective immediately, to serve the unexpired portion of the term of David H. Smith, who resigned from the Committee and whose term expires in June 2021.

BACKGROUND:

Due to the recent resignation of David H. Smith from the Finance Committee, there is a vacancy on the Committee that needs to be filled.

As stipulated in the Finance Committee’s Charter, the President recommends, and the Board approves the appointment of members to the Committee.

The Finance Committee vacancy was recently announced in the Rossmoor News, and residents were invited to apply for appointment to the Committee. The applicants were interviewed by the President, the Board representative to the Committee, and the Chairman of the Committee. The President, with input from the interviewers, then selected Paul Moderacki as the applicant he recommends for appointment to the Committee for Board approval.

Paul Moderacki’s letter of application is attached. The letters of application of those applicants who are not being recommended for appointment are on file in the Board Office and can be seen by the members of the Board who wish to see them.

ATTACHMENTS:

Paul Moderacki’s letter of application.
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<td>N/A</td>
</tr>
<tr>
<td>Dependencies</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Subsequent Actions</strong></td>
<td>If approved, Paul Moderacki will begin serving as a member of the Finance Committee, and the Committee roster will be revised to reflect the approved appointment and then distributed.</td>
</tr>
<tr>
<td></td>
<td>The President will send a letter to Mr. Moderacki advising him of his appointment. He will also send letters to those applicants who were not appointed thanking them for applying and for their interest and to David Smith thanking him for his service on the Committee.</td>
</tr>
<tr>
<td></td>
<td>Staff will work with the Finance Committee Chairman to orient Mr. Moderacki.</td>
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<tr>
<td>Alternatives/Options</td>
<td>Not approve the appointment of Mr. Moderacki to the Finance Committee.</td>
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<tr>
<td></td>
<td>Appoint someone else to the Finance Committee.</td>
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<tr>
<td></td>
<td>Not fill the vacancy on the Finance Committee.</td>
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<tr>
<td><strong>Time-Frame</strong></td>
<td>If approved, Mr. Moderacki will begin serving on the Finance Committee, effective immediately, and serve until June 2021.</td>
</tr>
<tr>
<td>Advantages/Benefits</td>
<td>N/A</td>
</tr>
<tr>
<td>Disadvantages/Risks</td>
<td>N/A</td>
</tr>
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</table>
August 11, 2018

President Bob Kelso, President, GRF Board
% Paulette Jones, Assistant Secretary
Gateway, Board Office
Rossmoor
Walnut Creek, CA 94595

Re: GRF Finance Committee Member

Dear President Kelso:

I am writing to again request consideration for appointment to the GRF Finance Committee.

As you know, my partner, Rose Smith, and I joined the Rossmoor community recently, after enjoying successful careers in Wisconsin. Since our arrival, we have begun to discover the many things Rossmoor has to offer, and to acquaint ourselves the governance structure here.

In addition to attending a number of newcomer and orientation meetings, I attended GRF Planning Committee, GRF Board and 1st Mutual Board meetings last month. I found them all interesting and each gave me a better understanding of the challenges and opportunities ahead.

I continue to believe my training, aptitude and experience would align well with the role and responsibilities of the Finance Committee. Over the course of my career I consistently demonstrated an ability to develop effective, professional relationships and sought to find consensus driven solutions.

I look forward to hearing from you and meeting with you, GRF Treasurer Mary Neff and the Finance Committee Chairperson at your convenience.

Sincerely,

/s/ Paul J. Moderacki

Paul J. Moderacki
PAUL J. MODERACKI

CAREER SUMMARY

Broad public sector experience as an administrator and fiscal manager in municipal and higher education settings. Extensive background leading and facilitating team efforts to achieve goals.

QUALIFICATION HIGHLIGHTS

- 16 years as administrator of four Wisconsin municipalities
- 18 years as chief financial officer for five Wisconsin municipalities
- 26 years budget development and implementation experience
- 21 years land use and physical planning experience
- 12 years zoning administration experience
- 28 years working with management information systems
- Two years administering Federal grants for public works, public safety and inter-municipal computerization projects
- Three years administering State grants for Urban Forestry, Smart Growth and Water Resources Management

EDUCATION

Master of Science in Urban Affairs, University of Wisconsin-Milwaukee
Master of Arts in English, Fordham University, Bronx, New York
Bachelor of Arts in Philosophy, Fordham University

EMPLOYMENT HISTORY

Managed Village operations and provided general supervision of all departments. Acted as chief administrative officer, financial officer, fiscal agent, personnel director and TIF administrator, Village spokesperson, directed the work of the Village's consulting engineer, planner, assessor, attorney, financial consultant and auditor.

Village Administrator, Village of Johnson Creek, Jefferson County, WI 2002 - 2009
Managed Village operations and provided general supervision of all departments. Acted as chief administrative officer, financial officer, fiscal agent, personnel director, zoning and TIF administrator, Village spokesperson, executive director of the Community Development Authority. Directed the work of the Village's consulting engineer, planner, assessor, attorney, financial consultant and auditor.
Program and Planning Analyst, University of Wisconsin-Madison, 1994 - 2002
Coordinated, prepared and analyzed major capital project proposals ($100,000 or more) for approval by the Campus Planning Committee, Board of Regents and State Building Commission as a member of the Facilities, Planning & Management (FP&M) Division's Capital Budget Administration. Served on FP&M's Service 2000 Executive Team to improve operations management and customer service and implement a computerized maintenance management system.

Business Administrator, City of Lake Geneva, Walworth County, WI, 1993
Briefly directed the City's operations and provided general supervision of all departments. Acted as chief financial officer, personnel director, fiscal agent and public relations officer.

Administrator-Clerk, Village of Shorewood Hills, Dane County, WI, 1988 - 1992
Managed Village operations and provided general supervision of all departments. Acted as chief administrative officer, chief financial officer, fiscal agent, personnel director, clerk, assistant treasurer, Village spokesperson, zoning administrator, plan commissioner, director of public works. Directed the work of the consulting engineer, planner, assessor, attorney and auditor.

Clerk-Treasurer, Village of Shorewood, Milwaukee County, WI, 1986 – 1988,
Assistant Treasurer/Deputy Clerk 1982–86, Intern to Village Manager, 1980-82
Acted as chief financial officer, budget officer, corporate secretary, administered elections, acted as staff to Board of Appeals and Board of Review. Wrote juvenile officer grant, administered grants and served as secretariat to two municipal consortiums.

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

Leadership Skills
Enjoyed productive working relationships with elected and appointed officials, community leaders, supervisors, colleagues, subordinates, residents, clients and consultants throughout my career.

Village of Mukwonago:
• Facilitated 1.5 year dialogue between Stakeholder’s Advisory Committee and the WI Dept. of Transportation (DOT) to cooperatively develop a plan for improving StH 83 through the Village’s historic downtown while enhancing the Village Center (2011)
• Forged partnerships with property owners, business owners and community leaders to initiate a planning process for Downtown Revitalization (2009-10), resulting in a Village Center Concept Plan (2011) and Strategic Plan for Economic Development (2011-12).
• Negotiated an out-of-court settlement with major land owner in Village’s TID #3 to stop his practice of cropping land to obtain agricultural use assessment
• Revised and updated Employee Manual (Personnel Handbook) in conformance with Act 10 and Act 32 requirements, IRS regulations and other standards (cellular use, social media, Village issued credit cards, concealed carry, etc. (2011)
• Oversaw development of a new Village Sign Code and review of Vehicle Use section of the Zoning Code (2011)
• Organized an ad-hoc Storm Water Utility Study Committee that recommended formation of a Storm Water Utility to the Village Board in 2010 (2009)
• Worked with the new Library Director to revive and reinvigorate the Mukwonago Community Library Expansion Project and hire an architect to determine size, budget and design (2009); Village Board committed to 80/20 funding split, Library Board successfully raised $1.2 million, plans completed (2010); project bid, completed on time and $330,000 under budget (2011).
• Facilitated completion of the Village’s Smart Growth compliant Comprehensive Plan (2009)
• Negotiated the Village’s first contract with new Firefighter/Paramedic Union (2009)
• Worked with Chamber of Commerce to develop strategies for businesses to mitigate the impact closing of STH 83 north of the Village in 2011 for nine months (2009)
• Initiated improvements in the Village’s accounting, budgeting, financial controls and infrastructure management systems, which helped raise the Village’s bond rating from A2 (Moody’s) in 2009 to AA (Standard & Poor’s) in 2010. Maintained AA rating in 2011-12.

Village of Johnson Creek:
• Managed an aggressive timetable to complete a new wastewater treatment plant and sludge dewatering facility, replace aging utility components and complete several TIF projects prior to the statutory expenditure deadline ($60 M increase in equalized TIF increment (2002-06)).
• Negotiated the Village’s first employment contract with new employee’s union (2008)
• Facilitated Village effort to assume responsibility for Community Fire Department (2005-08).
• Successfully promoted initiative for Village to become an Eco-municipality by promoting and implementing more economically, environmentally and socially sustainable practices.
• Maintained the Village’s traditionally low tax rate increases (1.0% on average 1998-2007).
• Successfully sought $107,460 Water Resources Management grant from DNR to develop proactive storm water management program (2006).
• Facilitated effort to create a Comprehensive Park and Open Space Plan (2003) and subsequent (2004) effort to develop and implement Master Plans for the Village’s four parks and a bicycle and pedestrian trail system.
• Worked with private developers to substantially increase the Village’s housing stock: three subdivisions in 2002 (61 units), one in 2003 (50 units), two in 2004 (52 units), five in 2005 (267 units), one in 2006 (105 units), three in design (286 units).
• Utilized a team-oriented management style. Fostered staff development through delegation and training.
- Successfully sought WI DNR Urban Forestry grant ($13,511) to develop tree inventory and management program. Village earned Tree USA status in 2005-08.
- Successfully sought $605,000 DNR Stewardship Grant to acquire 209 acres of undeveloped land adjacent to the Rock River (2004).

University of Wisconsin-Madison:
- Coordinated, evaluated and developed such diverse major projects as: University Health Services/Student Activity Center ($34 million), Biological Systems Engineering Addition ($12.3 M), McClinton Soccer/Track Complex – Phase II ($7.5 M), Intercollegiate Pool ($11 M), Integrated Dairy Program ($8.8 M), Soil and Plant Analysis Lab ($1.5 M), Operations Facility ($1.8 M), Southeast Recreation Facility Addition ($6.1 M), University Ridge Expansion ($17.2 M) and Camp Randall Addition and Renovation ($100 M).
- Administered UW-Madison's $30+ million/biennium infrastructure repair and renovation program, including facilities, utilities and health, safety and environmental projects.
- Maintained statistical data and graphs about all capital projects for comparative analysis for FP&M and campus administration (1989-91 biennium to 2001-03).

Village of Shorewood Hills:
- Achieved consensus on such varied projects as a Master Land Use Plan for Commercial Redevelopment, Fire and Zoning Code recodifications, Personnel Manual revision, Planned Unit Development (PUD) project reviews and a Comprehensive Park Plan.
- Provided staff leadership and guidance through goal setting, a team-oriented management style, openness and fostering staff development through training.
- Implemented major operational improvements, e.g. in-house financials and budgeting processes, traffic safety and public works improvements, fleet modernization and infrastructure maintenance programs.

Village of Shorewood:
- Implemented major financial management improvements, e.g. automated in-house general ledger, payroll, accounts payable and receivable, property assessment, special assessment, tax collection, utility billing and budgeting processes.
- Established capital budget programs to support fleet modernization, infrastructure maintenance and reforestation programs.
- Produced successful working agreements on such diverse inter-governmental projects as a computer consortium (10 municipalities) and a police and fire recruitment consortium (four municipalities).

Financial Skills
- Developed and monitored multi-fund operational and capital budgets, including long-term financing, TIF financing and debt retirement processes.
- Performed internal auditing and supervised monthly financial reporting.
- Implemented Generally Accepted Accounting Principles (GAAP), multiple fund accounting and in-house financial software in two municipalities, resulting in greater processing control, improved accuracy, reliability, flexibility and timeliness of reports.
• Converted annual budgets from the traditional line item format to a narrative style, highlighting departmental missions, duties, goals, accomplishments and initiatives.
• Implemented fixed asset record keeping systems in three municipalities.

**Computer Skills**
• Developed hardware and software system specifications, analyzed bids, recommended and implemented systems, coordinated staff training, specified software upgrades.
• Possess extensive experience with personal computer applications.

**Public Works and Facilities Skills**
• Implemented municipal fleet modernization, curbside recycling, handicapped access, sidewalk replacement, facility repair and modernization, water meter testing, valve exercise and replacement, traffic safety, fleet maintenance and street improvement programs.
• Managed street and utility improvement, commercial and residential development projects.

**Communications/Public Relations Skills**
• Advised policy makers on issues of public concern, performed research and coordinated efforts to resolve issues with effective, acceptable solutions.
• Communicated with staff at UW System, FP&M and across campus to gather and provide information regarding projects as Capital Budget Administration analyst.
• Wrote, edited and published a monthly newsletter for Shorewood Hills.
• Delivered public presentations, conducted media interviews, seminars and training sessions, coordinated community-wide planning and development processes, etc.

**Intergovernmental Cooperation:**
• Successfully promoted Johnson Creek’s participation in multi-jurisdictional Smart Growth planning effort (four cities, one town and Village) and joint grant ($215,000).
• Represented Johnson Creek on WisDOT’s Highway 26 Corridor Planning Effort (2002-03).
• Led a panel of Jefferson County municipal officials and supervisors in a successful effort to create (2003) the Jefferson County Economic Development Consortium (JCEDC).
• Successfully worked with City of Madison to locate a federally funded bicycle path (1998).
• Initiated and managed the North Shore Public Safety Recruitment Association (NSPSRA), a four-community consortium for recruitment of police and fire personnel; Secretariat 1983-88.
• Facilitated formation of Small Urban Data Systems (SUDS), a 10-member municipal data processing consortium; Secretariat 1980-88.
• Chaired ad-hoc Tax Collection Revision Study Committee of Wisconsin Municipal Treasurer's Association (1987-88).
• Served on Wisconsin League of Municipalities' ad-hoc Committee on Revision of State's Tax Collection Statutes (1987-88).

PROFESSIONAL RECOGNITION

Peer recognition:
• Appointed to Wisconsin City/County Management Association's (WCMA) Education and Outreach Committee (2012).
• Appointed to WCMA's Ethics Committee, 2009 - 2012.
• Chairperson, JCEDC Board of Directors, 2003 - 2009.
• Coordinator, Region 8, WCMA, 2005 – 2008.
• Co-facilitator of two Leadership Institute groups, a campus-wide effort designed to foster personal leadership skills among participants, 2000-01 and 2001-02 academic years.

Awards:
• Mukwonago awarded Silver Status and Charter membership in new Water Star Program (2010). The program enables communities to voluntarily self-assess implementation of best management practices for surface water and groundwater protection.
• Community Impact Award, Mukwonago Chamber of Commerce, 2010 (for 2009).
• Defender of the Rock Award, from Rock River Coalition, for service on storm water and groundwater issue teams, 2007.
• Shared Governance Award from the Public Policy Forum, a private, non-profit, community research organization, for activities of SUDS, 1988.
• Shared Governance Award from the Public Policy Forum, for activities of the NSPSRA, 1988.

COMMUNITY SERVICE

• Member of Mukwonago Area Chamber of Commerce Board of Directors, 2011-12.
• Member of the Mukwonago Rotary Club, 2009-12.
• Co-founder, Treasurer (2007 to present), and Board of Directors member (2007-17) of Sustain Jefferson, Inc., a non-profit, (501(c)(3)), NGO promoting sustainable practices in Jefferson County, WI and supportive of similar efforts in neighboring counties.
From Creek to Mukwonago

Some folks might not agree, but Johnson Creek has lost a good man in Paul Moderacki. The village administrator tendered his resignation Dec. 22 from the post he has held since March 2002. He has moved on to Mukwonago, a Waukesha County community three-and-a-half times larger, to serve not only as village administrator but as clerk and treasurer, as well.

Both communities are on an interstate and have commercial tax increment finance districts created as result of the proximity to an interchange. Both also are experiencing growing pains as they evolve from rural to urbanized "bedroom communities." Hopefully, those are the extent of the similarities. For the past six years, Moderacki has faced some uphill battles, the makeup of the newest board of trustees being the most recent. It's probably the right time to "just get out."

But we won't let him do so before receiving a tip of our editorial hat for the many wonderful accomplishments we've witnessed during his tenure.

Let's start with the businesses that expanded or came to Johnson Creek, including Menards, Kohl's, Star Cinema and a 60,000 square foot expansion at Master Mold. The village's infrastructure was updated to provide better and more effective firefighting capabilities and, at the same time, the village assumed full responsibility for Johnson Creek Fire and EMS Department, replacing two fire engines, one tanker and an ambulance.

The village board gave the go-ahead for developing 12 new residential subdivisions, opening the door for a total 522 new housing units. To date, more than 340 have been built.

In the wake of an outdoor parks and recreation plan approved five years ago, Johnson Creek started working on specific plans to upgrade Fremont's Park, Bell Park on the east ends of Highway 26 and Centennial Park, an 11 acre more active recreation-style park. Plans for the latter call for two, Little League/softball fields, tennis courts and a volleyball court. Veteran's Park received a gazebo and other equipment improvements, while Fremont's Park became home to a new community center.

One of the more forward-thinking steps led by Moderacki was the shift in the administration to a LEED model. The administrator joined a Jefferson County supervisors and Port Washington activist on a trip to Sweden to learn about making communities more sustainable. The village board adopted a resolution stating that Johnson Creek would keep ecological impact in mind in all its decision-making, and then adopted the Leadership in Energy and Environmental Design (LEED) standards as a guide for any non-residential buildings or major additions built in Johnson Creek. LEED requires using recycled materials when possible, using local materials, curtailing down on the waste from construction, recycling any waste that the building has and utilizing energy efficient systems.

Sadly, Johnson Creek trustees reinstated their earlier approval of the LEED standards after an election in which trustees opposed to the concept were voted in. Some believe LEED would frighten away developers; however, spending more money upfront would have paid for itself 10 times over during the operational life of buildings, while at the same time promoting a safer, more "green" environment.

That action, we think, might have been a factor in Moderacki's decision to look elsewhere for a job. Another probably is the fact that Johnson Creek did not renew its membership in the Jefferson County Economic Development Corporation that Moderacki chaired in 2008. Again, another issue during a time when economic development — not just locally, but regionally — is of utmost importance.

The Paul Moderacki you have known is a leader who has tried to bring Johnson Creek into the future, while at the same time respecting its heritage. He has encouraged citizens to participate in local government by both "naming" and "granting." He has worked to balance rapid economic growth with quality of life. He has thought, globally and acted locally in an effort to put the village on the cutting edge of that eventually will become common and necessary environmental standards. Johnson Creek's loss is Mukwonago's gain. We thank Paul Moderacki for all he has done in Jefferson County, and wish him the best in his next chapter of his professional career.
SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:
Paulette Jones, Senior Manager, Executive Services

REQUESTED ACTION:
Approve, as recommended by the President, the appointment of James Grizzell to the Fitness Center Advisory Committee (FCAC), effective immediately, to serve the unexpired portion of the term of Sherry Smith, who resigned from the Committee and whose term expires in June 2020.

BACKGROUND:
Due to the recent resignation of Sherry Smith from the FCAC Committee, there is a vacancy on the Committee that needs to be filled.

As stipulated in the FCAC’s Charter, the President recommends, and the Board approves the appointment of members to the Committee.

The FCAC vacancy was recently announced in the Rossmoor News, and residents were invited to apply for appointment to the Committee. The applicants were interviewed by the President, the Board representative to the Committee, and the Chairman of the Committee. The President, with input from the interviewers, then selected James Grizzell as the applicant he recommends for appointment to the Committee for Board approval.

Mr. Grizzell’s letter of application is attached. The letters of application of those applicants who are not being recommended for appointment are on file in the Board Office and can be seen by the members of the Board who wish to see them.

ATTACHMENTS:
James Grizzell’s letter of application.
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Impact</td>
<td>None</td>
</tr>
<tr>
<td>Operational Efficiencies</td>
<td>N/A</td>
</tr>
<tr>
<td>Dependencies</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Subsequent Actions</strong></td>
<td>If approved, Mr. Grizzell will begin serving as a member of the FCAC, and the Committee roster will be revised to reflect the approved appointment and then distributed. The President will send a letter to Mr. Grizzell advising him of his appointment. He will also send letters to those applicants who were not appointed thanking them for applying and for their interest and to Sherry Smith thanking her for her service on the Committee. Staff will work with the FCAC Chairman to orient Mr. Grizzell.</td>
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<td></td>
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<tr>
<td>Alternatives/Options</td>
<td>Not approve the appointment of Mr. Grizzell to the FCAC Committee.</td>
</tr>
<tr>
<td></td>
<td>Appoint someone else to the FCAC.</td>
</tr>
<tr>
<td></td>
<td>Not fill the vacancy on the FCAC.</td>
</tr>
<tr>
<td><strong>Time-Frame</strong></td>
<td>If approved, Mr. Grizzell will begin serving on the FCAC, effective immediately, and serve until June 2020.</td>
</tr>
<tr>
<td><strong>Advantages/Benefits</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Disadvantages/Risks</strong></td>
<td>N/A</td>
</tr>
</tbody>
</table>
Golden Rain Foundation  
1001 Golden Rain Rd.  
Walnut Creek, CA 94594

To: Golden Rain Foundation Board  
Subject: Fitness Center Advisory Committee Membership Application

Dear Golden Rain Foundation Board,

I am applying for the Fitness Center Advisory Committee (FCAC) position. My qualifications include degrees and certifications in, and over 45 years of personal and professional experience in the fitness field. I'm able to assist the FCAC with expertise in fitness center budgets, facility and personnel management; equipment selection, marketing; and developing, implementing and evaluating programs, policies and service. I have provided education for exercise and healthy aging at Rossmoor.

I have been a regular user (four to six times and six to 10 hours per week) of the Tice Creek Fitness Center since 2010. I typically use the treadmills, rowing machines, arm bicycle; do strength training, swim; and am familiar with all forms of exercise and health related fitness. I worked as a volunteer in the Del Valle Fitness Center at the check-in and front desk.

My qualifications include a master’s degree in Exercise Science. I have the American College of Sports Medicine (ACSM) Exercise Physiologist certification (EP-C). Work experience includes having been: 1) the manager and fitness director of; and trainer and health educator in employee, private athletic clubs and medical programs (UCLA, Chevron, Johnson & Johnson, Pasadena Athletic Club, US Bureau of Labor Statistics and Department of Energy), 2) director of Cal Poly Pomona’s campus wellness program which included fitness assessments (aerobic, strength, flexibility, body composition) and counseling, 3) teaching academic and physical activity courses at university campuses (Cal Poly Pomona, George Washington Univ, Contra Costa Community College), 4) Health and Fitness Program Manager for the U.S. Air Force, and 5) committee member of a Centers for Disease Control systematic review committee on health risk appraisals. I have been an ACSM Exercise Test Technologist (ETT), and National Strength and Conditioning Association Certified Strength and Conditioning Specialist (CSCS). I am a National Commission on Health Education Credentialing Master Certified Health Education Specialist (MCHES).

I want to apply my skills and experience to help the FCAC meet its charter’s purposes and responsibilities. These include promote use of the Fitness Center by as many Rossmoor residents as possible.

I look forward to your consideration to serve as an FCAC member. Please contact me for additional information.

Jim Grizzell, CMA, MBA, MCHES, ACSM-EP-C, FACHA
SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:
Tim O'Keefe, CEO

REQUESTED ACTION/RECOMMENDATION:
Consider approval of a pilot program for an on-demand robotic delivery service in Rossmoor.

BACKGROUND:
Postmates, an on-demand delivery service, has requested approval of a 9-month pilot program to test their autonomous sidewalk rovers in Rossmoor. They have offered the delivery service free of charge during the pilot and have proposed to initially deliver meals from Creekside Grill. Eventually, they hope to add products from other local merchants.

Their objectives with the pilot program are:

1. Learn about the application of autonomous sidewalk delivery in secure gated communities.
2. Learn what the Rossmoor community needs are, so that it can be served by on-demand delivery.
3. Learn about the most appropriate interaction models for a senior community, as well as the unique use cases for them.

The rover requires strong 4G LTE cellular service to operate, however, not all areas of Rossmoor have strong 4G LTE service. During the pilot, there will be one Postmates employee at Rossmoor who can monitor and respond to issues. The rovers are also monitored in real time from their office in San Francisco.

Postmates has agreed to provide appropriate insurance covering GRF. Further details are included in the attached proposal.

ATTACHMENTS:
Postmates Pilot at Rossmoor.pdf
<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Impact</td>
<td>N/A</td>
</tr>
<tr>
<td>Operational Efficiencies</td>
<td>N/A</td>
</tr>
<tr>
<td>Dependencies</td>
<td>Postmates’ execution of an agreement with Creekside Grill and other vendors.</td>
</tr>
<tr>
<td>Subsequent Actions</td>
<td>N/A</td>
</tr>
<tr>
<td>Alternatives/Options</td>
<td>N/A</td>
</tr>
<tr>
<td>Time-Frame</td>
<td>September 2018 to May 2019</td>
</tr>
<tr>
<td>Advantages/Benefits</td>
<td>This is an introduction to robotic technology. Residents would receive free delivery service during the pilot. Would help vendors understand the needs and challenges of serving an active adult community and would help residents acclimate to autonomous vehicles.</td>
</tr>
<tr>
<td>Disadvantages/Risks</td>
<td>The robots could be a distraction when driving nearby and could be difficult to see initially when crossing the street.</td>
</tr>
</tbody>
</table>
1. Introduction

Postmates is transforming the way goods move around cities by enabling anyone to have anything delivered on-demand within minutes. By connecting customers with local stores, we empower communities to shop local without waiting. Our partnerships with over 250,000 restaurants and merchants enable over 135 million people to have access to a broad selection of local restaurants, retail stores, and neighborhood shops — all while supporting local businesses, unlike many e-commerce goliaths. Over the last year those local businesses have generated over $1.2 billion in sales on Postmates.

For the past two years, Postmates has been investigating the use of self-driving technology. From using self-driving vehicles in partnership with automakers like Ford, to using autonomous sidewalk rovers in cities across the United States, thousands of deliveries have been completed to date. Our objective is to learn how such technology would interact with customers, merchants, as well as with other road and sidewalk users.

1.1. Autonomous Sidewalk Rovers

Every month millions of deliveries are completed on Postmates where small objects are transported over short distances. So we asked ourselves: why is it that a two pound burrito is delivered two blocks by a two-ton vehicle?

This has fueled our interest in exploring the use of autonomous sidewalk rovers. Besides removing cars from congested streets and reducing carbon emissions, sidewalk rovers enable us to reach communities not previously served by on-demand services.
2. Sidewalk Delivery at Rossmoor

As part of our interest in applying sidewalk delivery to reach new communities, Postmates is interested in partnering with the Rossmoor community for a pilot program with the following three objectives:

1. Learn about the application of autonomous sidewalk delivery in secure gated communities.
2. Learn what the Rossmoor community needs are that can be served by on-demand delivery.
3. Learn about the most appropriate interaction models for a senior community, as well as the unique use cases for them.

As automation is integrated in a variety of supply chain use-cases, efficacy is all too often measured in terms of transactional values (e.g., dollars/cents saved). But what we value in a relationship with Rossmoor is a chance to humanize the experience of interaction with a rover.

With our unique technology and Rossmoor’s defined constituency, we aim to gather unique insights which can inform our ongoing development efforts to tailor experiences for an older population and target use cases for those who may have limited mobility.

2.1. Rossmoor Residents

During the pilot, Rossmoor residents within predefined coverage areas will be able to request deliveries:

- **Free Deliveries**: Residents will pay merchants for the goods directly. Postmates will provide its services at no cost for the duration of the pilot.
- **Order Placement**:
  - Residents will be provided with phone numbers to place orders and make payment using credit cards.
  - After placing an order, an estimated time of arrival will be provided.
  - Once the rover arrives at the destination, residents will receive a phone call that informs them to collect their package.
  - No smartphones will be required in the ordering and delivery process.
- **Security of Goods**:
  - Items are delivered inside a secured compartment. Upon arrival at the destination, the compartment can be unlocked by the customer.
  - During the delivery, the rover is monitored by a human operator using its onboard cameras. If an attempt at theft or vandalism is observed, the operator intervenes in a number of ways, including the use of a two-way audio communication...
system, and dispatching the on-site Postmates personnel to rover’s location reported by the onboard GPS system.

- Postmates will consult with Rossmoor security personnel and solicit their feedback regarding delivery security. If so instructed, Postmates operators can notify Rossmoor security of incidents.

- **Merchants:**
  - **Inside Rossmoor—Creekside Grill:** At the pilot’s launch, Postmates will partner with Creekside Grill to deliver food orders within the community.
  - **Outside Rossmoor:** As the pilot gets under way, Postmates will investigate expanding to nearby outside merchants such as Rite Aid, CVS and Safeway. Since this requires rovers to operate in city sidewalks, Postmates will work with the City of Walnut Creek to put an appropriate framework in place.

- **Availability:** Postmates will be operating three rovers at Rossmoor from 10:30am to 3pm on weekdays. Acceptance of a delivery request will be contingent upon the availability of a rover.

- **No Steps or In-doors:** The rovers are capable of navigating streets and sidewalks, and can meet residents at the curb. Once at the destination, they will wait outside and call residents to retrieve their delivery. Rovers are not capable of climbing stairs or entering buildings.

### 2.2. Safety

Safety is a top priority of testing and is a primary influence in overall design.

#### 2.2.1. Remote and Local Monitoring

Each rover is constantly monitored by a remote human operator through its set of cameras and 3D sensors. The remote operator is able to stop a rover at any time or take full control of it by driving it remotely.

#### 2.2.2. Intelligent Collision Avoidance

All rovers are equipped with a combination of the following sensors: LIDARs with a 360 view, RGB cameras with a 360 view, ultrasonic sensors, stereo-cameras, and time-of-flight cameras. The sensors are used to detect and avoid nearby people and objects, and slow down in proximity of other sidewalk users.

#### 2.2.3. Emergency Stop Button

All rovers are equipped with a red mushroom e-stop button that is easily accessible and visible to the public.
2.2.4. Sharing the Sidewalk

Rovers operate at a walking speed consistent with their surroundings and in sync with other sidewalk users. Rovers yield the right of way to pedestrians and bicycles, and follow all traffic signs.

2.2.5. Sound

Rovers are equipped with speakers that project sound in presence of pedestrians to inform them of their presence. This is particularly important for pedestrians with visual impairment.

2.3. Pilot Timeline

Sep 2018 to Oct 2018

Phase 1:
- **Goal:** Initial feasibility testing, including better understanding of demand, and finalizing coverage map (i.e., identifying areas with LTE signal or infrastructure limitations).
- **Duration:** 4 to 6 weeks
- **Partnership:** Creekside Grill
- **Operation:** One rover, 5 days per week, 10am to 3pm

Oct 2018 to May 2019

Phase 2:
- **Goal:** Ongoing testing and improvements:
  - Improve usability and user interactions
  - Deploying additional rovers to increase availability in response to demand
  - Working with City and outside vendors to expand delivery catalogue
  - Enhancing coverage by identifying technical solutions for limitations caused by the LTE network and sidewalk infrastructure
- **Duration:** 5 to 8 months
- **Partnership:** Creekside Grill, Rite Aid (tentative), CVS (tentative), Safeway (tentative)...
- **Operation:** One rover, 5 days per week, 10am to 3pm

May 2019 onwards

End of pilot. Upon completion, the results of the pilot in consultation with the Rossmoor community will guide the potential long-term establishment of Postmates service offering at Rossmoor.
2.4. Coverage Map

Based on initial on-site analysis, we have identified areas in which rover delivery will be possible:

The Red sections are inaccessible to rovers due to sidewalk infrastructure issues. This often means that accessing those sections require rovers to enter streets in a way not deemed safe.

The Yellow sections are identified as having poor LTE connectivity. No coverage can be provided unless LTE connectivity is improved. Rovers are monitored remotely at all times by human operators, and thus require reliable connectivity while operating.

The Green sections are currently identified to have the necessary sidewalk infrastructure as well as network connectivity.
2.5. Rover Specifications

- Physical dimensions: 28”[L] \times 22”[W] \times 28”[H]
- Weight: 100lb with 50lb payload
- Max speed: 3 mph
- Identification: Each rover has a unique name plate in addition to a label with contact info.

2.6. Pilot Logistics

During this pilot and unless otherwise agreed to and communicated with the Golden Rain Foundation, Postmates will not require the storage of its rovers at Rossmoor after operating hours. The rovers will be brought on-site every morning, and removed in the evening. Postmates facilities in San Francisco are used for overnight storage as well as ongoing maintenance.

During operating hours, there will be one or more Postmates employees on-site who are in charge of attending rovers when needed. They are capable of attending to a rover within 10 minutes.

2.7. Privacy

Postmates understands the importance of privacy and employs a variety of policies and procedures to keep information private and secure. Data recorded by rovers during this pilot program are solely for the purposes of research and development. Any data collected by rovers will not be distributed or sold to third-parties.

Upon request, Postmates will provide a copy of its Privacy Policy and Information Security Policy. The Privacy Policy describes the ways in which Postmates collects and uses information collected from third parties. The Personal Information Protection Policy outlines company policies governing the protection of information gathered by Postmates.

2.8. Insurance

Postmates has worked with other cities, including San Francisco, to provide the appropriate insurance protections for autonomous rover testing. Should Rossmoor consider the opportunity to partner with Postmates for a pilot program, Postmates can provide an insurance policy naming Golden Rain Foundation (and its board members, officers, and employees) jointly and severally as additional insured under Postmates’ policies.