

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, March 29, 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 TUESDAY, MARCH 29, 2018, AT 9:00 A.M.

1. MEETING CALLED TO ORDER: Geraldine Pyle, President

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

3. APPROVAL OF MINUTES: Regular meeting of February 22, 2018 (Attachment) **Page 1**
Regular meeting of March 13, 2018 (Attachment) **Page 4**

4. CONSIDER APPROVING THE APPOINTMENT OF BARBARA COENEN TO THE GRF BOARD AS THE DISTRICT E DIRECTOR, EFFECTIVE IMMEDIATELY, TO FILL THE VACANCY ON THE BOARD CREATED BY THE DEATH OF MARY LOU DELPECH AND TO SERVE UNTIL MAY 14, 2018. (ATTACHMENT) **Page 7**

5. TREASURER'S REPORT (Attachment) **Page 11**

6. CHIEF EXECUTIVE OFFICER'S REPORT (Attachment) **Page 12**

7. RESIDENTS' FORUM

8. RESIDENT MEMBER COMMITTEE REPORTS
 - a. Aquatics Advisory – Brian K. Stack, Chairman (Attachment) **Page 15**
 - b. Finance – David H. Smith, Chairman

- c. Fitness Advisory – Claudia Tierney, Chairman (Attachment) **Page 16**
- d. Golf Advisory – John McDonnell, Chairman (Attachment) **Page 18**

9. BOARD COMMITTEE REPORTS

- a. Compensation – Stephen D. Roath, Chairman
- b. Planning – Leslie Birdsall, Chairman (Attachment) **Page 25**
- c. Policy – Robert D. Kelso, Chairman (Attachment) **Page 27**

10. UNFINISHED BUSINESS

11. NEW BUSINESS

- a. Consider request from two Tap Dance Clubs to modify the guest use fee schedule for use of the Tice Creek Fitness Center. (Attachment) **Page 29**
- b. Consider approving \$55,000 from the Trust Estate Fund for three banks of ten electric vehicle charging stations and appropriate improvements. (Attachment) **Page 32**
- c. Consider approving an expenditure up to \$460,000 from the Trust Estate Fund and authorizing the CEO to execute a contract with Silicon Valley Paving, Inc. for street maintenance. (Attachment) **Page 37**
- d. Discuss a process for service level review. Deferred February 22, 2018. (Attachment) **Page 42**
- e. Discuss risks and options for geologic hazards. Deferred March 13, 2018. (Attachment) **Page 44**

12. ANNOUNCEMENTS

- a. There will not be a mid-month regular meeting of the Board in April.
- b. The next end-of-the month regular meeting of the Board will be held on Thursday, April 26, 2018, at 9:00 a.m. in Peacock Hall at Gateway Complex.

13. EXECUTIVE SESSION

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

14. RECESS

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MINUTES

GOLDEN RAIN FOUNDATION OF WALNUT CREEK

REGULAR MEETING OF THE BOARD OF DIRECTORS
THURSDAY, FEBRUARY 22, 2018, AT 9:00 A.M.

A regular meeting of the Board of Directors of the Golden Rain Foundation (GRF) of Walnut Creek was convened by the President, Geraldine Pyle, at 9:00 a.m. on Thursday, February 22, 2018, in the Board Room at Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

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

Attendance

Absent: None

Before proceeding with the meeting, the President acknowledged the recent sudden death of Mary Lou Delpech, GRF District E Director, saying that she was a good friend of hers and a big fan of Rossmoor. She went on to say that Mary Lou will be missed and then extended the Board's condolences to Mary Lou's family.

Death of
Mary Lou
Delpech
Acknow-
ledged

There being no corrections, the minutes of the regular meeting of the Board held on January 25, 2018, were approved, as written, by unanimous consent.

Minutes
Approved

Mary Neff gave the Treasurer's report for the period ending January 31, 2018.

Treasurer's
Report/
CEO's
Report

During the CEO's report, Mr. O'Keefe called on Jeff Matheson, Director of Resident Services, who gave an update on changes made at the Tice Creek Fitness Center and answered questions from members of the Board. Mr. O'Keefe then reported on two items in his written report dated February 14, 2018, the Dollar restroom reconstruction and employee transitions. Discussion followed.

During the Residents' Forum, Gerry Manata said there was a rumor going around that the Rossmoor buses are going to be replaced with electric buses. Director Kelso replied that the Board is exploring options, but nothing definite has been decided.

Residents'
Forum

Carol Lehr, President of the Rossmoor Lapidary and Jewelry Club and a member of the Visual Arts Modernization Project Committee (VAMP), and then Sara Spence, past President of the Ceramics Arts Club, Anne Shulenberger, a Board member of the Ceramics Arts Club, and Gabby Miller asked the Board to proceed with making recommended improvements to the Gateway Studios.

Brian Stack, Chairman, Aquatics Advisory Committee, said the written report of the Committee's February meeting was complete and accurate. Discussion followed.

AAC
Report

In the absence of David Smith, Chairman, Finance Committee, Jean Autrey, a Committee member, reported on the Committee's February meeting, noting that the Committee reviewed and made recommendations regarding Policy 102.3, Allocation of Revenue and Expenses, at the meeting. Mr. Kelso, Chairman of the Policy Committee, said that the Policy Committee will be addressing the Finance Committee's recommendations at its next meeting on March 6, 2018.

Finance
Committee
Report

Claudia Tierney, Chairman, Fitness Center Advisory Committee, said that the Fitness Center has been pretty well covered this morning by the update by Jeff Matheson made earlier in the meeting. She went on to say she didn't have any data for the Board today and concluded by saying that she is delighted with the Fitness Center. Discussion followed.

FCAC
Report

John McDonnell, Chairman, Golf Advisory Committee, started his report by acknowledging and reminiscing about Mary Lou Delpech, adding that she will be missed. He noted that the Happy Hackers' Golf Club is going to dedicate its directory this year to Mary Lou. He then reported that the golf course staff is continuing its water conservation efforts. He went on to say that the Committee at its February meeting voted to support the traffic safety study as it applies to the golf cart lanes. He then talked about golf course revenue and rounds played. Discussion followed.

GAC
Report

The President announced her appointment of Leslie Birdsall as Chairman of the Planning Committee to replace Mary Lou Delpech. Following some remarks, Mr. Birdsall called on Dennis Bell, Public Safety Manager, who discussed the Planning Committee's recommended traffic and pedestrian safety improvements and reviewed a PowerPoint presentation regarding them (copy on file). Discussion followed.

Approved
Planning
Commit-
tees Rec-
ommended
Traffic and
Pedestrian
Safety
Improve-
ments as
Indicated

A motion was made by Ms. Adams and seconded by Mr. Birdsall to approve moving forward with all of the Planning Committee's recommended S-2 through S-5 project traffic and pedestrian safety improvements; getting Request for Proposals for the projects; and then referring the recommendations to the Finance Committee to determine whether the improvements are operations or Trust expenses and if the GRF has the money to do them and come back to the Board with its recommendations. Following discussion, the vote on the motion was taken, and the motion CARRIED, with Messrs. Brown and Roath voting no.

The President called on Jeff Matheson, who following introductory remarks, called on Daniel Jacobson of Fehr and Peers Transportation Consultants, the Company that studied Rossmoor's bus transportation system, who reviewed a PowerPoint presentation regarding its recently completed study of the Rossmoor bus transportation system (copy on file). Discussion followed. It was noted that this is an informational item and no Board action was required.

Bus Trans-
portation
System
Study

Mr. Matheson next commented on the proposed resolution authorizing the filling of a grant application for Measure J line 20(a) grant funds for the implementation of a pilot On Demand Transit Program.

Adopted
Resolution
Authorizing
Filing of

A motion was made by Mr. Brown and seconded by Mr. Roath to adopt the resolution authorizing the filing of a grant application for Measure J line 20(a) grant funds for the implementation of a pilot On Demand Transit Program (agenda attachment 10b-1). Following discussion, the vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

Grant Application for Measure J

Mr. Matheson then gave an update on the Gateway Studio Project. Discussion followed.

Authorized Staff to Develop a RFP for Architectural Services for Gateway Studio Project/ Agenda Items Deferred

A motion was made by Mr. Birdsall, seconded by Ms. Adams, and CARRIED UNANIMOUSLY to authorize staff to develop a Request for Proposals for architectural services to complete the design and construction documents for the Gateway Studio Improvement Project and bring the bids for the Project to the Board for consideration.

Due to the length of the meeting and there being no objections from the members of the Board, the President deferred agenda item 10d, Discuss process for service level review, and agenda item 10e, Discuss risks and options for geologic hazards, to a future meeting of the Board.

A motion was made by Mr. Kelso, seconded by Ms. Adams, and CARRIED UNANIMOUSLY to approve, as recommended by the President, the following Board Committee and Board representative Committee appointments, effective immediately, to fill the vacancies caused by the recent death of Mary Lou Delpech and to serve until May 2018: Sue DiMaggio Adams, Policy Committee; Mary K. Neff, Planning Committee; and Stephen D. Roath, Golf Advisory Committee.

Approved Board Committee & Board Representative Committee Appointments/ Announcements

Before concluding, the President announced that there will not be a mid-month regular meeting of the Board in March; that the next regular meeting of the Board will be held on Thursday, March 29, 2018, at 9:00 a.m. in Peacock Hall; and that there will be an executive session of the Board following this meeting to discuss contract and personnel matters.

There being no further business to come before the Board, the meeting was recessed at 11:12 a.m.

Recess

Robert D. Kelso, Secretary
Golden Rain Foundation of Walnut Creek

pj

MINUTES

GOLDEN RAIN FOUNDATION OF WALNUT CREEK

REGULAR MEETING OF THE BOARD OF DIRECTORS

TUESDAY, MARCH 13, 2018, AT 9:03 A.M.

A regular meeting of the Board of Directors of the Golden Rain Foundation (GRF) of Walnut Creek was convened by the President, Geraldine Pyle, at 9:03 a.m. on Tuesday, March 13, 2018, in the Board Room at Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

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

Attendance

Absent: None

During the Residents’ Forum, Sally Kirby, speaking on behalf of the Board of Informed Rossmoor Voices (IRV), invited Board members and residents to attend their Meet the GRB Candidates’ Night on Thursday, March 29th, from 5:00 p.m. to 8:00 p.m. in Dollar Clubhouse.

Residents’ Forum

John H. Nutley reminded the Board that Hillside Clubhouse should be the next major capital project and hoped that the Board will consider that in the next year or two.

The CEO referred to a letter (copy on file) that he received yesterday from a resident, saying it is one of those feel-good letters so he read it. The letter described an episode in the swimming pool the resident experienced, resulting in Lifeguard Emmalee Berryman-Maciel rescuing the resident. The resident went on to recognize and applaud Ms. Berryman-Maciel and asked the CEO to formally recognize her. Mr. O’Keefe then formally recognized Ms. Berryman-Maciel and commended her and the rest of GRF’s staff for their dedication to our residents.

Lifeguard Recognized for Rescuing Resident

The President called on Jeff Matheson, Director of Resident Services, who commented on the donation from the Reynolds Family Trust and Friends of the Rossmoor Pickleball Club to cover the cost of adding signage at the new Tice Creek Fitness Center.

Donation of Funds for Signage at Fitness Center

A motion was made by Mr. Birdsall, seconded by Ms. Adams, and CARRIED UNANIMOUSLY to accept a monetary donation from the Reynolds Family Trust and Friends of the Rossmoor Pickleball Club to cover the cost of adding signage at the entrance to the new Tice Creek Fitness Center (agenda attachment 5a-3 and 5a-4).

Accepted Donation

Following introductory remarks by the President, a motion was made by Mr. Roath and seconded by Ms. Adams to approve, as recommended by the

Approved Appoint-

President, the appointment of David Vereeke to the Ad Hoc Technology Committee, effective immediately, to replace Wayne B. Lanier, who resigned.

ment of
D. Vereeke
to Ad Hoc
Tech Com/

At this point, the President turned the meeting over to Board member and Treasurer Mary Neff to lead discussion regarding the agenda item regarding the Tice Creek Fitness Center loan amount and potential capital project items. Ms. Neff noted that this was a discussion item and no Board action was required.

Tice Creek
Fitness Ctr.
Loan
Amount &
Potential
Capital
Projects

Mrs. Neff began by reviewing the Decision Making Timeline (agenda attachment 5c-3). Discussion followed. She noted that this was an informational item and required no Board action.

Mrs. Neff then referred to the 2018 GRF Machinery and Equipment Budget (agenda attachment 5c4) and the 2018 GRF Capital Projects Budget (agenda attachment 5c-5). Discussion followed.

Continuing, Mrs. Neff referred to the GRF Trust Estate Fund Report (agenda attachment 5c-6 and 5c-7). Discussion ensued.

Mrs. Neff then referred to the Trust Estate Fund Projection (agenda attachment 5c-8). Discussion followed.

Mrs. Neff then explained the process that would be followed for discussing the potential major projects and introduced discussion regarding the list of potential major projects (agenda attachment 5c-9) the Board would like to work on during the next 12 to 18 months, saying she would take straw votes of the members of the Board on each of the potential major projects and the amount of money the Board would like to put aside for the projects. The results of the straw votes are as follows:

- Pedestrian/Traffic Safety Projects - \$75,000
- Alternative Energy Conservation Projects - \$250,000
- Gateway Studios Improvements – Architect - \$200,000
- Creek Restoration – Design Work - \$800,000
- Water Reclamation Facility – CEO to get ballpark estimate to move forward
- Electric Vehicle Charging Stations - \$60,000
- Entry Monument at Rossmoor Parkway and Golden Rain Road - \$50,000
- Database Synchronization Project - \$100,000

List of
Potential
Capital
Projects
Identified &
Referred to
Finance
Committee
for
Analysis

The total cost of the identified seven capital projects is \$1,535,000. It was noted that the Tice Creek Fitness Center loan amount and the identified list of potential capital projects will be referred to the Finance Committee for analysis and recommendation back to the Board.

Mrs. Neff turned the meeting back over to the President. Due to the length of the meeting and there being no objections from the members of the Board, the President deferred, to the March 29th regular meeting of the Board, discussion regarding risks and options for geologic hazards.

Agenda
Item
Deferred

Before concluding, the President announced that the next regular meeting of the Board will be held on Thursday, March 29, 2018, at 9:00 a.m. in Peacock Hall; and that there will not be an executive session of the Board following this meeting

Announcements

There being no further business to come before the Board, the meeting was adjourned at 11:10 a.m.

Adjournment

Robert D. Kelso, Secretary
Golden Rain Foundation of Walnut Creek

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DRAFT

Meeting Date: March 29, 2018

**SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

REPORT PREPARED BY:

Paulette Jones, Senior Manager

REQUESTED ACTION/RECOMMENDATION:

Approve the appointment of Barbara Coenen to the GRF Board as the District E Director, effective immediately, to fill the vacancy on the Board created by the death of Mary Lou Delpech and to serve until May 14, 2018.

BACKGROUND:

Mary Lou Delpech, GRF District E Director, passed away on February 8, 2018, creating a vacancy on the Board. She was serving the first year of her second three-year term. In accordance with the GRB Bylaws, vacancies on the GRF Board caused by any reason other than the removal of a director by a vote of the membership shall be filled by a vote of the majority of the remaining members of the Board and each such person so selected shall be a director until a successor is elected by the membership of the district at the next regular election to serve out the unexpired portion of the term.

Notice of the vacancy was announced in the Rossmoor News and residents in District E interested in filling the vacancy were asked to submit their resume to the GRF Assistant Secretary by the close of business on Friday, March 16th.

Barbara Coenen and another applicant, who later withdrew, applied to fill the District E vacancy and serve until May 14, 2018.

ATTACHMENTS:

Barbara Coenen's letter of application and resume

CRITERIA	Project:
Financial Impact	None
Operational Efficiencies	N/A
Dependencies	N/A

Subsequent Actions	If appointed, Barbara Coenen will begin serving as the District E Director, effective March 29, 2018, and serve until the next District E membership election on May 14, 2018.
Alternatives/Options	Not approve the appointment of Barbara Coenen as the District E Director.
Time-Frame	If approved, the appointment will be effective March 29, 2018, and Barbara Coenen will serve until the next District E membership election on May 14, 2018.
Advantages/Benefits	The GRF Board will have the maximum number of members (9).
Disadvantages/Risks	The GRF Board will not have the maximum number of members, which could result in tie votes on some items.

Golden Rain Foundation Board of Directors:

I am applying for appointment to the interim position of Director, Golden Rain Foundation representing Second Mutual – District E.

Attached is my resume.

Thank you for consideration of my application.

Sincerely,

Barbara Coenen
3273 Tice Creek Dr. #2

Barbara Coenen
3273 Tice Creek Dr. #2
Walnut Creek, CA 94595

WORK EXPERIENCE

East Bay Municipal Utility District – 1998 to 2013
 Senior Administrative Clerk in various departments
 Public Affairs
 Engineering and Construction
 Backflow

Valle Cooper & Assoc. – 1996 – 1998
 Construction Secretary – EBMUD Chevron Reclamation Plant - Richmond

EDUCATION

Bachelor of Science – Regional Planning and Geography
 Maryland State University, Salisbury, MD

ORGANIZATIONS

Sustainable Rossmoor
 Steering Committee
 Publicity Chair – Earth Day 2017 and Earth Awareness Week 2018
 Trash Talkers
 Water Conservation Committee

League of Women Voters Diablo Valley
 Board Member
 Office Manager
 Member – Affordable Housing Committee

Golden Rain Foundation, Inc.
Treasurer's Report
Board Meeting March 29, 2018

For the month of February, operating results were \$122,000 favorable to budget. Total revenues were under budget by \$4,000 and total expenses were under budget by \$126,000. Cumulative for the first two months of the year, revenues were over budget by \$17,000 and expenses were below budget by \$191,000, for a combined positive cumulative variance for the year of \$208,000. All amounts are rounded to the nearest thousand for this report.

Revenues:

The most significant variances from budget included a surplus to budget in golf revenue of \$16,000, which was offset by a deficit of \$23,000 in advertising.

Expenses:

Expenses for February included the following variances from budget:

- Salaries and employee expenses were under budget by \$112,000 as a result of February having a shorter than average number of work days, various open positions and the Fitness Department manager position being outsourced.
- Professional services exceeded budget by \$14,000. The most significant variance was due the outsourcing of the Fitness Department manager position that was included in the salary budget for 2018. The remainder of variance was due to seasonal fluctuations in expense.
- Maintenance supplies expense was \$18,000 over budget due to seasonal fluctuations in expense as compared to the budget being allocated in equal monthly increments.
- Cable TV was \$11,000 under budget. After the 2018 budget was approved a reduction in the Comcast contract was negotiated resulting in a cost reduction that will occur each month.

Trust Estate Fund

There were 37 membership fees generating \$333,000 as compared to 29 in 2017, that generated \$261,000. Total expenditures for the month were \$392,000 including \$143,000 for the Del Valle renovation project, \$36,000 for the drop creek structure, \$45,000 in machinery and equipment and \$145,000 in debt service.

March 22, 2018

CEO's Monthly Report

By Tim O'Keefe, CEO

Tice Creek (formerly Del Valle) Fitness Center Renovation Update

Although the contractors are finished with most of the major work at the facility, there are still some projects in their final stages. In particular, the heating, air conditioning, and ventilation systems (HVAC) are still being worked on, which explains why the air temperature in some of the rooms has not yet stabilized. The HVAC is a very sophisticated, computerized, energy efficient system that the contractors continue to fine tune. In such a large space, it isn't as simple as adjusting the thermostat and feeling the resultant temperature change. In a few weeks, they will finish their work and train the staff on how to manage the system. By then, the system should be adjusted and balanced so that the air temperature is comfortable for most users of the facility.

Tice Creek Locker Rooms

Staff continue to monitor resident feedback and have initiated a number of improvements including the installation of:

- Hair dryers
- Coat hooks
- Floor mats
- Shelves in showers
- Raised vanity seating and added benches in the women's locker room

In addition, grab bars will be added to the women's changing rooms. In a few weeks, staff will be presenting to the GRF Board the estimated costs for additional resident-suggested capital improvements.

Tice Creek Loan amount

By the end of April, the GRF Board will need to finalize the loan amount to finance the Tice Creek Fitness Center renovation. The Board is in the process of reviewing the projected demands on the Trust Estate Fund over the next 18 months, which could impact the loan decision. The Finance Committee will have a recommendation to the Board on the loan amount no later than the April 26 Board meeting.

Traffic and Pedestrian Safety Recommendations

Following the issuance of the traffic and pedestrian safety study last year, the Board has agreed to make some modifications to the roadways with the intention of reducing accidents and improving safety. At the February 22

meeting, the Board authorized staff to obtain proposals to:

- modify the crosswalk at Rossmoor Parkway and Golden Rain to improve accessibility and visibility of pedestrians
- remove the crosswalk between the Gateway and Waterford parking lots and install barriers to discourage crossing at that location
- install flashing solar powered pedestrian activated lights at Tice Creek and Golden Rain Road
- modify the crosswalk at Oakmont and Tice Creek and install flashing solar powered pedestrian activated lights

The Planning Committee will continue to evaluate other recommendations from the study.

Recent Thief Arrest

As reported in the Rossmoor News on March 14, the son of a Rossmoor resident broke into multiple manors, stole two cars and crashed both of them. The suspect broke into the homes by looking for keys placed under mats on the front porch. The suspect was apprehended and arrested thanks to the quick response of the Securitas team. While the Walnut Creek police chief has noted that Rossmoor is considerably safer than other parts of the city, this incident was a good reminder to be vigilant and not leave doors and windows unlocked. It is also strongly recommended not to leave a spare key under the mat or flower pot and instead consider giving a key to a friend or purchasing and installing a lock box with a combination code.

Project Updates

Dollar restroom reconstruction—After a frustratingly long demolition and design review process following a felled tree's damage last year to the restroom, we have received approval to open the renovated restroom this week. The City inspector has ordered some additional minor modifications that should be completed shortly, but the facility should be ready to open this week.

Transit Study: At the GRF Board meeting on February 22, the Board authorized the submission of an application to the County for Measure J transportation funds to create an app-based on-demand bus service. If the grant is awarded, the software would be developed and would be tested as a pilot program. It is anticipated that an on-demand bus service will improve efficiency and responsiveness--two items that residents indicated in the bus survey last year that needed to be improved. Bus riders without a smart phone will still be able to summon a bus with a phone call.

Gateway Studios: At the GRF Board meeting on February 22, the Board authorized staff to obtain design proposals for a renovation of the Studios. Staff is in the process of obtaining bids from design firms.

Employee Transition

In February, two employees commenced employment with the GRF: Martin Trevino, Custodian/AV Technician, Resident Services and Matthew Mariani, Range Worker, Golf Pro Shop.

Two employees left employment with the GRF in February: Juan Cuevas, Fitness Trainer, Fitness Center and Beverly D. Zamolo, Lifeguard, Aquatics.

AQUATICS ADVISORY COMMITTEE REPORT

REGULAR MEETING
THURSDAY, MARCH 8, 2018, AT 1:30 P.M.

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, March 8, 2018, in the Board Room at Gateway Complex.

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

Attendance

The report of the Committee's regular meeting held on February 8, 2018, was approved as written.

Report
Approved

During the Residents' Forum, Annette Fairbanks, Jan Howard, Martela Beck and Shaoping Moss addressed the Committee. Ms. Fairbanks, Ms. Howard, and Ms. Beck expressed their concerns with the women's locker room at the Tice Creek Fitness Center. The Chairman addressed their concerns and informed them that the Aquatics Advisory Committee does not handle fitness center concerns and that this was not the forum for their issues. Ms. Moss spoke about the lack of compliance with people entering the pool without having taken a shower.

Residents'
Forum

A motion was made by Mr. Stack to eliminate the lap lanes at Hillside Pool during family swim time on the weekends beginning Memorial Day through Labor Day between 11:00a.m. and 2:00p.m. After discussion, the motion was seconded by Ms. Meehan and CARRIED UNANIMOUSLY.

Hillside
Pools Lap
Lanes

A discussion was held regarding family swim at Hillside Pool. A decision was made to let the family swim policy continue. It will be reviewed as needed.

Family
Swim

A discussion was held regarding the use of fragrance at the pools. It was decided that Mr. Stack and Mr. Reynolds would do further research on the subject and write an article on the subject for the Rossmoor News.

Use of
Fragrance
at Pools

There being no further business to come before the Committee, the meeting was adjourned at 2:40 p.m.

Adjourn-
ment

The next regular meeting of the AAC will be held on Thursday, April 12, 2018, at 1:30 p.m. in the Board Room at Gateway Complex.

Next Mtg.
4/12/18

Brian K. Stack, Chairman
Aquatics Advisory Committee

FITNESS CENTER ADVISORY COMMITTEE REPORT

REGULAR MEETING

WEDNESDAY, MARCH 14, 2018, AT 9:30 A.M.

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, March 14, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Catherine S. Herdering, Vice Chairman, Sherry S. Smith, Secretary, Carol A. Green, Charlotte A. Howard, Virginia Lee Rapp, and Melvin C. Fredlund, ex-officio member and GRB representative. Also attending were Jeffrey P. Matheson, Director of Resident Services; and Julie Van Dusen, Fitness Supervisor; Javier Ramon, Sound and Lighting Technician; and five residents.

Attendance

The report of the Committee's regular meeting of February 14, 2018, was approved with one amendment.

Report
Approved

Ms. Smith read correspondence from a resident regarding use of the Pilates Reformers.

Resident
Coores-
pondence/

Ms. Van Dusen announced that all trainers are fully booked for three weeks out. Therefore, there have been no floor assignments. She expects this to change in about four weeks. Mr. Matheson announced that the turnstiles have started tracking entries into the fitness center.

Staff
Report

Ms. Howard reported that there should be an article on the new resident for the Wall of Fame in next week's Rossmoor News. Ms. Green said that she has \$188.88 from a Committee no longer in existence and will reimburse Ms. Howard for personal money spent for the Wall of Fame. The remainder will be donated to the Golden Rain Foundation. Mr. Matheson said that this money will be used to offset further expenses associated with the Wall of Fame.

Wall of
Fame

During the Residents' Forum, five residents and Board member Birdsall spoke on safety issues in the women's locker room and confusion regarding the use of the Pilates Reformers.

Residents'
Forum

Per Mr. Matheson, the HVAC system and lighting adjustments remain a problem and are being addressed. He also announced that more than 3,500 residents have registered. The access control system should be operational by April.

HVAC,
Lighting,
and Access
Control
Update/

Ms. Van Dusen and Mr. Ramon distributed a handout on the Tice Creek Fitness Center website, which is still a work in progress. It should be available to the public by April 1. They reviewed a PowerPoint presentation on the website, a review of the MindBody app for the fitness center, a demonstration of the Matrix Console, and planned training opportunities. Ms. Van Dusen discussed class schedules, personal and small group training, assessments, and floor coverage. She said that there are currently eighty-three classes offered. They will be reassessed quarterly. She also said that there are plans for demonstrations on machines and functional equipment.

Presentation
on Fitness
Center
Website

Per Ms. Van Dusen, the policy on the use of Pilates Reformers is still a work in progress. The use of them has been an ongoing issue.

Pilates
Reformers
Policy/
Adjourn-
ment/
Next Mtg.
4/11/18

The Chairman adjourned the meeting at 11:15 a.m.

The next regular meeting of the FCAC will be held on Wednesday, April 11, 2018, at 9:30 a.m. in the Fairway Room at Creekside Complex.

Claudia Tierney, Chairman
Fitness Center Advisory Committee

SS/dr

DRAFT

GOLF ADVISORY COMMITTEE REPORT

REGULAR MEETING
FRIDAY, MARCH 9, 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, March 9, 2018, in the Board Room at Gateway Complex.

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

The report of the Committee's regular meeting held on February 9, 2018, was approved as written. Report Approved

The Chairman reviewed the agenda for the meeting.

There was no correspondence.

No residents spoke at the forum.

The Club reports were deferred to allow time to go out on the Dollar golf course and reviewed the changes to the 9th hole rehabilitation project and previewed the possibilities for the 14th hole of the Dollar Course. Club Reports Deferred

Mr. Heptig presented the financial reports and the Golf Management report, which are attached. Staff Reports

Mr. Swint presented the Golf Course Superintendent's report, which is attached.

Mr. Nitta gave the Chief Marshal's report. All is well.

The Committee went out on the Dollar golf course and reviewed the changes to the 9th hole rehabilitation project and previewed the possibilities for the 14th hole of the Dollar Course. Dollar Golf Course Rehabilitation/

There being no further business to come before the Committee, the meeting was adjourned at 11:00 a.m. Adjournment

The next regular meeting of the Committee will be held on Friday, April 13, 2018, at 9:00 a.m. in the Board Room at Gateway Complex. Next Mtg. 4/13/18

John McDonnell, Chairman
Golf Advisory Committee

2018 Golf Course Rounds

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 YTD	2017 YTD
Golf Cards														
18 hole - prepaid	905	1,074											1,979	635
9 hole - prepaid	856	864											1,720	315
Sponsored Guest													0	0
Subtotal - Cards	1,761	1,938	0	3,699	950									
Greens Fees														
Residents														
18 holes @ 25.00	421	526											947	220
9 holes @ 13.00	346	567											913	177
18 holes @ 9 hole rate \$13.00	10	18											28	8
18 holes late @ 20.00	35	79											114	37
9 holes late @ 10.00	356	546											902	186
Subtotal - Residents	1,168	1,736	-	2,904	628									
Sponsored Guest														
18 holes @ 25.00	36	39											75	19
9 holes @ 13.00	6	19											25	2
18 holes late @ 20.00	6	1											7	1
9 holes late @ 10.00	36	22											58	1
Subtotal - Sponsored Guest	84	81	0	165	23									
Guests - Weekdays														
18 holes @ 40.00	60	99											159	35
9 holes @ 20.00	74	121											195	46
18 holes late @ 32.00	11	40											51	7
9 holes late @ 16.00	93	124											217	57
18 holes special @ \$24.00													0	0
9 holes special @ \$12.00													0	0
Subtotal - Guests weekdays	238	384	-	622	145									
Guests - Weekends & Holidays														
18 holes @ 50.00	79	77											156	39
9 holes @ 25.00	39	64											103	20
18 holes late @ 40.00	22	20											42	1
9 holes late @ 20.00	65	60											125	42
Subtotal - Guests Weekends & Holidays	205	221	-	426	102									
Total - Guests Tournaments	527	686	0	1,213	270									
Total Rounds Played	3,456	4,360	-	7,816	1,848									

2018 Golf Course Cash Receipts

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Actual 2018 YTD	YTD 2018 Budget	Actual 2017 YTD	YTD 2017 Budget
Golf Cards																
Annual 18 holes @ \$1875	54,375.00												54,375.00		61,200.00	
1st Qtr (Jan-Mar) @ \$425	4,250.00												4,250.00		3,200.00	
2nd Qtr (Apr-Jun) @ \$625	0.00	625.00											625.00		-	
3rd Qtr (Jul-Sep) @ \$625	0.00												-		-	
4th Qtr (Oct-Dec) @ \$425	0.00												-		-	
Annual 9 holes @ \$975	13,650.00												13,650.00		16,200.00	
1st Qtr (Jan-Mar) @ \$200	2,600.00	200.00											2,800.00		1,400.00	
2nd Qtr (Apr-Jun) @ \$325	0.00												-		-	
3rd Qtr (Jul-Sep) @ 325	0.00												-		-	
4th Qtr (Oct-Dec) @ \$200	0.00												-		-	
Sponsored Guest @ \$1,000	13,000.00	7,000.00											20,000.00		10,000.00	
Golf Card Income Deferred	131,950.00												131,950.00		105,100.00	
Subtotal - Cards	219,825.00	7,825.00	-	-	-	-	-	-	-	-	-	-	227,650.00	215,048.00	197,100.00	191,941.00
Greens Fees																
Residents																
18 holes @ 25.00	10,525.00	13,150.00											23,675.00		5,280.00	
9 holes @ 13.00	4,498.00	7,371.00											11,869.00		2,124.00	
18 holes @ 9 hole rate \$13.00	130.00	234.00											364.00		96.00	
18 holes late @ 20.00	700.00	1,580.00											2,280.00		666.00	
9 holes late @ 10.00	3,560.00	5,460.00											9,020.00		1,674.00	
Subtotal - Residents	19,413.00	27,795.00	-	-	-	-	-	-	-	-	-	-	47,208.00	28,259.00	9,840.00	41,295.00
Sponsored Guest																
18 holes @ 25.00	900.00	975.00											1,875.00		456.00	
9 holes @ 13.00	78.00	247.00											325.00		24.00	
18 holes late @ 20.00	120.00	20.00											140.00		18.00	
9 holes late @ 10.00	360.00	220.00											580.00		9.00	
Subtotal - Sponsored Guest	1,458.00	1,462.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,920.00		507.00	
Guests - Weekdays																
18 holes @ 40.00	2,400.00	3,960.00											6,360.00		1,400.00	
9 holes @ 20.00	1,480.00	2,420.00											3,900.00		920.00	
18 holes late @ 32.00	352.00	1,280.00											1,632.00		210.00	
9 holes late @ 16.00	1,488.00	1,984.00											3,472.00		855.00	
18 holes special @ \$24.00													-		-	
9 holes special @ \$12.00													-		-	
Subtotal - Guests weekdays	5,720.00	9,644.00	-	-	-	-	-	-	-	-	-	-	15,364.00		3,385.00	
Guests - Weekends & Holidays																
18 holes @ 50.00	3,950.00	3,850.00											7,800.00		1,950.00	
9 holes @ 25.00	975.00	1,600.00											2,575.00		500.00	
18 holes late @ 40.00	880.00	800.00											1,680.00		38.00	
9 holes late @ 20.00	1,300.00	1,200.00											2,500.00		798.00	
Subtotal - Guests Weekends & Holidays	7,105.00	7,450.00	-	-	-	-	-	-	-	-	-	-	14,555.00		3,286.00	
Total - Guests	14,283.00	18,556.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32,839.00	19,778.00	7,178.00	28,526.00
Tournaments																
Total Play Revenue	253,521.00	54,176.00	-	-	-	-	-	-	-	-	-	-	307,697.00	263,085.00	214,118.00	261,762.00
Misc income/Gas Sales													-		20.00	
Total Golf Course Revenue	253,521.00	54,176.00	-	-	-	-	-	-	-	-	-	-	307,697.00	263,085.00	214,138.00	261,762.00

2018 Pro Shop Cash Receipts

Golf Shop Sales	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 YTD	2018 Budget	2017 YTD	2017 Budget
1.Golf Balls	1,140.73	2,245.77											3,386.50		1,284.54	
2.Golf Clubs	1,395.97	1,300.46											2,696.43		1,286.77	
3.Men's Wear	1,025.40	1,647.24											2,672.64		1,502.54	
4.Women's Wear	915.56	1,154.00											2,069.56		2,483.42	
5.Shoes	465.25	1,693.95											2,159.20		952.65	
6.Gloves	406.47	586.14											992.61		428.90	
7.Golf Bags/Golf Club Had Covers	240.53	59.00											299.53		179.90	
8.Misc Items	1,821.93	1,872.88											3,694.81		2,755.70	
Subtotal	7,411.84	10,559.44	-	-	-	-	-	-	-	-	-	-	17,971.28	22,487.00	10,874.42	33,413.00
Tax	591.15	846.06											1,437.21		882.09	
9.Pro shop Cart Rental	4,607.00	6,464.00											11,071.00	6,263.00	2,067.00	8,291.00
10.Pro Shop Club Repair	-	20.00											20.00	84.00	203.00	84.00
11.Pro Shop Golf Lesson	1,362.00	3,600.00											4,962.00	3,054.00	390.00	5,950.00
12.Pro Shop Driving RNG	2,855.00	4,213.00											7,068.00	4,859.00	1,851.00	7,967.00
13.Gift Certificate	(1,101.57)	(300.98)											(1,402.55)		124.50	
14.Misc Items	-												-		-	
Golf Shop Sales Total	15,725.42	25,401.52	-	-	-	-	-	-	-	-	-	-	41,126.94	36,747.00	16,392.01	55,705.00
-Member Charges	986.61	1,724.89											2,711.50		1,151.73	
-Credit Books	946.36	1,206.25											2,152.61		1,751.29	
Subtotal	13,792.45	22,470.38	-	-	-	-	-	-	-	-	-	-	36,262.83		13,488.99	
+Rec'd Acct													-		-	
Golf Shop Cash Balance	13,792.45	22,470.38	-	-	-	-	-	-	-	-	-	-	36,262.83	36,747.00	13,488.99	55,705.00

2018 Golf Shop Sales

Golf Shop Sales	February	2018 YTD	2017 YTD
Merchandise Sales	10,559	17,971	10,874
Cart Rental	6,464	11,071	2,067
Club Repair	20	20	203
Golf Lesson	3,600	4,962	390
Driving RNG	4,213	7,068	1,851
Total	24,856	41,092	15,385

March 2018

GOLF MANAGEMENT REPORT

* The month of February was extremely busy with plenty of rounds and great weather. We recorded next to nothing as far as precipitation. The rounds played total for the year is already at 7,816 compared to 1,848 in 2017. Receipts are at \$307,697 compared to \$214,138 in 2017. Because last year was so wet I went back to the drought of 2016 for a comparison (6,272 rounds, \$263,503 in receipts) and found that it was still favorable results. So, we are off to a great (record) start and will hope to keep it going.

* The golf shop business was very busy too. Golf shop merchandise sales through February were \$17,971 compared to \$10,874 in 2017. You really see the difference in play with cart rentals. Total for cart rental so far in 2018 is \$11,071 compared to \$2,067. Lessons are at \$4,962 (\$390 in 2017) and the driving range is \$7,068 (\$1,851 in 2017).

* The golf shop is getting flooded, in new merchandise. Almost all our new demo clubs have come in from Taylor Made, Callaway, Cleveland, Ping and Titleist. The 2018 stock of golf balls is here. Many new clothing items have also come in and have been inventoried, priced and displayed!

* The time change occurs on March 11 that ushers in longer shop hours a change in range hours, a change in the "twilight rate hours" and the beginnings of our "Spring Clinic" sessions. We will be really expecting to ramp up business even more as we welcome in spring.

* The Director of Golf and Golf Course Superintendent met with the architect and construction company to talk about the renovation of the ninth green on the Dollar Ranch. The construction will commence on October 1. All parties then went to the 14 and 15 holes to discuss possibilities for improvements on those two holes.

* Many events are scheduled within the next month from all of the golf clubs. We are eager to get the tournament season going. Both the 18ers Team Play clothing and the Men's Club shirts have arrived at the golf shop.

Golf Course Superintendent's Report

March 9, 2018

We are in the midst of another dry year. Through February 2018 we have received only 7.85 inches of rainfall. During last year 33.44 inches of rain was received through February 2017. Average rainfall per year in Walnut Creek is 25 inches.

We recently completed a late winter non-selective herbicide application that was made in mulch areas to reduce weeds or non-wanted vegetation. The herbicide used was not a systemic glyphosate product but instead a contact herbicide that only burns down top growth. Glyphosate based products are more effective when unwanted vegetation is actively growing.

We are continuing our efforts to care for our trees. We have begun the task of trimming low branches on both courses. We have currently removed the lower limbs of about half of the Creekside Golf Course. It will take several more months to complete the task of removing low limbs on both courses.

River rock cobbles have been placed in a water trail that occurs and crosses the mulch area on the right side of the green on hole #3 on Creekside during rain.

PLANNING COMMITTEE REPORT

REGULAR MEETING
THURSDAY, MARCH 8, 2018, AT 10:00 A.M.

A regular meeting of the Planning Committee was convened by the Chairman, Leslie Birdsall, at 10:00 a.m. on Thursday, March 8, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Carl W. Brown, Melvin C. Fredlund and Mary K. Neff. Also attending were Robert D. Kelso, Secretary, GRF; Timothy O'Keefe, CEO; Dennis Bell, Public Safety Manager; and three residents. Attendance

The Planning Committee's report of its meeting held on February 8, 2018, was approved as written. Report Approved

During the Residents' Forum, Mr. Kelso had a question regarding agenda item N-4, Install golf cart lanes in both directions on Rossmoor Parkway from Stanley Dollar to Tice Creek. Messrs. Birdsall and Bell addressed Mr. Kelso's question. Residents' Forum

Mr. and Mrs. Ware shared their concerns with the Committee regarding their recent car accident on the corner of Pine Knoll and Golden Rain Road. Discussion followed. Chairman Birdsall asked Public Safety Manager Bell to review the suggestion to install turning guidelines in that location and to make a recommendation at a future meeting.

Mr. Brown shared a potential lighted stop sign option with the Committee. Mr. Bell said that he is currently working on obtaining RFP's for lighted stop signs from several companies. Lighted Stop Signs

Mr. Birdsall reviewed agenda pages 7a-8 and 7a-9, Golf Cart Lanes on Golden Rain Road and Rossmoor Parkway. Discussion followed. Golf Cart Lanes

A motion was made by Mrs. Neff and seconded by Mr. Brown that the Committee defer working on golf cart lanes as a project. Deferred Working on Golf Cart Lanes

Mr. O'Keefe shared information with the Committee regarding a radar device that is currently used in another community. Discussion followed. Lanes

Following discussion, the vote on the motion that the Committee defer golf cart lanes was taken and CARRIED UNANIMOUSLY.

Mr. Brown addressed agenda item S-16, Pine Knoll and Lower Golden Rain Crosswalk. Discussion followed. Agenda Item S-16

A motion was made by Mrs. Neff, seconded by Mr. Brown, and CARRIED UNANIMOUSLY to recommend to the GRF Board that it approve obtaining RFP's for S-16, Pine Knoll and Lower Golden Rain Crosswalk. Recommendation to GRB re. S-16

The Committee addressed the Golden Rain Road Merge on agenda page 7a-1. Discussion followed.

Golden
Rain Road
Merge
Deferred

A motion was made by Mrs. Neff, seconded by Mr. Birdsall, and CARRIED, with Mr. Brown voting no, to make a recommendation that the Committee defer the Golden Rain Merge project.

A discussion was held regarding developing a selection criteria to prioritize potential major projects.

Major
Projects
Selection
Criteria/
Adjourn-
ment

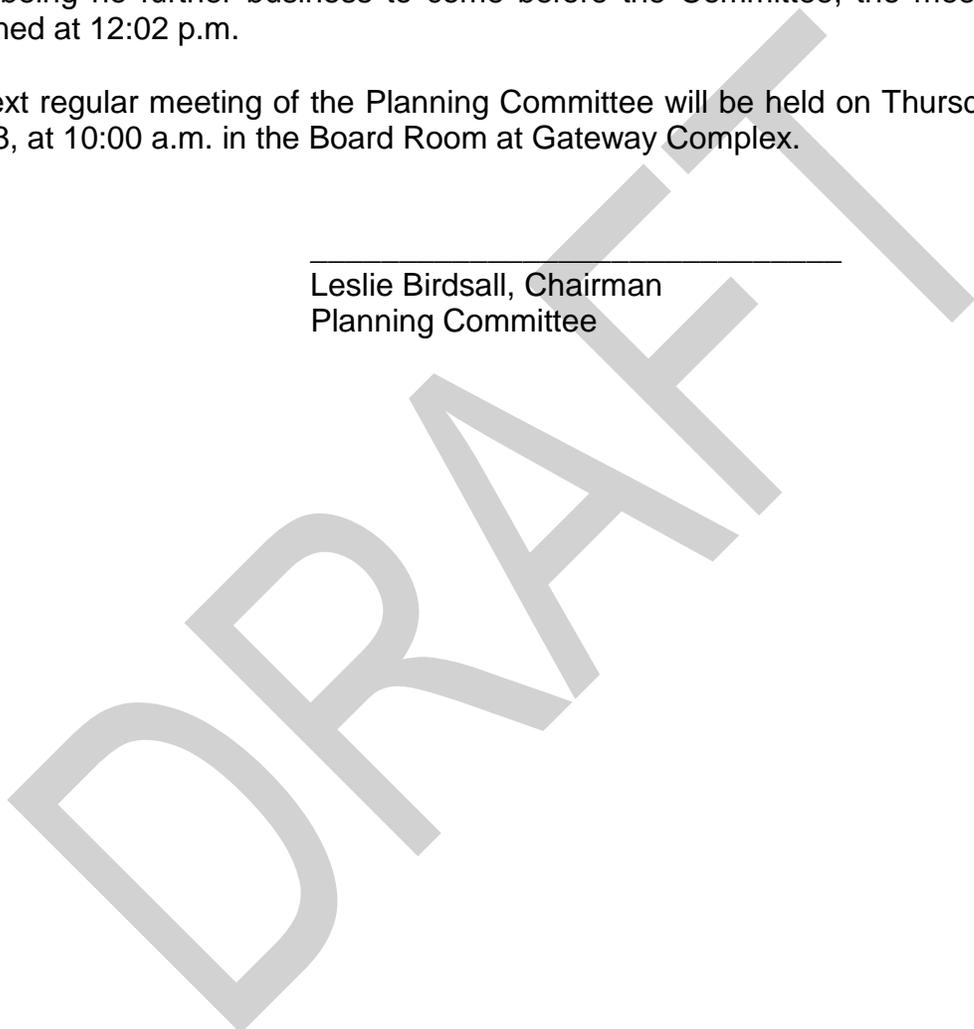
There being no further business to come before the Committee, the meeting was adjourned at 12:02 p.m.

The next regular meeting of the Planning Committee will be held on Thursday, April 5, 2018, at 10:00 a.m. in the Board Room at Gateway Complex.

Next Mtg.
4/5/18

Leslie Birdsall, Chairman
Planning Committee

dr



POLICY COMMITTEE REPORT

REGULAR MEETING
TUESDAY, MARCH 6, 2018, AT 1:32 P.M.

A regular meeting of the Policy Committee was convened by the Chairman, Robert D. Kelso, at 1:32 p.m. on Tuesday, March 6, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Sue DiMaggio Adams, Geraldine Pyle, and Stephen D. Roath. Also attending were Mary Neff, Treasurer, and Melvin C. Fredlund, Director, GRF; Timothy O’Keefe, CEO; Anthony W. Grafals, General Counsel; and two residents.

Attendance

The Policy Committee’s report of its meeting held on December 5, 2017, was approved as written.

Report Approved

The Chairman reviewed the Finance Committee’s recommendations to revise Policy 102.3, Allocation of Revenue and Expenses. Discussion followed.

Finance Committee’s Recommendations to review

Mr. Grafals reviewed agenda page 6-13, a redlined copy of Policy 102.3. Discussion followed.

Policy 102.3/ Motion to Amend Policy 102.3

A motion was made by Ms. Adams and seconded by Mr. Kelso to amend page 6-13, Policy 102.3 (Redline Based on Finance Committee Recommendations) of the agenda to represent page 6-11, (Draft Policy Recommendations) from the Finance Committee, in the agenda. Following discussion, an additional amendment was made to amend the third bullet point in Section I. Trust Revenues on page 6-13 of the agenda, which reads as, “fees for capital equipment purchased for MOD” to now read as “Reimbursement by MOD for capital equipment purchased by the trust on their behalf.”. The vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

Policy 102.3/ Motion to Amend Policy 102.3

The Committee reviewed Policy 102.3, Allocation of Revenue and Expenses, Section II. Trust Expenditures. Discussion followed.

Review of Policy 102.3, Section II/ Motion for Staff to Draft a Revised Policy 102.3/ Motion for Staff to Draft a Revised Policy 102.3/

A motion was made by Ms. Adams and seconded by Ms. Pyle to direct staff to prepare a revised draft of the Policy that more clearly reflects the Trust Agreement, with provision for specific items not required to be included in the GRF budget. After further discussion, no vote was taken on the motion.

Motion for Staff to Draft a Revised Policy 102.3/ Motion for Staff to Draft a Revised Policy 102.3, Send to Finance Committee for Recommendations

A motion was made by Ms. Adams and seconded by Ms. Pyle that the Policy Committee send Policy 102.3 back to the Finance Committee based on what the Committee has been talking about here today and the Finance Committee come back to the Policy Committee. After further discussion, Ms. Adams and Ms. Pyle amend their motion to have staff take a look at Policy102.3, make some recommendations, and send it back to the Finance Committee to further advise the Policy Committee. The vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

Policy 102.3, Send to Finance Committee for Recommendations

The Chairman announced that the next regular meeting of the Policy Committee will be held on Tuesday, April 3, 2018, at 1:30 p.m. in the Board Room at Gateway Complex. Next Mtg. 4/3/18

There being no further business to come before the Committee, the meeting was adjourned at 2:50 p.m. Adjournment

Robert D. Kelso, Chairman
Policy Committee

dr

DRAFT

Meeting Date: March 29, 2018

**SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

REPORT PREPARED BY:

Jeff Matheson, Director of Resident Services

REQUESTED ACTION/RECOMMENDATION:

Consider request from two Tap Dance Clubs to modify the guest use fee schedule for use of the Tice Creek Fitness Center.

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 Fitness Center have requested that the Board modify the policy to allow for 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 Fitness Center have non-resident members. The Board could grandfather existing non-resident members for each club and exempt them from the guest use fee. 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.

ATTACHMENTS:

Request letter from Tap Dance Clubs

CRITERIA	Project:
Financial Impact	Limited
Operational Efficiencies	NA
Dependencies	NA

Subsequent Actions	The members of the clubs will be informed of the Boards decision.
Alternatives/Options	The Board can modify the fee schedule or leave it as is.
Time-Frame	Guest fees have not yet been collected. The fees will begin once the key fobs are issued and in full use.
Advantages/Benefits	The request allows non-resident members to attend club sponsored classes without the additional guest use fee.
Disadvantages/Risks	Loss of possible Guest Fee revenue. Could be viewed as a precedent for requests for exemptions from other groups in the future.

February 25, 2018

RECEIVED

FEB 28 2018

Tim O'Keefe, CEO
Golden Rain Foundation
3410 Golden Rain Road
Walnut Creek, CA 94595

GRF BOARD OFFICE

Dear Mr. O'Keefe:

We are writing to you on behalf of Rossmoor's two tap-dancing clubs, the Happy Hoofers 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
dasvoboda@gmail.com



Judie Huse
1641 Canyonwood Court #8
925-287-1502
judihuse@yahoo.com

CC: JEFF MATHEISON

Meeting Date: March 29, 2018

**SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

REPORT PREPARED BY:

Jeff Matheson, Director of Resident Services

REQUESTED ACTION/RECOMMENDATION:

Consider approving \$55,000 from the Trust Estate Fund for three banks of ten electric vehicle charging stations and appropriate improvements.

BACKGROUND:

During the meeting of the Board on December 7, 2017, a representative of PG&E provided a presentation on a vehicle charging station grant program. Following the presentation, the Board authorized the CEO to submit a grant application for three locations consisting of 10 charging stations per location. The locations included the Event Center/Dollar Clubhouse parking lot, Gateway Clubhouse parking lot, and the Tice Creek Fitness Center parking lot. PG&E has awarded the grant applications and has completed site surveys for each location. Attached is a map of each parking lot indicating the approximate location approved by PG&E based on proximity to existing infrastructure and space requirements for 10 spaces including accessible spaces.

At the time of the presentation, the PG&E representative indicated the cost for each site would be approximately \$15,000. After conducting the site survey PG&E has submitted a revised cost of \$11,500, per site, for a total cost of \$34,500. Additional costs for striping and signage must be paid by GRF. The estimated cost for these additional expenses is \$15,000. With a 10% contingency, staff is recommending a budget for the project of \$55,000 to be paid from the Trust Estate Fund.

ATTACHMENTS:

Site plan for each charging station location

CRITERIA	Project:
Financial Impact	The cost to GRF for the grant is estimated not to exceed \$55,000
Operational Efficiencies	NA

Dependencies	NA
Subsequent Actions	The agreement with PG&E will be executed and work scheduled based on the grant timeline. Staff will contract with vendor for payment processing.
Alternatives/Options	The Board can decide not to accept the grant
Time-Frame	The charging stations should be constructed over the next several months
Advantages/Benefits	The grant offers an opportunity to introduce charging stations for the community at a substantial savings.
Disadvantages/Risks	Parking at each location may be impacted by the addition of the charging stations.

Meeting Date: March 29, 2018

SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS

REPORT PREPARED BY:

Paul Donner, Director of Mutual and Trust Operations

REQUESTED ACTION:

Consider approving an expenditure up to \$460,000 from the Trust Estate funds and authorizing the CEO to execute a contract with Silicon Valley Paving, Inc. for street maintenance.

BACKGROUND:

In December 2017, the Board approved the asphalt pavement replacement of Avenida Sevilla, Ptarmigan Drive between Terra Granada Drive and Tice Creek Drive, Stanley Dollar Drive between Leisure Lane and Tice Creek Drive, and the replacement of two whipsnake crossings on Saklan Indian Drive, uphill from entry 13.

Example photos of areas in need of full depth pavement replacement and whipsnake crossings to be replaced can be seen in Attachment 1. All existing asphalt pavement will be removed, the road base will be re-graded and re-compacted. Two new layers of asphalt will then be placed on top. The existing whipsnake crossings with metal grates will be replaced by a polymer concrete tunnel system of which an example photo can be seen in Attachment 1 as well.

Bid packages were provided to three qualified asphalt paving companies. The bid results are included in Attachment 2. The bids were solicited for both Trust and Mutual paving work together in an effort to lower costs. The Board is only asked to consider approving the Trust portion of the work.

Staff recommends awarding the contract to the lowest-cost bidder, Silicon Valley Paving, Inc. The recommendation is also based on previous work performed by this company. In recent years, they have successfully repaved sections of streets and Mutual entries throughout Rossmoor. For example, a few years ago, Rossmoor Parkway, the Gateway parking lot, sections of Golden Rain Road and Oakmont Drive and last year sections of Tice Creek Drive and Terra Granada Drive.

Traffic control and where necessary well marked detours will be in place. Every effort will be made to minimize disruption to residents. Residents living in areas

affected by the paving work will be informed well ahead of time about the schedule as will emergency services.

ATTACHMENTS:

1. Photos of current condition of areas to be repaved and whipsnake crossing.
2. 2018 street maintenance – GRF bid results.

CRITERIA	Project:
Financial Impact	Up to \$460,000 will be spent from the Trust Estate funds. In December 2017, the Board approved \$460,000 for street maintenance. Of the total, \$433,375 is for the basic work by Silicon Valley Paving, Inc. leaving up to 6% or \$26,625 as a contingency to cover unforeseen road base issues, testing services and final quantities.
Operational Efficiencies	N/A
Dependencies	None.
Subsequent Actions	If the Board approves the request, a contract will be executed by the CEO and staff will proceed to have the street maintenance performed. There is no subsequent action required by the Board.
Alternatives/Options	Options the Board may consider include rejecting all submitted bids or selecting another bidder.
Time-Frame	The paving project is planned to be executed between May and June 2018.
Advantages/Benefits	Safer roads.
Disadvantages/Risks	None.

2018 STREET MAINTENANCE – PHOTOS



Ptarmigan Drive near Tice Creek Drive



Ptarmigan Drive near Entry 6

ATTACHMENT 1

2018 STREET MAINTENANCE – PHOTOS



Saklan Indian Drive uphill from Entry 13 – crossing to be replaced



Grey Eagle Drive near Terra Granada Drive – crossing replaced in 2016

ATTACHMENT 1

2018 STREET MAINTENANCE – GRF BID RESULTS

Silicon Valley Paving, Inc. – San Jose, CA	\$ 433,375.00
Calvac Paving, Inc. – San Jose, CA	\$ 485,145.00
DRYCO Construction, Inc. – Fremont, CA	<i>no bid received</i>

Meeting Date: March 29, 2018

**SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

REPORT PREPARED BY:

Tim O'Keefe, CEO

REQUESTED ACTION/RECOMMENDATION:

Discuss a process for service level review

BACKGROUND:

During my tenure at Rossmoor, Board members have mentioned on several occasions their concerns that there is not enough time between the mid-September two-day budget meeting and the final budget vote at the end of the September to make any changes to the service level of any given GRF service or amenity. Effectively, the Board packet is distributed 1-2 weeks following the mid-September budget meeting leaving very little time to conduct any meaningful analysis or make any substantive changes. Any study or survey of an increase or decrease in service, or research into new methods or technologies to improve or enhance service, could take weeks or months to fully evaluate. The budget has to be adopted by late September because the mutuals are mandated by law to distribute their budgets by November 1st. GRF's portion of the coupon has to be incorporated into the mutual coupons.

The budget process starts each year in June when the Board provides guidance on the staff wages and benefits. Staff directors work on their budgets over the summer and the final staff reviews occur in late August. The budget binders are assembled the last week of August and first few days of September. The Board and the Finance Committee review the budgets on the second Tuesday and Wednesday of September.

The budgets generally provide the cost to deliver the current level of service for a given amenity, department or program. The budget narrative provides an explanation for each material line item needed to deliver the agreed upon service level. For example, over the years, the community has agreed to operate its own cable TV channel and weekly newspaper. The budget that is submitted each year outlines the costs (labor, materials, supplies, etc.) and revenues needed to deliver both these services.

A service level review would analyze the current service level, how and why it evolved as it did, and provide an understanding of who uses the service/amenity and how those users might be impacted by any change in the service level. A service level review could lead to discussions of alternative means of delivering the service and changes in the service level for a future budget.

There are a number of different ways to conduct a service level review. The Board could:

- Review all departments/services/amenities every year. This is estimated to take 30-40 hours.
- Review 1/3 of the departments/services/amenities annually so that by the end of a Board member’s 3 year term, they would have reviewed all departments/services/amenities. It is estimated that this could take at least 1-2 full days each year.
- Identify annually which departments/services/amenities it wanted to review in the next year. The reviews could occur all at once or scattered over the course of the year.

There are certainly other modifications of these options that can be discussed. These reviews could occur during regular Board meetings, in special Board meetings or in workshops. It is recommended that, if scheduled annually, the Board decide on the departments/services/amenities it wishes to review following the adoption of the annual budget in September. The actual review could occur in the Feb - April time frame in the following year or it could occur at meetings or workshops held throughout the following year.

ATTACHMENTS:

None

CRITERIA	Project:
Financial Impact	None
Operational Efficiencies	N/A
Dependencies	None
Subsequent Actions	If approved, staff will setup the process based on the Board’s directives
Alternatives/Options	See above
Time-Frame	N/A
Advantages/Benefits	Could improve the Board members’ and residents’ understandings of the services provided by GRF
Disadvantages/Risks	Would require additional preparation by staff and attendance by Board members at additional meetings

Meeting Date: March 29, 2018

**SUMMARY REPORT
GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS**

REPORT PREPARED BY:
Anthony Grafals, General Counsel

REQUESTED ACTION/RECOMMENDATION:
Consider Establishment of Reserves for Geologic Hazards in Rossmoor

BACKGROUND:

In May of 2016, GRF was notified by counsel for Mutual 68 of ongoing earth subsidence occurring in Mutual 68 at two addresses on Grey Eagle Drive. Counsel for Mutual 68 suggested that the subsidence within Mutual 68 may have been related to subsidence on GRF Trust property adjacent to the imperiled Mutual 68 property. If that assertion could have been proven, GRF may have borne some of the liability for any damages to the property in Mutual 68. Over the course of the next twenty months, the situation deteriorated and resulted in the total destruction of the two homes in Mutual 68 and a \$17,000 assessment imposed on each residence in Mutual 68. Fortunately, the property insurance policy covering GRF and the Mutuels in place at the time of the event causing the destruction of the two homes included coverage for land subsidence, and the carrier honored the claim for loss, thereby relieving both Mutual 68 and GRF of any direct liability and avoiding costly litigation.

As a result of this multi-million dollar loss, it is probably not unreasonable to anticipate that insurance policies negotiated in the future may either exclude earth subsidence, or provide coverage at a much greater cost. Therefore, the Board may want to consider some alternatives to third party insurance, to protect against losses due to earth subsidence in the future. Staff has investigated some of the most likely options, including self-insurance through a separately established reserve within the GRF Trust, self-insurance through a separately established trust reserve, establishment of a Geologic Hazard Abatement District within Rossmoor; or annexation into an existing Geologic Hazard Abatement District. Each of these options is discussed in more detail below.

I. Self-Insurance through a Segregated Fund within the GRF Trust. The GRF Trust allows for establishment of reserves for annual operational costs as well as repair and replacement of Trust property. Since insurance is an operational cost, and remediation of earth subsidence on GRF property would meet the definition of repair to Trust property, it should be permissible under the terms of the GRF Trust, to establish a reserve within the GRF Trust to protect against future damages due to earth subsidence on Trust property. The Board could accomplish this by resolution at a Board meeting. Funding of the reserve would be accomplished annually by inclusion of an amount in each annual

budget thereafter, until the fund is deemed fully funded by the standards established by the Board.

The primary advantages of this method are:

- Least costly set-up, since no additional financial or legal obligations would trigger;
- Least costly build-up, since coupon payments could be the funding mechanism;
- GRF would retain control over funds;
- Funds would remain on GRF's balance sheet and could be considered as assets when borrowing from lenders in the future;
- Funds could be reallocated to cover other emergencies if needed;

The primary disadvantages of this method are:

- 100% of the funds would come from payments by the Mutuals, who would in turn pass their costs along to residents;
- The appropriate amount of the reserve might be difficult to determine since future losses are indeterminable;
- GRF, and in turn the Mutuals, would bear all investment risks of the fund amount;
- It may take many years to build up an adequate reserve, during which time the Trust may be exposed to risk;
- Subsequent Boards could, by resolution, discontinue funding the reserve or perhaps even reallocate reserve funds to other non-emergency projects;

II. Self-Insurance through a Separately Established Trust. GRF is a distinct legal entity. In its capacity as Trustee for the GRF Trust, GRF has the power to spend money or donate property, or otherwise use Trust assets in any manner that it reasonably believes to be in the best interests of the GRF Trust. Protecting the Trust against unforeseen losses through the purchase of insurance, or establishment of reserves may be prudent, and taking steps to protect such reserves from future misappropriation may also be prudent. Therefore, the Board could create a separate reserve through the establishment of a segregated trust, expressly limited to use to cover losses due to earth subsidence, or expanded to cover other unforeseen catastrophic losses to the extent not covered by insurance. The costs of establishing the separate trust would be minimal and could largely be borne through normal operating costs. Other advantages would be the same as those listed in option I. (above). The disadvantages would be the same as those listed in option I. (above); except that unlike option I, the funds would not be exposed to the risk that subsequent Boards could reallocate funds for other non-emergency projects.

III. Establishment of a Rossmoor GHAD. The acronym GHAD stands for Geologic Hazard and Abatement District. These are state-level independent public agencies established to oversee hazards due to earth movement within a defined geographic area. The GHAD oversees hazard prevention, mitigation, abatement and control. Geologic hazards include actual or threatened landslides, land subsidence, soil erosion, earthquake, fault movement, or any other natural or unnatural movement of land or earth. There are presently more than 35 GHADs in California. The Beverly Act of 1979 provided

the framework for the establishment of GHADs in California. GRF would not own/control a GHAD since a GHAD is a separate entity unto itself. However, GRF could initiate the planning and creation of the GHAD.

In order to establish a GHAD, there must be an affirmative vote of the residents in the affected area(s) and a team of experts must be assembled to prepare a plan addressing the areas of:

- Engineering
- Geology
- Legal
- Management

There are presently many firms in California experienced in each of these fields with expertise in creating a GHAD. The process involves 3 steps:

Step 1: Planning

- Define GHAD boundaries
- Establish GHAD responsibilities and limitations
- Assess whether to create a new GHAD or annex to an existing GHAD

Step 2: Formation

- Create a plan of Control – what will the GHAD do?
- Determine the structure of the Board of Directors of the GHAD

Step 3: Financing

- Typically funded by property tax assessments based on number of units in the GHAD boundaries
- Engineer's report provides the basis for a budget
- Revenue stream is divided into operations and reserve accumulation

According to the California Association of GHADs, the primary advantages of GHADs include:

- Ability to focus resources on prevention;
- Rapid response capabilities;
- Alternative to costly, time-consuming litigation;
- Covers absence of insurance for earth movement;
- Broader range of remedial measures;
- Locally autonomous;
- Exempt from local permitting requirements;
- Increases public safety;

In addition to the foregoing general benefits of a GHAD, advantages to Rossmoor may include:

- Once established, operates completely independently from GRF;
- Funds protected from reallocation by future Boards;
- Self-funding through property tax assessments, not included in GRF coupon;
- Management and oversight responsibilities fall on an independent Board;
- Reduces or eliminates the need for insurance against many geologic risks;
- Investment risk falls on GHAD, not GRF;
- GHADs may raise additional funds through issuance of bonds;
- GHAD can span larger area and/or non-contiguous areas;
- It may be possible to recoup the costs of establishment from the GHAD;

The primary disadvantages of establishing a GHAD include:

- Costs of establishment are high, potentially six figures;
- Complexity of establishment requires reliance on many outside professionals;
- Time required to establish may be many months or even more than a year;
- No ability to recoup investment costs and not an asset of GRF

IV. Annexation of Rossmoor into an existing GHAD

Because there are so many GHAD's already in existence throughout California, many existing GHADs not only welcome but encourage additional areas to annex into or join the existing GHAD. The principal advantage of this is that the initial costs can be greatly reduced, and the homeowners benefit from an existing experienced Board and already established processes and procedures. This avoids many of the mistakes of a learning curve for a newly created GHAD. Additionally, an established GHAD already has a reserve built up, so the benefits of the GHAD may be realized immediately.

The Canyon Lakes GHAD located primarily in the Alamo/Blackhawk area is said to be open to considering additional areas for possible annexation. Since the covered area need not be contiguous, Rossmoor could be annexed into this nearby already existing GHAD.

A vote of the residents in the area to be annexed would still be required.

V. Establishment of a Community Facilities District

The Mello-Roos Community Facilities Act of 1982 permits the California Statewide Communities Development Authority (CSCDA) to establish a Mello-Roos Community Facilities Districts (a “CFD”) which allows for financing of public improvements and services. The services and improvements that Mello-Roos CFDs can finance include streets, sewer systems and other basic infrastructure, police protection, fire protection, ambulance services, schools, parks, libraries, museums and other cultural facilities.

CFDs can be established to create a reserve for contingencies such as earth subsidence through assessments added to property taxes. However, this is merely a financing vehicle. All funds are held by the State and administration is handled through state agencies.

To obtain funding, an application and need must be provided to the CSCDA, and if approved, a public vote is required through a ballot measure.

ATTACHMENTS: None

CRITERIA	Project:
Financial Impact	Depends upon course of action selected
Operational Efficiencies	Depends upon course of action selected
Dependencies	Depends upon course of action selected
Subsequent Actions	Depends upon course of action selected
Alternatives/Options	<ul style="list-style-type: none"> • Take no action • Pursue one of the courses of actions recommended • Pursue some other course of action
Time-Frame	Depends upon course of action selected
Advantages/Benefits	Depends upon the course of action selected
Disadvantages/Risks	Depends upon the course of action selected