

# WALNUT CREEK MUTUAL NO. SIXTY-EIGHT

REGULAR MEETING MINUTES OF THE BOARD  
MONDAY, NOVEMBER 27, 2017 AT 1:00PM  
BOARD ROOM, GATEWAY COMPLEX  
1001 GOLDEN RAIN RD., WALNUT CREEK, CA 94595

## **Call to Order**

President Free called the meeting to order at 1:01 p.m.

## **Roll Call**

**Directors Present:** Brant Free, President  
Diane Mader, Vice President  
Dwight Walker, Treasurer  
Gail Todoroff, Secretary  
Bill Dorband, Director

The Mutual Operations Division was represented by Paul Donner, Director of Operations; Rick West, Building Maintenance Manager; Kelly Mattison, Board Services Coordinator; also present was Phil Gregory, Cal Engineering & Geology, Inc. and Andrew Price, Contra Costa Mosquito & Vector Control District.

Board President Free welcomed the membership, staff, and thanked everyone for their attendance.

## **Approval of Meeting Minutes**

President Free asked if there were any additions or corrections to the following minutes:

Annual Budget Meeting of the Board ..... October 23, 2017

The minutes to the aforementioned meeting was approved with a motion.

**Moved, Seconded, Carried 5-0**

## **Announcements**

The next meeting of the Board will be held on Monday, January 22, 2018 at 1:00 p.m. in the Board Room at Gateway.

## **Members' Forum**

Residents were afforded the opportunity to express their concerns, make comments, and have questions answered by the Board and M.O.D. staff representatives.

## **Update on the Deconstruction of 3101/3103 Grey Eagle Drive and Stabilization of the Site**

Phil Gregory with Cal Engineering & Geology, Inc. gave the following report:

### *Demolition*

Demolition work on 3101 and 3103 Grey Eagle has been completed by ESR with the exception of existing foundation piles which were to be removed during grading.

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### *Stabilization Measures*

Continued readings of subsurface instrumentation has resulted in revision of the stabilization design. The process continues to be an iterative design due to the complexity of the subsurface conditions. ESR and Ryan Geological Consulting (Ryan) are working together to revise the design based on information from the most recent inclinometer installed near 3113 Grey Eagle and observations during some additional exploratory trenching completed last month. CE&G is reviewing and discussing changes with ESR and Ryan. The work scope has been modified in order to reduce the potential for grading repair plan been started as previously envisioned.

*The current scope of stabilization measures as currently planned by ESR and as reviewed by CE&G include:*

- 1) Phase 1: Piled retaining structure with tiebacks below the building at 3113 Grey eagle drive. Piles will be 40 feet deep with two rows of tiebacks and about 20 feet tall of buried wall. Work includes 13 piles and six tiebacks. This should be considered Phase 1 of the stabilization work and is being done to protect 3113 Grey Eagle Drive. This work will require minor grading to accommodate drilling and construction equipment. The work will be a change to the contracted work. ESR is in process of preparing change order request with scope and cost. The design has been submitted to the City of Walnut Creek on an emergency basis. ESR has begun winterization and erosion control work associated with this phase of the project. Grading required for the drilling operations will take place this Tuesday and Wednesday with drilling to start on Thursday or Friday. Drilling and placement of steel and concrete for the piles should take about four days. Drilling spoils will be left on site until the piles are completed and the material will then be hauled off site.
- 2) Phase 2: Stabilization of head scarp area within the pad area for the demolished building at 3101 and 3103 Grey Eagle Drive will consist of a combination of selective cut (and off haul) grading of the building pad area and construction of a piled retaining structure with tiebacks. The structure will be configured to be an extension of the Phase 1 retaining structure. The work will also include the construction of additional stitch piles in the lower portion of the former pad area. This phase of work is essentially in lieu of the previously planned grading repair work which ESR's contract was based. The re-design of this is currently being completed by ESR and Ryan and will be reviewed by CE&G and then eventually forwarded to the City for review and permitting. Phase 2 of the work will follow Phase 1 and will be completed weather-permitting starting in mid to late December. The work can be constructed during light rain (less than ¼ inch for a day) and can be reasonably stopped and restarted without much delay. ESR anticipates that the work will be completed in approximately 20 to 30 working days.
- 3) Phase 3: Dewatering wells will be constructed on the Mutual 68 property in yet-to-be-determine locations. The wells will likely need to be discharged through the Golden Rain Foundation property. The design of the wells is being completed concurrent with the Phase 2 design analyses and plan preparation.

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### *Comments Regarding Scheduling and Cost*

ESR is revising their schedule and cost proposals based on the most recent instrumentation and subsurface exploration.

Phase 1 work is the more critical, priority work that must be completed in order to protect the 3113 Grey Eagle property and is underway. Phases 2 and 3 are needed to stabilize the upper portion of the Mutual 68 property at 3101 and 3103 Grey Eagle Drive and to reduce the potential for future movement of the landslide on the Golden Rain Foundation property. Phases 2 and 3 could potentially begin in mid to late December (weather permitting).

ESR is redesigning the stabilization measures to remain as close as possible to their current cost proposal. However, the increased work needed to protect 3113 Grey Eagle will increase the cost.

### **Vermin Elimination & Remediation: Andrew Price, Contra Costa Vector Control and Diane Mader, Vice President**

Andrew Price with Contra Costa Mosquito & Vector Control District provided handouts and gave a presentation on Rats and Mice: Prevention and Control. Andrew also spoke on the free services that are provided by his office.

### **Financial Report/Finance Committee Report: Dwight Walker, Treasurer and Judy Box, Chair of the Finance Committee**

Enclosed herein as "Attachment 1", the October 2017 financial report/dashboard was presented.

A motion was made contingent upon excess funds being more than \$75,000, that the excess funds in operating be transferred to reserves at year end.

**Moved, Seconded, Carried 5-0**

A motion was made to appoint Doug Todoroff to Finance Committee for a two (2) year term.

**Moved Seconded, Carried 5-0**

### **Building Maintenance Report/Building Maintenance Committee: Rick West, Building Maintenance Manager; Mike Casey, Chair of the Building Committee**

Rick West presented the following report:

Action Items:

1. 2966 SI - Retaining Wall Repairs - Contractor AccuStruct ESTIMATE \$69,260.00 - Scheduled start date January 2018. McLarens has completed inspections for the Insurance Claim. Structural engineer Dave Olnes is working on Finalized plans for the City permit process.

A motion was made to approve the AccuStruct Estimate in the amount of \$69,260.00 for retaining wall repairs.

**Moved, Seconded, Carried 5-0**

2. 517 SO Front Landing Repair - Contractor MOD estimated cost \$1,800.00.

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A motion was made to ratify the approval the MOD estimate in the amount of \$1,800 for a front landing repair at 517 Spotted Owl.

**Moved, Seconded, Carried 5-0**

### Work In Progress:

1. 513 SO - Front Landing Dry rot repairs - Contractor Empire Works Cost \$3,110.00 (Work Scheduled).
2. 2852 SI and 598 High Eagle - Roto Rooter investigating high water bills. (Progress update).
3. Utility closet repairs for 18 closets - Five Star repairing drywall and foam around pipes - cost \$1,800 (work in progress).
4. MOD roofing and carpentry crews are sealing up all identified open spaces on the roofs, walls and foundation for all reported locations. (work in progress).

### Completed:

1. 615 RW - Specialty completed termite treatment on exterior rear of building. MOD completed replacing damage siding for \$2,500.00.
2. Timberline Roofing Ph. I - Roof repair and valley replacement for 21 bldgs. - Completion date November 6th.

### **Landscape Report/Landscape Committee Report: Barbara Blum, Chair of the Landscape committee; Gail Todoroff, Board Liaison to the Landscape Committee**

Barbara Blum reported that the end of October was the last committee meeting and they spoke about defensible space. Each zone representative is to look into dead rosemary that is within 80 feet of a building. Some dead rosemary has already been removed. The next committee meeting will be January 23, 2018 at 9 a.m. in the large conference room at MOD. The committee is looking for a zone representative for Saklan Indian Drive.

Director Todoroff reported that the project where owners can choose to pay for backyard renovations has started. Gail has talked to Curtis about weeds in the mulch and leaves being blown into the bedded areas of landscaping. After most of the leaves have fallen this process renovations has started. Director Todoroff spoke about the need for two trail signs, one at Shadowhawk & Grey Eagle, and the other at High Eagle & Grey Eagle.

A motion was made to approve the installation of two trail signs at Shadowhawk & Grey Eagle and High Eagle and Grey Eagle.

**Moved, Seconded, Carried 4-1, Director Mader voted No.**

### **Report of Other Standing Committees**

Community Information Committee: Vickie Hipkiss, Chair – a report was not presented

Data Base Committee: Vickie Hipkiss, Interim Chair – a report was not presented

Social Committee: Wendy Dorband, Chair – Chairperson Wendy Dorband reminded everyone of the Annual Holiday Party on December 11, 2017. RSVPs can be delivered to Judy Harris on Saklan Indian by December 1, 2017.

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Welcome Team: Casey Dixon, Chair – a report was not presented

Holiday Décor Committee: Mike Casey, Chair – a report was not presented

Emergency Preparedness Committee: Brant Free, Chair – a report was not presented

## **Unfinished Business**

Policy on Security Cameras and Other Security Devices:

The Board reported that they are still waiting for the draft from counsel and will follow up.

## **New Business**

Update of Board Solar Policy to reflect recently passed legislation:

The Board reported that they would like counsel to review the current policy. The Board will inquire with the firm to see if they are currently working on updating solar policies for other Mutuals to possibly get a discounted rate for this update.

Mutual Insurance requirement for EV charging in garages:

The Board discussed the raised question about confirming that any member who has installed an EV charging station in their garage through the alteration department and Board approval has added Mutual No. Sixty-Eight to their insurance policy. Discussion was had about providing a cert annually to the Board or confirming annually that the members with charging stations has added the Mutual as required. President Free confirmed that he will contact counsel for this matter.

## **Adjournment**

President Free adjourned the meeting at 4:02 p.m.

## **Secretary's Certificate**

I hereby certify that the foregoing is a true and correct copy of the approved minutes of the Board of Director's meeting.



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**Assistant Secretary**

