

FINANCE COMMITTEE REPORT

REGULAR MEETING TUESDAY, DECEMBER 4, 2018, AT 9:00 A.M.

A regular meeting of the Finance Committee was convened by Jean A. Autrey, Vice Chair, at 9:00 a.m. on Tuesday, December 4, 2018, in the Board Room at Gateway Complex.

Present, in addition to the Vice Chair, were Paul J. Moderacki, Mary K. Neff, Paul Rosenzweig, Della C. Temple, and Gery Yearout. F. William Dorband was excused. Also attending were Robert D. Kelso, President, Leslie Birdsall, Vice President, Geraldine Pyle, Secretary, and Kenneth Anderson and Barbara Coenen, Directors, GRF; Timothy O'Keefe, CEO; Richard S. Chakoff, CFO; Paul J. Donner, Director, Mutual and Trust Operations; Jeffrey P. Matheson, Director of Resident Services; Amanda Davis, Senior Accountant; Deborah Rose, Senior Administrative Assistant, Executive Services; and one resident. Attendance

The report of the Committee's regular meeting of October 23, 2018, was approved as written. Report Approved

There were no Resident Forum speakers.

Mr. O'Keefe provided an update regarding the EV charging stations, stating all three locations are now online. The Garden Club projects are complete, which includes the electrical updates, the sewer line, installation of a new gate, new roadway, and new bathroom. The solar project is coming along, with the inspection by PG&E completed last week, construction permits can be expected the week of December 17. Lastly, he reported that a lot of new information will be presented next month as follows, the Facility Capital Needs Analysis; the Water Reclamation Feasibility Study; and the Ad Hoc Technology Committee updates. Residents' Forum/ Staff Reports

Mr. Chakoff reviewed the GRF Statement of Operations for October and answered questions from Committee members.

Mr. Chakoff then updated the Committee that GRF will participate in the Certificate of Deposit Account Registry Service (CDARS) program with Mechanics bank.

The Vice Chair then reviewed agenda item 8a, consider recommending to the Board an expenditure in the amount of \$516,500 from the Trust Estate Fund for the Machinery & Equipment Budget. Discussion followed. \$516,500 for the Machinery & Equipment Budget

A motion made by Ms. Neff, seconded by Mr. Moderacki, and CARRIED UNANIMOUSLY to recommend to the Board that the Capital Budget for 2019 from the Trust Estate Fund for the Machinery & Equipment Budget be approved in the amount of \$516,500.

The Vice Chair then reviewed agenda item 8b, recommend the Board authorize the CEO to execute an agreement with AMAC construction to complete the Dollar Ramp Project. Dollar Ramp Project

Ramp project and add additional funding to the project budget in the amount of \$25,000. Discussion followed.

A motion made by Ms. Neff and seconded by Mr. Moderacki to recommend the Board authorize the CEO to execute an agreement with AMAC construction to complete the Dollar Ramp project and add additional funding to the project budget in the amount of \$25,000. Following discussion, the vote on the motion was taken, and the motion FAILED, with Mr. Rosenzweig, Ms. Temple, and Ms. Yearout voting no.

Dollar Ramp
Project
Motion
FAILED

The Vice Chair then reviewed agenda item 8c, consider approving a recommendation from the Planning Committee to relocate the Hillside Clubhouse sign at Lower and Upper Golden Rain Road to improve sight distance, for a cost of \$1,760 from the 2018 Operating Budget. Discussion followed.

Hillside
Clubhouse
Sign

A motion made by Ms. Temple, seconded by Mr. Moderacki, and CARRIED, with Mr. Rosenzweig voting no, to recommend that the Board approve a recommendation from the Planning Committee to relocate the Hillside Clubhouse sign at Lower and Upper Golden Rain Road to improve sight distance, for a cost of \$1,760 from the 2018 Operating Budget.

The Vice Chair then reviewed agenda item 8d, consider authorizing the CEO to execute a Memorandum of Agreement with Enovity to evaluate, design, and complete energy efficient upgrades to GRF property utilizing the 0% interest On Bill Financing Program. Discussion followed.

Authorize
CEO MOA
with Enovity

A motion made Ms. Autrey, seconded by Ms. Neff, and CARRIED with Mr. Rosezweig abstaining to recommend the Board authorize the CEO to execute, after legal review, a Memorandum of Agreement with Enovity to evaluate, design, and complete energy efficient upgrades to GRF property utilizing the 0% interest On Bill Financing Program.

Mr. Donner reviewed the October Trust Facilities and Property Maintenance Report, the Capital Projects Budget and Expenditure Report, and the Machinery & Equipment Budget and Expenditure Report. Discussion followed.

Staff
Reports
Cont.

The Vice Chair then reviewed agenda item 8e, discussion of the Membership Transfer Fee and the Finance Committee's Charter responsibility to annually review the MTF and advise the GRF Board as to any recommended increases or decreases in that fee.

MTF Charter
Review

Ms. Neff distributed two documents labeled 8e-5, Assumes Membership Fee Increases to \$10,000 and 8e-6, Assumes Membership Fee Increases to \$11,000, to all those in attendance. The Committee reviewed page 8e-4 of the agenda packet in conjunction with the handouts. After discussion, the Committee listed the following

List of
Needed
Items
for MTF

items, which are needed from the GRF Board in order to review the MTF:

Charter
Review

Needed Items:

- Identify the minimum cash reserve to be maintained
- Identify the board "wish list", spread by year if possible
- Identify an annual set dollar amount for potential/unexpected projects
- Other sources of revenue – fix "shrinkage"

There being no further business to come before the Committee, the meeting was adjourned at 11:03 a.m.

Adjourn-
ment

The next regular meeting of the Finance Committee will be held on Tuesday, January 29, 2019, at 9:00 a.m. in the Board Room at Gateway Complex.

Next Mtg.
1/29/19



Jean A. Autrey, Vice Chair
Finance Committee