

# A G E N D A

## FINANCE COMMITTEE

REGULAR MEETING  
TUESDAY, JUNE 28, 2016, AT 9:00 A.M.  
BOARD ROOM – GATEWAY COMPLEX

1. MEETING CALLED TO ORDER: Christopher Yahng, Chairman
2. ROLL CALL: Yahng, Autrey, Dorband, Haley, Neff, Rosenzweig, and Smith
3. APPROVAL OF REPORT OF MAY 24, 2016 (Attachment)
4. RESIDENTS' FORUM
5. CHAIRMAN'S REPORT – ANNOUNCEMENTS
6. STAFF REPORTS
  - a. CEO – General Comments
  - b. CFO – Monthly GRF Financials (copy in GRF Board Office Finance Committee mailbox)
  - c. Director of Mutual and Trust Operations – Trust Facilities and Property Maintenance, Projects, and Machinery/Equipment Acquisition Reports (Attachments)
7. UNFINISHED BUSINESS
  - a. Consider need for contingency reserve in Trust Estate.
8. NEW BUSINESS
  - a. Discuss 2017 budget principles. (Attachment)
  - b. Consider recommendation to the GRF Board to authorize the CEO to execute an agreement with Margen + Associates, Disability Policy and Universal Access Consultants, in order to complete an accessibility review of the Stanley Dollar Clubhouse, in an amount not to exceed \$6,000, which includes a contingency and reimbursable expenses, to be paid from the Trust Estate Fund. (Attachment)
  - c. Consider recommendation to the GRF Board that the Trust Estate Fund is capable of funding a traffic study in the amount of \$33,400. (Attachment).
9. ADJOURNMENT
10. NEXT MEETING: Tuesday, July 26, 2016, at 9:00 a.m. in the Board Room at Gateway Complex

RSC/kv  
cc: GRF Board

FINANCE COMMITTEE REPORT  
 REGULAR MEETING  
 TUESDAY, MAY 24, 2016, AT 9:02 A.M.

A regular meeting of the Finance Committee was convened by the Chairman, Christopher T. Yahng, at 9:02 a.m. on Tuesday, May 24, 2016, in the Board Room at Gateway Complex.

Present, in addition to the Chairman, were Jean A. Autrey, Vice Chairman, F. Attendance William Dorband, Kenneth W. Haley, and Mary K. Neff. Paul Rosenzweig and David H. Smith were excused. Also attending were Leslie Birdsall, President, Melvin C. Fredlund, Vice President, Mary Lou Delpech, Secretary, and Sue DiMaggio Adams, Robert D. Kelso, and Geraldine Pyle, Directors, GRF; Timothy O'Keefe, CEO; Richard S. Chakoff, CFO; Anthony W. Grafals, General Counsel; and Jeffrey P. Matheson, Resident Services Director.

The Finance Committee's report of April 26, 2016, was unanimously approved as Report written. Approved

Mr. O'Keefe commented on several matters.

Staff  
Reports

Mr. Chakoff reviewed the monthly GRF financial reports. The Committee briefly discussed several line items in the reports.

Mr. Chakoff then reviewed the Trust Facilities and Property Maintenance, Projects, and Machinery/Equipment Acquisition Reports. Discussion followed.

Policy  
102.3,  
Allocation  
of Revenue  
and  
Expenses

The Committee discussed Policy 102.3, Allocation of Revenue and Expenses.

A motion was made by Ms. Autrey and seconded by Ms. Neff that no changes be made to Policy 102.3 as it currently stands. Following discussion, a vote on the motion was taken, and the motion FAILED, with Mr. Dorband, Mr. Haley, and Mr. Yahng voting "no", and Ms. Autrey and Ms. Neff voting "yes".

A motion was made by Mr. Haley and seconded by Mr. Dorband to recommend to the GRF Board that the sixth bullet point under Section II, Trust Expenditures, of Policy 102.3 be removed. Following discussion and before a vote on the motion could be taken, Mr. Haley withdrew the motion.

Following further discussion, a motion was made by Ms. Autrey, seconded by Ms. Neff, and CARRIED, with Ms. Autrey, Mr. Dorband, and Ms. Neff voting "yes", Mr. Haley voting "no", and Mr. Yahng abstaining, that no changes be made to Policy 102.3 as it currently stands.

The Committee agreed to defer discussion on the need for a contingency reserve in the Trust Estate to next month's meeting. Contingency Reserve

The Committee discussed whether the traffic/pedestrian study in Rossmoor should be paid from the Trust Estate Fund or the Operating Fund. Recommendation To GRF Board Re. Traffic Study Funding

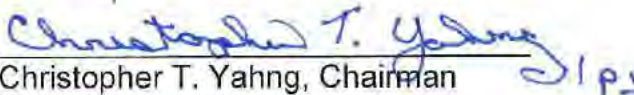
A motion was made by Ms. Autrey and seconded by Mr. Dorband to recommend to the GRF Board that the traffic/pedestrian study in Rossmoor be paid from the Trust Estate Fund. Following further discussion, the vote on the motion was taken, and the motion CARRIED, with Ms. Autrey, Mr. Dorband, Ms. Neff, and Mr. Yahng voting "yes", and Mr. Haley voting "no".

The Committee reviewed and discussed the draft 2017 budget calendar. Recommendation to GRF Board Re. 2017 Budget Calendar/

A motion was made by Mr. Haley, seconded by Ms. Autrey, and CARRIED UNANIMOUSLY, to recommend to the GRF Board that it adopt the 2017 budget calendar.

There being no further business to come before the Committee, the meeting was adjourned at 10:55 a.m. Adjournment

The next meeting of the Finance Committee will be held on Tuesday, June 28, 2016, at 9:00 a.m. in the Board Room at Gateway Complex. Next Mtg. 6/28/16

  
Christopher T. Yahng, Chairman  
Finance Committee

**YR2016 TRUST FACILITY / PROPERTY MAINTENANCE  
COST & COMMITMENT REPORT**  
Reporting Period: May 2016

<b>Project</b>	<b>Approved Budget</b>	<b>Reporting Period Expenditures</b>	<b>Incurred To-Date</b>	<b>Forecast To-Complete</b>	<b>Est. Final Expenditure</b>	<b>Under/(Over) Budget</b>	<b>Status</b>
<b>Gateway</b>							
Exterior Panels Replacement	25,000	3,700	3,700	21,300	25,000	0	
<b>Hillside</b>							
Women's Pool Shower Stall Inserts Installation	30,000	0	11,128	18,872	30,000	0	
Plumbing Improvements Study	20,000	1,600	3,600	16,400	20,000	0	
<b>Valleywide</b>							
Facilities Wood Staining And Sealing	67,000	0	0	67,000	67,000	0	
Facilities Carpet Replacements	75,000	36,600	53,500	21,500	75,000	0	
Light Pole Repainting	18,000	0	0	18,000	18,000	0	
Landscaping Rehabilitation	10,000	0	0	10,000	10,000	0	
Equipment Replacements	36,000	0	6,129	29,871	36,000	0	
<b>Open Space</b>							
Open Space Maintenance	21,000	11,858	11,858	9,143	21,000	0	
Defensible Space Fire Abatement	15,000	0	0	15,000	15,000	0	
Trails Maintenance	10,000	217	2,361	7,639	10,000	0	
<b>Public Works</b>							
Street Maintenance	441,000	235,308	235,308	205,692	441,000	0	
Sidewalk Maintenance	62,000	0	12,084	49,916	62,000	0	
Water, Drainage, Sewer Maintenance	15,000	0	8,530	6,470	15,000	0	
<b>Golf Course</b>							
Cart Path Repair Program	42,300	0	42,300	0	42,300	0	
<b>TOTAL</b>	<b>887,300</b>	<b>289,282</b>	<b>390,497</b>	<b>496,803</b>	<b>887,300</b>	<b>0</b>	

**CAPITAL PROJECTS  
BUDGET AND EXPENDITURE REPORT**  
Reporting Period: MAY 2016

Project	Approved Budget	Reporting Period Expenditures	Incurred To-Date	Forecast To-Complete	Est. Final Expenditure	Under/(Over) Budget
Gateway HVAC Replacement Phase 1	180,000		156,351	23,649	180,000	0
Gateway HVAC Replacement Phase 2	160,000		123,508	36,492	160,000	0
Gateway Multi-Purpose Rooms Improvements	185,000	31,829	105,145	79,855	185,000	0
Gateway Clubhouse Electrical Improvements	25,000		5,131	19,869	25,000	0
Gateway Studios Space Study	25,000		6,770	18,230	25,000	0
Drop Creek Structure Construction	550,000		16,407	533,593	550,000	0
Del Valle Fitness Complex Study	157,421		157,380	0	157,380	41
Broadband Study Phase 1 Design	67,620		67,620	(0)	67,620	0
Broadband Study Phase 2 Design	91,875		82,402	9,473	91,875	0
Hillside Clubhouse Atrium Roof Design	12,000		8,150	3,850	12,000	0
Hillside Clubhouse Atrium Roof Construction	110,000			110,000	110,000	0
Hillside Shady Glen Park Concrete Pads	20,000			20,000	20,000	0
Solar Energy Consultant Phase 1	10,000		8,449	1,551	10,000	0
Solar Energy Consultant Phase 2	75,000	2,400	18,189	56,811	75,000	0
Vehicle Maintenance Shop Roll Up Doors	18,000		13,936	4,064	18,000	0
Del Valle Renovation Project	965,000	52,133	160,585	804,415	965,000	0
<b>TOTAL</b>	<b>2,651,916</b>	<b>86,362</b>	<b>930,022</b>	<b>1,721,853</b>	<b>2,651,875</b>	<b>41</b>

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

**MACHINERY & EQUIPMENT  
BUDGET AND EXPENDITURE REPORT**

Reporting Period: MAY 2016

Project	Approved Budget	Incurred To-Date	Forecast To-Complete	Est. Final Expenditure	Under/(Over) Budget
MOD Vehicles	189,000		189,000	189,000	0
Del Valle Pools Ultra-Violet System	120,000		120,000	120,000	0
Mowers	111,100	76,189	34,911	111,100	0
GRF Pick-up Trucks	96,000		96,000	96,000	0
Data Storage System	92,000	91,889	111	92,000	0
Grinders	51,500	49,997	0	49,997	1,503
Peacock Hall Digital Projector	30,000	29,999	0	29,999	1
Dollar Clubhouse AV Upgrade	30,000	4,117	25,883	30,000	0
Gateway Clubhouse Automatic Doors	27,000		27,000	27,000	0
Digital Video Surveillance System	24,800		24,800	24,800	0
Dog Park Patio	20,000		20,000	20,000	0
Sand Dresser	17,350	17,193	0	17,193	157
Dollar Clubhouse Boiler	15,000		15,000	15,000	0
Las Trampas Room Tiered Risers	15,000	12,652	0	12,652	2,348
MOD Scaffolding	12,000	8,660	3,340	12,000	0
Rossmoor Gardens Chain Link Fence	10,000	7,552	2,448	10,000	0
Counseling Services Automatic Doors	6,500		6,500	6,500	0
Dollar Clubhouse Pool Heater	6,000		6,000	6,000	0
Event Center Acoustic Shell (1)	4,087	4,087	(0)	4,087	0
<b>(2) TOTAL</b>	<b>877,337</b>	<b>302,335</b>	<b>570,993</b>	<b>873,328</b>	<b>4,009</b>

(1) Total Expenditure	18,895
Less Donation	<u>-14,808</u>
Net Expenditure	<u>4,087</u>

(2) Total Incurred to Date	302,335
Plus Donation	<u>14,808</u>
Total Expenditure to Date	<u>317,143</u>

**FISCAL YEAR 2017 GOLDEN RAIN FOUNDATION BOARD OF DIRECTORS'**  
**OPERATIONS BUDGET PRINCIPLES**

In order to provide direction to the Chief Executive Officer, the Chief Financial Officer, and GRF staff as they prepare the draft 2017 budget, the Board of Directors has adopted the following Budget Principles:

1. The budget will be prepared as a “base line” budget reflecting a program service package identical to the fiscal year 2016 program. This “base line” budget may be subject to adjustments but only after any proposed change has been evaluated by the Board and taking into consideration all of the information developed as a result of the following principles.
2. The budget will include a line item expenditure summary for each operating department.
3. The budget will utilize price projections prepared by the CFO for common commodities; e.g., fuel, utilities, and postage, for use by all operating departments and divisions as they prepare their individual budgets.
4. For any proposed new program or program augmentation, including programs initiated by Board action, the responsible department or division must prepare a memorandum to describe and justify the new program and quantify the cost. In addition, this process will be used to justify/document one time or limited duration increases in program; e.g., undertaking a study, preparing a report or a plan, or conducting a special event.
5. The budget will include sufficient funds for Trust facility/property maintenance and tangible property acquisition, consistent with Policy 102.3, to address the work/acquisitions identified in the Long-Range Comprehensive Capital Improvement Program.
6. To the extent such opportunities are identified by staff, the Finance Committee, or the GRF Board, the budget process will explore opportunities for increasing revenue or developing new sources of revenue which could accrue to the operations budget and, in turn, reduce the annual GRF coupon amount.
7. To the extent such opportunities are identified by staff, the Finance Committee, or the GRF Board, the budget process will explore opportunities to more fully recover program activity costs, implementation of which would increase revenue and thereby reduce the annual GRF coupon amount.

8. To the extent such opportunities are identified by staff, the Finance Committee, or the GRF Board, the budget process will explore opportunities to improve productivity or modify or eliminate program activities, implementation of which would reduce operation costs which, in turn, could reduce the amount of the annual GRF coupon. The budget process will also review any prior year's program changes, such as Fitness Center staffing changes, to evaluate the effectiveness of those changes.
9. Insurance premium costs will be based on estimates provided by our broker, Arthur J. Gallagher, including workers compensation insurance projections.
10. The budget will include background information to explain any major factors driving significant year over year change in personnel costs.
11. The budget will discuss, in the line item budget narrative, any significant anticipated 2016 year end (over or under) differences.
12. There can be an increase in the GRF staffing level in 2017: 1) if the Board approves new or expanded programs or additional staff 2) an emergency arises.
13. The budget will address the following: 1) union contract provisions, 2) a market/merit pool for individual employees where a change in salary is warranted by virtue of performance or market conditions, 3) any possible bonus or compensation adjustment for the CEO, and 4) non-represented (non-union) employee benefits with all components subject to prior review and recommendation by the Compensation Committee.
14. The year-end operating fund operating cash balance will be targeted at \$1.5 million.
15. Projected operating cash in excess of the amount targeted in Principle 14 may be used as a source of funds to offset operation costs.
16. The budget will include sufficient funds to make the defined benefit pension plan contribution in 2017 as recommended by the plan actuary.



Agenda Item: 8b  
Subject: Stanley Dollar Clubhouse  
Meeting Date: June 28, 2016

**SUMMARY REPORT  
GOLDEN RAIN FOUNDATION FINANCE COMMITTEE**

**REPORT PREPARED BY:**

Jeff Matheson, Director of Resident Services

**REQUESTED ACTION/RECOMMENDATION:**

Consider recommendation to the GRF Board to authorize the CEO to execute an agreement with Margen + Associates, Disability Policy and Universal Access Consultants, in order to complete an accessibility review of the Stanley Dollar Clubhouse, in an amount not to exceed \$6,000, which includes a contingency and reimbursable expenses, to be paid from the Trust Estate Fund.

**BACKGROUND:**

GRF clubhouse facilities are considered public common use areas even though they are on private property. As such they are subject to California Building Codes and the Federal Americans with Disabilities Act (ADA) standards. The Stanley Dollar Clubhouse is a registered historic building which provides some additional consideration when applying the building and accessibility codes.

An access specialist, certified by the State of California, can complete an assessment of public common use areas in order to evaluate accessibility issues, regulatory citations, and help identify fixes or reasonable accommodations. An assessment report will also help with prioritizing identified barriers needing to be fixed. Based on the findings and recommendations of a licensed access specialist, certain codes may be determined to be unreasonable, or in the case of a historic building, may change the historic nature of the building. The Chief Building Official for the City will rely on the findings and recommendations from the Access Specialist in evaluating alternatives to removing barriers identified in the clubhouse.

The recommended firm of Margen + Associates is local and has a great deal of experience completing such accessibility evaluations. Peter Mergen, Principal of the firm, is licensed by the State of California as an Accessibility Specialist. Mr. Margen has extensive experience evaluating public spaces, including registered historic buildings. Mr. Margen has also contributed to the building code relating to accessibility.

Projects that may be identified in the accessibility report can be planned for in the long range capital plan currently being developed. Failure to address violations of the building code and ADA standards can result in formal complaints from the public.

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**ALTERNATIVES/OPTIONS:**

Recommend the accessibility study be funded from the Operating Fund instead of the Trust Estate Fund.

**SUBSEQUENT ACTIONS:**

Once the assessment is complete, a list of improvement projects will be established for consideration.

**FISCAL IMPACT:**

The cost for the proposed assessment is not to exceed \$6,000. The cost for code compliance projects that may be identified is not known at this time.

**ATTACHMENT:**

Proposal from Margen + Associates



*Disability Policy & Universal Design Consultants*

1685 Arbutus Drive, Suite B  
Walnut Creek, CA 94595  
Phone: 925-934-3440  
[www.marginassociates.com](http://www.marginassociates.com)

June 7, 2016

Jeff Matheson  
Director of Resident Services  
800 Rockview Drive  
Walnut Creek, CA 95694

**Re: CASp/Accessibility Consulting Services – Stanley Dollar Clubhouse,  
Rossmor, Walnut Creek, CA**

Dear Mr. Matheson,

Thank you for contacting Margen + Associates about conducting accessibility surveys of your properties. We have been in business since 1996 and have over 34 years of full-time experience specializing in disability access compliance issues.

Margen + Associates is unique among firms that provide accessibility consulting services due to our vast experience in writing, implementing and enforcing accessibility requirements. We serve as consultants to a broad mix of government agencies, private businesses, architects and other construction professionals.

We serve as expert witnesses in ADA cases working for both plaintiff and defendants. We have also served as joint experts and monitors in legal proceedings. We have participated in hundreds of mediations involving accessibility claims working to find cost-effective solutions to accessibility disputes.

We participated and continue to participate in developing the accessibility requirements of the Americans with Disabilities Act (ADA) and the California Building Code (CBC) and the exam protocol and test questions for the California Certified Access Specialist Program (CASp). We are California Certified Accessibility Specialists (CASp) and International Code Council (ICC) certified Accessibility/Usability Specialists.

**Proposed Scope of Services**

California Civil Code Sections 55.51-55.54 provide certain limited legal protections for facilities that have been inspected by a Certified Accessibility Specialist. If a facility inspected by a CASp is subsequently sued in state court for alleged accessibility violations, the defendant may be entitled to a 90-day stay on the legal proceedings and an early evaluation conference with the court.

After completing the inspection, a business or property owner is legally entitled to request the stay provisions contained in Civil Code Sections 55.51-55.54 and can post a CASp certificate at the subject property indicating that the property has been inspected

for accessibility. This initial report is entitled "CASp Determination Pending" is included in the proposed scope of services.

### **Public & Common Use Areas**

Margen + Associates will conduct an accessibility survey of the parking, paths of travel and public/common use areas of the subject facility to identify any non-conforming areas affecting persons with disabilities. The subject areas will be evaluated using the California Building Code (CBC) based on the date(s) of construction and the ADA Standards (1991 or 2010 depending upon dates of construction and safe-harbor standards) and the ADA Title III regulations.

The end product will be a detailed CASp report which identifies the accessibility issue, the regulatory citation and a recommended fix to the specific problem. The report will rank the barriers to assist the client in establishing priorities.

A CASp certificate will be issued, applicable only for the areas inspected.

### **Fee for Services**

Hourly rates for individual staff are as follows:

Principal Consultant	\$250/hour
Field Assistant(s)	\$70/hour
Direct Costs	Actual Cost
Mileage	.55/Mile

### Public & Common Use Areas

Our estimate to complete the proposed scope of services for the parking, paths of travel, and the public/common use areas: \$3,000-\$5,000.

This proposal is based on the assumption that client has access to the building records for the subject properties and can provide this information. If additional permit research is necessary, this may increase the estimated costs.

If you wish to proceed with the work, we will prepare a consulting agreement. For a project this size, we require a \$1,000 retainer. Once the contract is signed and we receive the retainer, we can then schedule the work. Please contact us with any questions or concerns. We look forward to the opportunity to serve you.

Sincerely,



Peter Margen, Principal Consultant  
Margen + Associates  
California Certified Accessibility Specialist - CASp-011

**SUMMARY REPORT  
GOLDEN RAIN FOUNDATION FINANCE COMMITTEE**

**REPORT PREPARED BY:**

Dennis Bell  
Public Safety Manager

**REQUESTED ACTION:**

Consider a recommendation to the GRF Board that the Trust Estate Fund is capable of funding a traffic study in the amount of \$33,400.

**BACKGROUND:**

At the April 28, 2016 Board meeting, the Board approved a request for proposal (RFP) for a consultant to complete a traffic and pedestrian safety study in Rossmoor. At its May 24, 2016 meeting, the Finance Committee discussed the funding for the study and decided that it should be funded from the Trust Estate Fund.

At the June 30, 2016 Board meeting, staff will recommend to the Board a consultant for the traffic and pedestrian safety study at a cost of \$33,400.

**ALTERNATIVES AND OPTIONS:**

The Committee may recommend the Trust Estate Fund is or is not capable of funding the traffic study.

**SUBSEQUENT ACTIONS:**

Staff will present the traffic and pedestrian safety study proposal to the Board for consideration and if approved, the CEO will execute a contract.

**FINANCIAL IMPACT:**

If approved by the Board, the \$33,400 will be expended from the Trust Estate Fund.