

# MINUTES

## GOLDEN RAIN FOUNDATION OF WALNUT CREEK

### REGULAR MEETING OF THE BOARD OF DIRECTORS THURSDAY, JUNE 28, 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, Robert D. Kelso, at 9:00 a.m. on Thursday, June 28, 2018, in Peacock Hall at Gateway Complex, 1001 Golden Rain Road, Walnut Creek, California.

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

Attendance

Absent: None

There being no corrections, the minutes of the regular meetings of the Board held on May 31 and June 12, 2018, were approved, as written, by unanimous consent.

Minutes  
Approved

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

Treasurer's

The CEO reviewed his written report dated June 21, 2018.

Report/

CEO's

Report/

During the Residents' Forum, Dale Harrington expressed his appreciation to the members of the Board for their interest in providing a meaningful and safe place for residents to live. He went on to mention the recent fire prevention safety presentation held at the Event Center, which contained valuable information presented by the Walnut Creek Police Department and the Contra Costa County Fire Protection District.

Residents'

Forum

Albert Lin expressed his concerns over the recent Mutual Two meeting. He then went on to share his concerns over an accident-prone area on the corner of Leisure Lane and Tice Creek Drive. He asked that the Board approve a painted red zone on the corner for better visibility for drivers. The President said that Dennis Bell, Public Safety Manager is looking into the matter.

Dale Reynolds, President of the Rossmoor Pickle Ball Club, expressed his concerns regarding the Planning Committee's priority setting criteria for future capital expenditures. He asked that the Needs and Desires criteria hold a higher weight in the criteria valuation. He also asked that the Board complete a feasibility study for a new permanent Pickleball facility and asked that Mr. Kelso and Mr. O'Keefe place this feasibility study on the agenda for the next Board meeting.

Marilyn Schuyler asked if something could be done about the new solar structure in the parking lot on Golden Rain Road and making it consistent, in terms of appearance, with the other structures within Rossmoor. The President replied that the Waterford (Mutual 58) installed the solar structure and suggested she attend a Mutual 58 Board meeting to express her concerns about it. He said this is not under the jurisdiction of the GRF.

Nancy Gilbert, Head of L.O.L, Ladies of the Lavatory, asked the Board to consider more environmentally friendly sinks and toilets at Dollar Clubhouse and at Hillside Complex. She then offered to come back at next month's meeting with estimates on replacing the toilets and the sinks and estimates for a total renovation.

Brian Stack, Chairman, Aquatics Advisory Committee, said that the report of the Committee's June meeting is included in the agenda packet and that he would be happy to answer any questions. There were none.

AAC  
Report

In the absence of David Smith, Chairman, Finance Committee, Bill Dorband, Vice Chairman of the Committee, reported on the Committee's June meeting at which the Committee recommended that the Board approve the proposed 2019 budget development calendar and that the budget principles as presented by staff be approved with one small clarification. The Committee also recommended that the rate structure for the electrical vehicle charging station meters as proposed by staff be approved. Lastly, the Committee advised the Board that there are sufficient funds in the Trust Fund for the following expenditures; \$15,850 to replace two barcode readers with radio frequency identification readers at the entrance gate; \$202,177 to fund a contract with BKF Engineers to design the erosion repairs of two sections of the creek near the Buckeye Tennis Courts and the Creekside Pickleball Courts, plus a \$20,000 contingency.

Finance  
Committee  
Report

A motion was made by Mrs. Neff, seconded by Mr. Roath, and CARRIED UNANIMOUSLY to approve, as recommended by the Finance Committee, the 2019 budget development calendar (agenda attachment 7b1-2).

Approved  
2019  
Budget  
Develop-  
ment  
Calendar/  
Approved  
2019  
Budget  
Principles

A motion was made by Mrs. Neff, seconded by Mr. Roath, and CARRIED UNANIMOUSLY to approve, as recommended by the Finance Committee, the FY 2019 Operations Budget Principles, with the exception to item 18 of the principles that the word "shall" be changed to the word "may" (agenda attachment 7b2-3).

In the absence of Claudia Tierney, Chairman, Fitness Center Advisory Committee, Catherine Herdering, Vice Chairman of the Committee, reported on the Committee's June meeting. Discussion followed.

FCAC  
Report

Reporting In the absence of John McDonnell, Chairman, Golf Advisory Committee, Mark Heptig, Director of Golf, provided the members of the Board with a summary of the golf course operations for the last 10 years that includes total rounds played, greens fees collected, and golf shop sales. While there are some variances from year-to-year, he noted that they are, at times, collecting over \$1,000,000 in greens fees.

GAC  
Report

Mary Neff, Chairman, Compensation Committee, reported that the Committee has been meeting since January to create recommendations for the 2019 salary program and then summarized its recommendations.

Compensation  
Committee  
Report/  
Approved  
Creating a  
Base Pool  
to Fund  
Wage  
Increases

A motion was made by Mrs. Neff and seconded by Mr. Birdsall that a base pool be created to fund wage increases for non-union employees for 2019. This pool will be \$167,000. The amount was determined by looking at a number of factors and for this year was based on the CPI-U for the San Francisco Bay area for the twelve-month period ending April 2018. Following discussion, the vote on the motion was taken, and the motion CARRIED UNANIMOUSLY

A motion was made by Mrs. Neff and seconded by Ms. Adams that a market adjustment pool of \$130,000 be created to be used for merit pay, catch-up pay, and other wage adjustments deemed appropriate in 2019. Following discussion, the vote on the motion was taken, and the motion CARRIED UNANIMOUSLY.

Approved  
Creating  
a Market  
Adjustment  
Pool

Les Birdsall, Chairman, Planning Committee, reporting on the Committee's June meeting, commented on the Committee's work on the Board approved criteria to prioritize projects. He noted that the Committee is still working on that project and has no recommendations at this time.

Planning  
Committee  
Report

Geri Pyle, Chairman, Policy Committee, reporting on the Committee's June meeting, reviewed the proposed revisions to Policy 102.3, Allocation of Revenue and Expense, as recommended by the Policy Committee and the Finance Committee. In keeping with the Board's practice that policy, procedure, and rule items be on the agenda for two end-of-the-month meetings to allow time for resident input, consideration of approving proposed revised Policy 102.3 was deferred to the July 26, 2018, regular meeting of the Board.

Policy  
Committee  
Report

Following introductory remarks, a motion was made by Ms. Pyle, seconded by Ms. Adams, and CARRIED UNANIMOUSLY to approve the resident member Committee appointments, as recommended by the President, for the terms indicated, effective July 1, 2018:

Committee  
Appoint-  
ments  
Approved

Aquatics Advisory Committee

E. J. Koch, Three-Year Term  
Carol A. Meehan, Three-Year Term  
Dale O. Reynolds, Three-Year Term

Finance Committee

F. William Dorband, Three-Year Term  
David H. Smith, Three-Year Term

Fitness Center Advisory Committee

Alice King, Three-Year Term  
Robert Remington, Three-Year Term  
Catherine S. Herdering, Two-Year Term

Golf Advisory Committee

William L. Herrick, Three-Year Term

Following introductory remarks by the President, a motion was made by Mr. Roath, seconded by Ms. Adams, and CARRIED UNANIMOUSLY to approve adopting the Mechanics Bank Corporation Banking Resolution authorizing the GRF Board officers, the CEO, and the CFO to sign and act on behalf of the organization (agenda attachment 10b-3).

Approved  
Mechanics  
Bank  
Banking  
Resolution

Following introductory remarks, the President called on Dennis Bell, Public Safety Manager, who gave some background information regarding the proposal to replace two barcode readers with radio frequency identification readers at the entrance gate. Discussion followed.

A motion was made by Mr. Anderson, seconded by Mr. Brown, and, and CARRIED UNANIMOUSLY to authorize the CEO to execute a contract to replace two barcode readers with radio frequency identification readers at the entrance gate for \$15,850 from the Trust Estate Fund, which includes a 10% contingency.

Approved  
Funds  
for Two  
Radio Fre-  
quency  
ID Readers

Following introductory remarks, The President called on Jeff Matheson, Director of Resident Services, who described the proposed strategy for setting the user rates for the new charging stations located at Gateway Complex, the Event Center, and the Tice Creek Fitness Center. Discussion followed.

A motion was made by Mrs. Neff, seconded by Ms. Adams, and CARRIED UNANIMOUSLY to approve the strategy for setting user rates, as outlined in agenda attachments 10d-1 and 10d-2, for use of the new charging stations located at Gateway Complex, the Event Center, and Tice Creek Fitness Center.

Approved  
Strategy  
for Setting  
User Rates  
for Charg-  
ing  
Stations/  
Redwood  
Room  
Survey  
Results

Mr. Matheson then reviewed the results of the Redwood Room survey. Following discussion, the Board asked staff to develop a Request for Proposals for an operator of the Redwood Room and to bring it, along with information regarding GRF's total operating costs of the Room, to the Board for review at a future meeting.

Continuing, Mr. Matheson commented on the proposal to authorize the CEO to execute a technology license and service agreement with Transloc, Inc. for the software to implement an On Demand Transit service. Discussion followed.

A motion was made by Mrs. Neff, seconded by Ms. Adams, and, and CARRIED UNANIMOUSLY to approve authorizing the CEO to execute a 42-month technology license and service agreement with Transloc, Inc. in the amount of \$131,200 for the software to implement an On Demand Transit service.

Authorized  
CEO to  
Execute  
Agreement  
for On  
Demand  
Transit  
Service

Lastly, Mr. Matheson introduced discussion regarding the request that the Board approve funding for the design of the erosion repair of two sections of the creek near the Buckeye Tennis Courts and the Creekside Pickleball Courts. Discussion followed.

A motion was made by Mrs. Neff, seconded by Mr. Brown, and CARRIED UNANIMOUSLY to approve an expenditure up to \$222,177 from the Trust Estate Fund and authorize the CEO to execute a contract with BKF Engineers in the amount of \$202,177, plus a \$20,000 contingency, for a total of \$222,177 to design the erosion repair of two sections of the creek near the Buckeye Tennis Courts and the Creekside Pickleball Courts from the Trust Estate Fund.

Approved  
Funds for  
Creek  
Repairs

Before concluding, the President announced that that there will not be a mid-month regular meeting of the Board in July; that there will be a Board retreat on Tuesday, July 10, 2018, at 9:00 a.m. in the Club Room at Creekside Complex. It is not open to the public; that the next regular meeting of the Board will be held on Thursday, July 26, 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 personnel matters.

Announce-  
ments

There being no further business to come before the Board, the meeting was recessed at 10:55 a.m.

Recess

  
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Geraldine Pyle, Secretary  
Golden Rain Foundation of Walnut Creek