



OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION
BUILDING E SPACE PLANNING AD HOC ADVISORY COMMITTEE**

**Wednesday, January 3, 2024 – 1:30 p.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room & Virtual with Zoom**

REPORT

- MEMBERS PRESENT:** James Hopkins - Chair, Cush Bhada, Yvonne Horton, Alison Bok, Nancy Carlson, Reza Karimi, Tom Tuning, Andy Ginocchio, S.K. Park, Sue Stephens
- MEMBERS ABSENT:** Glenn Miller, Peter Sanborn
- OTHERS PRESENT:** **GRF:** Egon Garthoffner, Juanita Skillman
UNITED: Maggie Blackwell
THIRD: Cris Prince
- STAFF PRESENT:** Manuel Gomez – Maintenance & Construction Director, Ian Barnette – Maintenance & Construction Assistant Director, Bart Mejia, Maintenance & Construction Assistant Director, Guy West - Projects Division Manager, Alison Giglio - Recreation and Special Events Director, Erik Nuñez – Director of Security, Kurt Wiemann – Director of Field Operations, Sandra Spencer – Department Administrative Assistant

1. Call Meeting to Order

Chair Hopkins called the meeting to order at 1:34 p.m.

2. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

3. Approval of the Meeting Report from December 6, 2023

Hearing no objection, the meeting report was approved as written.

4. Remarks of the Chair

Chair Hopkins remarked on the responsibility of the committee to address the problem and coming up with solutions to find office space for staff displaced by the loss of approximately 5,500 square feet by the closure of Building E.

5. Member Comments – *(Items Not on the Agenda)*

- A member commented on possible options for the vacant parcel located between the Community Center employee parking lot and Clubhouse 7.

6. Response to Member Comments

Chair Hopkins recommended the member present suggestions to the GRF Board.

7. Department Head Update

None.

8. Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*

- a. None.

9. Items for Discussion and Consideration

a. Review of Utilization Statistics from Recreation Department for Facilities Throughout Village

Ms. Giglio provided information on facility usage between 2015 and 2023 and answered questions from the committee. Discussion ensued regarding the possible effects of the pandemic on facility usage, how attendance is tracked at the various facilities, if Emeritus attendees could be separated out from Village attendees, and the value of these statistics in making future decisions about facility usage. Staff was directed to post the handout on the Laguna Woods Village website adjacent to the agenda packet for this meeting.

b. Review of Security, Landscape & Maintenance and Construction Department Future Space Needs

Mr. Gomez introduced the Director of Security, Erik Nuñez and the Director of Field Operations, Kurt Wiemann, who provided information on the number of work spaces needed for their departments. Mr. Gomez then provided information for the

Maintenance & Construction divisions which were displaced by the closure of Building E. Discussion ensued regarding the number of offices, parking spaces, technology, security, staff adjacencies, potential future staffing and shared-space requirements needed for each of these departments in the future.

c. Review March 3, 2022 GRF Board Space Planning Presentation for Community Center 3rd Floor

Director Carlson made a motion to strike this topic from the agenda. Hearing no second, the motion was denied.

Mr. Gomez reviewed a condensed version of a prior presentation on space planning for the Community Center as background for the committee and members. It was noted that the prior presentation omitted the Social Services Department and the Elm Room occupying a portion of the first floor and the Compliance Department occupying a portion of the third floor.

Discussion ensued regarding the correlation between the facility usage data provided and the physical space within the Community Center, assessment of the status of Building E, potential removal of Building E as an asset, and eventual disposal of Building E.

Staff was directed to bring results of prior assessments of Building E to a future committee meeting.

10. Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

11. Committee Member Comments

- Director Ginocchio commented on space utilization on the third floor of the Community Center.

12. Date of Next Meeting: Wednesday, January 31, 2024 at 1:30 p.m.

13. Adjournment: The meeting was adjourned at 4:02 p.m.



James Hopkins, Chair

James Hopkins, Chair
Manuel Gomez, Staff Officer
Telephone: 949-268-2380