



SECURITY, BUS AND TRAFFIC COMMITTEE MINUTES

August 9, 2017

The regular scheduled meeting of the Security, Bus and Traffic Committee was called to order by Chair McGuigan at 1:00 p.m. and was held on Wednesday, August 9, 2017, in the Administration Conference Room, followed by the Pledge of Allegiance led by Mr. B.J. Hawke.

ROLL CALL

Present:	Mr. S. McGuigan, Chair	Ms. I. Heinrichs
	Mrs. L. Perrotti, Vice Chair	Ms. R. Winkler
	Mr. T. Doderio	Mr. P. Moore
	Mr. P. Pratt	

Also	Mr. R. Ankeny, Executive Director
Present:	Ms. C. Miller, Director of Finance
	Ms. L. Stone, GRF President
	Mr. P. Bristow, Security Services Director
	Mr. B.J. Hawke, Security Manager
	Mr. G. Winford, Fleet Manager
	Ms. F. Quirin, Recording Secretary
	Mr. R. Stone, GRF Representative, Mutual One
	Ms. P. Snowden, GRF Representative, Mutual Two
	Mrs. J. Reed, GRF Representative, Mutual Four
	Mrs. C. Damoci, GRF Representative, Mutual Twelve
	Ten Shareholders/Foundation Members

There being no objections, Chair McGuigan declared the reading of the Quorum Notification be dispensed with by unanimous consent.

The Chair stated that in accordance with California Civil Code Section 4090, please be advised that a quorum of the GRF Board of Directors is present at today's posted meeting. The business of the **Security, Bus and Traffic Committee** will be conducted in accordance with the agenda. As a quorum of the Board is present, this meeting will be conducted as a committee meeting and a Board meeting. The agenda actions of the committee will be limited only to the members of the committee and will only constitute such actions in accordance with

stated committee policy and/or provide recommendations to the GRF Board of Directors at its regular Board meeting on the 4th Tuesday of the month. GRF Board members who are not committee members will be allowed to comment when recognized by the Chair and only during the proscribed Foundation member comment period, not to exceed three minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Committee meeting will be presented to the Board for approval following the approval of the Committee meeting minutes in September 2017.

CHAIR'S ANNOUNCEMENTS

The Chair welcomed Committee members, guests and staff, including GRF President Linda Stone; Executive Director Randy Ankeny; Director of Finance Carolyn Miller; Security Services Director Paul Bristow; Security Manager B.J. Hawke; and Fleet Manager Grant Winford. A request was made for all cell phones to be put on mute/vibrate.

PARKING ENFORCEMENT SPECIALISTS PRESENTATION

Traffic Enforcement Officers Breanna Beare and Duarte Nelson gave an in depth presentation explaining the procedures being utilized for the program from the moment a citation is issued to the downloading of photos taken and the inputting of data into Jenark to the Appeals process. All in attendance expressed appreciation for the presentation as well as the informative answers given to questions.

APPROVAL OF MINUTES

The minutes of the July 12, 2017, meeting were approved as presented.

SHAREHOLDER/MEMBER COMMENTS – Agenda Items Only

There were no Shareholder comments.

CORRESPONDENCE

A letter posing potential solutions to parking problems in Mutual One was partially read. More attention will be given to solving these issues in future meetings. Another letter, as well as photos taken of illegal parking in red zones, was considered. These violators will be cited when they are caught.

OLD BUSINESS

Carolyn Miller gave the 2018 Budget Report. The \$106,000 increase in salaries for Cost Center 37 is due to several more full time employees and benefits, as well as training for new employees. The Cost Center 38 Budget remains essentially the same.

Ms. Perrotti MOVED, Mr. Moore seconded the motion, and agreement was unanimous,

TO accept the proposed 2018 operating budgets for Cost Centers 37 and 38;
and, forward to the Finance Committee for review.

NEW BUSINESS

Golf Cart and LSV Rules 19XX-37

The Committee MOVED

TO send the policy to the Policy Rewrite Committee with an amendment
To add windshield wipers.

Urban Crossroads Study

After discussion, the Committee decided to wait six months (March) to look at access control before changing traffic control at the Main Gate.

Passes for Guests, Contractors, Caregivers, etc.

The Committee concurred to request Security staff bring proposed procedures, costs and a draft policy for extra parking passes to the next Committee meeting (September).

TRANSPORTATION WORK STUDY GROUP

Paul Pratt reported the group's first meeting was just yesterday, August 8th. They are looking into electric as well as autonomous (no driver) vehicles, and a combination of sizes. There are a lot of questions to be answered. More information will be forthcoming at the next Committee meeting in September. Mr. Pratt reiterated how important it is to reduce the fear of a lack of mobility in our aging community; and what a project well worth the effort this is.

POLICIES

Security, Bus & Traffic Committee Charter

The Chair requested the Committee review this policy for discussion at the September Committee meeting.

STAFF REPORTS

Security Service Director

The Security Services Director presented the June Security Report to the Committee.

Accomplishments so far have been the training of two traffic enforcement officers, regular Watch Commander meetings to cover subjects such as efforts to bring staffing levels up to acceptable for the Department to function optimally. Hiring and training continue to be a main focus until we are at full staffing levels.

Fleet Manager

The Fleet Manager provided the June Transportation and Mini-Bus Reports. He mentioned demographics have changed as fifty percent who come to learn about how to use the bus systems are new residents. Mr. Winford also presented a nice poem written by a Shareholder about our retiring access bus driver John Neal.

EXECUTIVE DIRECTOR

The Executive Director spoke on items pertaining to the community.

PRESIDENT'S COMMENTS

The President was impressed by the traffic enforcement presentation and requested a quarterly update. Statistics are important. The high incoming car count for the gates reflects the need to address parking problems

SHAREHOLDER COMMENTS

Two shareholder/members spoke on various items pertaining to the Committee's area of purview.

COMMITTEE MEMBERS COMMENTS

Five Committee members spoke on the proceedings and accomplishments of the committee.

CHAIR'S COMMENTS

Chair McGuigan thanked the Committee members, shareholders, and staff present for attending and participating in today's meeting.

ADJOURNMENT

Chair McGuigan adjourned the meeting at 3:20 p.m.



Stephen McGuigan, Chair
SECURITY, BUS AND TRAFFIC COMMITTEE
fq 08.11.17

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE
SECURITY, BUS AND TRAFFIC COMMITTEE MEETING**

ACTIONS

- There being no objections, Chair McGuigan declared the reading of the Quorum Notification be dispensed with by unanimous consent,
- The minutes of the July 12, 2017, were approved, as presented,
- Security Services Director and Security Manager will look at access control before changing traffic control at the Main Gate; and, will bring proposed procedures, costs, and a draft policy for extra parking passes to the September meeting.
- Committee members will review the Security, Bus & Traffic Committee Charter For discussion at the September meeting.

MOTIONS

- **TO** accept the proposed 2018 operating budgets for Cost Centers 37 and 38, and forward to the Finance Committee for review,
- **TO** send to the Policy Rewrite Committee the Golf Cart & LSV Rules with an amendment to add windshield wipers.