



SECURITY, BUS & TRAFFIC COMMITTEE MINUTES

March 9, 2016

The regular meeting of the Security, Bus & Traffic Committee was called to order by Chair McGuigan at 1:00 p.m. on Wednesday, March 9, 2016, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. S. McGuigan, Chair	Mrs. M. Wood, Vice Chair
	Mrs. M. Doderio	Mr. P. Moore
	Ms. M. Greer	Ms. R. Winkler, Ex-officio
	Mr. P. Pratt	

Absent: Mr. T. Bolton

Also Present:

- Mr. R. Ankeny, Executive Director
- Mr. J. Guerrero, Security Chief
- Mr. A. Cabrera, Deputy Chief
- Mr. G. Winford, Fleet Manager
- Mr. R. Stone, GRF Representative, Mutual One
- Ms. L. Stone, GRF Representative, Mutual Three
- Mrs. J. Reed, GRF Representative, Mutual Four
- Mr. P. Hood, GRF Representative, Mutual Five
- Mrs. C. Damoci, GRF Representative, Mutual Twelve
- Mr. B. Lukoff, GRF Representative, Mutual Fourteen
- Thirteen Shareholders

INTRODUCTION OF GUESTS AND STAFF

The Chair welcomed all in attendance and introduced staff.

QUORUM OF THE BOARD

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 Transportation 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 four minutes, as set forth in Policy 5610, Participation by Foundation Members. The minutes of today's Board meeting will be presented to the Board for approval following the approval of the committee meeting minutes in April.

By unanimous consent, the Chair declared the reading of the quorum notification to be dispensed with.

RULES OF ORDER

The Chair reviewed the meeting rules and asked that courtesy and respectfulness be acknowledged at all times. Please remember to turn off your cell phones.

CHAIR'S ANNOUNCEMENTS

The Chair announced at the March 7, 2016 Recreation Committee meeting, he gave the Recreation Committee \$500 from the SB&T Committee funds for the Memorial Day Show.

MINUTES

The regular meeting minutes of February 10, 2016 were approved as written.

SHAREHOLDER/MEMBER COMMENTS

Five Shareholder/Members commented on items pertaining to the agenda.

NEW BUSINESS

Replacement of Generator (Reserves) at the Main Gate

Quotes will be presented at the April meeting to replace the generator at the Main Gate.

Approve Two Paychex Time Clocks

Mr. Moore MOVED, seconded by Mrs. Greer and carried unanimously –

TO recommend the Finance Committee approve the funding of two Paychex Timeclocks not to exceed \$5,545.

Drug Enforcement Agency (DEA) – Drug Collection

Mrs. Greer MOVED, seconded by Mrs. Wood and carried unanimously –

TO recommend the GRF BOD approve and allow the collection on prescription drugs by the DEA and to have two Security Officers on-site. Management is to determine the location.

OLD BUSINESS

Enforcement of Red Curbs

The Security Chief provided an update on the enforcement of red curbs, which will start on March 24th. An article has been published in the newspaper and electronic boards are being used to alert the shareholders.

Parking and Traffic Sub-Committee Report / Policy 1926-37, Traffic and 1927-37, Parking

All Board Members were invited to sit at the table and the Chair stated he would be accepting comments only from those at the table.

The proposed policy 1926-37, Traffic was presented to the Committee.

After discussion, Mr. Pratt MOVED, seconded by Mrs. Wood and carried unanimously –

TO recommend the GRF BOD adopt Policy 1926-37, Traffic.

Mr. Moore presented the revised draft on parking.

After discussion, Mr. Moore MOVED, seconded by Mrs. Dodero and carried unanimously,

TO recommend the GRF BOD adopt Policy 1927-37, Parking as amended with a 30 day posting to the membership.

The Chair called for a break at 3:05 p.m. The meeting resumed at 3:25 p.m.

Transportation Sub-Committee with a Recommendation

Mr. Pratt gave a presentation on the proposed revised bus routes and will come back in April with the cost reports on these routes.

Purchase of a New Repeater for Channel Four – Update Only

The Security Chief gave an update on purchasing a new repeater for channel four. After discussion, the Security Chief will bring quotes to the April meeting.

REPORTS

Chief of Security

The Security Chief presented his report as attached.

Fleet Manager

The Fleet Manager presented his report as attached.

Executive Director

The Executive Director reported in response to concerns of GRF Security staff running stop signs on emergency responses, directive has been issued to the Security Staff. The Committee agreed with the directive to Staff.

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.



Steven McGuigan, Chair
SECURITY, BUS & TRAFFIC COMMITTEE
mmm: 03.18.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE SB&T COMMITTEE
MEETING ON MARCH 9, 2016.**

MOTIONS:

- By unanimous consent, the Chair declared the reading of the quorum notification to be dispensed with;
- **TO** recommend the Finance Committee approve the funding of two Paychex Timeclocks not to exceed \$5,545;
- **TO** recommend the GRF BOD approve and allow the collection on prescription drugs by the DEA and to have two Security Officers on-site. Management is to determine the location;
- **TO** recommend the GRF BOD adopt Policy 1926-37, Traffic;
- **TO** recommend the GRF BOD adopt Policy 1927-37, Parking as amended with a 30 day posting to the membership.

ACTION ITEMS

- The Chair announced at the March 7, 2016 Recreation Committee meeting, he gave the Recreation Committee \$500 from the SB&T Committee funds for the Memorial Day Show.
- The regular meeting minutes of February 10, 2016 were approved as written;
- Quotes will be presented at the April meeting to replace the generator at the Main Gate;
- The Security Chief gave an update on purchasing a new repeater for channel four. After discussion, the Security Chief will bring quotes to the April meeting;
- The Executive Director reported in response to concerns of GRF Security staff running stop signs on emergency responses, directive has been issued to the Security Staff. The Committee agreed with the directive to Staff.

Budget Variance Report - January 2016

Transportation - CC 38

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	528	Labor Hours Not Used YTD
6142000	Workers Compensation - Transp	1,058	Premiums are less than budgeted and credit received
6410000	Shop/Office Supplies	1,196	Budgeted Funds Used Less in January YTD
6472100	Equip Repair & Maint - Minibus	1,182	Repair Invoices for January YTD received at end of month
6483000	Heating Propane	(103)	Colder Weather than expected
6483105	Gasoline - Transportation	12,500	Gasoline not Purchased Monthly / January YTD

Total Explained Variances	<u><u>16,361</u></u>
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Budget Variance Report - January 2016 Security Department - CC 37

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
61000037	Salaries & Wages	569	Expanded staff coverage at Amphitheater Shows
621200037	Employee Exams	(955)	In process of hiring new employees
641002037	Equipment Expense	666	Equipment purchases in process
642010037	Electricity	52	Current electrical savings
647100037	Building Repair and Maintenance	314	Repair of women's restroom flooring, sink stoppage, lights
6482000	Dues, Memberships & Books	(115)	New staff registrations
695100037	Non-Budgeted Expense for Committee	87	Crosswalk Flags
Total Explained Variances		<u>618</u>	Dollars

01/14/2016
8:22 AM

1020 Golden Rain Foundation
Budget Comparison - GRF
12/31/2015

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P.O. Box 2069
Seal Beach CA 90740

Dec Actuals	Dec Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
104,321	101,483	(2,838)	6100000 37	Expenses - Security	1,201,822	1,198,970	(2,852)	1,198,970
17,337	12,279	(5,058)	6140000 37	Salaries & Wages - Security	120,488	112,386	(8,102)	112,386
1,531	1,531	0	6142000 37	Employment Taxes - Security	82,811	121,689	38,878	121,689
5,069	2,206	(2,863)	6143000 37	Workers' Compensation - Security	32,298	26,470	(5,828)	26,470
86	58	(28)	6143300 37	Group Insurance - Medical - Security	740	690	(50)	690
54	35	(19)	6143500 37	Group Insurance - Dental - Security	469	420	(49)	420
926	1,130	204	6144000 37	Group Insurance - Vision - Security	14,804	13,346	(1,458)	13,346
129	109	(20)	6145000 37	401(k) Match - Security	1,449	1,305	(144)	1,305
105	127	22	6146000 37	Group Insurance - Life - Security	1,099	1,522	423	1,522
0	100	100	6211000 37	Long Term Disability Insurance - Security	356	1,200	844	1,200
1,250	885	(365)	6212000 37	Continuing Education - Security	8,515	10,625	2,110	10,625
0	10	10	6214000 37	Employee Exams - Security	0	120	120	120
0	33	33	6215000 37	Meals & Special Events - Security	115	400	285	400
946	721	(225)	6217000 37	Mileage - Security	8,721	8,649	(72)	8,649
1,447	1,042	(405)	6410000 37	Uniforms & Laundry - Security	11,858	12,500	642	12,500
31	83	52	6410005 37	Office Supplies - Security	601	1,000	399	1,000
230	250	20	6410010 37	Building Supplies - Security	3,113	3,000	(113)	3,000
84	0	(84)	6410015 37	Hospitality - Security	2,243	500	(1,743)	500
3,878	1,500	(2,378)	6410020 37	Computer Supplies - Security	13,560	18,000	4,440	18,000
546	83	(463)	6410030 37	Equipment Expense - Security	801	1,000	199	1,000
788	1,458	670	6420100 37	Printer / Copier Supplies - Security	12,795	17,500	4,705	17,500
320	198	(122)	6422000 37	Electricity - Security	3,091	2,375	(716)	2,375
80	80	0	6425100 37	Telephone - Security	760	965	205	965
120	121	1	6444000 37	Natural Gas - Security	1,446	1,450	4	1,450
110	167	57	6471000 37	Equipment Rental - Security	3,269	2,000	(1,269)	2,000
2,400	500	(1,900)	6472000 37	Building Repair & Maintenance - Security	5,991	6,000	9	6,000
329	504	175	6478000 37	Equipment Repair & Maintenance - Security	4,221	6,050	1,829	6,050
0	500	500	6482000 37	Service Contracts - Security	996	6,000	5,004	6,000
0	150	150	6483000 37	Dues, Memberships & Books - Security	0	500	500	500
610	0	(610)	6491000 37	Propane - Security	790	0	(790)	0
0	83	83	6951000 37	Miscellaneous Writeoffs - Security	1,927	1,000	(927)	1,000
				Non-Budgeted Exp for Committee - Security				
142,728	127,426	(15,302)		Total Expenses	1,541,150	1,577,632	36,482	1,577,632
130,948	130,956	(8)	5330000 37	Income / Refund from Mutuals - Security	1,577,586	1,577,633	(47)	1,577,633
130,948	130,956	(8)		Total Cost Recovery	1,577,586	1,577,633	(47)	1,577,633
				Off Budget Items				
(11,780)	3,530	(15,310)		Net Income / (Expense)	36,436	1	36,435	1

Budget Variance Report - January 2016

Transportation - CC 38

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	528	Labor Hours Not Used YTD
6142000	Workers Compensation - Transp	1,058	Premiums are less than budgeted and credit received
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6483105	Gasoline - Transportation	12,500	Gasoline not Purchased Monthly / January YTD

Total Explained Variances	16,361
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Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance
Expenses - Transportation				
6100000 38	Salaries & Wages - Transportation	35,056	35,584	528
6140000 38	Employment Taxes - Transportation	3,986	4,019	33
6142000 38	Workers' Compensation - Transportation	3,407	4,465	1,058
6143000 38	Group Insurance - Medical - Transportati	2,765	2,972	207
6143300 38	Group Insurance - Dental - Transportatio	69	58	(11)
6143500 38	Group Insurance - Vision - Transportatio	37	37	0
6144000 38	401(k) Match - Transportation	717	546	(171)
6145000 38	Group Insurance - Life - Transportation	79	88	9
6146000 38	Long Term Disability Insurance - Transpo	72	103	31
6211000 38	Continuing Education - Transportation	0	0	0
6212000 38	Employee Exams - Transportation	125	250	125
6214000 38	Meals & Special Events - Transportation	0	10	10
6215000 38	Mileage - Transportation	0	10	10
6217000 38	Uniforms & Laundry - Transportation	431	617	186
6410000 38	Office Supplies - Transportation	331	1,527	1,196
6410005 38	Building Supplies - Transportation	0	57	57
6410010 38	Hospitality - Transportation	0	10	10
6410015 38	Computer Supplies - Transportation	0	10	10
6410022 38	Tool Expense - Transportation	0	250	250
6410030 38	Printer / Copier Supplies - Transportati	0	10	10
6472000 38	Equipment Repair & Maintenance - Transpo	607	502	(105)
6472100 38	Equipment Repair & Maint - Minibus - Tra	18	1,200	1,182
6478000 38	Service Contracts - Transportation	0	0	0
6482000 38	Dues, Memberships & Books - Transportati	0	10	10
6483000 38	Propane - Transportation	253	150	(103)
6483100 38	Propane - Minibus - Transportation	1,355	2,000	645
6483105 38	Gasoline - Transportation	0	12,500	12,500
6484000 38	Permits & Licenses - Transportation	0	0	0
	Total Expenses	49,308	66,985	17,677
5330000 38	Income / Refund from Mutuals - Transport	57,772	57,770	2
	Total Cost Recovery	57,772	57,770	2
Off Budget Items				
	Net Income / (Expense)	8,464	(9,215)	17,679

For Cost Center 38 there is a total positive variance of \$17,679 through the month of January 2016 The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
38	6100000	Salaries and Wages	528	Labor hours not used YTD
38	6142000	Workers Compensation-Transportation	1,058	Premiums are less than budgeted and credit received
38	6410000	Office (Shop) Supplies	1,196	Less than budgeted
38	6472100	Equipment Repair & Maintenance Bus	1,182	Too be billed in February
38	6483100	Propane- Minibus-Transportation	645	Cost of propane less than expected
38	6483105	Gasoline-Transportation	12,500	Gasoline not purchased in January
		Total Explained Variances	17,109	