



SECURITY, BUS & TRAFFIC COMMITTEE MINUTES

April 13, 2016

The regular meeting of the Security, Bus & Traffic Committee was called to order by Chair McGuigan at 1:00 p.m. on Wednesday, April 13, 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. Dodero	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
- Mrs. M. McAuley, Recording Secretary
- Mr. G. Winford, Fleet Manager
- Ms. S. Massa-Lavitt, Mayor of Seal Beach
- 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
- Mr. B. Lukoff, GRF Representative, Mutual Fourteen
- Nine 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 May.

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.

MINUTES

The regular meeting minutes of March 9, 2016 were approved as written.

SHAREHOLDER/MEMBER COMMENTS

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

CORRESPONDENCE

The Committee members and Staff reviewed and discussed two pieces of correspondence received.

NEW BUSINESS

Replacement of Generator (Reserves) at the Main Gate

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

TO approve the purchase and installation of a replacement generator from Northern Tools and California Generator at a cost not exceed \$6,000 dollars and submit a request for funding from the Reserve Account to the Finance Committee.

Proposed Bus Route

Mr. Pratt and the Fleet Manger provided a presentation on a proposed bus route.

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

TO recommend the GRF BOD approve the modifications (phase one) to the Golden Rain Foundation Minibus services, effective July 1, 2016.

Air Conditioning For Buses

Mr. Moore MOVED, seconded by Mr. Pratt and carried unanimously –

TO recommended the Finance Committee approve the funding and installation of transit A/C systems for five (5) Minibuses from PROAIR, LLC and the purchase and installation of window tinting on all Minibuses, for an amount not to exceed \$30,000.00, from Capital funds and then forward to GRF BOD for approval.

Recommendation to Physical Property Committee – Bus Bench

It was the consensus of the Committee to have the Executive Director forward this request to the Mutual Two Board.

Bus Service Expansion

Request was received for the bus route to Denny's to go by the shops that face Hampton Inn.

After discussion, the Committee concurred to test this on a request basis and provide an update at the next meeting

OLD BUSINESS

Purchase of a New Repeater for Channel Four

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

TO approve the purchase and installation of a repeater for Channel Four from Bearcom Wireless at a cost not exceed \$5,000 dollars to match equipment currently used by the Foundation.

Policy 1927-37, Parking

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

TO recommend the GRF BOD adopt Policy 1927-37, Parking as stated in the March 9, 2016 SB&T Committee minutes.

REPORTS

Chief of Security

The Security Chief presented his report as attached. He also provided a summary on the monthly Security Report.

The Security Chief provided a brief overview of the Leisure World Pharmacy theft.

Fleet Manager

The Fleet Manager presented his report as attached.

Executive Director

The Executive Director reported 3 counterfeit passes had been confiscated.

PRESIDENT'S REPORT

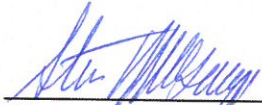
The President spoke on the Seal Beach Police Department (SBPD) patrolling in the Community.

COMMITTEE MEMBER COMMENTS

Committee members comment on SBPD patrolling in the Community and the proceedings of the meeting.

ADJOURNMENT

The meeting was adjourned at 3:21 p.m.



Steven McGuigan, Chair
SECURITY, BUS & TRAFFIC COMMITTEE
mmm: 05.6.16

**RECAP OF MOTIONS AND ACTIONS TAKEN AT THE SB&T COMMITTEE
MEETING ON APRIL 13, 2016.**

MOTIONS:

- By unanimous consent, the Chair declared the reading of the quorum notification to be dispensed with;
- The regular meeting minutes of March 9, 2016 were approved as written;
- **TO** approve the purchase and installation of a replacement generator from Northern Tools and California Generator at a cost not exceed \$6,000 dollars and submit a request for funding from the Reserve Account to the Finance Committee;
- **TO** recommend the GRF BOD approve the modifications (phase one) to the Golden Rain Foundation Minibus services, effective July 1, 2016;
- **TO** recommended the Finance Committee approve the funding and installation of transit A/C systems for five (5) Minibuses from PROAIR, LLC and the purchase and installation of window tinting on all Minibuses, for an amount not to exceed \$30,000.00, from Capital funds and then forward to GRF BOD for approval;
- **TO** approve the purchase and installation of a repeater for Channel Four from Bearcom Wireless at a cost not exceed \$5,000 dollars to match equipment currently used by the Foundation;
- **TO** recommend the GRF BOD adopt Policy 1927-37, Parking as stated in the March 9, 2016 SB&T Committee minutes.

ACTION ITEMS

- Recommendation to Physical Property Committee – Bus Bench – It was the consensus of the Committee to have the Executive Director forward this request to the Mutual Two Board;
- Bus Service Expansion – Request was received for the bus route to Denny's to go by the shops that face Hampton Inn. After discussion, the Committee concurred to test this on a request basis and provide an update at the next meeting.

Budget Variance Report - March 2016 **Security Department - CC 37**

<u>GL Code</u>	<u>Account Description</u>	<u>Variance</u>	<u>Explanation</u>
6100000	Salaries & Wages	1,673	Conservative use of overtime
6142000	Workers Compensation	17,261	Annual budget being greater than the actual premiums for the year plus a refund from 2015
6143000	Group Insurance - Medical	(2,665)	Managed by H.R. Department
6144000	401K Match	1,456	Reduced enrollment
6410000	Office Supplies	1,579	Conservation efforts to reduce usage
6410020	Equipment Expense	3,324	Conservation efforts to reduce usage
6472000	Equipment Repair and Maintenance	(1,152)	Repairs to patrol unit 655

Total Explained Variances	<u>21,476</u> Dollars
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04/06/2016
4:39 PM

1020 Golden Ram Foundation
Budget Comparison - GRF
03/31/2016

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P.O. Box 2069
Seal Beach CA 90740

Mar Actuals	Mar Budget	Budget Variance	Acct #	Description	Y-T-D Actual	Y-T-D Budget	Budget Variance	Annual Budget
102,035	106,244	4,209	6100000 37	Expenses - Security	300,459	302,132	1,673	1,219,318
11,058	11,343	285	6140000 37	Salaries & Wages - Security	33,814	33,673	(141)	115,217
10,084	13,217	3,133	6142000 37	Employment Taxes - Security	22,390	39,651	17,261	123,100
3,857	2,972	(885)	6143000 37	Workers' Compensation - Security	11,571	8,916	(2,655)	35,664
74	46	(28)	6143300 37	Group Insurance - Medical - Security	235	138	(97)	552
46	37	(9)	6143500 37	Group Insurance - Dental - Security	145	111	(35)	444
1,020	1,516	496	6144000 37	Group Insurance - Vision - Security	2,856	4,312	1,456	17,405
113	101	(12)	6145000 37	401(k) Match - Security	356	303	(53)	1,212
93	117	24	6146000 37	Group Insurance - Life - Security	292	351	59	1,404
0	160	160	6211000 37	Long Term Disability Insurance - Security	150	480	330	1,900
375	750	375	6212000 37	Continuing Education - Security	1,230	2,125	895	8,375
0	10	10	6214000 37	Employee Exams - Security	0	30	30	120
0	33	33	6215000 37	Meals & Special Events - Security	16	103	87	400
839	721	(118)	6217000 37	Mileage - Security	2,208	2,160	(48)	8,649
539	1,042	503	6410000 37	Uniforms & Laundry - Security	1,543	3,122	1,579	12,500
49	83	34	6410005 37	Office Supplies - Security	126	253	127	1,000
383	250	(133)	6410010 37	Building Supplies - Security	1,102	750	(352)	3,000
30	0	(30)	6410015 37	Hospitality - Security	363	200	(163)	500
322	1,500	1,178	6410020 37	Computer Supplies - Security	1,176	4,500	3,324	18,000
452	83	(369)	6410030 37	Equipment Expense - Security	1,178	253	(925)	1,000
915	1,061	146	6420100 37	Printer / Copier Supplies - Security	2,512	3,058	546	13,508
476	534	58	6422000 37	Electricity - Security	1,289	1,602	313	6,410
81	47	(34)	6425100 37	Telephone - Security	555	194	(361)	817
120	121	1	6444000 37	Natural Gas - Security	361	361	0	1,450
428	63	(365)	6471000 37	Equipment Rental - Security	208	188	(20)	750
1,703	400	(1,303)	6472000 37	Building Repair & Maintenance - Security	2,352	1,200	(1,152)	5,000
55	35	(20)	6477210 37	Equipment Repair & Maintenance - Security	125	105	(20)	420
245	165	(80)	6478000 37	Pest Control - Security	572	495	(77)	1,975
525	500	(25)	6482000 37	Service Contracts - Security	1,750	1,500	(250)	6,000
0	0	0	6483000 37	Dues, Memberships & Books - Security	0	250	250	500
0	83	83	6951000 37	Propane - Security	0	253	253	1,000
				Non-Budgeted Exp for Committee - Security	0			
135,920	143,234	7,314		Total Expenses	390,934	412,769	21,835	1,607,590
133,966	133,966	0	5330000 37	Income / Refund from Mutuals - Security	401,898	401,896	2	1,607,590
133,966	133,966	0		Total Cost Recovery	401,898	401,896	2	1,607,590
				Off Budget Items				
(1,954)	(9,268)	7,314		Net Income / (Expense)	10,964	(10,873)	21,837	0

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	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	68,024	67,725	(299)
6140000 38	Employment Taxes - Transportation	7,227	7,302	75
6142000 38	Workers' Compensation - Transportation	4,158	8,930	4,772
6143000 38	Group Insurance - Medical - Transportati	5,530	5,944	414
6143300 38	Group Insurance - Dental - Transportatio	138	116	(22)
6143500 38	Group Insurance - Vision - Transportatio	73	74	1
6144000 38	401(k) Match - Transportation	1,423	1,039	(384)
6145000 38	Group Insurance - Life - Transportation	158	176	18
6146000 38	Long Term Disability Insurance - Transpo	144	206	62
6211000 38	Continuing Education - Transportation	0	0	0
6212000 38	Employee Exams - Transportation	750	500	(250)
6214000 38	Meals & Special Events - Transportation	0	20	20
6215000 38	Mileage - Transportation	0	20	20
6217000 38	Uniforms & Laundry - Transportation	1,267	1,234	(33)
6410000 38	Office Supplies - Transportation	606	2,054	1,448
6410005 38	Building Supplies - Transportation	0	114	114
6410010 38	Hospitality - Transportation	7	20	13
6410015 38	Computer Supplies - Transportation	0	20	20
6410022 38	Tool Expense - Transportation	477	250	(227)
6410030 38	Printer / Copier Supplies - Transportati	0	20	20
6472000 38	Equipment Repair & Maintenance - Transpo	254	1,004	750
6472100 38	Equipment Repair & Maint - Minibus - Tra	2,029	2,400	371
6478000 38	Service Contracts - Transportation	291	300	9
6482000 38	Dues, Memberships & Books - Transportati	0	20	20
6483000 38	Propane - Transportation	585	300	(285)
6483100 38	Propane - Minibus - Transportation	3,341	4,000	659
6483105 38	Gasoline - Transportation	0	12,500	12,500
6484000 38	Permits & Licenses - Transportation	0	0	0
	Total Expenses	96,483	116,288	19,805
5330000 38	Income / Refund from Mutuals - Transport	115,544	115,542	2
	Total Cost Recovery	115,544	115,542	2
	Off Budget Items			
	Net Income / (Expense)	19,061	(746)	19,807

Budget Variance Report - February 2016
Security Bus & Traffic - CC ## 38

For Cost Center 38 there is a total positive variance of \$19,807 through the month of February 2016. The major variance is due to the following:

CC	GL Code	Account Description	Variance	Explanation
38	6142000	Workers Compensation-Transportation	8,930	Premiums are less than budgeted and credit received
38	6410000	Office (Shop) Supplies	1,448	Less than budgeted
38	6483105	Gasoline-Transportation	12,500	Gasoline not purchased in Jan. or Feb.
		Total Explained Variances	22,878	

MEMORANDUM

TO: MARK WEAVER, COMMUNITY FACILITY DIRECTOR
FROM: GRANT WINFORD, FLEET MANAGER
SUBJECT: MINIBUS MONTHLY REPORT MARCH 2016
DATE: 4/6/16
CC: FARA QUIRIN

MARCH 2016

TOTAL PASSENGERS: 4630 (5850) INC. ACCESS & T.J.'s

DAILY AVERAGE MON-FRI: 172

2015 YEAR TO DATE: 13146 (15655) INC. ACCESS & T.J.'s

PASSENGER TOTALS BY ROUTES FOR THE MONTH

<u>AM-BUS</u>	<u>A-BUS</u>	<u>B-BUS</u>	<u>C-BUS</u>	<u>D-BUS</u>	<u>PM-BUS</u>
112	856	1103	919	1148	492

PASSENGER AVERAGE PER WEEKDAY BY ROUTE

<u>AM-BUS</u>	<u>A-BUS</u>	<u>B-BUS</u>	<u>C-BUS</u>	<u>D-BUS</u>	<u>PM-BUS</u>
5	37	48	40	35	7

THE ACCESS W/C BUS MADE 509 ONE WAY TRIPS FOR A DAILY AVERAGE OF 18 TRIPS PER DAY. THE ACCESS BUS PICKED UP 692 PASSENGERS IN THE MONTH OF MARCH.

THE WEDNESDAY BUS TO TRADER JOE'S PROVIDED RIDES FOR 200 PASSENGERS ON 5 WEDNESDAYS IN THE MONTH OF MARCH.