

## **SECURITY, BUS & TRAFFIC COMMITTEE MINUTES**

### **October 8, 2014**

The regular meeting of the Security, Bus & Traffic Committee was called to order by Chair McGuigan at 1:03 p.m. on Monday, October 8, 2014, in the Administration Conference Room, followed by the Pledge of Allegiance.

#### **ROLL CALL**

Present:	Mr. S. McGuigan, Chair	Mr. B. Lukoff
	Mr. T. Bolton	Ms. K. Rapp
	Mr. P. Hood	Mrs. M. Wood
	Mr. L. Krieger	Ms. R. Winkler, Ex-Officio

Also	Mr. R. Ankeny, Executive Director
Present:	Mr. J. Guerrero, Security Chief
	Mr. M. Weaver, Community Facilities Manager
	Mr. G. Winford, Auto Shop/Bus Supervisor
	Ms. P. Snowden, GRF Representative, Mutual Two
	Ms. L. Stone, GRF Representative, Mutual Three
	Mrs. C. Damoci, GRF Representative, Mutual Twelve
	Three Foundation Members

#### **CHAIR'S ANNOUNCEMENTS**

The Chair welcomed the Committee members, guests and staff, and requested that members and shareholders follow decorum.

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 & 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 4<sup>th</sup> 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 November.

#### **MINUTES**

The regular meeting minutes of September 9, 2014, were approved by MOTION of Mrs. Wood, seconded by Mr. Hood, and carried unanimously to approve the minutes.

## **UNFINISHED BUSINESS**

### **Update on Policy 1920.1, Enforcement**

The Committee Chair reviewed the work done at the special meeting on Monday, October 6, 2014. The Committee continued with the development of the policy. There was discussion regarding decals, traffic enforcement, driver's license requirements, vehicle, scooter and electric car driving requirements, violation notification, and the removal of vehicles (towing) that are not in compliance. The final version of the policy will be forwarded to the Foundation's legal team for review.

After discussion, Ms. Rapp MOVED, seconded by Mr. Lukoff, and passed unanimously –

TO request the GRF Board adopt Policy 1920.1, Traffic Rules and Regulations – Enforcement, to establish the enforcement procedures for violation of Policy 1920, Traffic Rules and Regulations.

## **NEW BUSINESS**

### **Parking Enforcement and Towing on Golden Rain Road**

Security Chief stated that signs and curb markings for fire lanes need to be readily recognized so that the fire lane is unobstructed and available for emergency vehicles use at all times. Parking continues to be a concern on Golden Rain Road, and citations are issued. The access by emergency vehicles is a high priority.

In order to enforce fire lane restrictions by towing as permitted by code the signage has to be updated. The current signage on Golden Rain Road will need to be modified to comply with the Orange County Fire Authorities code B-09. The red curb markings are clearly delineated and meet the code requirements.

The committee discussed towing of vehicles and towing contracts, towing costs, educational articles in the LW News regarding fire lane restrictions, signage requirements, and an implementation plan if approved.

After discussion, Mr. Hood MOVED, seconded by Ms. Rapp and passed unanimously –

TO request the GRF Board approve fire lane parking restriction enforcement and towing on Golden Rain Road.

## **REPORTS**

### **Security Chief**

Security Chief presented the September Monthly Report; the Budget Variance Report for Cost Center 37; and the Action Report. The Security Chief's detailed Action Report is

attached at the end of the minutes.

There was a significant fire from a pan cooking on a stovetop in Mutual Three on October 7, 2014. OCFA responded, and Security assisted in evacuating the building, and with traffic control. There was significant damage to one apartment, as well as a restricted use posted by the Seal Beach Inspector at another apartment due to emergency egress. All other apartments were deemed safe by the OCFA. One Shareholder is staying with a family member, and one is staying at the Ayres Hotel.

The Committee Chair requested that entry gate programs, which could enable entry gate passes printed at the Main Gate and enforcement tools for ticketing, should be examined as traffic enforcement moves forward. There are a variety of programs and tools that have been explored in the past, and can be presented to the Committee. Security Chief Guerrero will bring Access Pass program information to the next meeting.

#### Auto Shop/Bus Supervisor

The Auto Shop/Bus Supervisor presented the September 2014 Minibus Monthly Reports, September 2014 Access Bus Reports, and Minibus Ridership Reports. Total passengers were 4666 for September on the Minibuses, and 5406 including the Access Bus. 2014 year-to-date ridership for the Minibuses is 41,980, and 47,890 including the Access Bus.

He reported that sixteen people attended the bus education class, and he is taking reservations for the next new move-in bus orientation in October.

#### Community Facilities Manager

The Community Facilities Manager presented the Budget Variance Report for Cost Center 37, and the Action Report. The lighted pavement crosswalk requests for proposal (RFP) were sent out, and six bids were submitted, and will be presented to the Physical Properties Committee.

The Community Facilities Manager's detailed Action Report is attached at the end of the minutes.

#### Executive Director

The Executive Director stated that he has met with the SBPD regarding traffic enforcement by the SBPD. A step that would need to be taken would be a study by a traffic engineer to insure the community meets state requirements and regulations for roadways. Traffic law enforcement by the SBPD would be unilateral, so signage would need to be brought to DOT Highway standards, and all Foundation vehicles would have to be in compliance. Discussion was held regarding DOT Highway Standards, and the potential cost to bring signage to compliance.

Mr. Lukoff moved, and Mr. Krieger seconded

TO forward a recommendation to draft a RFP pricing for DOT Signage Standards.

The motion failed with three No votes, two Yes votes (Lukoff, Krieger), and one abstained.

### **GRF President Comments**

The President stated she was pleased that Policy 1920.1, Enforcement, and the fire lane parking restriction enforcement recommendations are going to the GRF Board. She added a push on penalties and unlicensed drivers could be addressed at a later date.

### **Committee Member/Foundation Member Comments**

Committee members commented on the productive meetings, good ideas and discussion, thanked the members for their hard work and focus on drafting Policy 1920.1, Enforcement, and the need to approach the President's Council with respect for sign on for the policy.

### **Chair's Comments**

The Chair thanked the Committee, the Board Members and the Shareholders for their hard work, focus, and time commitment for the development Policy 1920.1, Enforcement. He is looking forward to sending the policy to the legal counsel for the Foundation, and to the GRF Board for approval on October 28, 2014. The next Security, Bus and Transportation Committee Meeting will be on Wednesday, November 12, 2014 in the Administration Conference Room at 1:00 p.m.

### **ADJOURNMENT**

The meeting was adjourned at 2:53 p.m.



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Steven McGuigan, Chair  
SECURITY, BUS & TRAFFIC COMMITTEE  
SM/tf: 10/30/14

### **MOTIONS RECAP**

Request GRF Board adopt Policy 1920.1, Traffic Rules and Regulations – Enforcement, to establish the enforcement procedures for violation of Policy 1920, Traffic Rules and Regulation.

Request the GRF Board approve fire lane parking restriction enforcement and towing on Golden Rain Road.

A motion to forward a recommendation to draft a RFP pricing for DOT Signage Standards failed to pass.

### **ACTION ITEMS**

A policy proposal for use of portable cameras by Security Officers, and the use and storage of the video will be presented to the Committee.

Staff will bring Access Pass program information to the next meeting.

## SECURITY DEPARTMENT ACTION REPORT

October 8, 2014

### 1. LICENSE PLATE RECOGNITION CAMERA SYSTEM

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Purchase approved by the Security, Bus, and Traffic Committee on February 6, 2014.
- March 14, 2014 (Special Meeting) the GRF Board voted to approve the purchase.
- System purchased in March, received in late due April.
- Installation order submitted to Service Maintenance on April 25, 2014.
- Requirement of additional license purchase submitted to Committee for consideration on July 9<sup>th</sup>, 2014. Committee approved purchase.
- Additional license received and the IT Department is working on implementation of software and cameras.

### 2. SECURITY VEHICLE REPLACEMENT

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Presented to the Security, Bus, and Traffic Committee on January 2, 2014. Received approval to recommend project to the GRF Board.
- On January 28<sup>th</sup>, the GRF Board voted to approve the purchase.
- Vehicles received in May and deployed out in the field.
- Graphics installed on vehicles. New light bars currently being installed.
- Final vehicle completed and deployed in service.

### 3. SECURITY BODY-WORN CAMERAS

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Cameras purchased.
- Cameras tested out in the field.
- Policy being developed for review by Committee.

### 4. SECURITY DEPARTMENT WEBSITE

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Access to website development page provided by the IT Department.
- Staff obtaining content information for website directories.
- Staff obtaining photos for web content.



## 1. LIGHTED PAVEMENT CROSSWALK AT SWIMMING POOL ON ST. ANDREWS DRIVE

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- At the 11/7/2013 Security, Bus & Traffic Committee meeting the Committee sent a request to the Physical Property Committee to send out Request for Proposals for a lighted pavement crosswalk system
- Specifications for the Request for Proposal are complete
- Bidders conference is 2/14/14 and bids are due back 3/3/14
- Bids will be opened at March PPC meeting
- One bid opened at the PP Committee Meeting members asked staff to review the manufacture and check with Hawaiian Gardens as to what contractor they used
- Recommendation from staff to go with LaneLight in pavement LED System with a 5 year warranty was suggested
- Action by the Physical Property Committee to have staff work with a traffic engineer and provide a cost for a plan to send out an RFP to include saw cutting and installing a concrete crosswalk with the Lane Light Crosswalk System
- Action by the PPC at its May meeting requesting the services of Anderson Penna design plans to go out to bid with a concrete crosswalk
- PPC asked staff to secure 2 additional quotes from engineering plans to install a concrete crosswalk with the Lighted Crosswalk System
- Contract has been executed with JLS Engineering for a cost not to exceed \$2,000, to prepare construction documents to go out to bid for the lighted crosswalk system
- Received Construction documents RFP in process
- Task to be included in the 2014 Paving Project
- RFP sent out. Bidders Conference is on 9/18 and bids are due 10/7

## 2. AUTOMATIC GATE AT MAIN GATE EXIT

Committee Review	Committee Approval	Board Approval	25%	50%	75%	95%	Final Review	Completed

- Action by the SBT Committee to have Physical Property Department send out RFP was made
- Physical Property Department developed RFP
- Physical Property Department received 3 bids

- Contract executed on 1/21/14
- Gate will be installed after Perimeter Wall is complete.
- Physical Property Staff working with the contractor to set equipment for the gate
- The contract was signed with the understanding the system would comply with ADA standards and does not. Alternate options are being researched at this time.