

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

### **August 13, 2014**

The regular meeting of the Security, Bus & Traffic Committee was called to order by Chair McGuigan at 1:00 p.m. on Wednesday, August 13, 2014, in the Administration Conference Room, followed by the Pledge of Allegiance.

#### **ROLL CALL**

Present:	Mr. S. McGuigan, Chair Mr. L. Krieger Mr. B. Lukoff Ms. K. Rapp	Mrs. M. Wood Ms. R. Winkler, Ex-Officio
Absent:	Mr. T. Bolton Mr. P. Hood	
Also Present:	Mr. R. Ankeny, Executive Director Mr. J. Guerrero, Security Chief Mr. G. Winford, Auto Shop/Bus Supervisor Mr. J. DeMarco, GRF Representative, Mutual Two (arrived at 1:07 p.m.) Ms. Paula Snowden, GRF Representative, Mutual Two Ms. L. Stone, GRF Representative, Mutual Three Mrs. C. Damoci, GRF Representative, Mutual Twelve Mr. P. Moore, GRF Representative, Mutual Seventeen Ms. Carolyn Miller, Controller (left at 1:58 p.m.) Six 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 September.

## **MINUTES**

The regular meeting minutes of July 9, 2014, were approved by MOTION of Ms. Rapp, seconded by Mrs. Wood and carried with one abstention (Lukoff).

## **CORRESPONDENCE**

An e-mail was received from a shareholder requesting that the "slow down" signs, removed from the middle of the crosswalk at the intersection of Del Monte Drive and Sunningdale Road during the water valve issue, be put back in the crosswalk. The committee discussed traffic and pedestrian safety, and referred the request to Physical Properties for investigation.

## **UNFINISHED BUSINESS**

### Update on Policy 1920.1, Enforcement

Vice Chair Rapp reported that after receiving feedback from the Mutuals, the President's Council, and shareholders on the proposed changes to Policy 1920.1, Enforcement, a Sub-Committee has been formed to rewrite Policy 1920.1, Enforcement. The members of the Sub-Committee are Steve McGuigan, Kathy Rapp, Phil Hood, Esther Cummings and Jaime Guerrero. The Committee is meeting two times in August, and will then send the revised Policy 1920.1, Enforcement to the attorney for legal review.

The committee discussed driver's license requirements for shareholders, contractors and caregivers, liability, and driving in the community without a valid driver's license.

### Trespassing – Private Citizens Arrest

The Security Chief reported that the Foundation's Attorney reviewed the issue regarding unauthorized persons found in the community. Currently, Security staff would have to sign a "Private Persons Arrest Form" in order for police officers to make a formal arrest for trespassing. The Foundation's Attorney recommended that Security staff not be allowed to make a "Private Citizens Arrest." Security will continue to contact the Seal Beach Police Department to investigate the person, and to escort them out of the community.

### 2015 Budget Review

The Security Chief and Controller reviewed the proposed 2015 Budget for Cost Center 37 and capital request. Staff answered questions regarding uniform costs, physical requirements, membership dues and fees, licensing, equipment expenditures, education and training costs, additional training and videotaping capabilities for traffic enforcement, radar trailers, additional Paychex kiosks at the North and St. Andrews Gates, evacuation chairs, replacement blinds and carpet at the Main Gate, Security camera system monitors, and Security cameras for patrol vehicles.

The Auto Shop/Bus Supervisor and Controller reviewed the proposed 2015 Budget for Cost

Center 38 and capital request. Staff answered questions regarding propane and gasoline usage, dash cam sets and videotaping capabilities, workstation storage system replacement, stop arm manual deployment, and backup warning alarms.

The Controller was excused at 1:58 p.m.

## **NEW BUSINESS**

### **Portable Security Cameras**

The Security Chief demonstrated and passed around MUVI portable security cameras that can be worn or mounted in a patrol vehicle. He shared a video sample with the committee. The camera will record contact information with drivers. Security is currently testing the equipment with patrol officers.

### **2015 Contracts Review**

The Security Chief reported the Security currently shares the contracts for Fenn Pest Control and the Konica printer with the Accounting Department.

## **REPORTS**

### **Security Chief**

The Security Chief presented the June 2014 Budget Variance Report, the June 2014 Budget Comparison, the Security Department Action Report, and the July 2014 Security Department Monthly Report.

The Security Chief reported that today a contractor set up a work area in the fire lane in Mutual 17. Security is going to work with Physical Properties to insure that contractors are not allowed to work in fire lanes.

The Security Chief stated there has been a significant increase in coyote sightings in the last two weeks. The Executive Director reported that this issue needs to be reviewed again. Physical Properties has done a review of the perimeter walls to repair any holes or areas that may give access to coyotes, the flood control has gotten a coyote gate, Security is monitoring and mapping coyote sightings, and education articles in the newspaper will continue.

The Security Chief reported an increase in bicycle thefts in the community. Security is working with the Seal Beach Police Department regarding these thefts. Security continues to receive positive feedback regarding the new patrol vehicles.

### **Auto Shop/Bus Supervisor**

The Auto Shop/Bus Supervisor presented the June and July 2014 Minibus Monthly Reports,

June and July 2014 Access Bus Reports, and Minibus Ridership Reports. Total passengers were 4729 for June and 5227 for July on the Minibuses, and 5299 for June and 5797 for July including the Access Bus. 2014 year-to-date ridership for the Minibuses is 32,170, and 36,337 including the Access Bus.

The Auto Shop/Bus Supervisor reported 118 riders, a new record, used the bus service to the Debbie Reynold's performance at the Ampitheater on August 8, 2014. Four Minibuses were used, with two access enabled, to meet the need for bus service. Bus service will continue throughout the summer for both Thursday and Saturday performances.

The new Access Bus is currently being driven from Indiana to Arizona, with anticipated delivery to Riverside, California mid-August. Graphics will need to be added to the bus to reflect the Golden Age Foundation and the universal wheelchair symbol. The new Access Bus has a ramp which will assist riders unable to use steps easily.

The committee discussed bus ridership numbers and trends throughout the day, ridership surveys, increasing bus ridership, posting of bus schedules at benches, special event service, renting buses for events, and bus service to downtown Seal Beach. The Executive Director requested the cost per bus hour operation be presented to the committee at September's meeting.

The Auto Shop/Bus Supervisor reported a minor bus accident occurred on July 23, 2014 when a bus backed into a parked vehicle. The monthly inspections of all clubhouse back-up generators were completed, and all are operational.

#### Executive Director

The Executive Director spoke about the possibly of providing limited bus service to downtown Seal Beach, and to shopping areas. He is currently working with the Chamber of Commerce to get discounts for shareholders. Providing this bus service would benefit both the shareholders and the merchants in Seal Beach, and getting to special City events would be more accessible for shareholders.

#### GRF President Comments

The President stated that the new patrol cars look very nice, and complimented Grant Winford and Jaime Guerrero on their efforts on the project.

#### Committee Member/Foundation Member Comments

A shareholder commented on the concern with the fire lane access in Mutual 17, the need to keep the fire lane accessible for emergency vehicles, and insuring contractors and vendors do not use the fire lane for materials and work areas, or to park there.

Committee members commented on the bus usage, increasing bus ridership, new ways to use the buses, interacting with the City Council and Chamber of Commerce, and that it was

a good and informative meeting.

Chair's Comments

The Chair commented on the convenience of using the bus service in the community, and he will attend the bus orientation monthly meeting for additional information on the bus service in Leisure World, as well as outside the area.

**ADJOURNMENT**

The meeting was adjourned at 2:52 p.m.



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Steven McGuigan, Chair  
SECURITY, BUS & TRAFFIC COMMITTEE  
SM/tf: 8.28.14

**ACTION ITEMS**

- The Auto Bus/Bus Supervisor will provide the cost per bus hour operation at the next committee meeting.
- The Security Chief will bring additional portable security camera video samples for review at the next committee meeting.