



SECURITY, BUS AND TRAFFIC COMMITTEE MINUTES

November 8, 2017

The regular scheduled meeting of the Security, Bus and Traffic Committee was called to order by Chair McGuigan at 1:00 p.m. on Wednesday, November 8, 2017, in the Administration Conference Room, followed by the Pledge of Allegiance.

ROLL CALL

Present:	Mr. S. McGuigan, Chair	Ms. I. Heinrichs
	Mr. P. Moore	Ms. R. Winkler
	Mr. T. Dodero	Mr. P. Pratt

Absent: Mrs. L. Perrotti, Vice Chair

Also Present: Mr. R. Ankeny, Executive Director
Ms. L. Stone, GRF President
Mr. G. Winford, Fleet Manager
Mr. B.J. Hawke, Security Manager
Ms. F. Quirin, Recording Secretary
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
Ms. S. Fekjar, GRF Representative, Mutual Sixteen
Thirteen Shareholder/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 December 2017.

CHAIR'S ANNOUNCEMENTS

The Chair welcomed Committee members, guests and staff, including GRF President Linda Stone; Executive Director Randy Ankeny; Security Manager B.J. Hawke; and Fleet Manager Grant Winford. A request was made for all cell phones to be put on mute/vibrate; and for all meeting attendees to be courteous and respectful.

APPROVAL OF MINUTES

The minutes of the September 13, 2017, meeting were approved as presented.

SHAREHOLDER/MEMBER COMMENTS – Agenda Items Only

Three Shareholders made comments.

CORRESPONDENCE

Letters from five different Shareholders were included in the Agenda. Two of the letters were read. Three of the Shareholders were present; and made comments regarding their letters. The many photos were summarized by the Sender of several letters regarding parking enforcement.

OLD BUSINESS

Golf Cart Policy 1928-37

A MOTION was made by Ms. Winkler, and seconded by Ms. Heinrichs

TO recommend the GRF BOD adopt Golf Cart Policy 1928-37.

NEW BUSINESS

Gem Transportation

The Fleet Manager presented capabilities and costs for four new electric carts to replace the 1997 models being used by GRF Inspectors. No decision was made on the purchase of these vehicles.

TRANSPORTATION WORK STUDY GROUP

The Spokesman for this group stated information is still being gathered as there is a constant flow of new innovations such as autonomous vehicles which are now available.

POLICIES

Fees for Parking Fines, 1927.01-37

A MOTION was made by Mr. Dodero, seconded by Mr. Pratt, and unanimously agreed upon to recommend the GRF BOD approve:

TO consolidate all the red zone categories into one with a \$100 fine for the first offense, and a \$200 fine for the second offense; and,
TO add a first offense fine of \$50 to item: RV or VUFR generator running 8pm – 8am.

Security, Bus & Traffic Committee Charter, 5145.37

The Committee reviewed the Committee Charter changing “Function” to “Charter”.

STAFF REPORTS

Security Service Director

The Security Manager gave the August and September Security Reports to the Committee in a Power Point presentation.

Parking enforcement continues to be a focus with five Mutuals now following policy 1927-37. Watch Commander Meetings took place 9/6, 9/20, 10/5, and 10/18/17. Subjects ranged from customer service to operational issues. A training program is being developed for the new foot patrol program. In September and October, the subject of one-on-one training has been customer service. Plans to schedule a tour of the Laguna Woods access control are in the works. We are evaluating possible short-term alternatives to the issue of license plate identification with the IT Department. A new video management system covering the RV Lot will be installed by 11/13/17. The first full-time Patrol position is due to start 11/13/17. More positions will be filled as forty hours become available. The new employee hang tag passes are highly visible so easier for gate staff to see. Passes for the Health Care Center employees

should be available by mid-November. A secondary sticker on the back of Shareholders' vehicles was discussed in order to enable Patrol Officers to identify vehicles in carports.

Fleet Manager

The Fleet Manager gave the September Transportation and Mini-Bus Reports; and presented a Committee Action Request regarding the refurbishment of twenty-four Cushman utility trucks.

A MOTION was made by Mr. Moore, seconded by Mr. Pratt, and unanimously agreed upon to recommend the GRF Finance Committee approve:

TO purchase engine blocks and rebuild kits from Directparts for the overhaul of 24 Cushman utility trucks for an amount not to exceed \$35,000.

The Fleet Manager announced 9am–3pm shopping shuttles to the Dollar Store and Westminster Mall on two Saturdays: November 23 and December 23. The sixth annual holiday lights tour is planned for December 18 – 22 at 5:15 p.m. on a first come – first serve basis. The on-call evening bus service has been extended on Mondays to Clubhouse One for the Finbars dining experience.

A suggestion was made to number the bus benches and the bus shelters.

EXECUTIVE DIRECTOR

The restriction of overnight parking in the Clubhouse One parking lot (Trust property) will be considered as a New Business item on the next agenda.

PRESIDENT'S COMMENTS

The President requested the oversight of all the different passes be worked out by June 1.

SHAREHOLDER COMMENTS

There were no Shareholder/Member comments.

COMMITTEE MEMBERS COMMENTS

Three Committee Members commended the Fleet Manager for his outstanding plan to refurbish twenty-four Cushman utility trucks at quite a savings, as opposed to purchasing new trucks.

CHAIR'S COMMENTS

The Chair thanked the Committee Members, Shareholders, and Staff present for attending and participating in today's meeting.

ADJOURNMENT / NEXT MEETING

Chair McGuigan adjourned the meeting at 3:33 p.m. The next meeting is scheduled for Wednesday, December 13, 2017, at 1:00 p.m.

A handwritten signature in black ink, appearing to read "Steven McGuigan", is written over a horizontal line.

Steven McGuigan, Chair
SECURITY, BUS AND TRAFFIC COMMITTEE
fq 11.13.17