

FACILITIES

Special Committee Meeting Agenda
Tuesday, March 19, 2024 - 1:00 P.M.
Conference Room A

This meeting may also be live-streamed at www.lwsb.com.

The tab will be active 15 minutes prior to the start of the meeting.

The live streaming uses YouTube Live and terminates at the close of the meeting.

1. Call to Order/Pledge of Allegiance

2. Roll Call

- Nick Massetti – Chair
- Carole Damoci
- Susan Hopewell
- Janet Isom
- Edward Jablonski
- Carol Levine
- Lee Melody
- Daniel Weber
- Marsha Gerber, Ex-Officio.

3. Chair Announcement

4. Approve Minutes N/A

5. Member Comments

6. Staff Report N/A

7. General

- a. After Main Gate Traffic Flow

8. Reserve Funding

- a. Replace 4 Patrol Cars
- b. Cost Proposal to Replace 10 Maintenance Carts

9. Capital Funding N/A

10. Governing Documents

- a. Review 26-5504, Insurance Requirements-Contractors

11. Future Agenda Items

12. Next Meeting Date

- Tuesday, April 2, 2024, at 10:00 a.m. – Conference Room A

13. Adjournment

Please be always courteous and respectful to other members, Board Directors and representatives from Management. We ask that you do not raise your hands or interrupt the Committee or anyone else who may be speaking. **A Member not adhering to these protocols and/or who becomes unruly may be asked to leave the meeting. Failure to comply will result in a special hearing with the Board at which disciplinary action may be taken.**



COMMITTEE ACTION REQUEST

DATE: MARCH 19, 2024
TO: FACILITIES COMMITTEE
FROM: SENIOR DIRECTOR OF FACILITIES
ACTION: RESERVE FUNDING REQUEST: REPLACEMENT OF FOUR PATROL VEHICLES USED BY THE SECURITY DEPARTMENT

Background:

Four patrol vehicles used by the Security Department (units 656,657,658 and 659) have exceeded their useful life. The units have been in the shop repeatedly for repairs this year.

The Fleet and Transportation Department was tasked with obtaining replacement costs using two manufacturers, the Chevrolet Trax and Kia Soul vehicles. The cost includes tax, DMV, and doc fees.

- Mission Viejo Kia -Total for four \$93,722
- George Chevrolet- Total for four \$96,284

Fiscal Impact:

Scheduled Reserve Funding

Recommendation:

I move to recommend the GRF Board purchase four new Security Patrol Vehicle from _____ at a cost not to exceed \$ _____ Reserve Funding and authorize the President to sign for the purchase.



COMMITTEE ACTION REQUEST

DATE: MARCH 19, 2024
TO: FACILITIES COMMITTEE
FROM: FLEET MANAGER
ACTION: SERVICE MAINTENANCE UTILITY VEHICLE REPLACEMENTS

Background:

The Fleet Department was tasked with obtaining specifications and quotes for utility vehicles to replace the current Cushman utility vehicles used primarily by the Service Maintenance Department. Specifications are vehicles to travel on sidewalks, weight carrying capacity to carry 2,000 pounds, and vehicles fitted with utility boxes and ladder racks)

The current Cushman utility vehicles have been in service for twenty-four (24) to forty-two (42) years. The exceptional design of these older vehicles has proved to be very valuable to the unique and varied needs of the Service Maintenance Department. As these vehicles have aged, many repair parts have become increasingly more difficult to source and costly. Some parts have become obsolete, which requires the fleet department to find ways to refurbish (where practical) those parts or find vendors to refurbish those parts. Repair costs and extended out-of-service time lengths also tremendously impact staff..

In summary, the GRF Cushman utility vehicles have exceeded their projected useful life and need to be replaced. The GRF reserve study carefully considered the future need for the replacement of the Cushman utility vehicles. The fleet reserve study proposed replacing ten (10) of these vehicles per year over three (3) or more years beginning in 2024.

Specifications and a request for quotes for the purchase of ten (10) Li-ion electric utility vehicles with utility boxes and ladder racks were sent to three (3) different vendors and are as follows:

Electric Car Sales, Long Beach, CA Club Car Carryall 700	\$363,240.60
Mars Cars, Huntington Beach, CA Cushman Titan XD	\$348,697.38
Pape Material Handling, Industry, CA Taylor-Dunn Big Foot	\$345,438.96

Fiscal Impact:

Scheduled Reserve Funds -\$320,000.

Recommendation:

I move to recommend that the GRF Board approve the purchase of ten (10) Big Foot utility vehicles with utility boxes and ladder racks from Pape Material Handling at a total cost not exceeding \$345,500 Reserve funding and authorize the president to sign the contract.



Insurance Requirements – Contractors

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An independent contractor is a natural person, business or corporation that provides goods or services to the Golden Rain Foundation (GRF) and/or Mutual Corporations 1-12 and 14-17 under the terms specified in a contract or within a verbal or written agreement. Some examples of independent contractors are general contractors, contractors, sub-contractors, masons, lawn care workers, or tradesmen.

The GRF and Mutual 1-12 and 14-17 Corporations have established requirements relating to insurance in order for independent contractors (IC) to work in the community.

1. GENERAL LIABILITY (G/L) INSURANCE

- 1.1** Independent contractors earning up to \$4,999 per project in the community shall obtain a G/L insurance policy with a minimum limit of \$300,000 from an insurance company that is rated by AM Best as “A” or “better than A.”
- 1.2** Independent contractors earning \$5,000 or more per project in the community shall obtain a G/L insurance policy with a minimum limit of \$1,000,000 from an insurance company that is rated by AM Best as “A” or “better than A.”
- 1.3** All independent contractors working in the community shall provide a Certificate of Insurance with a 30-day Notice of Cancellation. GL insurance shall include premises/operations, owners, and contractors protective, products and completed operations, personal injury, and contractual.
- 1.4** All independent contractors working in the community shall provide a separate endorsement naming both the GRF and Mutual Corporations 1-12 and 14-17 as Additional Insured. Additional Insured status shall extend to both “ongoing work” and “completed operations.”

2. WORKERS’ COMPENSATION INSURANCE

- 2.1** Independent contractors earning up to \$4,999 per project in the community are required to carry Workers’ Compensation Insurance Statutory (Employer’s Liability) with a minimum limit of \$300,000.
- 2.2** Independent contractors earning \$5,000 or more per project in the community shall carry Workers’ Compensation Insurance Statutory (Employer’s Liability) with a minimum limit of \$1,000,000.
- 2.3** All independent contractors working in the community shall provide a Workers’ Compensation Waiver of Subrogation Endorsement naming GRF and Mutuals 1-12 and 14-17.



Insurance Requirements – Contractors

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3. VEHICLE LIABILITY INSURANCE

3.1 Independent contractors earning up to \$4,999 per project in the community must obtain a policy with a minimum limit of \$300,000 combined single limits with Bodily Injury & Property Damage, inclusive of scheduled and/or non-owned/hired automobiles.

3.2 Independent contractors earning \$5,000 or more per project in the community must obtain a policy with a minimum limit of \$1,000,000 combined single limits with Bodily Injury & Property Damage, inclusive of scheduled and/or non-owned/hired automobiles.

4. INSURANCE VERIFICATION FEE

4.1 An annual fee of \$150 is required from each contractor to verify adherence to these insurance requirements.

Document History

Adopted:	15 Oct 91	Amended:	11 Feb 92	Amended:	21 Sep 10
Amended:	23 May 17	Amended:	23 Jul 19	Amended:	24 Jan 23

Keywords: Insurance Liability Contractor

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