



## **OPEN MEETING**

### **REGULAR MEETING OF THE MOBILITY AND VEHICLES COMMITTEE\***

**Wednesday, August 3, 2022 1:30 PM**  
**Board Room/Virtual**

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

1. Join the Committee meeting via a Zoom link at: <https://us06web.zoom.us/j/93335974508> or by calling 669-900-6833 Access Code: 933 3597 4508
2. Via email to [meeting@vmsinc.org](mailto:meeting@vmsinc.org) any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

### **NOTICE AND AGENDA**

*This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report for June 1, 2022
5. Chair's Remarks
6. Member Comments (Items not on the Agenda)
7. Response to Member Comments
8. Director's Report
  - 2022 Ridership
  - Delivery of New Vehicles (2021 CIP)
9. Update on Fleet Right-sizing Project
10. Alternative Fuel Vehicles Power Point Presentation – Egon Garthoffner

#### **Items for Discussion:**

11. Vehicle Purchase – Four Ford Edge Vehicles for the Security Department
12. Vehicle Replacement Policy

#### **Items for Future Agendas:**

None

#### **Concluding Business:**

- Committee Member Comments
- Date of Next Meeting: October 5, 2022 at 1:30 p.m.
- Adjournment

\*A quorum of the GRF Board or more may also be present at the meeting.

Don Tibbetts, Chair  
Robert Carroll, Staff Officer Telephone:  
949-597-4638

Page Intentionally Left Blank



OPEN MEETING

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION  
MOBILITY AND VEHICLES COMMITTEE**

**Wednesday, June 1, 2022 – 1:30 p.m.  
Laguna Woods Village Community Center Board Room  
24351 El Toro Road, Laguna Woods, CA 92637**

**MEMBERS PRESENT:** Don Tibbetts (Chair), Egon Garthoffner, Maggie Blackwell, Jim Cook, Cush Bhada, Margaret Bennett, Pearl Lee

**ADVISORS:**

**MEMBERS ABSENT:**

**OTHERS PRESENT:** Elsie Addington, Joan Milliman

**STAFF PRESENT:** Robert Carroll, Francisco Perez, Liz Cortez

**1. Call to Order**

Chair Tibbetts called the meeting to order at 1:45 p.m.

**2. Acknowledgment of Media**

No media was present.

**3. Approval of the Agenda**

Agenda was approved by acclamation.

**4. Approval of Meeting Report for**

The regular meeting report of April 6, 2022 was approved by acclamation.

**5. Chair's Remarks**

Chair Tibbetts proposed discussion on implementing committee meetings in person only. Chair Tibbetts concluded committee meetings will continue to be conducted as hybrid.

**6. Member Comments (Items Not on the Agenda)**

Rhoda Lindner – commented on the current Age Well proposal.

**7. Response to Member Comments**

Chair Tibbetts responded to the member.

## **Reports**

### **8. Director's Report**

Staff provided the committee with a current overview of the Laguna Woods Village Transportation ridership for the Fixed-Route, Journey and BOOST transportation programs.

Staff also provided a map of Laguna Woods Transportation boundaries. Staff is following guidance from County/State mandates for mask requirements in public Transportation as it relates to COVID-19 restrictions.

The committee was provided with a delivery update of the vehicles per the 2021 capital approved purchases. The delay of new vehicle deliveries is a result of a worldwide chip shortage and supply change issues. In addition, staff provided to the committee the 2022 capital vehicle list.

Staff provided an update on the topic of purchasing used vehicles for cost savings. Staff will look into whether or not a policy is needed for this to occur and provide an update at future meetings.

Staff will begin fleet right-sizing discussions with department directors to review right-sizing opportunities for their current GRF fleet.

### **Items for Discussion**

None

### **Items for Future Agendas:**

Alternative Fuel Vehicles

### **Concluding Business:**

#### **Committee Member Comments:**

None

**Date of Next Meeting – Wednesday August 3, 2022 at 1:30 p.m.**

#### **Adjournment:**

The meeting was adjourned at 2:18 p.m.

  
Don Tibbetts (Jun 30, 2022 09:57 PDT)

## **STAFF REPORT**

---

**DATE:** August 3, 2022  
**FOR:** Mobility and Vehicles Committee  
**SUBJECT:** General Services Director's Report

---

### **RECOMMENDATION**

Receive and file report.

### **BACKGROUND**

At each meeting of the Mobility and Vehicles Committee, the General Services Director provides information related to the Village transportation program and the operational costs of the Village vehicle maintenance program. The reports are varied each meeting and are submitted to the Committee to provide a broad spectrum of information on a variety of topics.

### **DISCUSSION**

The Bus transportation system consists of the following three programs:

The **Fixed Route** service also known as the **Easy Rider** provides transportation for residents through neighborhood fixed routes and commercial fixed routes. A total of nine 18 passenger shuttle buses are used for this program.

Laguna Woods Village **Journey** program provides curb-to-curb transportation for preapproved residents with medical needs. Residents schedule their rides in advance by calling the Transportation office. Journey drivers are employed by Village Management Services. One shuttle bus is used for this program.

**BOOST** on-demand rideshare is a contractual partnership with Lyft Inc. BOOST services Laguna Woods Village residents when the Fixed Route service is not operating. Residents can schedule a ride via mobile application or by calling the Transportation office. Drivers are contracted through Lyft Inc. and use their personal vehicles.

When residents and their guests ride the Village buses or utilize the Journey or BOOST programs, their trips are tracked. Each time a rider enters a bus, the RFID chip on their Identification Card records a 'trip.' Trips provided through the Journey program are tracked by the 'Ride Now' scheduling software. Trips provided through the BOOST rideshare program are tracked by data provided by Lyft Inc.

## **Ridership Data and Trends**

Ridership trends for the Easy Rider fixed route, Journey program, and BOOST program were significantly affected by State required COVID-19 social distancing practices.

### Easy Rider Fixed Route System

Beginning March 21, 2020 the Fixed Route program reduced its operating hours to Monday through Friday 9 to 5 p.m. to adjust to COVID-19 social distancing requirements. Since the reduction of operating hours beginning March 2020, ridership decreased and has gradually increased beginning second quarter of 2021. Ridership prior to the decrease in March 2020 was at 9,628 trips for the month of February 2020. Currently, ridership is averaging at 5,956 trips for the first six months of 2022. Additionally, the current monthly average of users is 454 users. See attachment #1.

### Journey Program

Journey continues to operate Monday through Sunday with its hours operating from 8 to 4 p.m. Ridership decreased in March 2020, with a gradual increase beginning third quarter of 2020. Presently, the average number of completed rides has increased with a monthly average of 609 completed trips January through June 2022. See attachment #2.

### BOOST Program

Beginning March 24, 2020 BOOST reduced its operating hours to Monday through Friday 7 to 9 a.m. only. All weeknight and weekend hours were suspended in response to the Governor's Stay at Home order and the closing of all Clubhouses and activities. Subsequently, BOOST trips decreased substantially in 2020 and into the first half of 2021 to a monthly average of 40 trips. Beginning in 2022, Boost ridership increased with an average of 374 trips per month for January through June 2022. See attachment #3.

In late March 2021, Boost' operating hours extended to Sundays for transportation to Church. In mid-June 2021 after the reopening of the Village Clubhouses, operating hours for BOOST extended to include evenings and weekends. Current Boost hours are:

- Monday through Friday 7 to 9 a.m. and 5 to 10 p.m.
- Saturday 8 a.m. to 10 p.m.
- Sunday 8 a.m. to 5 p.m.

### Destination Shopping Program

Destination Shopping program has been suspended beginning March 2020 and continues to be suspended until further notice.

2021 Vehicles Capital Improvement Plan

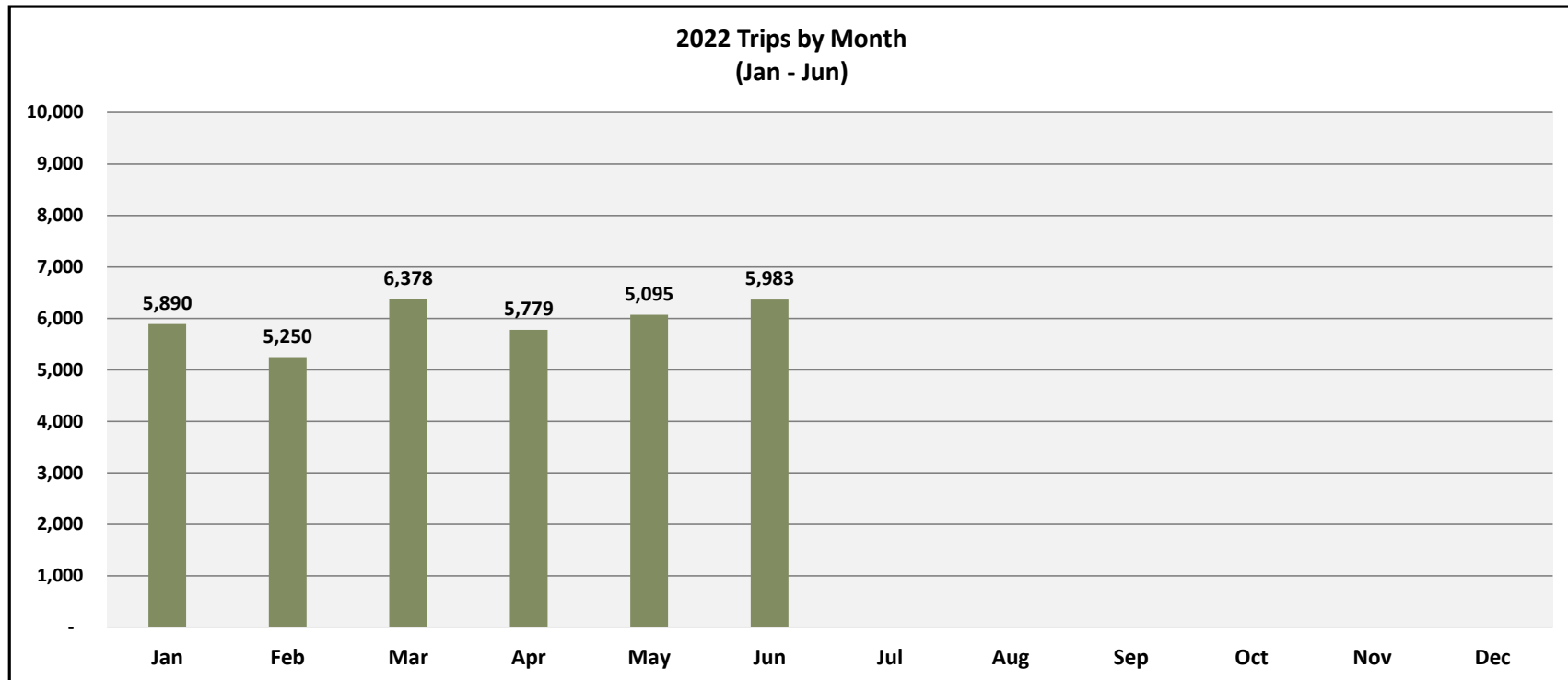
At the June 1, 2022 Mobility and Vehicles meeting, staff reported a total of 26 vehicles out of 33 vehicles purchased have been received thus far. Supply chain issues and worldwide chip shortages have contributed to these delays.

**Prepared By:** Robert Carroll, Director of General Services

**ATTACHMENT(S)**

ATT-1: Easy Rider Year to Date Ridership  
ATT-2: Journey Year to Date Ridership  
ATT-3: BOOST Year to Date Ridership  
ATT-4: Laguna Woods Village Transportation Boundaries  
ATT-5: 2021 Capital Vehicle List

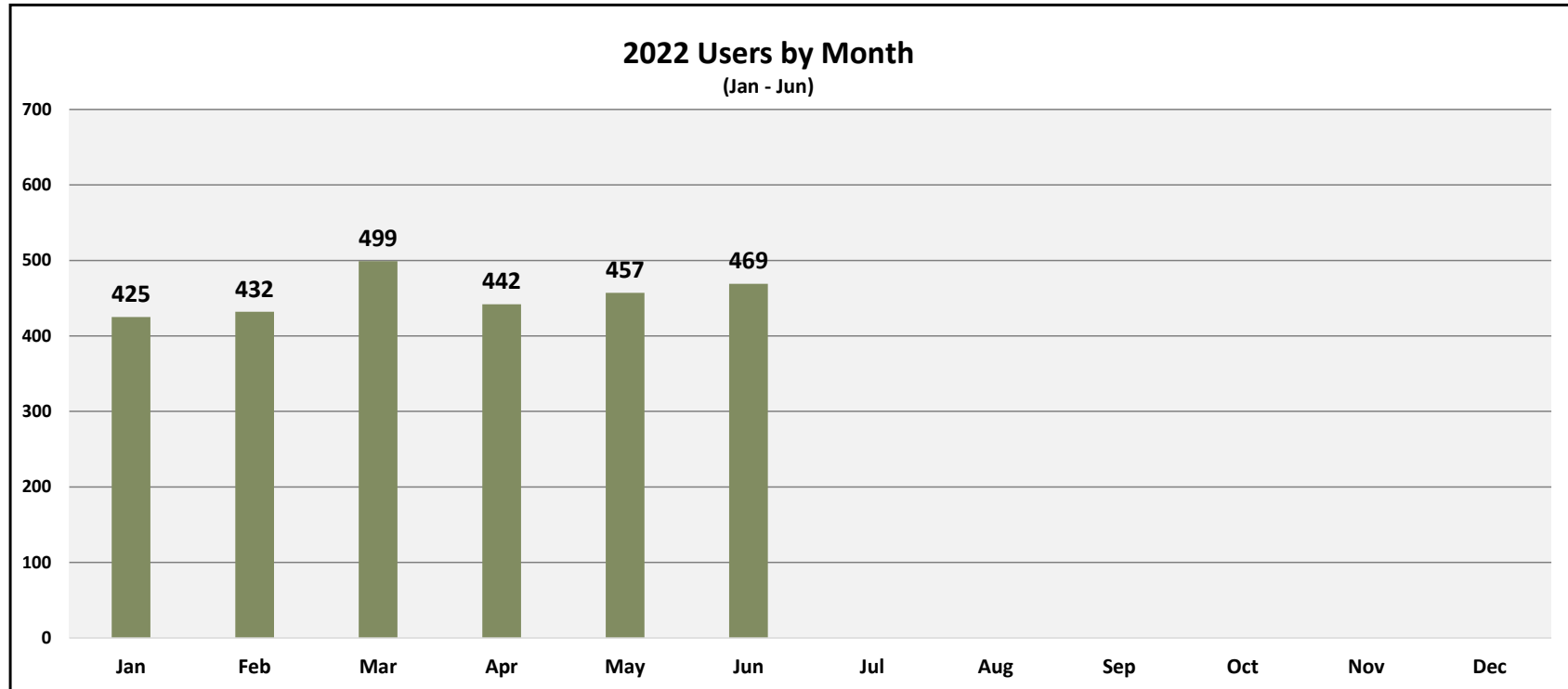
## Fixed Route Ridership by Trips



*\*February 2020 ridership was 9,628 trips*



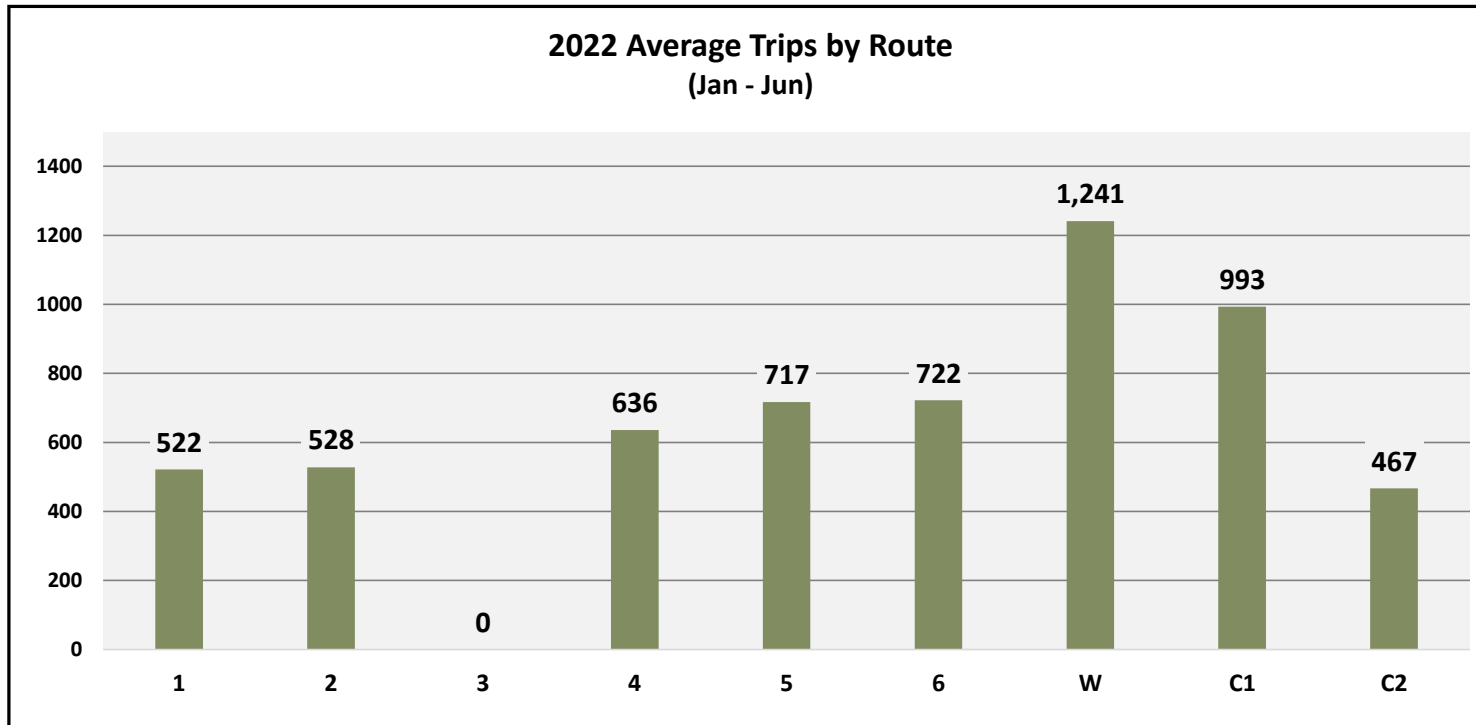
## Fixed Route Ridership by User



*\*February 2020 ridership was 636 users*



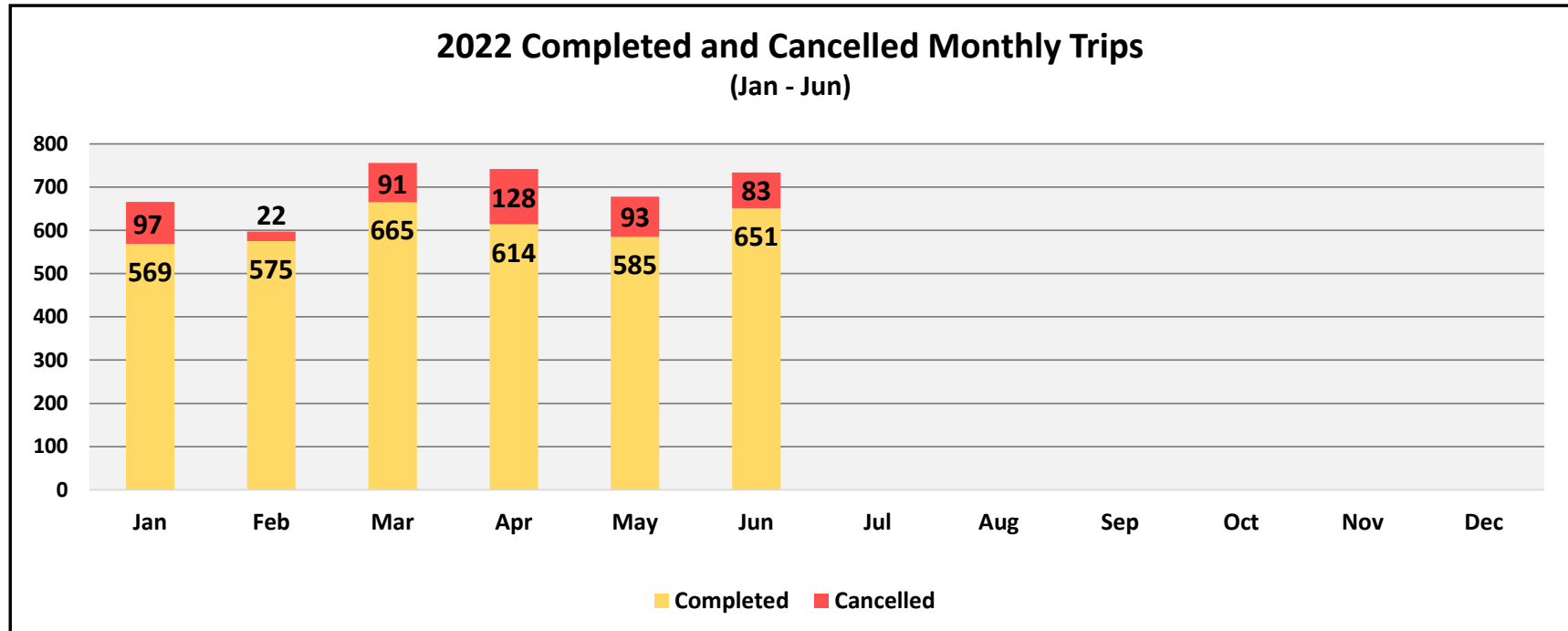
## Fixed Route Ridership by Route



*\*Route 3 was temporarily suspended beginning mid July 2021*



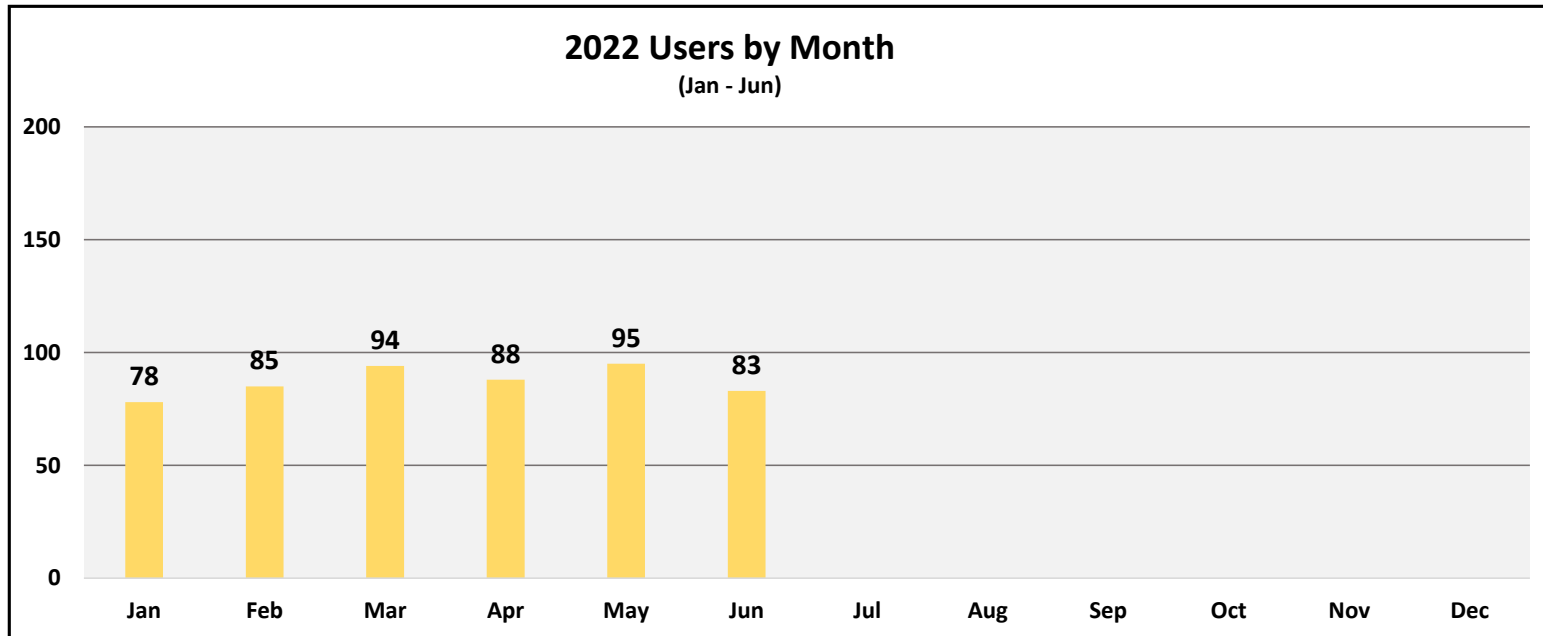
## Journey Ridership by Trips



*\*February 2020 ridership was at 300 trips*

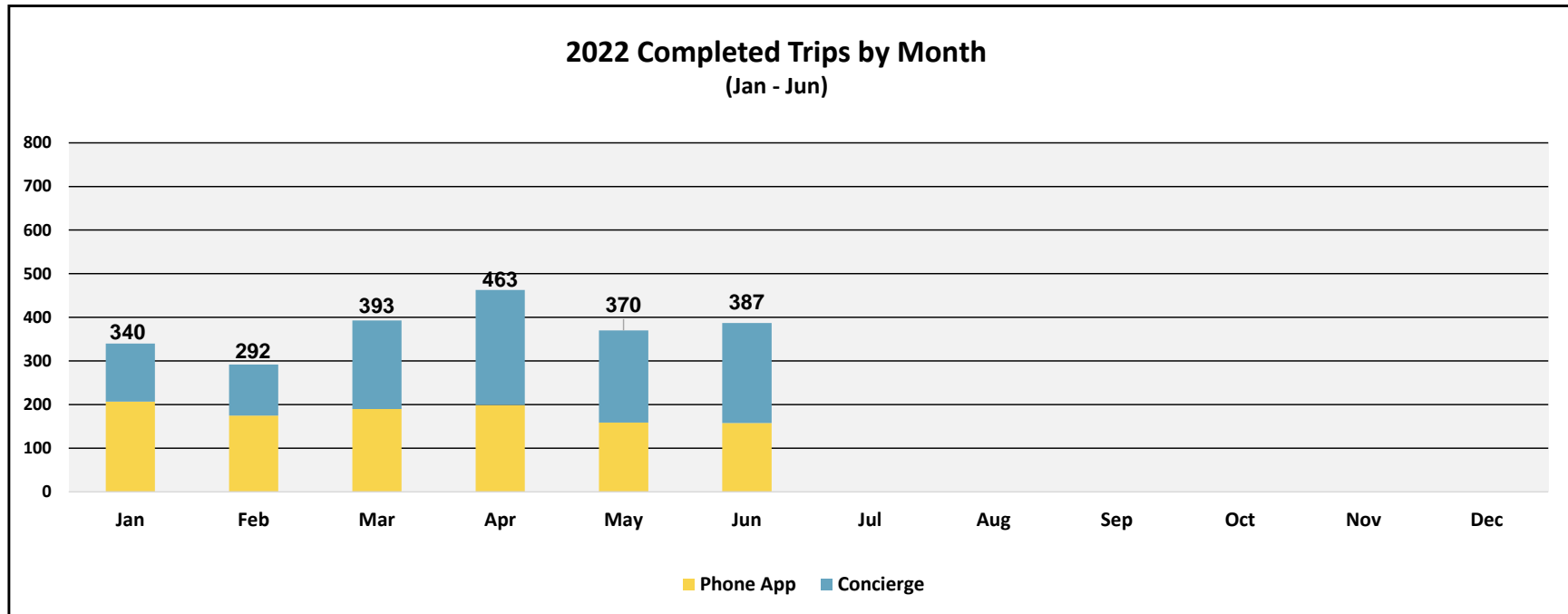
*\*New program initiated in January 2020*

## Journey Ridership by User



*\*February 2020 ridership was at 124 users*

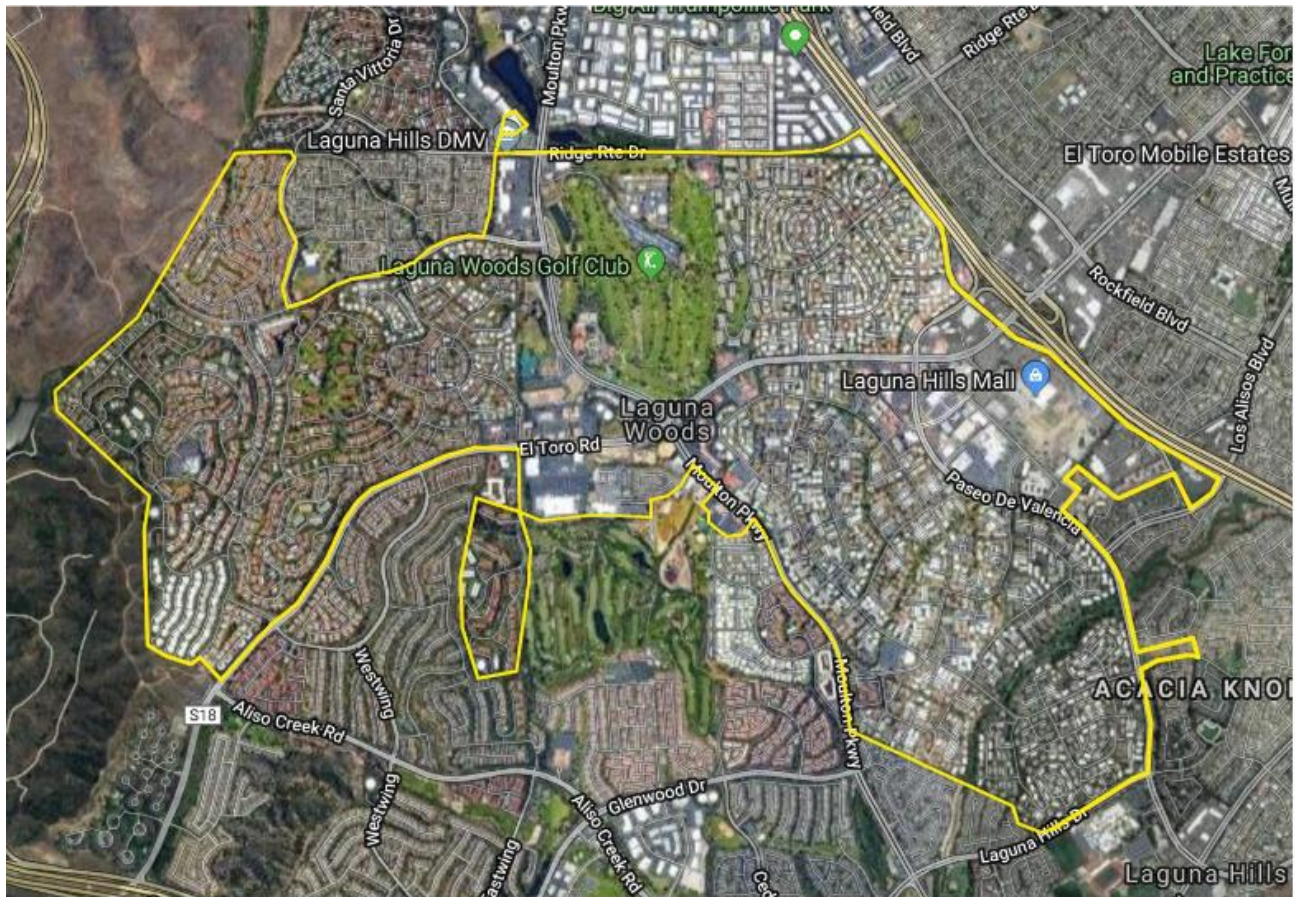


**BOOST Ridership by Scheduling Method**

***\*February 2020 ridership was 703 trips***



## Laguna Woods Village Transportation Boundaries





## 2021 CAPITAL VEHICLE LIST

### Vehicles Received

JP210340000	Security Vehicle (4)
JP210330000	Transportation Bus
JP210310000	Misc Vehicle Purchases (F350 Dump Truck)
JP210370000	Standard Pickup Truck (5)
JP210360000	F-250 Crew Cab (3)
JP210380000	Utility Vehicles (8)
JP210390000	Equipment Trailer (3)
JP210320000	Work Van (1 out 4)

### Vehicles Pending Delivery

JP210350000	F-250 Truck (3)
JP210310000	Misc Vehicle Purchases (F350 Dump Truck)
JP210320000	Work Van (3 out 4)

Page Intentionally Left Blank

## STAFF REPORT

---

**DATE:** August 3, 2022  
**FOR:** Mobility and Vehicles Committee  
**SUBJECT:** Vehicle Purchase – Four Ford Edge Vehicles for the Security Department

---

### **RECOMMENDATION**

Approve the purchase of four replacement Ford Edge vehicles for the Security Department in the amount of \$164,248.

### **BACKGROUND**

The General Services Department is responsible for the maintenance and replacement of more than 400 Golden Rain Foundation (GRF) vehicles. On September 7, 2021, the GRF Board approved an overall Vehicle Replacement budget of \$1,418,000 to replace GRF vehicles. This includes an allocation of \$140,000 (JP220410000) to replace four Ford Edge vehicles for the Security Department. Additionally, it also includes \$200,000 (JP220370000) for Miscellaneous Vehicle purchases for unanticipated vehicle needs during the 2022 fiscal year.

### **DISCUSSION**

The General Services Department worked with the Purchasing Division to obtain competitive quotes for the four Security Department vehicles. The four vehicles scheduled for replacement are between nine and ten years old and have between 91,000 and 119,000 miles. Security vehicles are heavily used to patrol the Village and are some of the highest use vehicles operated by VMS. The Vehicle Maintenance Division endeavors to replace vehicles before they become unreliable and prone to significant mechanical failure. The cost of preventative maintenance and repairs for the four units scheduled to be replaced are included in Table A below.

**Table A**

Unit	Cost of Preventative Maintenance July 1, 2021 through June 30, 2022	Cost of Repairs Maintenance July 1, 2021 through June 30, 2022	Subtotal
A00821	\$204.09	\$2,273.22	\$2,477.31
A00832	\$347.89	\$3,288.67	\$3,636.56
A01858	\$342.69	\$1,028.84	\$1,371.53
A01882	\$234.70	\$2,900.67	\$3,135.37

The vehicle cost is \$41,062 per vehicle, including tax, and associated fees. In addition, the vehicles will be outfitted with light bars, mobile radios, antennas, and vehicle wraps identifying them as Laguna Woods Village Security. As a result of the nation-wide vehicle shortage and resulting increased vehicle prices, the \$140,000 2022 CIP budget can only cover three of the four requested vehicles. The fourth vehicle will be funded by the 2022 CIP budget for

Miscellaneous Vehicle Purchases. The original allocation for this line item was \$200,000 and to date, none of this allocation has been used.

**FISCAL IMPACT**

The total estimated cost to replace the four Ford Edge vehicles is \$164,248. Staff recommends utilizing \$123,186 from the 2022 CIP Security Vehicles line-item to fund three of the vehicles, and \$41,062 from the 2022 CIP Miscellaneous Vehicle Purchases line-item to purchase one vehicle.

**Prepared By:** Robert Carroll, Director of General Services

**Reviewed By:** Steve Hormuth, Director of Financial Services

## **STAFF REPORT**

---

**DATE:** August 3, 2022  
**FOR:** Mobility and Vehicles Committee  
**SUBJECT:** Vehicle Replacement Policy

---

### **RECOMMENDATION**

Review and provide direction.

### **BACKGROUND**

The General Services Department is responsible for the maintenance and replacement of more than 400 Golden Rain Foundation (GRF) vehicles. Throughout the vehicle replacement process, the Vehicle Maintenance Division works with departments to select replacement vehicles that enhance operational efficiencies and have a reputation for being reliable and fiscally cost effective. This process includes researching and selecting vehicle makes and models that will provide long term reliability, resulting in reduced maintenance costs.

### **DISCUSSION**

On November 21, 2005, GRF established a policy to purchase new vehicles. Staff recognizes there may be situations where purchasing used vehicles or leasing vehicles may result in long term cost savings. Revising the policy will allow the Vehicle Maintenance Division to review each class of vehicles to determine if purchasing used vehicles or leasing vehicles will produce long term cost savings. The attached Vehicle Replacement Policy (Attachment 1), provides guidance related to how vehicles are scheduled to be replaced, criteria for purchasing vs. leasing, criteria for purchasing used vehicles, and criteria for purchasing hybrid and electric vehicles. The guidelines included in this policy are intended to maximize operational efficiency and long-term cost savings to GRF.

The Vehicle Maintenance Division endeavors to replace vehicles before they become unreliable and prone to significant mechanical failure. The proposed policy describes the process the Vehicle Maintenance Division follows to identify vehicles to be replaced during the development of the annual Capital Improvement Plan (CIP). The proposed policy also includes language that would allow the General Services Department to lease vehicles, purchase alternative fuel vehicles, and purchase used vehicles.

Lastly, the proposed policy includes language directing the General Services Department to complete a fleet right-sizing assessment every two years. The fleet right-sizing assessment will help ensure that the number and type of vehicles included in the GRF fleet are appropriate for supporting VMS operations.

**FISCAL IMPACT**

None.

**Prepared By:** Robert Carroll, Director of General Services

**Reviewed By:** Carlos Rojas, Director of Operations

**Attachment:**  
Attachement 1: Vehicle Replacement Policy



## **Vehicle Replacement Policy**

### **Purpose**

The purpose of this policy is to establish guidance related to how vehicles are scheduled to be replaced, criteria for purchasing vs. leasing, criteria for purchasing used vehicles, and criteria for purchasing hybrid and electric vehicles. The guidelines included in this policy are intended to maximize operational efficiency and long-term cost savings to GRF.

### **1. Definitions**

- a. "Vehicle Maintenance" refers to the practice of maintaining a vehicle or piece of equipment, and includes preventative maintenance, repairs and inspections.
- b. "Vehicle Lease" shall refer to the agreed use of a motor vehicle or piece of equipment for a fixed period of time at an agreed amount of money for the lease. At the end of the lease, the vehicle has to either be returned to the leasing company or purchased for the residual value.
- c. "Electric Vehicle" shall refer to a vehicle that runs fully or partially on electricity. Unlike conventional vehicles that just use fossil fuels, e-vehicles use an electric motor that is powered by a fuel cell or batteries
- d. "Hybrid Vehicle" shall refer to a vehicle that combines two power sources: a gas engine and an electric motor.
- e. "Life Expectancy" shall refer to the period of time, determined by the Vehicle Maintenance Division, that we can reasonably expect the vehicle to run reliably with minimal repair costs. (see Attachment A)

### **2. Identifying Vehicles to be Replaced/Added**

- a. The Vehicle Maintenance Division will work with VMS departments to identify vehicles to be replaced or added during the development of the annual Capital Improvement Plan (CIP).
- b. Vehicle Maintenance will provide recommended vehicle options for department review/consideration. The vehicles recommended by Vehicle Maintenance shall be proposed based on its ability to service and maintain the make/model and the long-term operational efficiency and costs savings provided by the recommended make/model.
- c. Vehicle Maintenance will identify vehicles to be replaced based on the following criteria:
  - i. Overall condition of the vehicle as it relates to safety

- ii. Decreased availability of parts and increased cost of parts
  - iii. Decreased availability of dealer support, diagnostic tools, etc.
  - iv. Overall cost of maintenance
  - v. Dependability
  - vi. Compliance Issues (for example: smog requirements)
  - vii. Mileage
- d. Vehicles will be considered for replacement when they are projected to reach the end of their life expectancy, as defined in the General Services' Vehicle Replacement Strategy document (Exhibit A). The vehicles that most satisfy the criteria included in Section 2.c. will be scheduled for replacement. Not all vehicles that reach replacement age will be submitted for replacement consideration.

### **3. Lease vs. Purchase**

- a. The Vehicle Maintenance Division is responsible for maintaining GRF vehicles, and has been successful in maintaining vehicles for well over the anticipated life expectancy of selected makes/models. This can result in significant cost savings when a purchased vehicle is in service for an extended length of time.
- b. The General Services Department will consider cost savings and operational efficiency when recommending whether to purchase or lease GRF vehicles. When evaluating whether to purchase or lease, General Services will consider the overall cost of ownership over the life of the vehicles including:
  - i. Original purchase price, or cost of monthly lease payments
  - ii. Cost of preventative (routine) maintenance over the projected life expectancy of the vehicle
  - iii. The cost of unscheduled repairs over the projected life expectancy of the vehicle
  - iv. Any vehicle mileage overage fees/vehicle damage fees (e.g. equipment mounting damage on Security vehicles)
  - v. Proceeds from the sale of the vehicle when surplussed and sold.

### **4. Air Quality Considerations**

In recognition of the region's air quality challenges and in an effort to reduce greenhouse emissions, hybrid and electric vehicles will be considered and used to the extent possible, while considering the vehicles life-cycle costs and the ability to efficiently support department operations.

### **5. Electric and Hybrid Vehicles**

- a. The Vehicle Maintenance Division shall consider the following factors when providing recommendations for electric or hybrid vehicles:
  - i. Functionality and dependability of the vehicle as determined by the using department
  - ii. Reliable availability of charging stations
  - iii. Cost of the vehicle over its life-cycle (including initial purchase price, maintenance, and fuel)

- iv. The Vehicle Maintenance Division's ability to support the equipment technology

## **6. Purchase of Used Vehicles**

- a. The purchase of used vehicles is allowable and shall be considered when the purchase of a used vehicle will provide increased cost savings over the life-cycle of the vehicle and operational efficiency is not impacted. The following factors shall be considered when considering the purchase of a used vehicle:
  - i. The availability of used vehicles that match the desired specifications
  - ii. Availability of pre-certified vehicles with 3 year/36,000 mile or similar warranty
  - iii. The availability of white vehicles to maintain consistent VMS professional image and fleet appearance

## **7. Fleet Right-Sizing Assessments**

In an effort to ensure that the number and type of vehicles included in the GRF fleet are appropriate for supporting VMS operations, the General Services Department shall complete a fleet right-sizing assessment every two years between January and March. The assessment shall include a joint meeting with each department director to evaluate each work center to determine the following:

- a. Ascertain if the number of vehicles is appropriate for the number of employees working in the work center
- b. Identify opportunities to share vehicles across work centers
- c. Identify opportunities to downgrade vehicles where it makes sense (e.g. from an F-250 to a Ranger)
- d. Identify opportunities to reduce the number of vehicles in the fleet

The results of the fleet right-sizing assessment shall be presented to the GRF Mobility and Vehicles Committee in April/May for its review and input. Outcomes will be incorporated into the ensuing CIP and budget.

**Exhibit A****Vehicle Replacement Strategy**

<b>Vehicle Type</b>	<b>Vehicle Life Expectancy (Years)*</b>
One-Ton Truck	13
Transportation Bus	7
Passenger Car	10
Electric Passenger Car	5
Security Vehicles	5
Large Dump	15
Passenger Van	13
F150/F250 Vehicle	13
Small Pick-Up	13
Work Van	10
Utility Vehicle	10
Trailer	15

\*Note: Not all vehicles that reach replacement age will be submitted for CIP replacement consideration. When a vehicle reaches its life expectancy, the Vehicle Maintenance Division will complete an assessment based on the criteria listed in 2.c to determine if the vehicle should be replaced.