



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MOBILITY AND VEHICLES COMMITTEE

Wednesday, February 3, 2021 – 1:30 p.m.
Laguna Woods Village Community Center
Virtual Meeting

AGENDA

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for October 7, 2020
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
The Community Center is closed and this will be a virtual meeting which Members may view on the Village website under Residents>Governance>Board Meeting Videos. Member comments will be read during the meeting and the committee will respond. Members may request to speak via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee meeting in the subject line of the email or you may call 949-268-2020 beginning one half hour before the meeting begins and throughout the remainder of the meeting. You must provide your name and unit number.
7. Response to Member Comments
8. Director's Report
 - 2020 Ridership Data
 - Committee Responsibilities
 - Review of 2021 Approved Vehicles for Purchase

Items for Discussion and Consideration

9. Obsolete Equipment Policy Amendment
10. New Vehicle Replacement Request

Items for Future Agendas:

11. Alternative Fuel Vehicles



OPEN MEETING

12. DOJ 5310 Grant

Concluding Business:

13. Committee Member Comments

14. Date of Next Meeting – Wednesday, April 7, 2021 1:30 p.m.

15. Adjournment

Don Tibbetts, Chair
Chris Laugenour, Staff Officer: 949-597-4638

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

Wednesday, October 7, 2020 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637
Virtual Meeting

MEMBERS PRESENT: Don Tibbetts, John Frankel, Elsie Addington, John Dalis, Egon Garthoffner, Reza Bastani, Craig Wayne, Bunny Carpenter (for Judith Troutman)

ADVISORS:

MEMBERS ABSENT: Judith Troutman

OTHERS PRESENT:

STAFF PRESENT: Chris Laugenour, Francisco Perez, Elizabeth Cortez, Kelli Newton

1. **Call to Order**
Chair Tibbetts called the meeting to order at 1:40 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 August 5, 2020**
The Regular Meeting Report of August 5, 2020 was approved by acclamation.
5. **Chair's Remarks**
None
6. **Member Comments (Items Not on the Agenda)**
Vashti Williams – satisfied with the bus routes and the Journey program
7. **Response to Member Comments**
Chair Tibbetts thanked Ms. Williams for her positive comment.

Reports:

8. Director's Report

Mr. Laugenour provided the committee with an overview of the Transportation programs. Due to COVID-19 restrictions, ridership for all three programs significantly decreased in the second and third quarter. Due to the reopening of selected businesses, Fixed Route ridership slightly increased in over the summer and has stayed relatively consistent since then. BOOST program has decreased its operational hours and as a result ridership decreased significantly in second and third quarter.

Mr. Laugenour provided an update on the delivery of vehicles approved for the 2020 budget. Three Ford Edges for security were delivered in late September.

Items for Discussion and Consideration:

9. Destination Shopping Fee

Ms. Cortez presented to the committee an overview of Transportation's Destination Shopping program. A ten dollar rider fee to participate in the Destination Shopping program was proposed in order to offset overall operating cost and to be consistent with other recreational excursion programs. Director Carpenter moved to open discussion with a second by Director Garthoffner. Director Carpenter suggested increasing the proposed rider fee by an additional two dollars to further offset operational cost. After further discussion, Director Wayne motioned to accept the ten dollar rider fee for the Destination Shopping program. Chair Tibbetts called for a vote to approve the motion. The motion was approved by a 4 to 3 vote, with director Carpenter, Director Addington, and Chair Tibbetts dissenting.

Director Bastani joined the meeting.

Items for Future Agendas:

10. Alternative Fuel Vehicles

11. DOJ 5310 Grant

12. Lyft Inc. Contract Renewal

Concluding Business:

13. Committee Member Comments

No member's commented.

14. Date of Next Meeting – Wednesday, December 2, 2020 1:30 p.m.

15. Adjournment

The meeting was adjourned at 2:27 p.m.

Don Tibbetts

Don Tibbetts (Nov 4, 2020 07:57 PST)

Don Tibbetts, Chair
GRF Mobility & Vehicles Committee

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STAFF REPORT

DATE: February 3, 2021
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.

Ridership trends of Laguna Woods Village Transportation programs for the period of January 2020 through December 2020

Total number of individual riders: (monthly average)

Easy Rider: 346

Journey: 48

BOOST Concierge: 15

Total number of trips: (monthly average)

Easy Rider: 4,214

Journey: 233

BOOST: 142

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

COVID-19 Impact on Easy Rider Fixed Route

Beginning March 21, 2020 the Fixed Route program reduced its operating hours to Monday through Friday 9:00 a.m. to 5:00 p.m. to adjust to COVID-19 social distancing requirements. In addition, Commercial Route Two (C2) was consolidated into Commercial Route One (C1) beginning late March until the beginning of August. Since the reduction of operating hours, ridership decreased after the first quarter and stayed relatively the same the rest of the year. Ridership decreased by an average of 565 users in the first quarter to an average of 274 users in the last three quarters. Trips decreased with a monthly average of 8,700 trips in first quarter to an average of 3,443 trips in the last three quarters. See attachment #1.

COVID-19 Impact on Journey

Journey continues to operate Monday through Sunday with its hours reduced to 8:00 a.m. to 3:30 p.m. Ridership decreased after first quarter, with a gradual increase beginning third quarter. The average number of completed rides increased from 141 rides in the first and second quarter to 325 rides in the third and fourth quarter. In addition, the number of users increased from an average of 34 users in the second quarter to an average of 50 users in the third and fourth quarter. See attachment #2.

COVID-19 Impact on BOOST

Beginning March 24, 2020 BOOST reduced its operating hours to Monday through Friday 7:00 a.m. to 9:00 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 from a monthly average of 448 trips in the first quarter to 40 trips in the last three quarters. See attachment #3.

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

Vehicle Purchases/Repairs

GRF received two Chevy Bolt electric vehicles (EV) that were approved in the 2020 Capital Budget. With the purchase of these two electric vehicles, this increases our EV inventory to six. In addition, we are expecting to receive two hybrid vehicles this early spring 2021 also approved in the 2020 Capital Budget.

GRF replaced three 2000-2002 F350 trucks to be in compliance with the CARB Clean Air Truck Requirements.

Staff is currently conducting a detailed review of all vehicles to determine appropriate inventory levels throughout all departments

Prepared By: Chris Laugenour, Director of General Services

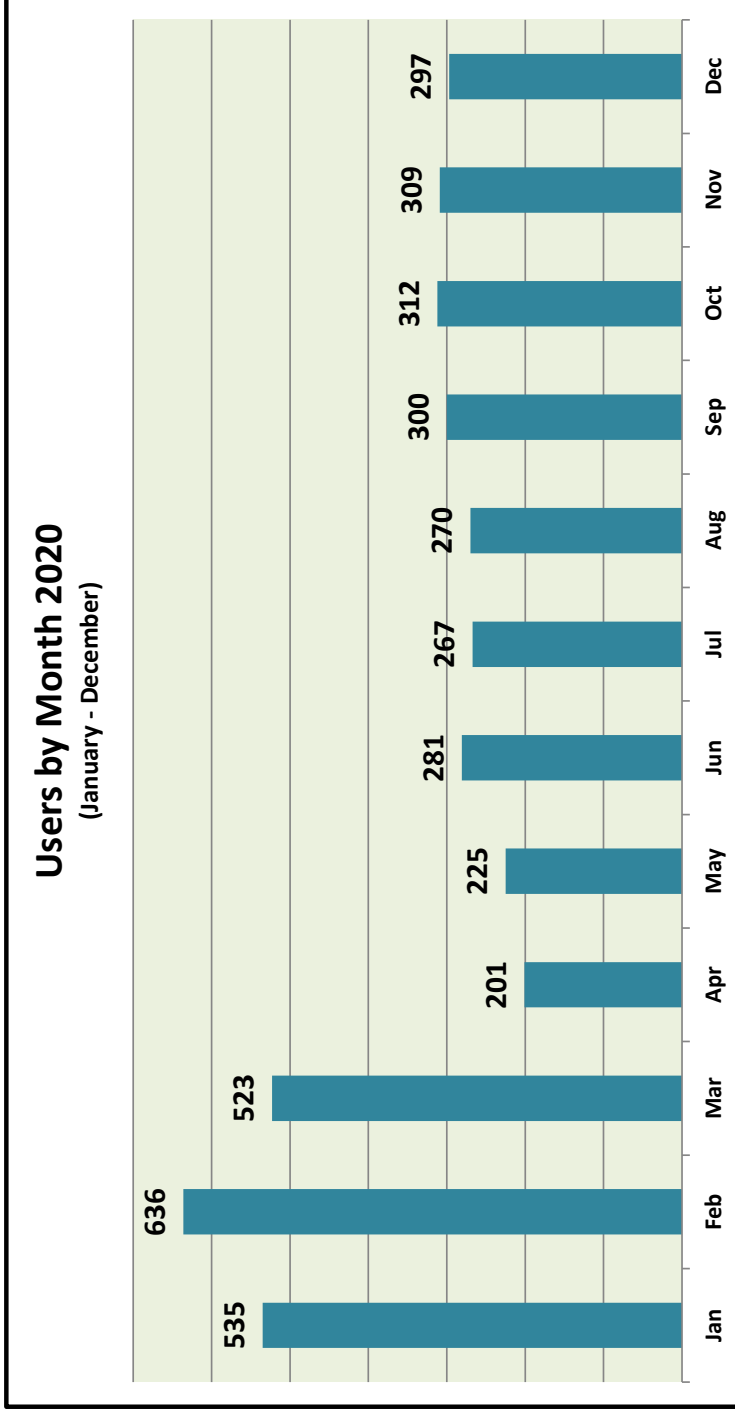
ATTACHMENT(S)

ATT-1: Easy Rider Year to Date Ridership

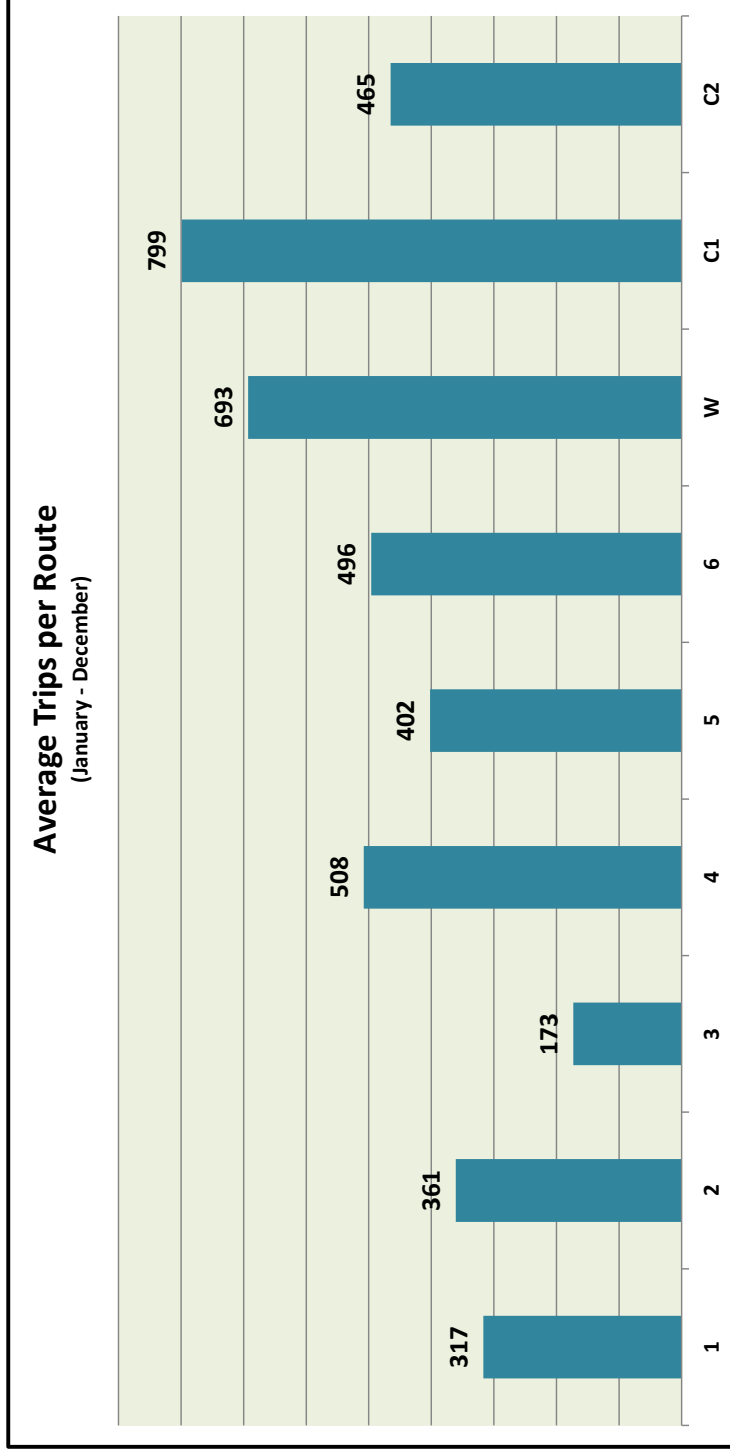
ATT-2: Journey Year to Date Ridership

ATT-3: BOOST Year to Date Ridership

2020 Fixed Route Ridership



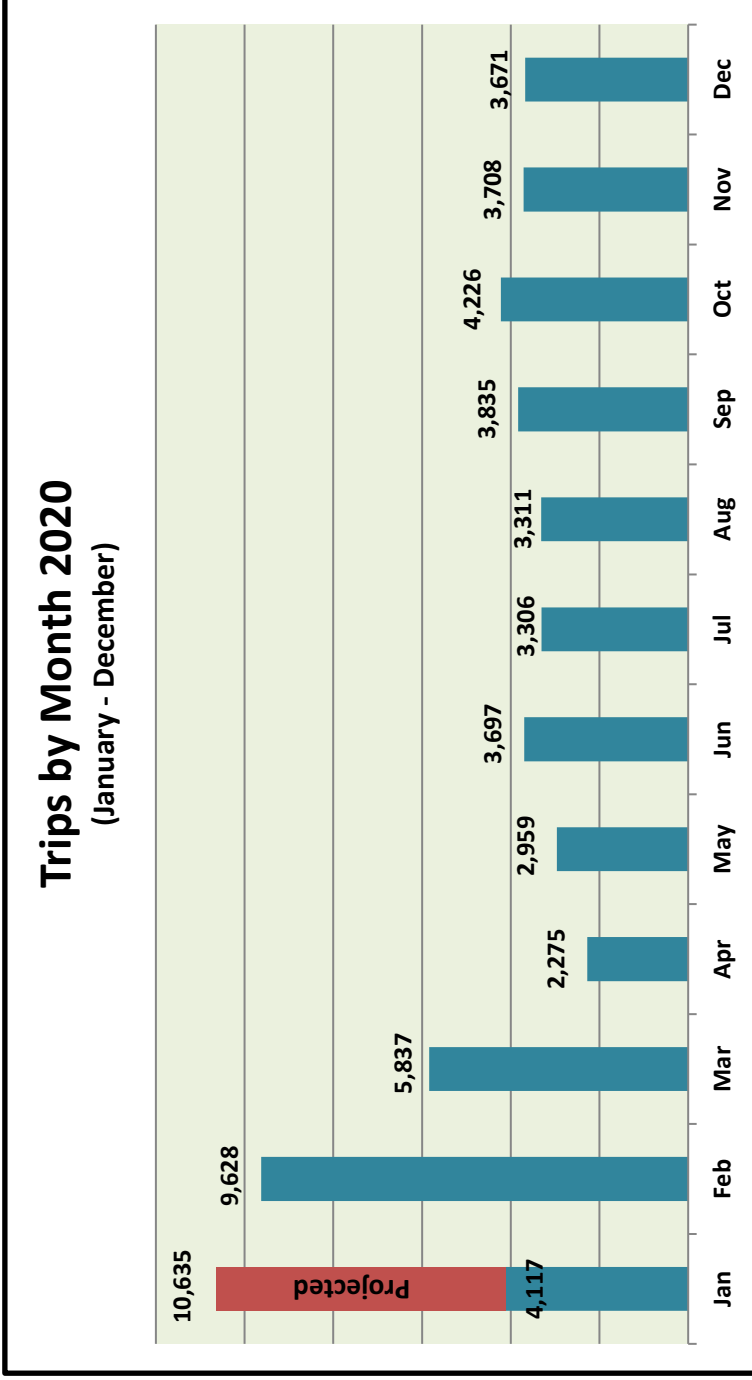
2020 Fixed Route Ridership



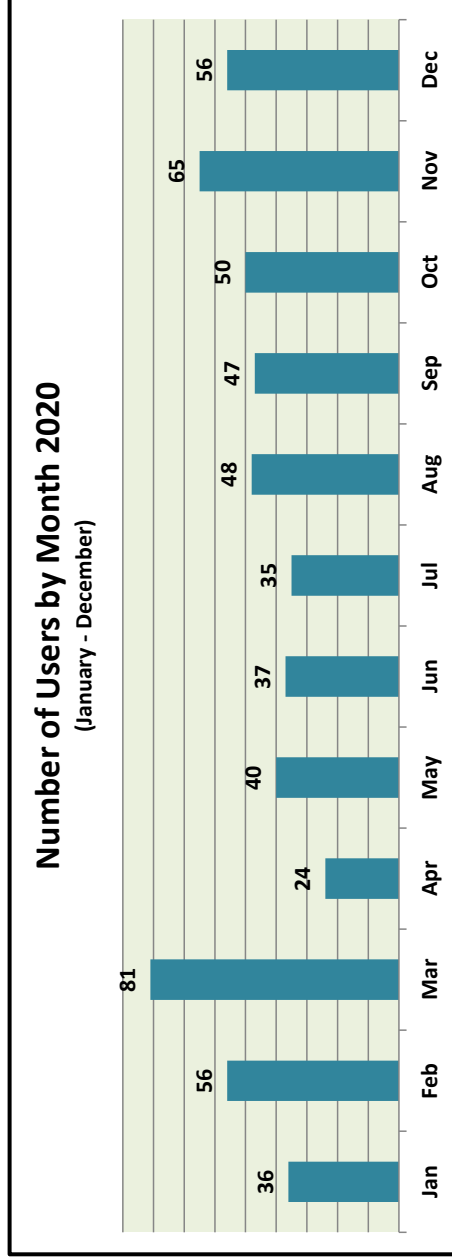
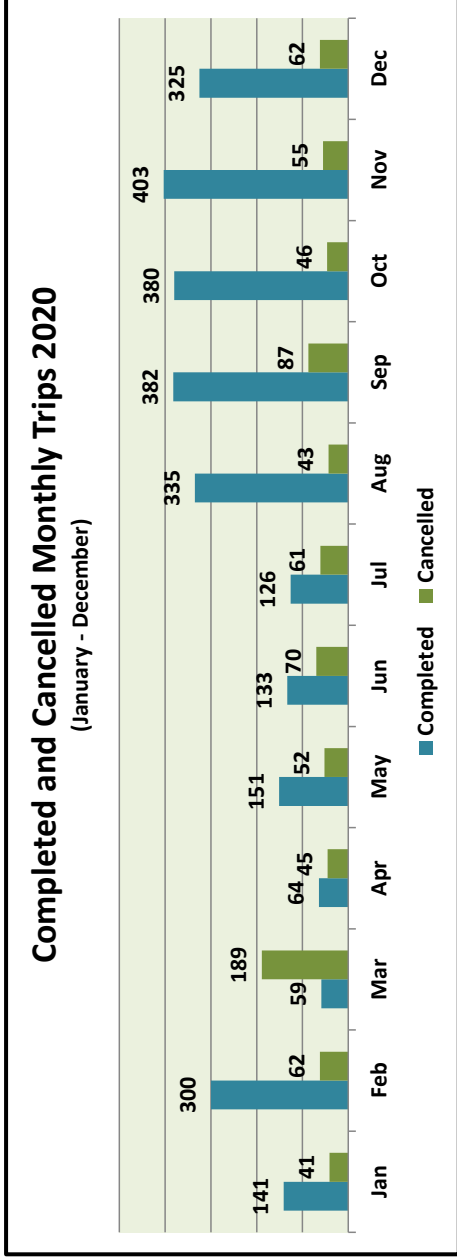
Commercial 2 was consolidated into Commercial 1 from March 21, 2020 to August 2, 2020



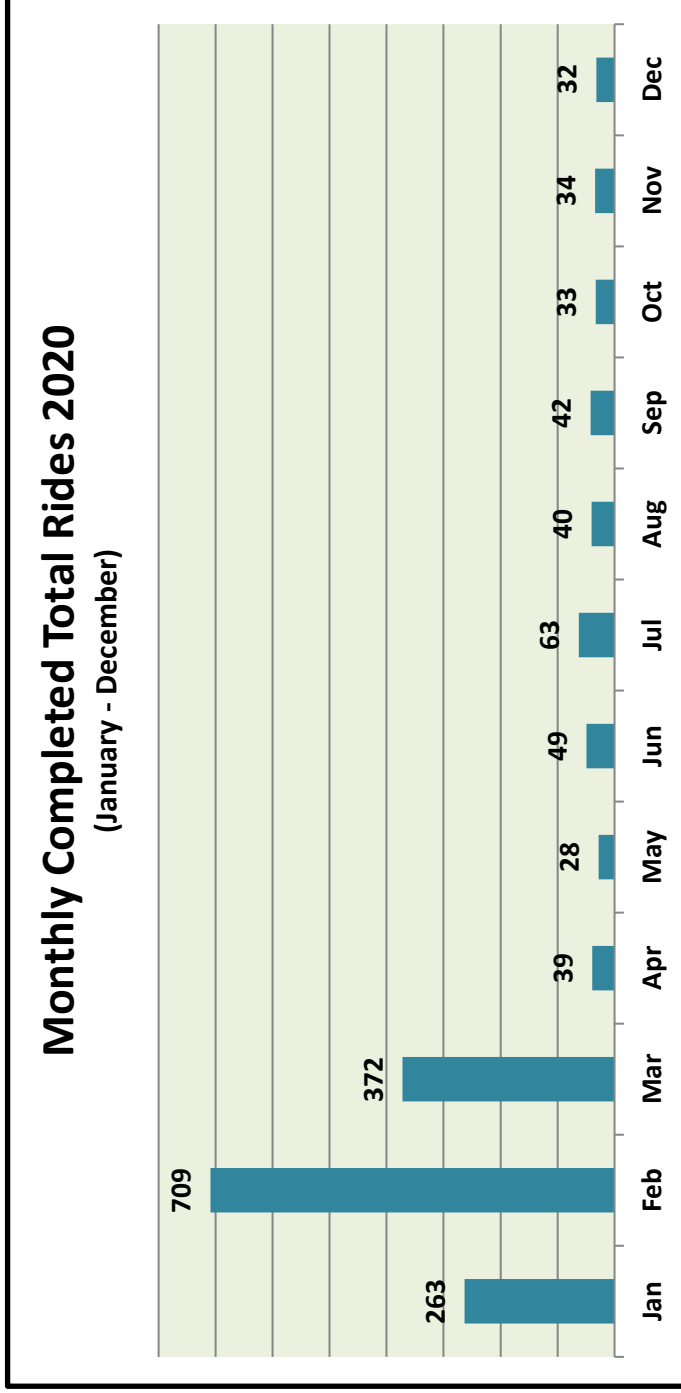
2020 Fixed Route Ridership



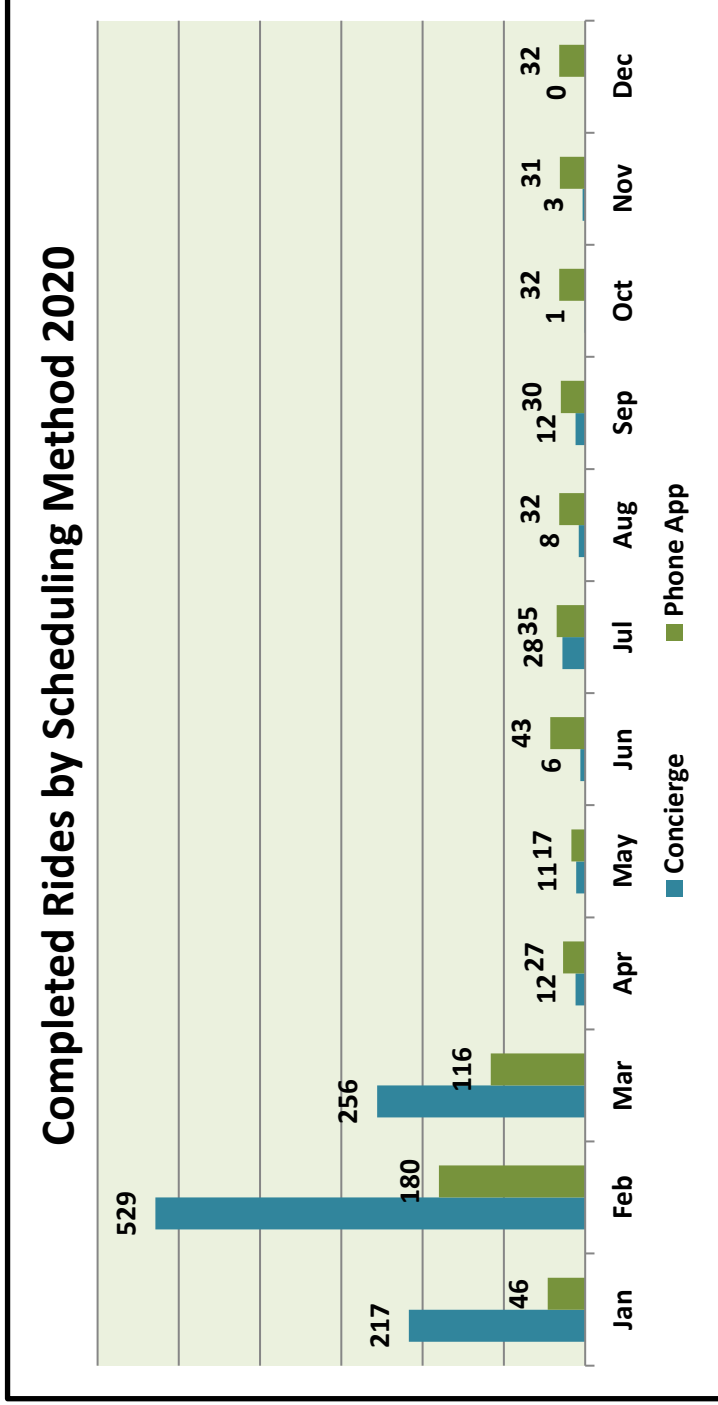
2020 Journey Ridership



2020 BOOST Ridership



2020 BOOST Ridership



RESOLUTION 90-18-36
Mobility and Vehicles Committee Charter

WHEREAS, the Bus Services Committee was established pursuant to Article 7, Section 7.1.1 of the Bylaws of this Corporation; and

WHEREAS, November 22, 2011 the Board of Directors agreed to change the name to the Laguna Woods Village Mobility and Vehicles Committee; and

WHEREAS, December 6, 2011, the Board of Directors assigned the general duties and responsibilities of the Laguna Woods Village Mobility and Vehicles Committee; and

WHEREAS, August 7, 2018 the Board of Directors has revised the general duties and responsibilities of the Laguna Woods Village Mobility and Vehicles Committee;

NOW THEREFORE BE IT RESOLVED, that the Mobility and Vehicles Committee shall:

1. Perform the duties imposed upon all standing committees as set forth in the resolution entitled, "General Duties of Standing Committees".
2. Serve as liaison between the Golden Rain Foundation Board of Directors (GRF Board) and the Managing Agent for all transportation issues.
3. Develop policies and procedures for the GRF Transportation System that strives to meet the needs of the Laguna Woods Village Community.
4. Review long-range plans prepared by the Managing Agent to improve the efficiency and effectiveness of the GRF transportation system with an emphasis on new and emerging technology; focusing on operational and energy efficiency and make recommendations to the GRF Board for final approval.
5. Review major service modifications to the Laguna Woods Village transportation system that are proposed by the Managing Agent and present those modifications to the GRF Board for final approval.
6. Review the specifications recommended by the Managing Agent for the procurement of GRF vehicles.
7. Review requests submitted to the Committee by the Managing Agent for transportation services and vehicles that require supplemental funding and recommend appropriate action to the GRF Finance Committee.

8. Ensure that the transportation facilities, equipment, and fixtures owned or leased by the GRF Board are maintained by the Managing Agent to sustain a high level of efficient performance.
9. Review bus schedules, bus routing plans or other alternative transportation programs developed by the Managing Agent. Provide recommendations to the Managing Agent that will ensure both a high level of service to the Members and an efficient use of transportation resources. Present these modifications to the GRF Board for final approval.
10. Ensure that the Managing Agent develops and provides an effective Customer Service Program that includes educational literature, training classes, alternative transportation information and direct rider support.
11. Work together with the GRF Media and Communications Committee and the Managing Agent's Communications staff to keep residents informed of all matters related to and affecting the GRF Transportation System.

RESOLVED FURTHER; that Resolution 90-11-146, adopted December 6, 2011 is hereby superseded and cancelled.

2021 Approved Vehicles for Purchase

Vehicle Category	Vehicle Type	Work Center	Replacement/ Addition	APPROVED BUDGET
Security				
	Ford Edge	Security	Replacement	\$ 35,000.00
	Ford Edge	Security	Replacement	\$ 35,000.00
	Ford Edge	Security	Replacement	\$ 35,000.00
	Ford Edge	Security	Replacement	\$ 35,000.00
Small Pickup Truck				
	Ford Ranger	Landscape	Addition	\$ 25,000.00
	Ford Ranger	Carpentry	Replacement	\$ 25,000.00
	Ford Ranger	Carpentry	Replacement	\$ 25,000.00
	Ford Ranger	Painting	Replacement	\$ 25,000.00
	Ford Ranger	Manor Alt.	Replacement	\$ 25,000.00
Medium Pickup Truck				
	Ford F250	Paving	Replacement	\$ 35,000.00
	Ford F250	Painting	Replacement	\$ 35,000.00
	Ford F250	Landscape	Replacement	\$ 35,000.00
	Ford F250	Landscape	Replacement	\$ 35,000.00
	Ford F250 Crew	Landscape	Replacement	\$ 42,000.00
	Ford F250 Crew	Landscape	Replacement	\$ 42,000.00
	Ford F250 Crew	Landscape	Replacement	\$ 42,000.00
Work Vans				
	Transit Cargo	Carpentry	Replacement	\$ 40,000.00
	Transit Cargo	Electrical	Replacement	\$ 40,000.00
	Transit Cargo	Facility Maint.	Replacement	\$ 40,000.00
	Transit Cargo	Vehicle Maint.	Replacement	\$ 40,000.00
Trailer				
	Tandem Trailer	Landscape	Replacement	\$ 15,000.00
	Tandem Trailer	Landscape	Replacement	\$ 15,000.00
	Tandem Trailer	Landscape	Replacement	\$ 15,000.00
Utility Vehicle				
	Kawasaki Mule	Plumbing	Replacement	\$ 15,000.00
	Kawasaki Mule	Landscape	Replacement	\$ 15,000.00
	Kawasaki Mule	Landscape	Replacement	\$ 15,000.00
	Kawasaki Mule	Landscape	Replacement	\$ 15,000.00
	Kawasaki Mule	Landscape	Replacement	\$ 15,000.00
	Kawasaki Mule	Landscape	Replacement	\$ 15,000.00
	Kawasaki Mule	Landscape	Replacement	\$ 15,000.00
	Kawasaki Mule	Landscape	Replacement	\$ 15,000.00
Passenger Bus				
	Arboc	Transportation	Replacement	\$ 150,000.00
Miscellaneous				
				\$ 200,000.00
Total				\$ 1,206,000.00

STAFF REPORT

DATE: February 3, 2021
FOR: Mobility & Vehicle Maintenance Committee
SUBJECT: Obsolete Equipment Policy

RECOMMENDATION

That the Board of Directors adopt a resolution updating the Obsolete Equipment Policy to eliminate the sections that allow for on-site sales and on-site sealed auctions of obsolete equipment.

BACKGROUND

On September 6, 2016, the Golden Rain Foundation updated its policy relating to the surplus of obsolete equipment to ensure that residents were given the opportunity to bid on vehicles that reached the end of their useful life. The implementation of the policy includes a 30-day notification process, scheduling equipment inspections, coordinating the final sealed bids process, and ensuring all DMV paperwork is processed correctly and timely manner.

The current process is coordinated by Financial Services and General Services Departments, and over the past few years, it has been determined that a very small number of residents actually utilize this policy, and the revenues received from this effort are minimal. Additionally, the preparation for conducting the internal auction requires many hours of staff time from Purchasing Division and General Services Department personnel.

The current process also exposes GRF to potential liabilities related to DMV transactions, vehicle condition discrepancies, and potential fraud.

DISCUSSION

To enhance operational efficiency and provide increased revenue potential from the sale of obsolete vehicles, an amendment to the Obsolete Equipment Policy is being proposed to eliminate the sale of capital equipment directly to residents through an internal sealed bid auction process. Specific recommended changes to the policy are as follows; remove the sections that:

- Calls for the option of on-site auctioneer, on-site sales, sealed bid process and online classified advertisements;
- Requires all items be publicized in the community, such as TV6, community newspaper, and community website;
- Calls from inspection of equipment and deadline date for bidding;
- Defines vehicle type and the reserve bid requirement for a sealed bid auction;

- Relating to the sealed bid process; and
- Relating to cash payment requirement and removal of equipment.

This proposed action will result in utilizing a private auction company for the disposal and sale of all obsolete equipment. This will ensure that all older vehicles and equipment will be surplusd in a timely and efficient manner, while reducing staff hours and potential GRF liabilities. This practice of utilizing a private auction company is considered an industry best practice as an efficient method to sell old equipment in a fair and consistent manner.

FINANCIAL ANALYSIS

There is no direct financial impact with this policy change. However, utilizing an outside auction company to pick up and sell all equipment, would reduce staff hours and expedite revenue collection by scheduling routine equipment pickup through private auction resources.

Prepared By: Chris Laugenour, Director General Services

Reviewed By: Siobhan Foster, Chief Operating Officer

Committee Routing: Finance Committee

Attachment(s)

ATT 1: Resolution 90-20-48 – Redlined Version



RESOLUTION 90-20-48

OBSOLETE EQUIPMENT POLICY

WHEREAS, in the normal course of business the Golden Rain Foundation (GRF) replaces items of equipment that have reached the end of their economic lives, have become expensive or impossible to maintain or have otherwise become obsolete; and

WHEREAS, GRF determines through its capital planning process or via supplemental appropriation which items of capital equipment are to be replaced; and

WHEREAS, unless otherwise expressly authorized by the Board of Directors of this Corporation, all items shall be disposed of; and

WHEREAS, GRF desires to optimize the proceeds from the disposal of such equipment;

NOW THEREFORE BE IT RESOLVED, [DATE] that all GRF equipment to be disposed of will be sold using ~~an variety of selling methods, with a minimum 30-day notice prior to sale, including off-site auctioneer, on-site auctioneer, on-site sales, sealed bid process, and online classified advertisements to provide the maximum net proceeds as determined by the Purchasing & Supply Manager;~~ and

RESOLVED FURTHER, that parts can be removed from certain obsolete vehicles and equipment if those parts are difficult to procure or the value of keeping the parts is more than the estimated sale of the obsolete equipment; and

~~**RESOLVED FURTHER**, that all items will be publicized at no additional cost to the community in available media, such as on TV6, in the community newspaper, and on the community website, and~~

RESOLVED FURTHER, that the Purchasing & Supply Manager will inform equipment dealers and others who may be interested in purchasing any of the obsolete equipment; and



~~**RESOLVED FURTHER**, that any notice will include a place and times for inspection of the equipment and a date or deadline for bidding; and, that a minimum acceptable bid amount will be set on all equipment to be disposed of that has an estimated value of \$1,000 or more, as determined by the manager of the user department in conjunction with the Purchasing & Supply Manager; and~~

~~**RESOLVED FURTHER**, passenger vehicles, which includes sedans, mid-size trucks, and passenger vans, to be disposed of shall be noticed to the residents for a sealed bid auction with a minimum reserve; if the minimum reserve is not met at the sealed bid auction the vehicle will be sent to public auction; and~~

~~**RESOLVED FURTHER**, that when using the sealed bid process, all bids will be opened by the Purchasing & Supply Manager, and the highest bid will be accepted; and~~

~~**RESOLVED FURTHER**, that all such sales will be for cash and will be consummated, including removal of the obsolete equipment from GRF premises, within two weeks of acceptance of bid, and~~

RESOLVED FURTHER, that any equipment that is deemed to pose a significant threat to the safety of a purchaser or user, or would cost more money to sell than the estimated value of the item, or remains unsold after all reasonable efforts are made, will be disposed of in the proper waste receptacle and in compliance with applicable laws and ordinances after notification to the GRF Treasurer; and

RESOLVED FURTHER, that any individual participating in the decision to dispose of an obsolete item shall be precluded from purchasing that item; and

RESOLVED FURTHER, that Resolution -90-16-41 adopted September 6, 2016 is hereby superseded and cancelled; and

RESOLVED FURTHER; that the officers and agents of this Corporation are directed on behalf of the Corporation to carry out this resolution.

STAFF REPORT

DATE: February 3, 2021
FOR: Mobility and Vehicles Committee
SUBJECT: Miscellaneous Vehicle Purchase – F350

RECOMMENDATION

The Board of Directors approve purchase of a replacement F-350 truck from the Miscellaneous Vehicles capital budget at a cost of \$55,000.

BACKGROUND

The General Services Department is responsible for the maintenance and replacement of more than 400 Golden Rain Foundation (GRF) vehicles. On September 1, 2020, the GRF Board approved an allocation of \$200,000 for Miscellaneous Vehicle purchases as needed, if an unanticipated replacement need came up during the 2021 fiscal year. Additionally, the Board was presented with an Equipment Replacement strategy which provides a specific long-range plan to replace the Village's aged fleet.

DISCUSSION

In January 2021, the Fleet Maintenance Division identified a 2007 Ford F-350 truck that needs extensive repairs to the transmission and catalytic converter. The cost to make these repairs is approximately \$10,000 and according to vehicle maintenance records, approximately \$20,000 has been expended over the past several years to repair similar mechanical issues. This vehicle is assigned to the Concrete Repair Crew and is scheduled to be replaced in 2022 as part of the approved Equipment Replacement strategy. The estimated value of this vehicle is approximately \$12,000 according to Kelly Blue Book.

The Fleet Maintenance Division recommends accelerating the replacement of this vehicle to avoid the expensive and ongoing maintenance costs while further expediting the replacement of older vehicles in a strategic manner.

FISCAL IMPACT

The cost of purchasing a replacement truck is \$55,000 which includes storage cabinets and equipment racks. With the excessive repair cost it would take to get this back into service and the major repairs this vehicle has needed in the past, it's recommended that a new vehicle be purchased for replacement and the existing vehicle be sold through auction.

Prepared By: Chris Laugenour, Director of General Services

Reviewed By: Siobhan Foster, COO

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