



OPEN MEETING

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

**Monday, November 6, 2023, 9:30 AM
24351 El Toro Road, Laguna Woods, CA
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 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 August 2, 2023
5. Chair's Remarks
6. Member Comments (Items not on the Agenda)
7. Response to Member Comments
8. Director's Report
 - 2023 Ridership
 - Transportation Pop-up Booths

Items for Discussion:

9. 2024 Vehicle Specifications

Items for Future Agendas:

To be determined

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: February 7, 2024
- Adjournment

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

Elsie Addington, Chair
Robert Carroll, Staff Officer
Telephone: 949-597-4638

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

Wednesday, August 2, 2023 – 1:30 p.m.
Laguna Woods Village Community Center Board Room
24351 El Toro Road, Laguna Woods, CA 92637

MEMBERS PRESENT: Elsie Addington (Chair), Azar Asgari, Alison Bok, Cush Bhada, Egon Garthoffner, Sue Stephens, Moon Yun

MEMBERS ABSENT: Vashti Williams

OTHERS PRESENT: **GRF:** Juanita Skillman
Third: Maggie Blackwell

STAFF PRESENT: Robert Carroll, Francisco Perez, Joana Rocha, Sandra Spencer

1. Call to Order

Chair Addington called the meeting to order at 1:31 p.m.

2. Acknowledgment of Media

None present.

3. Approval of the Agenda

Hearing no objections, the agenda was approved by unanimous consent.

4. Approval of Meeting Report for

The meeting report for June 7, 2023, was unanimously approved as written.

5. Chair's Remarks

None.

6. Member Comments (Items Not on the Agenda)

- A member asked about the \$10 charged for the destination shopping where it reflects on the green book.
- A member asked why the bus counter devices were removed.
- A member asked who is responsible for monitoring spending.

7. Response to Member Comments

- Destination shopping is shown in a different revenue.
- The counters in the bus are sometimes removed for maintenance.
- General Services Director and Supervisor monitor the budget.

8. Director's Report

Staff provided the committee with an 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.

9. Overview of 2019 Fehr and Peers Short Range Transit Plan

Mr. Carroll Introduced the topic and answers questions from the committee.

Items for Discussion

10. Mobility and Vehicle Committee Meeting Schedule

Director Bhada made motion to approve staff's recommendation to modify the meeting schedule. Director Bok seconded the motion. A discussion followed, no objections were raised, and the motion was passed unanimously. The next committee meeting will be held on November 1, 2023.

11. Transportation Information Meeting Schedule

Director Stephens made a motion to approve staff's recommendation to modify the frequency of the Transportation Information Meeting from bi-monthly to semi-annual, with the exact dates to be determined by the staff as needed. Director Bok seconded the motion. A discussion followed, no objections were raised, and the motion was passed unanimously.

Items for Future Agendas:

- To be determined.

Concluding Business:

Committee Member Comments - None

Report of the Regular Open Session
GRF Mobility and Vehicles Committee Meeting
August 2, 2023
Page 3 of 3

Date of Next Meeting – Monday, November 6, 2023, at 9:30 a.m.

Adjournment - The meeting was adjourned at 3:32 p.m.

Elsie Addington

Elsie Addington (Aug 9, 2023 09:25 PDT)

Elsie Addington, Chair
Robert Carroll, Staff Officer
Telephone: 949-597-4242

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STAFF REPORT

DATE: November 6, 2023
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 fleet. The reports are varied at 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 passenger shuttle buses are used for this program.

The 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 to two shuttle buses are used for this program.

The **BOOST** on-demand rideshare program is provided via 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 Data and Trends

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.

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, subsequently causing a reduction in ridership. Ridership prior to the decrease in March 2020 was at 9,628 trips for the month of February 2020. Ridership gradually increased beginning the second quarter of 2021, concluding the year with an overall monthly average of 5,302 rides for 2021. For 2022, the monthly ridership averaged 6,333 trips for January through December. Currently, the average monthly ridership between January to September 2023 is 6,766 trips. 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 the third quarter of 2020. For 2021, the monthly average of completed rides was 512 trips. In 2022, the average number of completed rides increased, with a monthly average of 605 completed trips from January through December. Currently, the average number of completed trips between January and September 2023 is 552 completed trips. 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. Trips gradually increased in the second quarter of 2021, totaling a monthly average of 149 trips from January through December. The total monthly average for 2022 was 417 trips. Currently, the average number of completed trips between January and September 2023 is 504. See attachment #3.

In late March 2021, Boost's operating hours extended to Sundays for transportation to Church. In mid-June 2021, after the Village Clubhouses reopening, BOOST's operating hours 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

In March 2023, the Destination Shopping Program was reinstated by the Transportation Department.

Date	Location	Participants
7/04	Canceled due to Holiday	0
7/18	Walmart Laguna Niguel	9
8/08	99 Ranch Market Center	5
8/22	Walmart Laguna Niguel	5
9/12	Alsio Viejo Plaza	2
9/26	Walmart Laguna Niguel	0

Transportation Pop-Up Booths

Date	Location	Attendees
10/5/2023	Clubhouse 1	25 -30
10/12/2023	Towers	15 - 20
10/19/2023	Administration Building	35 - 40

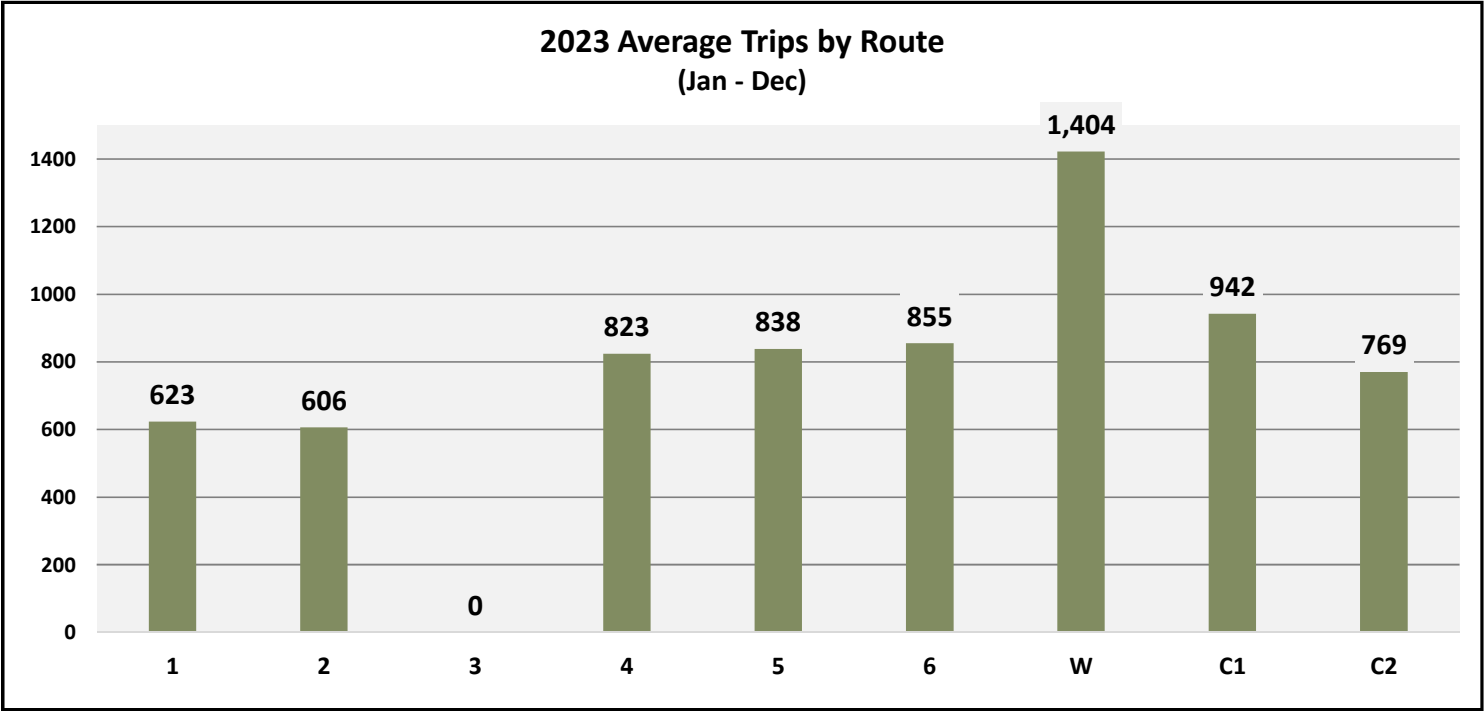
Currently developing schedule for 2024.

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

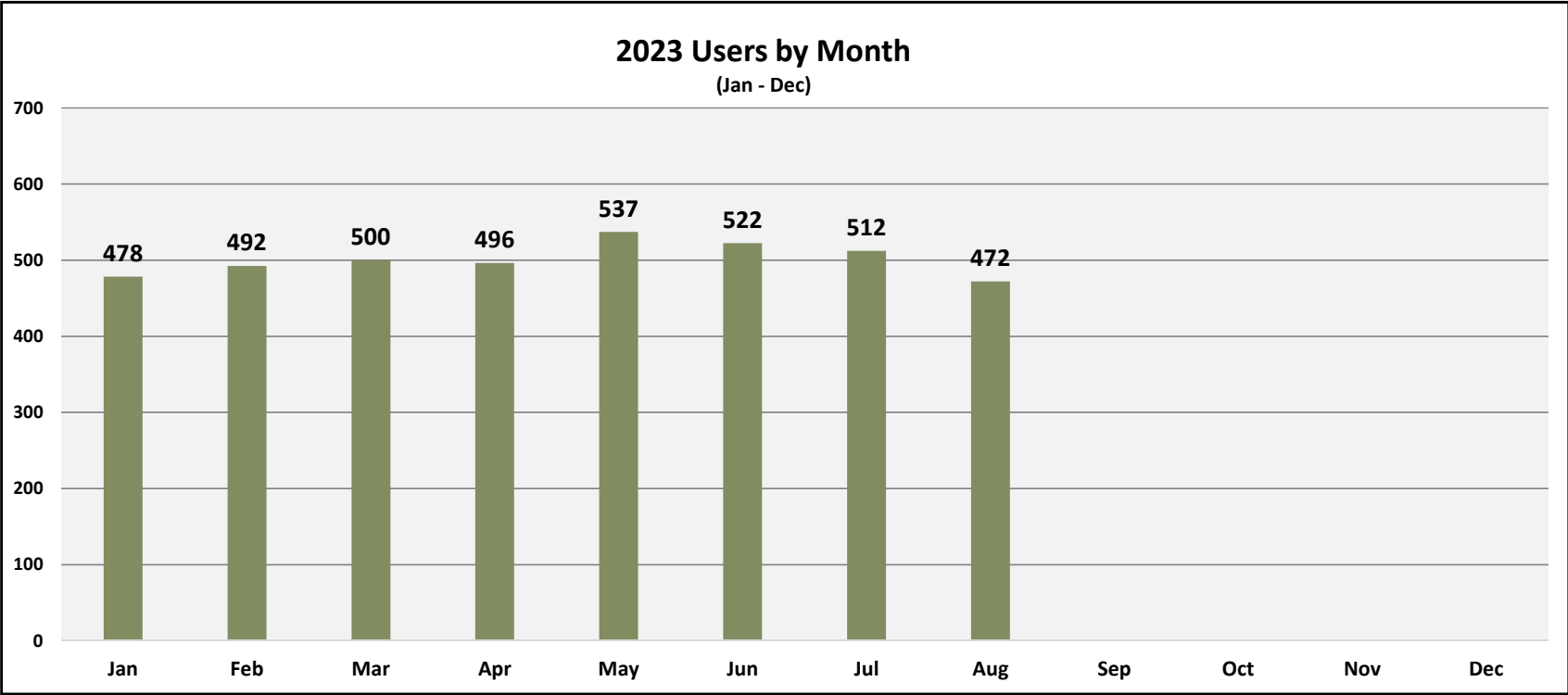
Fixed Route Ridership by Route



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



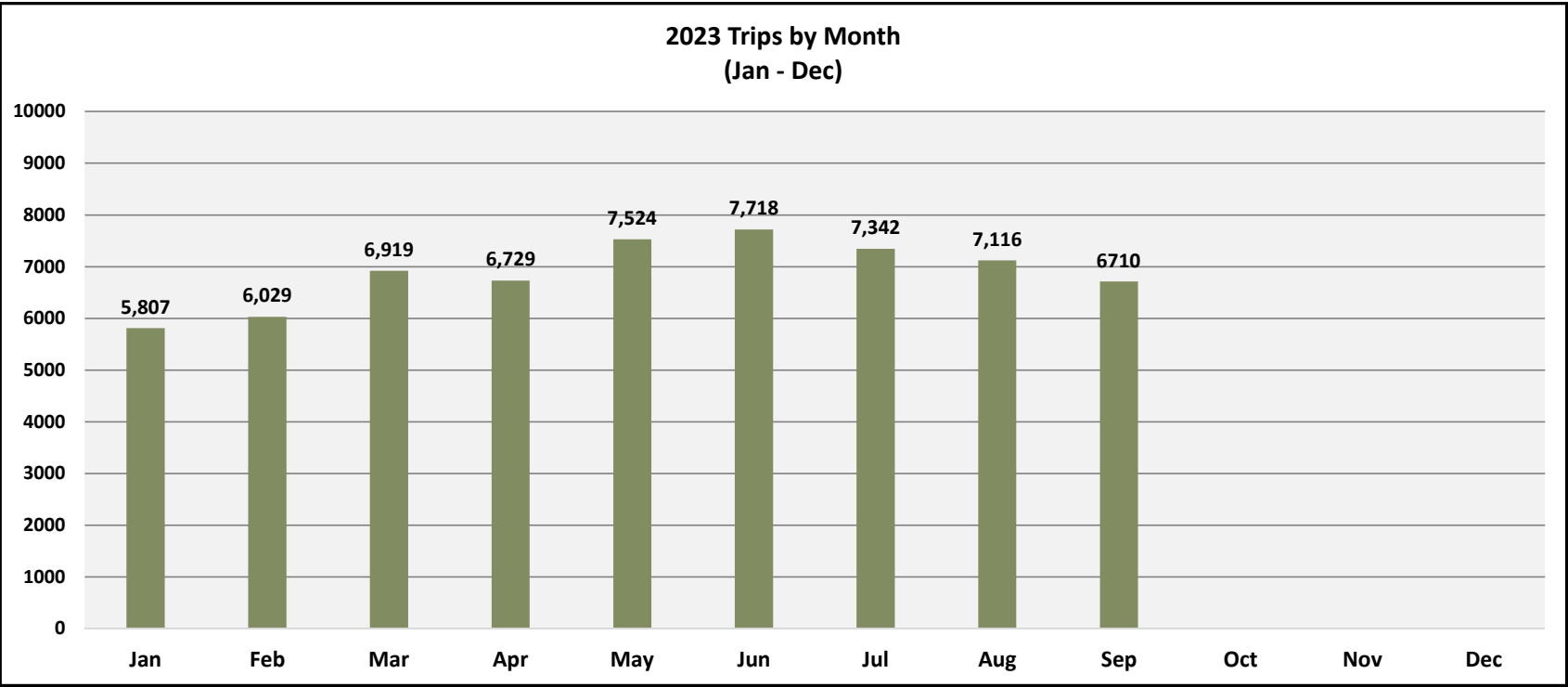
Fixed Route Ridership by User



**February 2020 ridership was 636 users*



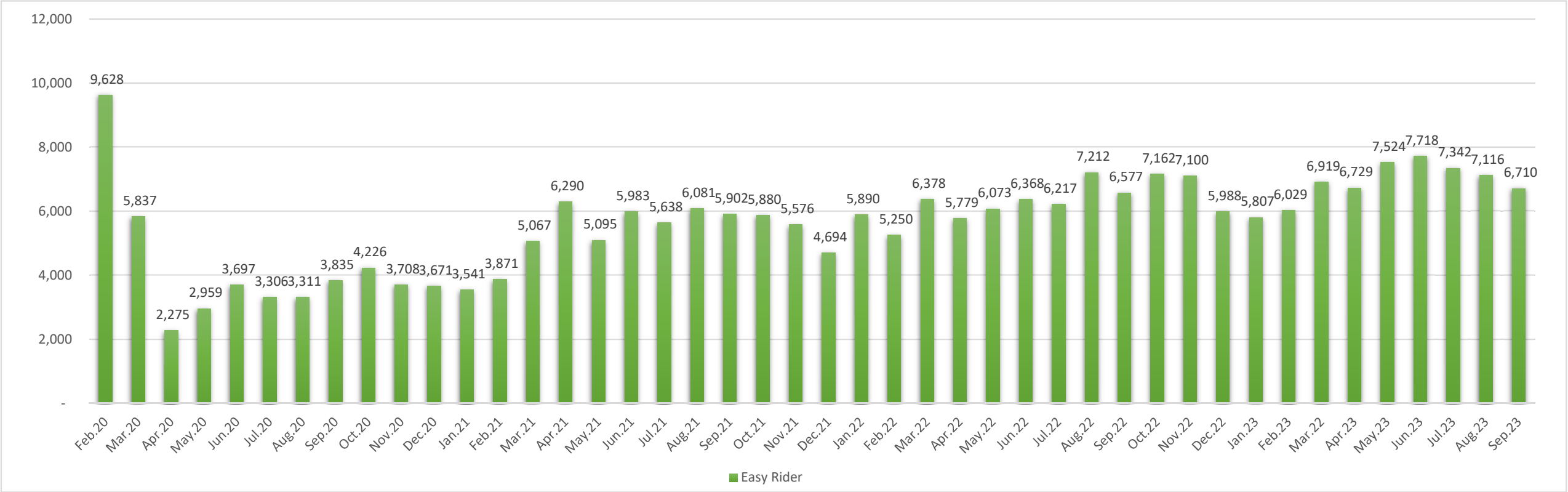
Fixed Route Ridership by Trips



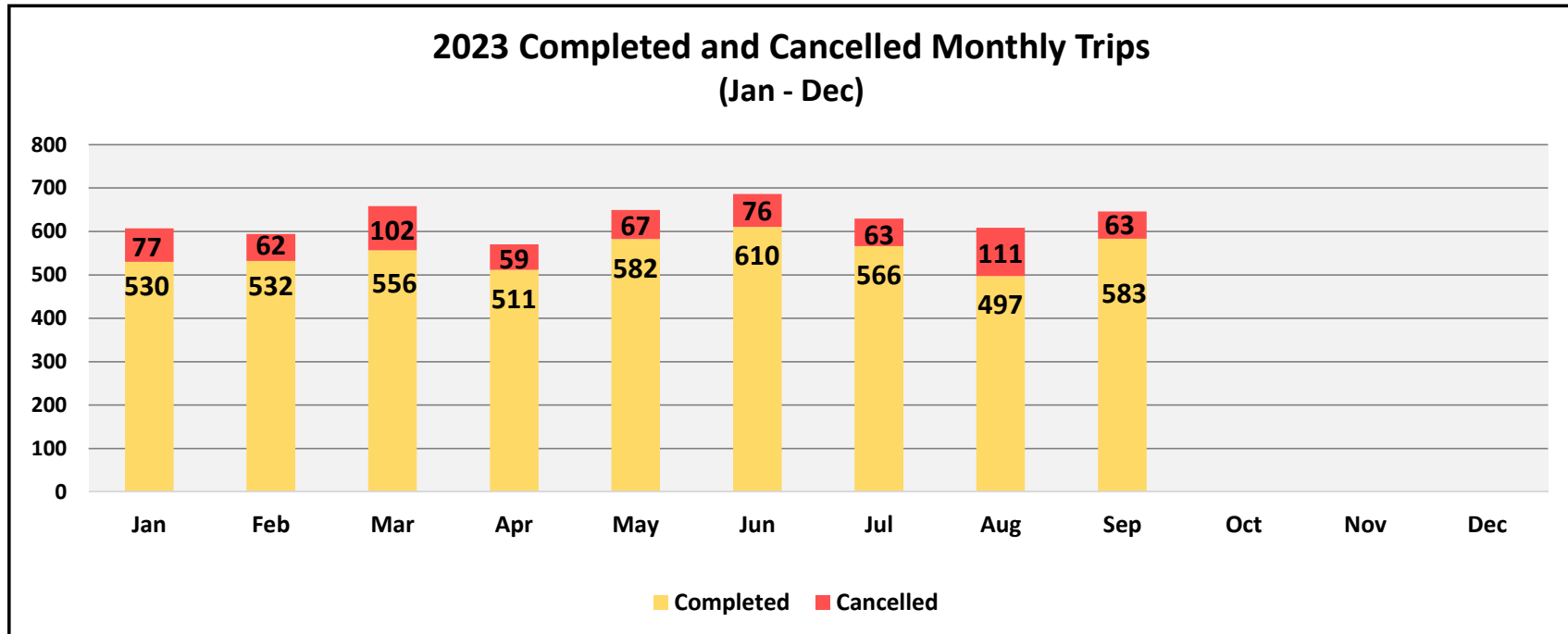
**February 2020 ridership was 9,628 trips*



General Services Department
Transportation Division
Easy Rider Program Ridership
February 2020 Through June 2023



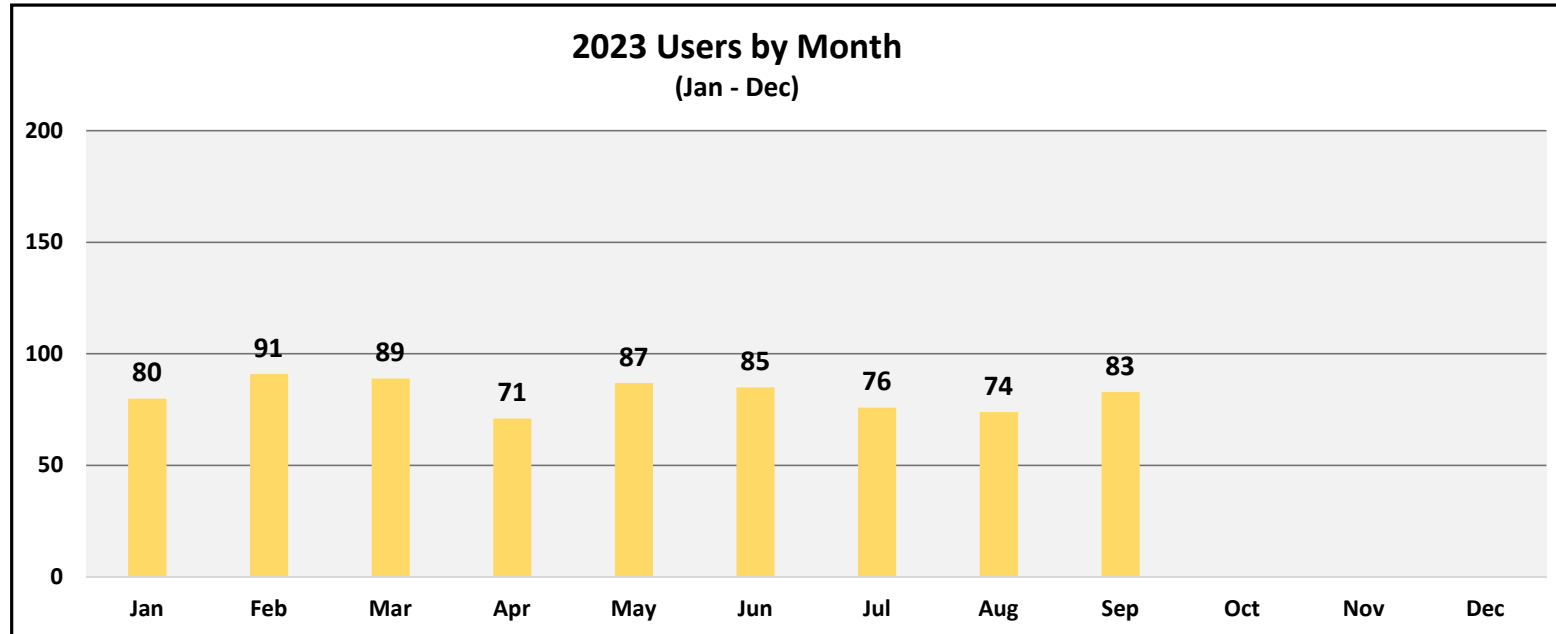
Journey Ridership by Trips



**February 2020 ridership was at 300 trips (New program initiated January 2020)*



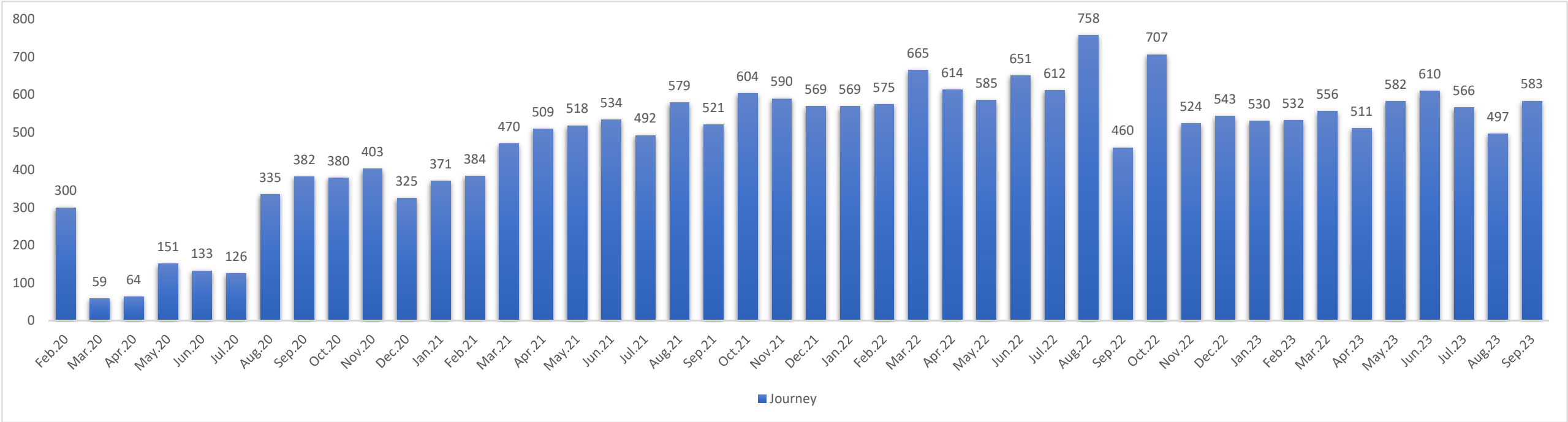
Journey Ridership by User

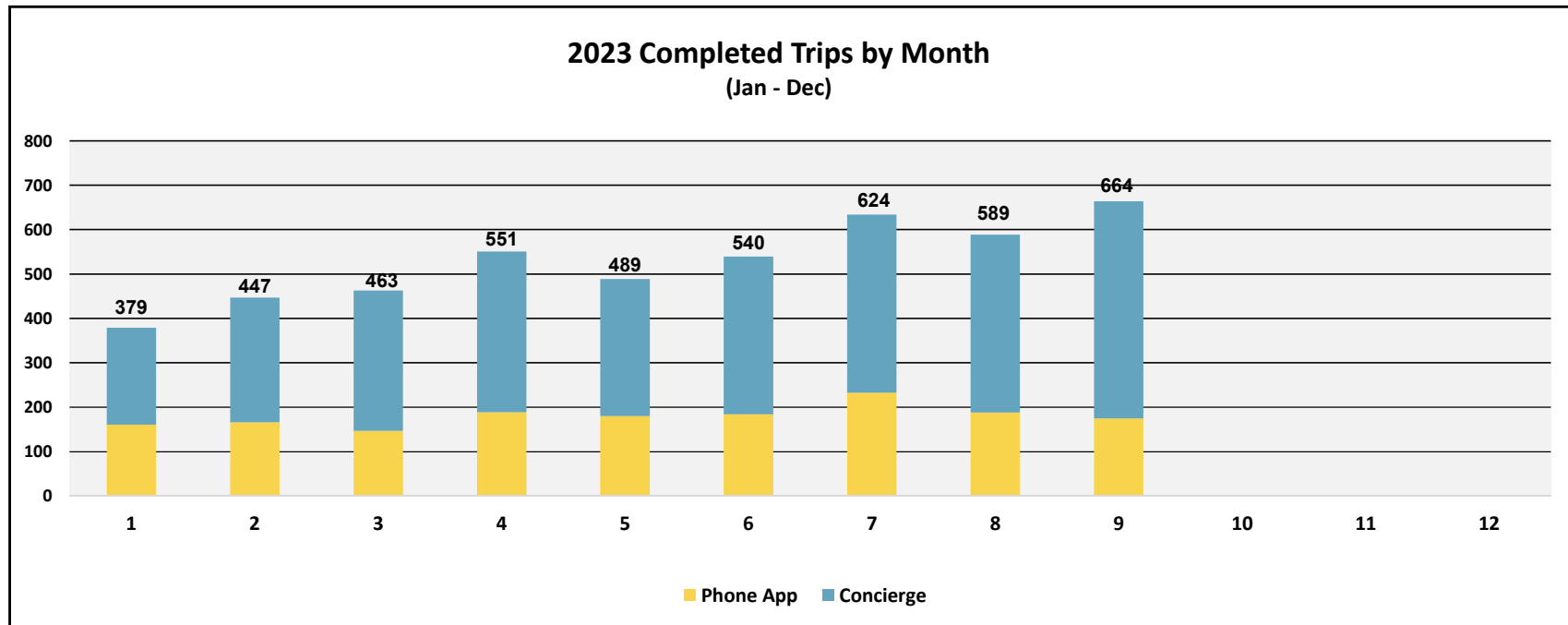


**February 2020 ridership was at 124 users*



General Services Department
Transportation Division
Journey Program Ridership
February 2020 Through June 2023

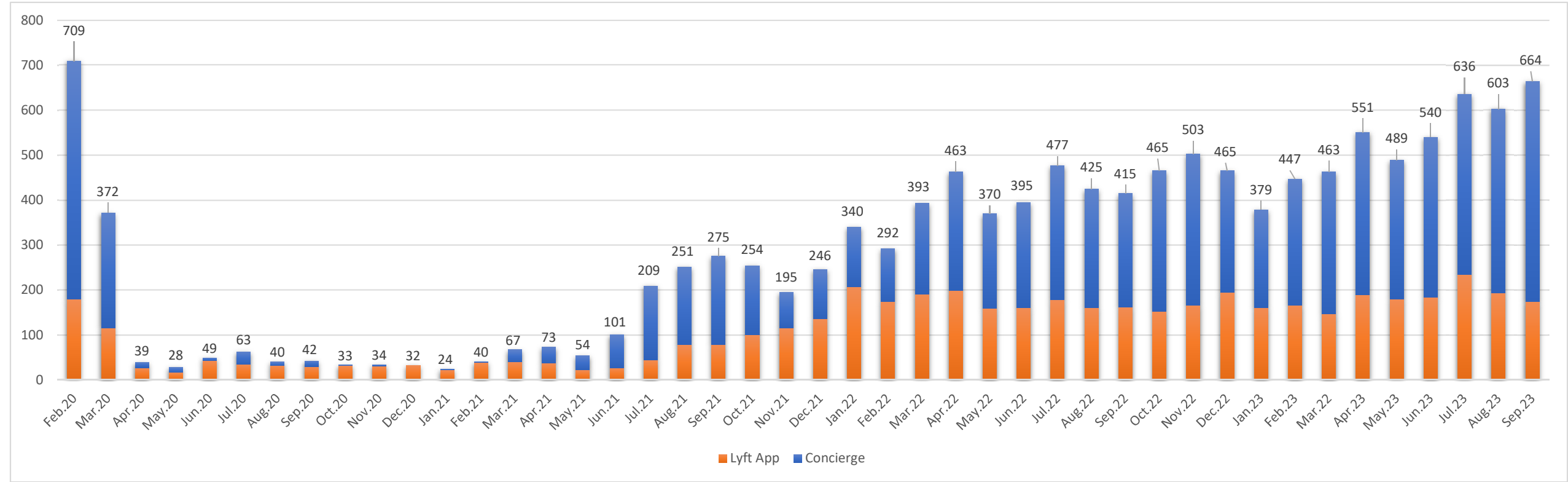


BOOST Ridership by Scheduling Method

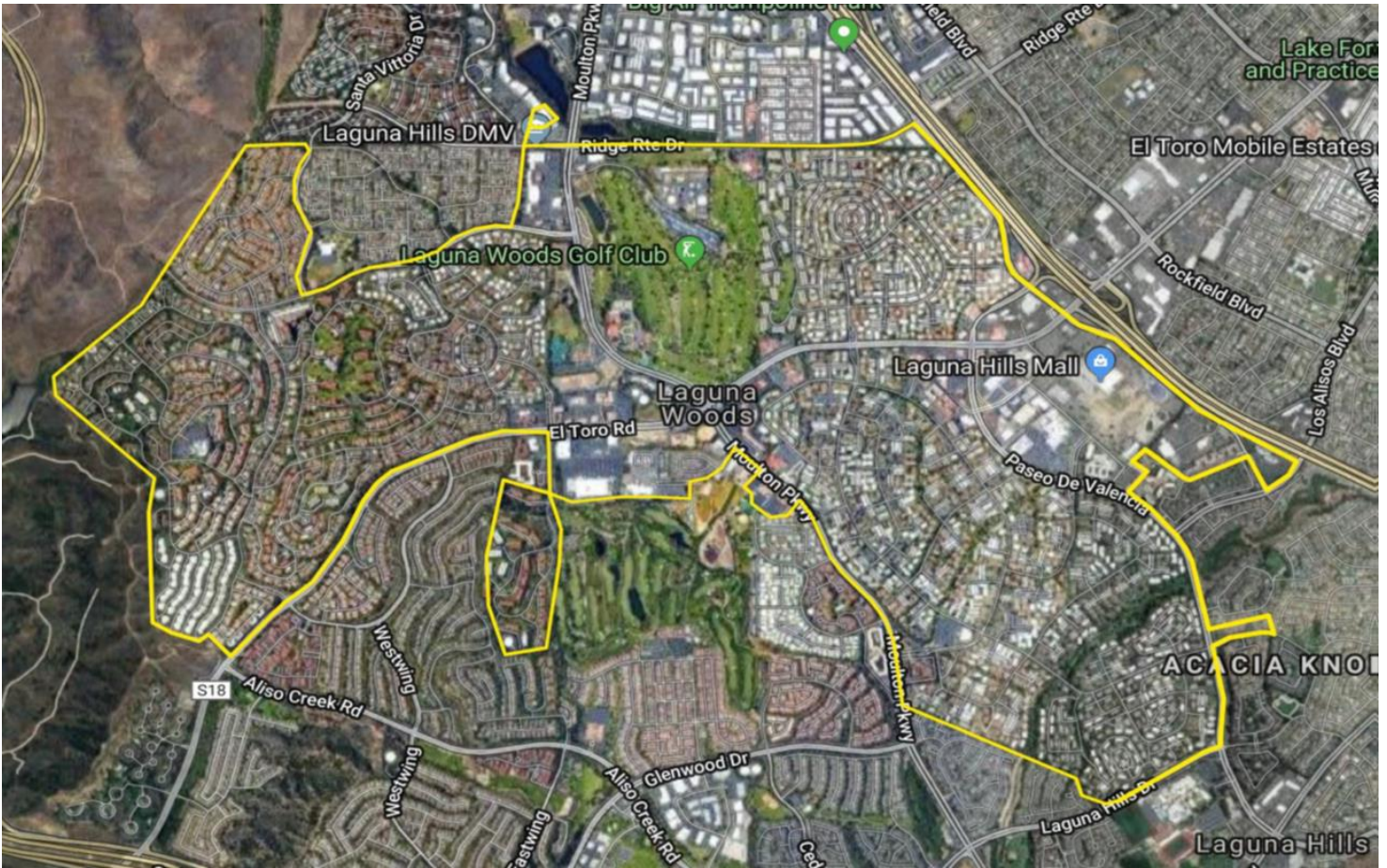
****February 2020 ridership was 703 trips***



General Services Department
Transportation Division
Boost Program Ridership
February 2020 Through June 2023



Laguna Woods Village Transportation Boundaries



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STAFF REPORT

DATE: November 6, 2023
FOR: Mobility and Vehicles Committee
SUBJECT: 2024 Vehicle Purchase Specifications

RECOMMENDATION

Approve the 2024 Vehicle CIP specifications included in Attachment 1, Vehicle Specifications Spreadsheet.

BACKGROUND

The General Services Department is responsible for the maintenance and replacement of approximately 260 Golden Rain Foundation (GRF) vehicles and 160 special equipment units. On September 6, 2023, the GRF Board approved an overall 2024 Vehicle Replacement budget of \$1,493,000 to replace GRF vehicles. The GRF Mobility and Vehicles Committee Charter states that the Mobility and Vehicles Committee shall review the specifications recommended by the Managing Agent for the procurement of GRF vehicles. Each year, the General Services Department presents the proposed vehicle specifications to the Mobility & Vehicles Committee for review and approval.

During the development of the annual Vehicle CIP, Fleet Maintenance staff seeks input from departments regarding the vehicle specifications that are required to ensure that work can be performed safely, efficiently, and economically. In addition, in 2022 General Services staff completed a Fleet Right-Sizing Assessment that is projected to save approximately \$620,000 over a four-year period. During the Fleet Right-Sizing Assessment, General Services staff met with department heads and staff from each work center to make sure the number and type of vehicles being used are appropriate for the work center's needs. The new Vehicle Purchasing Policy requires that General Services conduct a Fleet Right-Sizing Assessment every two years, with the next assessment scheduled to take place in 2024.

DISCUSSION

The attached 2024 Vehicle Specifications Spreadsheet (Attachment 1) includes the number of vehicles and related funding approved by the GRF board for the 2024 fiscal year. In addition, the spreadsheet includes the specifications recommended for each vehicle class. These specifications were obtained from manufacturer's websites for the recommended vehicle make, model, and vehicle trim level. The vehicles purchased will be significantly similar to what is approved, however, the exact specifications may differ if the manufacturer's offerings vary at the time of purchase.

FINANCIAL ANALYSIS

There is no fiscal impact associated with this item.

Prepared By: Robert Carroll, Director of General Services
Reviewed By: Jose Campos, Assistant Director of Financial Services

ATTACHMENT(S)

ATT-1: 2024 Vehicle Specifications Spreadsheet

GRF Approved Vehicles	Approved Funding	Comments	Vehicle Status/Repair History	Average Mileage or (Hours)	Average Age	Specifications	Work Centers
Equipment Trailer (3)	46,000		Existing units rusty, floor beginning to rot, hubs and shackles begin to fail. Current trailers do not dump.	N/A	16 y/o	Big Tex 14LD or similar general duty low profile dump trailer, 14' length, bed width 83", 20" tall sides, two 7,000 lb. axles with easy lube hubs and electric brakes, 1/8" smooth steel floor, power hydraulic pump for trailer lift, gross vehicle weight rating (GVWR) 14,000 lb., empty weight 3,555 lb.	530 Grounds Maintenance (3)
Full-Size Trucks (4)	195,000	(1 truck) Replace with F-250	Difficulty finding parts; parking brake assemblies, door handles	54,600	16 y/o	F-250 XL or similar: Oxford White, single cab, 6.8L 2 valve V8 gas engine, 4X2, automatic transmission, power windows, power steering, power brakes, air conditioning, 17" steel wheels, trailer tow mirrors, heavy-duty vinyl 40/20/40 split bench seats with center armrest, one with tow package (hitch, tow module for 936)	936 Streets and Sidewalks (F-250)
		(2 trucks) Downgrade to F-150 (2022 Fleet Right-Sizing Assessment)		Included above	Included above	F-150 XL or similar: Oxford White, single cab, 3.5L V6 Engine, electronic ten-speed automatic transmission, power windows, power steering, power brakes, air conditioning, 4x2, 17" silver steel wheels, vinyl floor covering	935 Janitorial (F-150); 945 GRF Janitorial (F-150)
		(1 truck) Replace with Ford Ranger (2022 Fleet Right-Sizing Assessment)		Included above	Included above	Ford Ranger XL or similar: Oxford white, super cab, 2.3L Ecoboost engine, 270hp, 310 lb.-ft torque, open style rear axle, 4x2, six-foot bed, automatic transmission, single zone manual air-conditioning, power windows, power brakes, power steering, 16" steel wheels	540 Irrigation (Ranger)
Work Vans (4)	270,000		Floors rust as a result of wet equipment, transmissions eventually fail.	83,500	19 y/o	Ford Transit Cargo Van or similar: Oxford white, 3.5L V6 engine, rear-wheel drive, 10-speed automatic transmission, power windows, power steering, power brakes, air conditioning, 16" steel wheels, vinyl floor coverings (front)	914 Plumbing
Small Pickup Truck (7)	294,000		Difficulty finding parts; rear differentials, interior door handles, parking brake assemblies, PCM/ECMs, air bags	67,300	22/ y/o	Ford Ranger XL or similar: Oxford white, super cab, 2.3L Ecoboost engine, 270hp, 310 lb.-ft torque, open style rear axle, 4x2, six-foot bed, automatic transmission, single zone manual air-conditioning, power windows, power brakes, power steering, 16" steel wheels, cloth seats, vinyl floor covering	912 Carpentry (2); 913 Electrical (2); 911 Appliance (1); 945 Janitorial (2)
Utility Vehicles (5)	99,000		Parts are expensive; drive/driven, engine heads, wheel bearings, transmissions, bed lifts	(1,700)	12 y/o	Kawasaki Mule PRO MX EPS or similar; two seats, 4-stroke single cylinder, single overhead cam (SOHC) engine, 4-valve liquid cooled, continuously variable transmission (CVT), bed lift kit, plastic roof, 10.6 in ground clearance, towing capacity 1,500 lbs., (2) halogen headlights, 2" trailer hitch	932 Painting (1); 530 Grounds Maintenance (4)
Transportation Bus	178,000	Replace with small 9-passenger unit. No bus purchase in 2025 (2022 Fleet Right-Sizing Assessment)	Fuel pumps fail; cost for pumps, injectors, lines is \$7K (parts only). Transmission problems common for these high mileage units	181,700	8 y/o	Dodge Pro Master 3500 Low- Floor Van or similar: White, 3.6L V-6, gas engine, automatic transmission, power windows, power steering, power brakes, 36" A&M systems power door, LED strip lighting, emergency window, manual swing away ramp, back-up alarm-interlock system, 9 passenger, 2 wheelchair capacity	970 Transportation
Security Vehicles (3)	191,000		These Trax have been problematic. Radiators, transmissions, turbos, water pumps and motor mounts fail.	85,400	7 y/o	Ford Escape Active or similar: Oxford White, 1.5L EcoBoost engine, front-wheel drive, automatic transmission, power windows, power steering, power brakes, dual-zone electronic automatic temperature control, 17" aluminum wheels, cloth interior, carpeted front and rear floor mats, power driver seat, manual passenger seat, evasive steering assist, 13.2" LCD capacitive touchscreen, lane centering assist, digital rear view camera	400 Security
Add: Enclosed Trailer (1)	20,000	The Feet Right-Sizing Assessment identified a F-250 truck that could be repurposed saving \$40,500. Net savings of \$20,000 after this purchase.		N/A	N/A	6 x 12 Load Runner enclosed cargo or similar trailer; 15" radial tires, emergency lighting, interior shelving	400 Security
Misc. Vehicle Purchases	200,000	TBD	N/A	N/A	N/A	TBD	TBD
	1,493,000						