

REGULAR MEETING OF THE MOBILITY AND VEHICLES COMMITTEE*

Wednesday, August 2, 2023 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 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 7, 2023
5. Chair's Remarks
6. Member Comments (Items not on the Agenda)
7. Response to Member Comments
8. Director's Report
 - 2023 Ridership
9. Overview of 2019 Fehr and Peers Short Range Transit Plan

Items for Discussion:

10. Mobility and Vehicles Committee Meeting Schedule
11. Transportation Information Meetings Schedule

Items for Future Agendas:

To be determined

Concluding Business:

- Committee Member Comments
- Date of Next Meeting: TBD
- 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, June 7, 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), Egon Garthoffner, Cush Bhada,
Moon Yun, Alison Bok, Lenny Ross (Alternate)

ADVISORS: Vashti Williams (Non-Voting Advisor)

MEMBERS ABSENT: Frank Stern, Azar Asgari.

OTHERS PRESENT: Bunny Carpenter, Juanita Skillman.

STAFF PRESENT: Robert Carroll, Francisco Perez, Joana Rocha, Dan
Hoxie.

1. Call to Order

Elsie Addington called the meeting to order at 1:32 p.m

2. Acknowledgment of Media

None Present.

3. Approval of the Agenda

Hearing no Objections, The Agenda was approved by acclamation.

4. Approval of Meeting Report for

The regular meeting report of March 2, 2023, was approved by acclamation with no changes.

5. Chair's Remarks

None

6. Member Comments (Items Not on the Agenda)

Member Lindner commented on the leave of an employee and wants them back.

7. Response to Member Comments

No Comments

8. New Promaster Low-Floor Vans

Committee members stepped out to look at the new bus.

9. Department Head Update

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.

The committee received an update regarding the delay in new vehicle deliveries due to a global chip shortage and supply chain problems.

Reports:

10. Sourcewell Contract and Vehicle Purchasing Process

Mr. Carroll presented a report proposing that the committee authorize the utilization of Sourcewell and 72 Hour LLC for an efficient vehicle procurement process, simplifying and expediting the purchasing of vehicles.

Bunny Carpenter shared details with the committee about the Sourcewell program.

The staff's recommendation was approved after Director Yun made a motion, and Director Bok seconded it. A discussion followed, but no objections were raised, and the motion was passed unanimously.

11. 2023 Vehicle Purchase Specifications

Mr. Carroll presented a report recommending that the committee approve the 2023 vehicle specifications. The report included vehicle specifications of the purchases intended for our 2023 CIP.

Director Bhada made motion to approve staff's recommendation. Director Bok seconded. After a brief discussion, the motion was passed with no objections raised and approved unanimously. Director Garthoffner decided to abstain from voting.

12. Vehicle Purchase – Three F-350 Trucks

Mr. Carroll presented a report recommending that the committee approve the purchase of three Ford F-350 trucks.

Director Ross made motion to approve staff's recommendation. Director Bok seconded the motion. A discussion followed, but no objections were raised, and the motion was passed unanimously.

13. Items for Future Agendas:

Bring Back an overview of the results of Fehr and Peers recommendation of the transportation system.

Concluding Business:

14. Committee Member Comments

None

15. Date of Next Meeting – Wednesday, August 2, 2023

16. Adjournment

The meeting was adjourned at 3:20 p.m.

Elsie Addington
Elsie Addington (Jun 27, 2023 11:41 PDT)

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STAFF REPORT

DATE: August 2, 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 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 six neighborhood fixed routes, one wellness route, and two 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 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 pandemic was at 9,628 trips for the month of February 2020. Ridership gradually increased beginning second quarter of 2021, concluding the year with an overall monthly average of 5,302 rides for 2021. For 2022, the monthly ridership averaged at 6,333 trips for January through December. Currently, the average monthly ridership between January to June 2023 is 6,787 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 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 total monthly average of 605 completed trips January through December. Currently, the average number of completed trips between January to June averages 553 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 second quarter of 2021, totaling a monthly average of 149 trips for January through December. The total monthly average for 2022 was 417 trips. Currently, the average number of completed trips between January and March 2023 is 478. 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

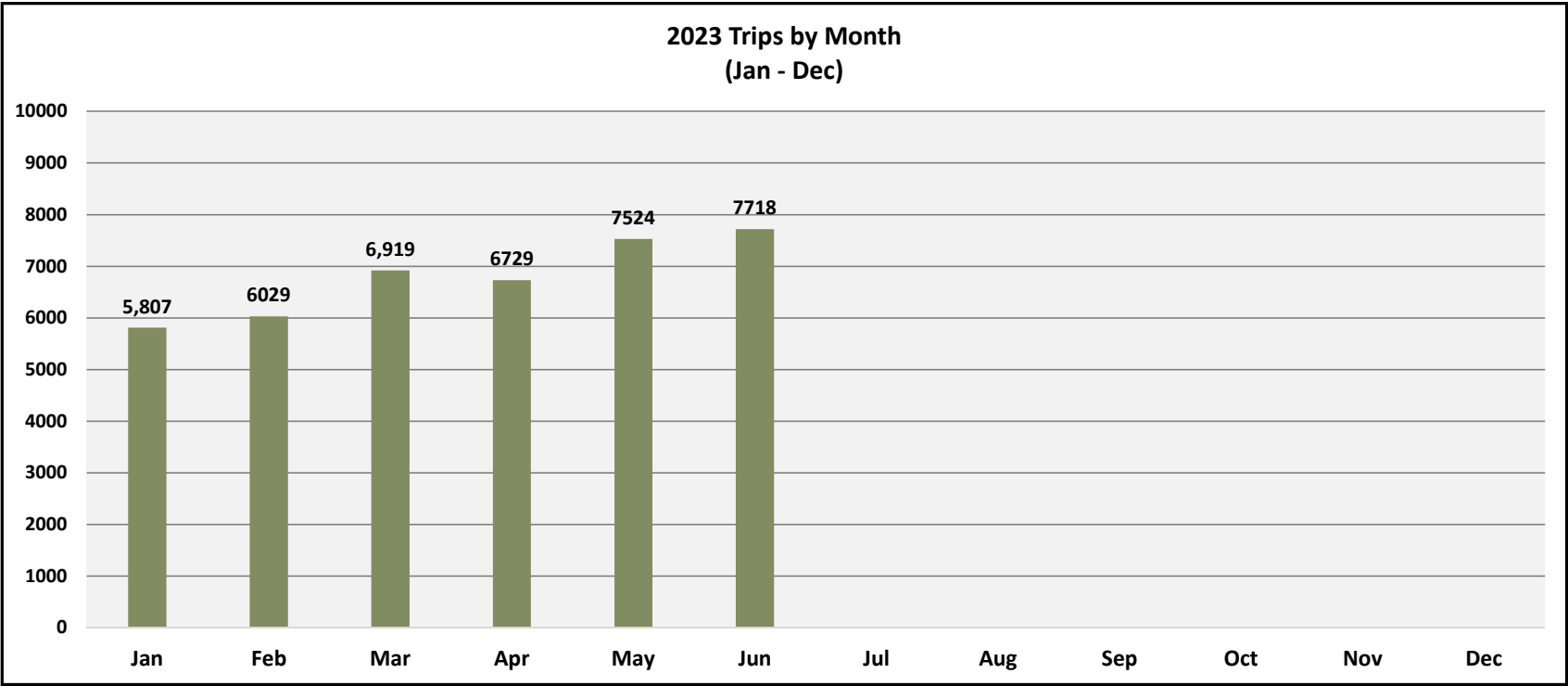
The Transportation Department reinstated the Destination Shopping Program in March 2023. Our latest shopping trip took us to Walmart in Laguna Niguel. Our next shopping excursion is planned for Tuesday, August 8th, at the 99 Ranch Market Center in Irvine.

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

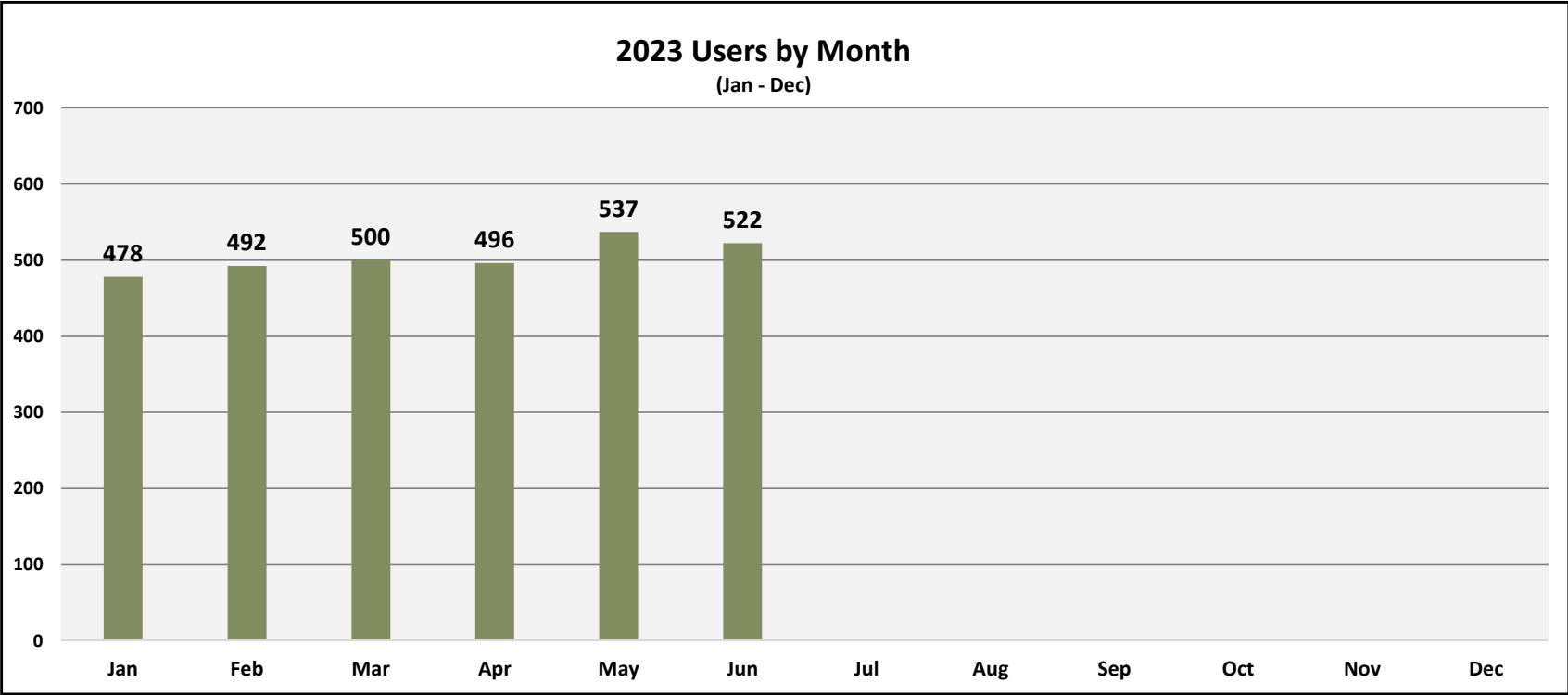
Fixed Route Ridership by Trips



**February 2020 ridership was 9,628 trips*



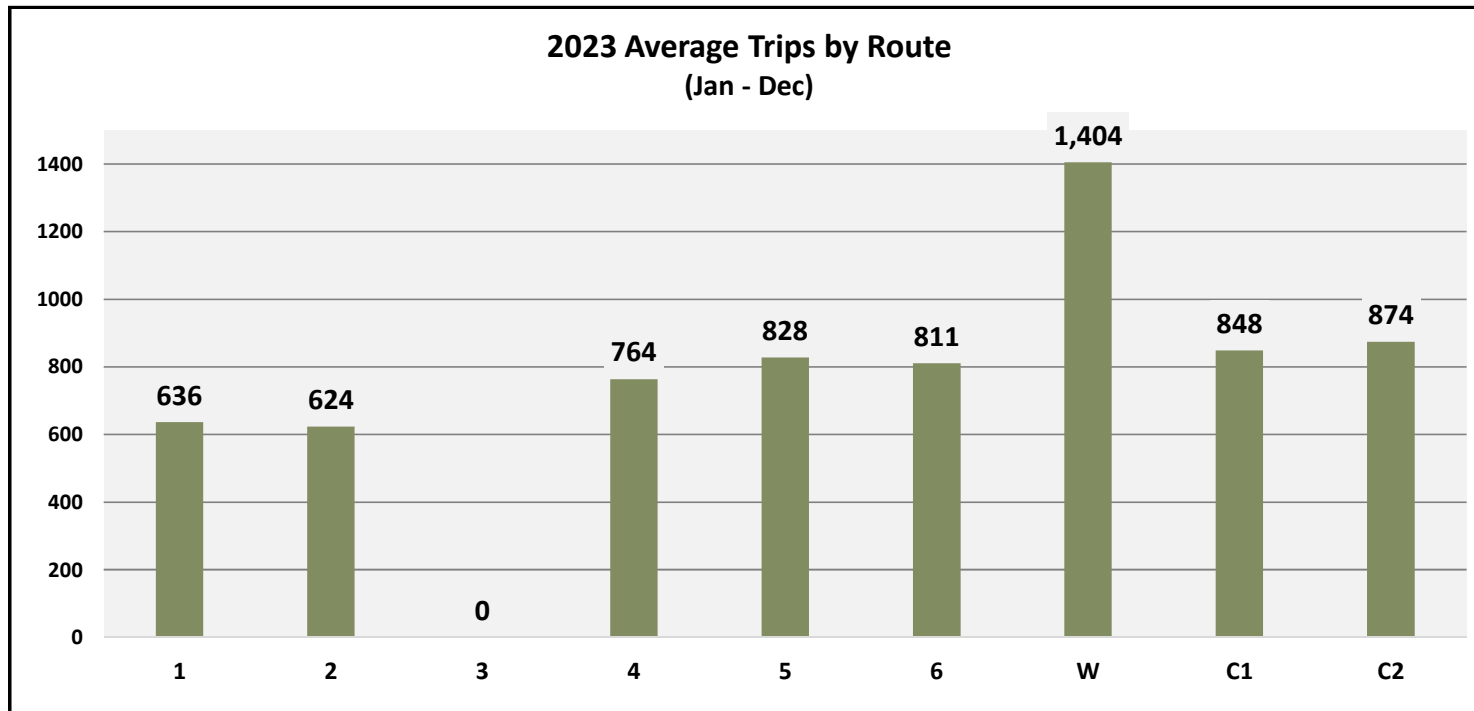
Fixed Route Ridership by User



**February 2020 ridership was 636 users*



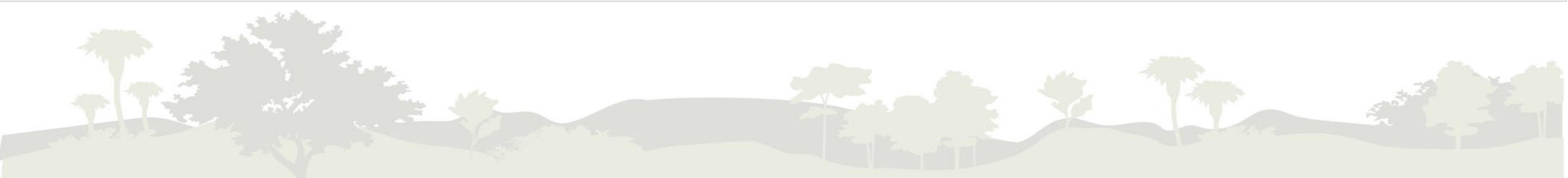
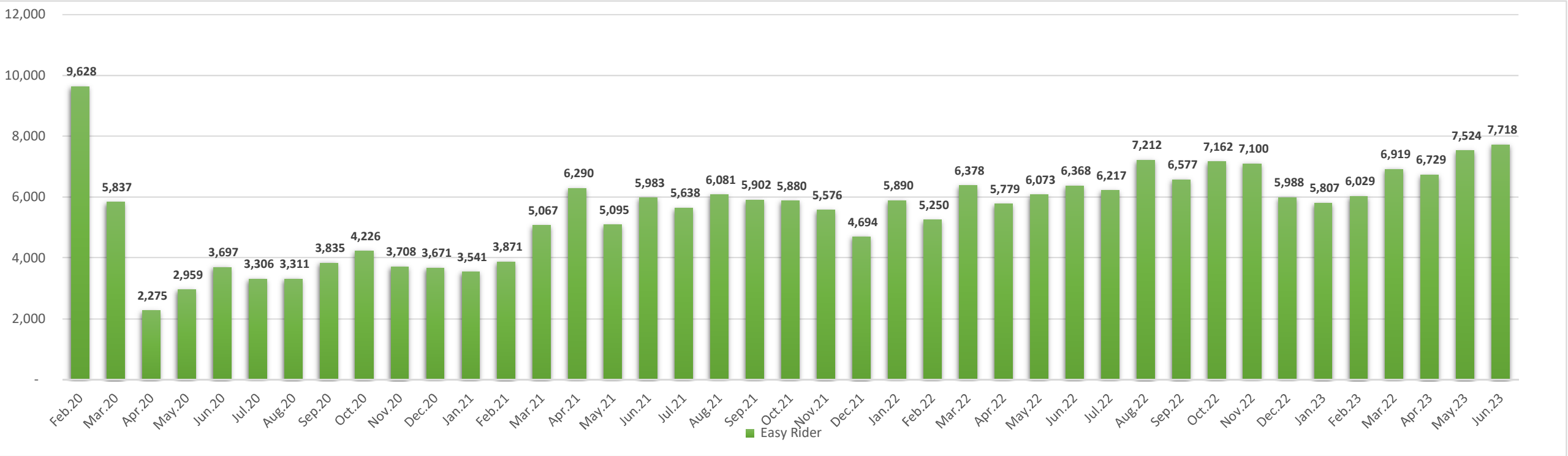
Fixed Route Ridership by Route



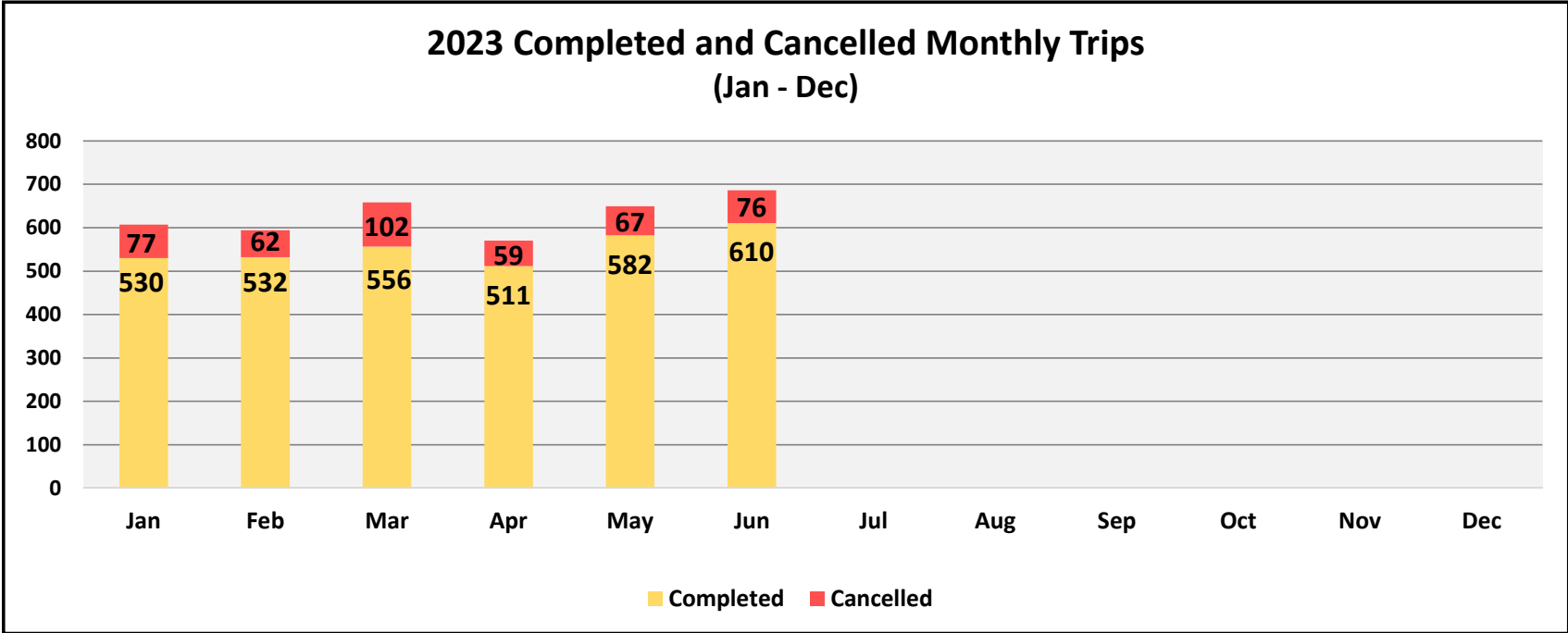
**Route 3 was temporarily suspended beginning mid July 2021*



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



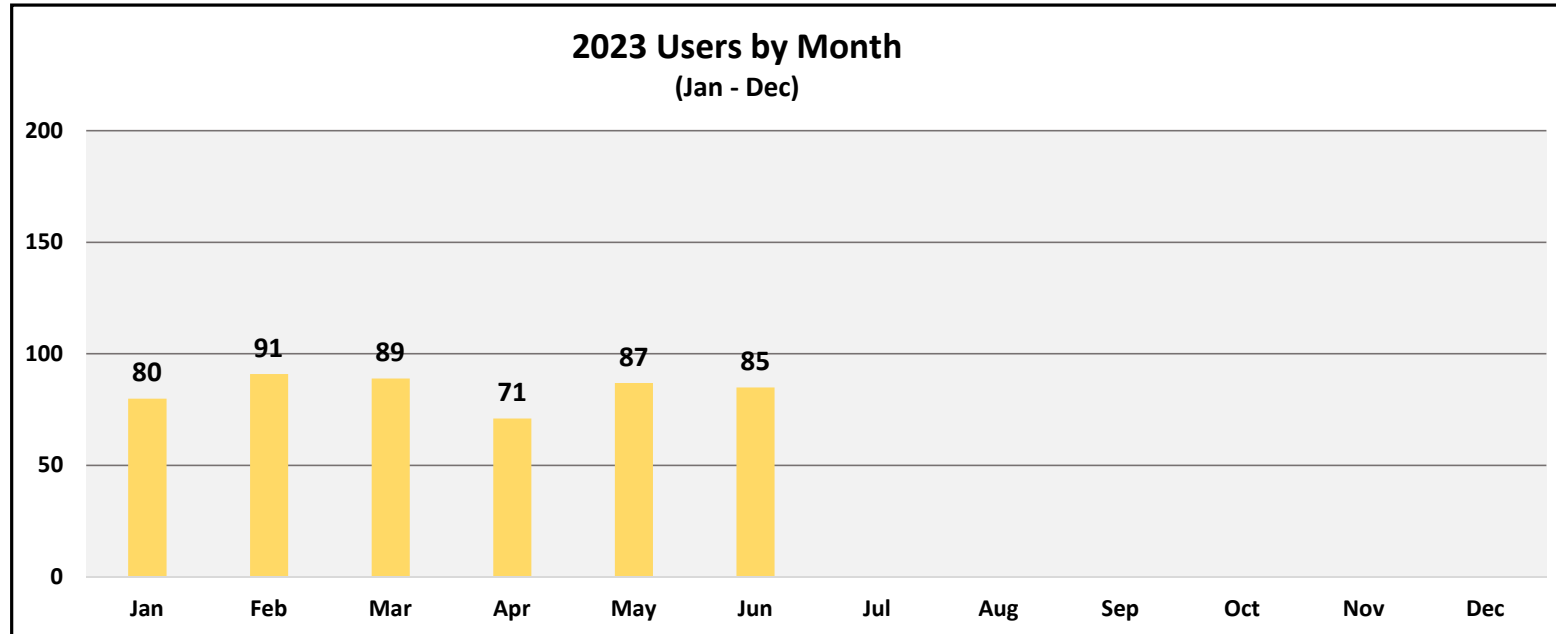
Journey Ridership by Trips



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



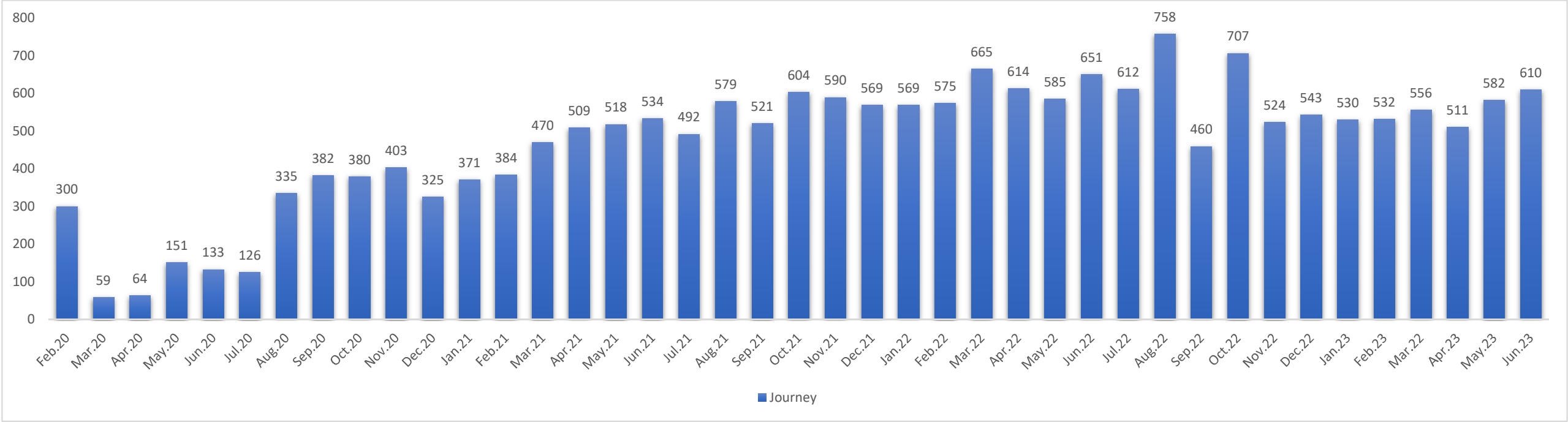
Journey Ridership by User



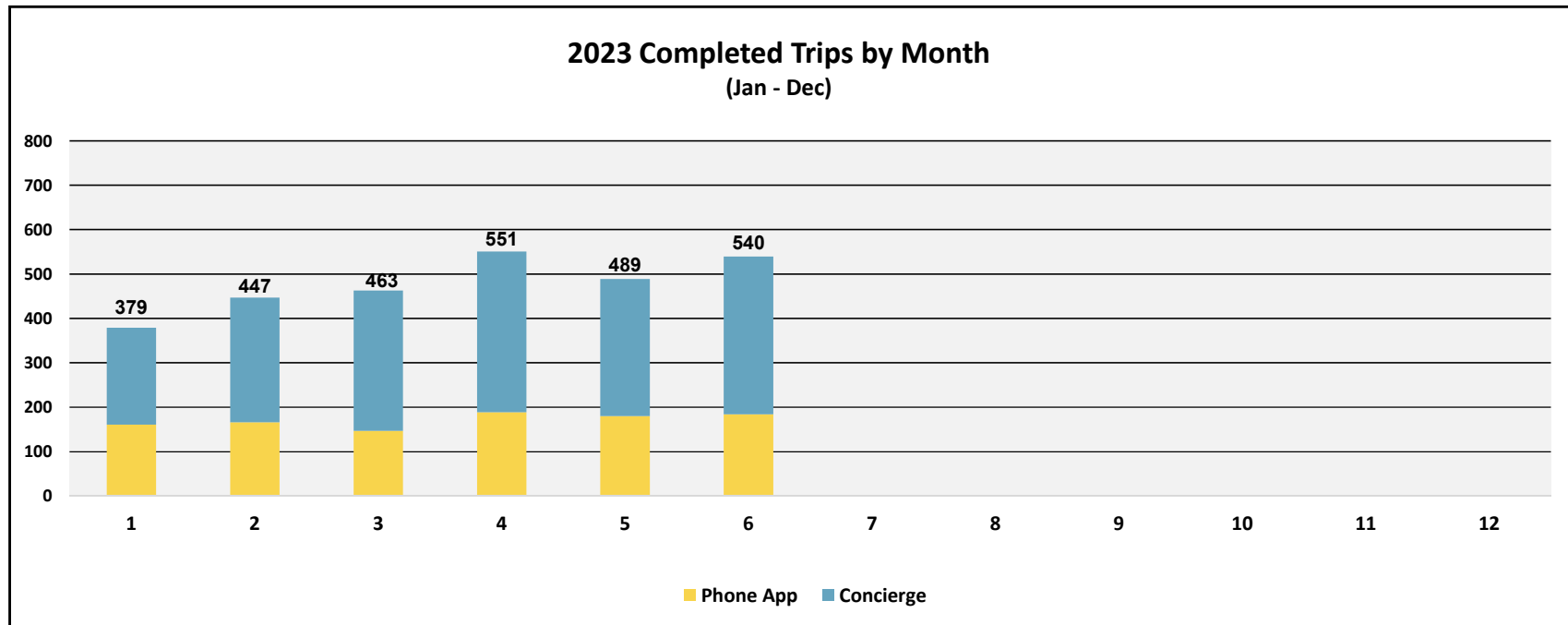
**February 2020 ridership was at 124 users*



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



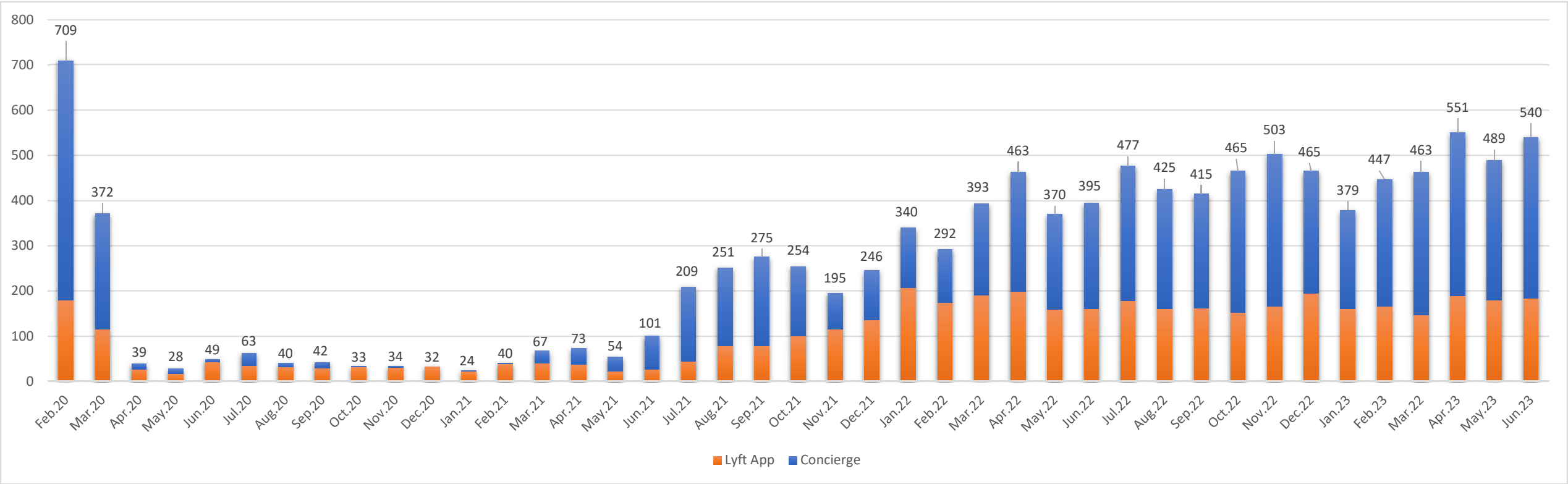
BOOST Ridership by Scheduling Method



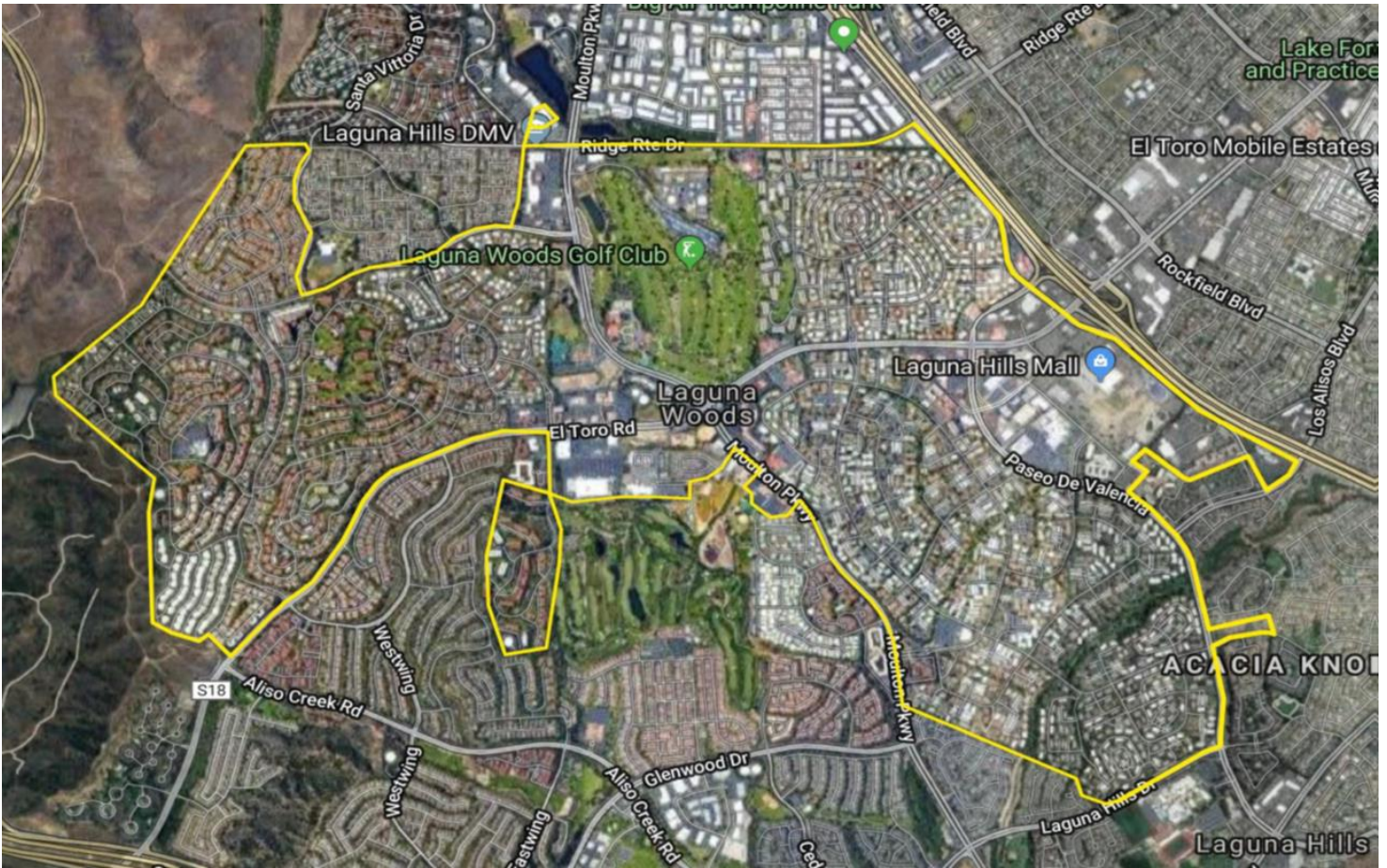
**February 2020 ridership was 703 trips*



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: August 2, 2023
FOR: Mobility and Vehicles Committee
SUBJECT: Mobility and Vehicles Committee Meeting Schedule

RECOMMENDATION

Approve staff's recommendation to revise the Mobility and Vehicles Committee schedule for regular meetings from bi-monthly to quarterly.

BACKGROUND

The Mobility and Vehicles Committee charter calls for the Mobility and Vehicles Committee to serve as the liaison between the Golden Rain Foundation Board of Directors (GRF Board) and the managing agent for all transportation issues. The Mobility and Vehicles Committee currently fulfills this responsibility by conducting bi-monthly regular meetings to conduct business. The Committee can also call a special meeting when there is an urgent matter that needs immediate action.

DISCUSSION

In an effort to increase efficiency, the General Services Department is proposing to revise the Mobility and Vehicles Committee schedule for regular meetings from bi-monthly to quarterly. Staff estimates that this change will save approximately 28 hours of staff time per meeting. This equates to a savings of approximately \$1,999 per meeting, or \$3,998 per year.

Staff proposes that the regular scheduled Mobility and Vehicles Committee meetings occur on the first Wednesday of February, May, August, and November. Our next regularly scheduled meeting will occur on November 1, 2023. In addition, the General Services Department or the chair of the Mobility and Vehicles Committee can call for a special meeting to address a special business item.

FINANCIAL ANALYSIS

The recommended action is estimated to save approximately \$1,999 per meeting, or \$3,998 per year.

Prepared By: Robert Carroll, Director of General Services
Reviewed By: Carlos Rojas, Director of Operations

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STAFF REPORT

DATE: August 2, 2023
FOR: Mobility and Vehicles Committee
SUBJECT: Transportation Information Meetings Schedule

RECOMMENDATION

Approve staff's recommendation to revise the Transportation Information Meetings schedule from bi-monthly to semi-annually.

BACKGROUND

The Mobility and Vehicles Committee charter calls for the Mobility and Vehicles Committee to 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. Currently, the Transportation Division conducts a total of six bi-monthly Transportation Information Meetings per year. The attendance at these meetings is traditionally less than ten, and recently less than five residents per meeting.

DISCUSSION

In an effort to increase efficiency, the General Services Department is proposing to revise the schedule for Transportation Information Meetings from bi-monthly to semi-annually. Staff estimates that this change will save approximately 15.5 hours of staff time per meeting. This equates to approximately \$996 per meeting, or a savings of \$3,984 per year. The Transportation Division will continue to work with the Media and Communications Department to develop public outreach strategies to promote Transportation programs, including E-blasts, articles in the Breeze magazine, and the Laguna Woods Village website.

Staff proposes that Transportation Information Meetings occur on the third Wednesday of January and July. The next Transportation Information Meeting will occur on January 17, 2024.

FINANCIAL ANALYSIS

The recommended action is estimated to save approximately \$996 per meeting, or \$3,984 per year.

Prepared By: Robert Carroll, Director of General Services
Reviewed By: Eileen Paulin, Director of Marketing and Communications