



**OPEN MEETING**

**REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
ENERGY COMMITTEE**

**Wednesday, February 7, 2018 - 1:30 P.M.  
Laguna Woods Village Community Center Cypress Room  
24351 El Toro Road**

**NOTICE and AGENDA**

*This Meeting May be Recorded*

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for December 5, 2017
5. Chairman's Remarks
6. Member Comments (*Items Not on the Agenda*)
7. Department Head Update

**Consent:**

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

8. Project Log
9. SCE Street Light Outage Report

**Open Pilot Initiatives:**

10. Walkway Lighting at Gates 5 & 6 – Pilot Project Update (oral discussion)

**Reports:**

11. Energy Committee Charter
12. Solar Project Cleaning Schedule & Documentation Update (Mark)
13. Electric Vehicle & Golf Cart Report (in progress by David)
14. Walkway Lighting Survey at Gates 7 & 8 Update (oral discussion)
15. RFP for Energy Consultant Services (oral discussion)
16. EV Charging Stations at Stand Alone Laundry Rooms (oral discussion)



Items for Future Agendas:

- \*Contract Award for Walkway Lighting in Gates 5 & 6
- \*Survey Results for Walkway Lighting – Gates 7 & 8
- \*LED Solar Street Lights (low priority)
- \*2-story Buildings LED Lighting Pilot Program (low priority)
- \*Costs for Level 2 Charging Stations at Stand-alone Laundry Rooms (low priority)
- \*Investigate the installation of conduit from the electric panels in GV to service the carports
- \*Install Level II EV Bollard Chargers (on the streets)
- \*2-3 Year Energy Plan: (Verbal Discussion)
  - a) Distributed Energy Resources Contract
  - b) Microgrid Investigation
  - c) Street Light LED Replacement Program
  - d) Street Light Maintenance Contract

Concluding Business:

Date of next meeting – April 4, 2018  
Adjournment

Bill Walsh, Chair  
Ernesto Munoz, Staff Officer  
Telephone: 268-2281



**OPEN MEETING**

**REPORT FOR REGULAR MEETING OF THE THIRD LAGUNA HILLS MUTUAL  
ENERGY COMMITTEE**

**Tuesday, December 5, 2017 - 10:00 A.M.  
Laguna Woods Village Community Cypress Room  
24351 El Toro Road**

**MEMBERS PRESENT:** Bill Walsh – Chair, John Frankel, Bert Moldow,  
Burt Baum, Rosemarie di Lorenzo, Susan Caine  
Advisors: Steve Leonard

**MEMBER ABSENT:** None

**STAFF PRESENT:** Ernesto Munoz - Staff Officer, Mark Stal, David  
Collins, Laurie Chavarria

**1. Call to Order**

Chair Walsh called the meeting to order at 10:02 A.M.

**2. Acknowledgment of Media**

Chair Walsh noted no members of the media were present.

**3. Approval of the Agenda**

Chair Walsh added Department Head Update as Item 4a. Solar Address Lights were added as Item 10a and Solar Street Light on Faro was added as Item 10b.

The agenda was approved as amended.

**4. Approval of Meeting Report for October 3, 2017**

The Meeting Report of October 3, 2017 was approved as presented.

**4a. Department Head Update**

Ernesto Munoz provided an update on the Street Light Acquisition Consultant RFP and answered questions from the Committee. The proposals are still being reviewed and a recommendation for contract award will be presented at the Third M&C Committee meeting in January.

**5. Chair's Remarks**

Chair Walsh suggested changing the Third Mutual Energy Committee meeting date and time so that a GRF Director will be able to attend the Energy Committee meetings. Future projects such as Electric Vehicle charging stations, energy conservation, lighting issues and the hiring of an Energy Consultant will benefit with a GRF director informed and engaged with energy issues in the community.

By consensus, the Third Energy Committee meeting was changed to the first Wednesday of even month and will be held from 1:30pm to 3:30pm in the Cypress Room.

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

There were no member comments.

Consent:

*All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.*

Items 7, 8 and 9 were pulled from the Consent Calendar for discussion. A motion was made and unanimously carried to approve the consent calendar as written.

**7. Project Log**

Item #2 LED Lighting Upgrades – Chair Walsh commented on the money remaining in the LED Lighting budget.

**8. SCE Street Light Outage Report**

Chair Walsh asked about a downed SCE meter near Building 5515. Staff will confirm if the line is energized or not and contact SCE for repair or removal.

**9. Golf Cart Report (David)**

David Collins provided an update on the data shown in the Golf Cart report and answered questions from the Committee. Chair Walsh stated that the Golf Cart report would benefit the Golf Cart and Parking Task Force. This topic will be further discussed under Agenda Item #11.

Open Pilot Initiatives:

**10. Walkway Lighting at Gates 5 & 6 – Project Update (oral discussion)**

Mark Stal provided an update on walkway lighting audit performed by US Energy Consultants. The audit focused on improving the walkway lighting with enhanced

Third Energy Committee  
December 5, 2017  
Page 3 of 5

fixtures. Three options were proposed for bollards using the existing base with a replaceable LED bulb, using the existing base with an integrated LED fixture and replacing the base while using an integrated fixture. There will be no real energy savings, just increased lighting and lower maintenance costs.

Discussion ensued regarding all fixture options, lumens, light colors, pilot programs, pole height, bid process, concrete program, SCE owned pagoda lighting and additional lighting needs.

By consensus, staff was directed to have US Energy install bollards from proposal options 1 and 2 in separate areas as a pilot program. Staff will then bring back a staff report for contract award to the February meeting.

Additionally, staff was directed have US Energy survey the walkway lighting in gates 7 & 8 and provide proposal options.

#### **10a. Solar light project for address signs**

Chair Walsh handed out a map with locations of the solar address lights installed on several buildings as a pilot program on Punta Alta and Algarrobo. These signs are no longer functional and should be removed. Discussion ensued regarding when to remove them and what to replace them with, if anything. It was agreed that the removal of the solar address signs would be done during "Prior to Paint" activities on the buildings.

By consensus, this topic will be added to the M&C Committee agenda and discussed at their January meeting.

#### **10b. Solar Street Light on Faro**

Chair Walsh stated that Supergreen installed a solar street light on Faro over a year ago as a pilot. This light has received positive feedback.

Staff was directed to purchase the light from Supergreen and get a cost for installation of a standard height concrete pole to match the Edison street light poles. Ernesto Munoz will forward this information with a recommendation to the Committee via email. Chair Walsh will get a consensus from the group and get back to Ernesto Munoz with further direction.

Director Leonard pointed out that a light pole, owned by Third Mutual, was also installed as a pilot at Building 969. Discussion ensued regarding keeping the light and replacing the pole and additional light fixture. This needs further investigation.

#### **Reports:**

#### **11. EV Report (new report by Bert & Steve)**

Third Energy Committee  
December 5, 2017  
Page 4 of 5

Chair Walsh said that direction needs to be given to staff on the data that needs to be reported on. The purpose of the report determines what our future electrical needs will be. The report criteria should break down and track the increase of Electric Vehicles and be able to identify the quantity and the location.

Discussion ensued regarding data entry errors in the vehicle database, standards needed for reporting information, and the criteria needed for the EV report.

Staff was directed to revise the report to include the new criteria and present it for review at the next Energy meeting.

Director Leonard would like RFID to be required on every vehicle registered in 2018. This will be added to the agenda for the President's Meeting on December 11, 2017.

## **12. Solar Project Completion – Documentation/Monitoring Update**

Mark Stal and Ernesto Munoz provided an update on the documentation received by Solar Optimum. Staff will put together a digital file that can be accessed by the Board members.

Discussion ensued regarding per meter charges, warranties, file locations, solar monitoring and the contractor punch list. Mark Stal stated that he had all of the relevant documentation for the Third Mutual Solar project and it was complete.

By consensus, staff was directed to release the \$10,000 retention to Solar Optimum and bring an update to the next meeting on the cleaning schedule, and the location of the digital documents.

## **13. RFP for Energy Consultant Services Update (oral discussion)**

Ernesto Munoz provided an update on the RFP for energy consultant services. A recommendation for contract award will be presented at the M&C Committee meeting in January.

## **14. EV Charging Stations at Stand Alone Laundry Rooms (oral discussion)**

This topic will be discussed at the February Energy Committee meeting after the review of the new Electric Vehicle report.

## **15. Tree Trimming for Street Lights (oral discussion)**

Director Frankel is on the Landscape Committee and he requested that Bruce Hartley trim trees near street lights and buildings with solar panels. The Landscape

Third Energy Committee  
December 5, 2017  
Page 5 of 5

Department will work with ArborPro and address these issues. An update will be given at the next Landscape Committee meeting and upcoming Board meeting.

**16. Coin Operated Dryer ROI**

Chair Walsh discussed the Dryer ROI. The spreadsheet was prepared by Betty Parker. Ernesto Munoz and Mark Stal commented that if the project is approved, an outside contractor would be retained instead of using VMS staff to remove and replace the dryers for expediency and efficiency.

Discussion ensued regarding machine salvage value, target date for installation, coin collection and keying of machines.

By consensus, staff was directed bring back a recommendation for a contract award and include a detailed schedule for execution which should coincide with coin collection routes and continuity for keying the coin boxes.

Items for Future Agendas:

- \*LED Solar Street Lights (low priority)
- \*2-story Buildings LED Lighting Pilot Program (low priority)
- \*Costs for Level 2 Charging Stations at Stand-alone Laundry Rooms (low priority)
- \*Investigate the installation of conduit from the electric panels in GV to service the carports
- \*Install Level II EV Bollard Chargers (on the streets)
- \*2-3 Year Energy Plan: (Verbal Discussion)
  - a) Distributed Energy Resources Contract
  - b) Microgrid Investigation
  - c) Street Light LED Replacement Program
  - d) Street Light Maintenance Contract

Concluding Business:

Date of next meeting – February 7, 2018

Adjournment - This meeting was adjourned at 12:26 PM

  
Bill Walsh, Chair

## Third Mutual Energy Committee Project Log (January 2018)

#	Type	Name	Description	Status	Estimated Completion	Budget
1	904 Maint Svc	<b>Solar Street Light Pilot Program</b>	Solar powered street lights will be installed by 3 different contractors south of the Towers. The goal is to determine the street light with the best price and performance. This will then be compared with the cost of trenching for traditional street lights to improve the quality of lighting throughout Third Mutual.	The first pilot installation was completed by Supergreen Solutions on Del Faro. The Board has expressed interest in keeping this fixture and having it permanently installed. Supergreen has provided a quote for this work and a decision will be made at the February Energy Committee meeting.	N/A	Not Budgeted
2	904 Maint Svc	<b>Electrical Systems</b>	This program is dedicated to repairing or replacing electrical equipment as needed.	Funding is provided for this program as a contingency to address electrical panel failures. No replacements are scheduled at this time.	December 2018 Annual	Budget: \$50,000 Invoiced: \$0 Balance: \$50,000
3	920 Projects	<b>Energy Projects</b>	Funding was allocated to advance energy initiatives to reduce the Mutual's energy footprint. These efforts will include partnering with all Boards to pursue an overall energy strategy for the community. Investigate issues such as: Community Choice Aggregation (CCA); Energy Generation During Power Outages; Battery Storage Facilities to help regulate energy flow; Residential Application of Fuel Cell technology; Upgrade of the Community's Aging Electric Infrastructure; Time of Use Strategies; Performance Management Services to Ensure Accurate Billing Rates from SCE; and Infrastructure Upgrades for Electric Vehicle Charging Stations. These are just a few of the topics Board Members have expressed an interest in, and a desire to obtain professional guidance on.	Staff prepared a comprehensive Request For Proposal for energy consulting services for review by the Energy and M&C Committees. Staff was subsequently directed to release the RFP to engage an Energy Consultant in order to advance the Community's future energy initiatives. The RFP will be advertised and an award recommendation will be brought forward for Committee and Board consideration.	December 2018	Budget: \$50,000 Invoiced: \$0 Balance: \$50,000



4	920 Projects	<p><b>Exterior Lighting</b></p> <p>In 2018 funding for this program will be allocated towards the purchase of the Southern California Edison street light infrastructure. Additionally, it will offset the cost of consulting services to assist with the acquisition, and the upgrade of other exterior lighting.</p> <p>This program also includes funding for walkway lighting needs.</p>	<p>Street Lights: The M&amp;C recommended approval of a contract with Siemens to assist with the street light acquisition, retrofit of the existing lighting fixtures, and to perform the operations and maintenance of the asset. A recommendation to award a contract to Siemens will be presented to the Board on February 20th.</p> <p>Walkway Lighting: US Energy has performed a lighting audit in the Gates 5 and 6. Two fixtures have been installed, and staff is awaiting feedback from the Committee. US Energy has also performed an audit of the walkway lighting in Gates 7 &amp; 8; results are expected in early February.</p>	December 2018	<p>Budget: \$500,000          Invoiced: \$0          Balance: \$500,000</p>
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## STAFF REPORT

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**DATE:** February 7, 2018  
**FOR:** Energy Committee  
**SUBJECT:** Street Light Outage Report

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### **RECOMMENDATION**

Receive and file report.

See Attachment 1 for Street Light Outage Report.

**Prepared By:** David Collins, Senior Management Analyst

**Reviewed By:** Ernesto Munoz, P.E., Maintenance and Construction Director

### **ATTACHMENT(S)**

Attachment 1: Street Light Outage Report

ATTACHMENT 1

Facility	Description	Note	Requested	Completed	Status
CulDeSac 344	Street Light Reported to SCE	street light in center of CDS is out <unknown #>	10/24/17	0	In Progress
B3060	Street Light Reported to SCE	WALKWAY Edison Light # 1961368E is still out despite Edison	10/25/17	0	In Progress
B3468	Street Light Reported to SCE	Concrete post light out by mnr# A driveway <#2044552E>	11/06/17	0	In Progress
B4006	Street Light Reported to SCE	Light pole looks damaged has wires hanging ID 2118725E	11/07/17	0	In Progress
B3270	Street Light Reported to SCE	Edison lighting pole # 1961891E by building 3270 turns off & on / YT tagged.	11/07/17	0	In Progress
B3171	Street Light Reported to SCE	1961804E is out outside manor street side	11/15/17	0	In Progress
B3135	Street Light Reported to SCE	Edison Light # 1961550E1 is out	11/15/17	0	In Progress
B3270	Street Light Reported to SCE	Street light blinking // northside // 1961892E	11/28/17	0	In Progress
B3281	Street Light Reported to SCE	Street light blinking // northside // 2008654E	11/28/17	0	In Progress
B3191	Street Light Reported to SCE	Light #1974302E out by B3191	11/28/17	0	In Progress
B5232	Street Light Reported to SCE	Edison light out; #2030730E. marked with caution tape	11/28/17	0	In Progress
B3501	Street Light Reported to SCE	**light not working/flickering on and off/ never on for extened time <# 4679659E>**	12/04/17	0	In Progress
B5179	Street Light Reported to SCE	Edison lighting pole # 2050651E turns off & on / YT tagged.	12/05/17	0	In Progress
B3162	Street Light Reported to SCE	SCE Light Out - # 873664E	12/05/17	0	In Progress
B3280	Street Light Reported to SCE	SCE Light Flickering- Pole # 2008654E	12/07/17	0	In Progress
B3415	Street Light Reported to SCE	light not working #2030024-E on CDS 336	12/11/17	0	In Progress
B5358	Street Light Reported to SCE	street light is out #2030024E	12/13/17	0	In Progress
B3020	Street Light Reported to SCE	Edison Light out - # 1873943E	12/19/17	0	In Progress
B3154	Street Light Reported to SCE	Light # 1961840E in front of manor 3154-B burned out	12/23/17	0	In Progress
B5480	Street Light Reported to SCE	city light #2118534E goes out intermittently, area gets pitch black	12/27/17	0	In Progress
B5531	Street Light Reported to SCE	SCE Pole # 2184888E. Light Out. Located In front of B-5531, Via La Mesa. Tagged w/ Yellow Tape.	12/30/17	0	In Progress
B3156	Street Light Reported to SCE	SCE Light Pole # 1961345E. Light Out. Located west of B-3156, at intersection of Ave. Pico and Alt	12/30/17	0	In Progress
B3501	Street Light Reported to SCE	Edison lightpole #2070024E light on, during daylight hours, possible timer or sensor issue.	01/01/18	0	In Progress
B3340	Street Light Reported to SCE	street light at CDS340 is out	01/03/18	0	In Progress
B3020	Street Light Reported to SCE	street light in front of bldg 3020 reported by resident walking	01/03/18	0	In Progress
B3301	Street Light Reported to SCE	Edison lighting # 4468424E turning on-off every 1-2 minute /	01/08/18	0	In Progress
B3111	Street Light Reported to SCE	Edison lighting # 1961519E out / YT tagged.	01/08/18	0	In Progress
B3123	Street Light Reported to SCE	Edison lighting # 1961870E out / YT tagged.	01/08/18	0	In Progress
B3154	Street Light Reported to SCE	Edison lighting # 1961843E out / YT tagged	01/08/18	0	In Progress
B5497	Street Light Reported to SCE	Edison lighting # 2118593E out / YT tagged.	01/08/18	0	In Progress
B5490	Street Light Reported to SCE	Edison lightpole #2118528E light on, daylight hours, adjacent	01/08/18	0	In Progress
B5380	Street Light Reported to SCE	Edison lightpole #2258601E light on, daylight hours, southeast	01/08/18	0	In Progress
B5381	Street Light Reported to SCE	Edison lightpole #2030043E light on, daylight hours, east of	01/08/18	0	In Progress
B5509	Street Light Reported to SCE	Edison lightpole #2030044E light on, daylight hours, west of	01/08/18	0	In Progress
B5380	Street Light Reported to SCE	Edison lightpole #2044071E light on, daylight hours, west of	01/08/18	0	In Progress
B5378	Street Light Reported to SCE	Edison lightpole #2044070E light on, daylight hours, west of	01/08/18	0	In Progress

## **RESOLUTION 03-14-133**

### **Third Laguna Hills Mutual Energy Committee Charter and Mission**

**NOW THEREFORE IT BE RESOLVED**, November 18, 2014, the Board of Directors of the Third Laguna Hills Mutual (hereafter, "Mutual") hereby assigns the duties and responsibilities of this Committee, as follows:

***The mission of the Third Mutual Laguna Hills Energy Committee is to identify and recommend to the Board investments in energy technologies which will address safety, economic, environmental and aesthetic issues of the Mutual and its residents and enhance the future property values.***

1. Recommend to the Board for their approval all actions that will result in energy savings for Mutual residents and an improved environment for the Community.
2. Review monthly mutual energy statements and other reports affecting the energy usage of this Corporation. Review anomalous deviations and identify causes of the same and, where undesirable, recommend corrective action. Request development of tools by Staff to facilitate this action.
3. Work closely with Staff and review all devices or systems that either generate, control or consume electricity within Mutual. Identify alternatives that would be beneficial to the Mutual taking into consideration factors such as efficiency, reliability, sustainability, installation, cost, return on investment, carbon foot print, human factors, and operability. Propose priorities of actions.
4. Seek out financial energy incentive programs applicable to the Mutual.
5. Maintain communications with the other Laguna Woods corporate energy committees and exchange information pertinent to each committee.
6. Work with the Mutual's Communications Committee to make Mutual residents aware of actions they can take to reduce their own energy costs and aid the environment.
7. In conjunction with Staff, make monthly progress reports to the Mutual's M&C Committee on investigation results, resident actions and comments and Committee-approved projects.

8. To avoid misunderstandings due to lack of familiarity with technology and products the Committee shall arrange seminars and invite speakers from vendors, universities, trade groups or consultants and establish a blog site to provide information and answer questions.
9. Suggest action the Board should take with respect to the California Public Utility Commission or legislature regarding proposed tariff charges or bills affecting the Mutual.
10. Work with the Mutual's residents and their installers to identify policy changes that can facilitate residents' actions to reduce energy costs.
11. Advise the Board of Directors regarding requests for proposals pertaining to energy considerations for review and possible modification by the Board before going to Purchasing.
12. Review the bidders list on energy-related proposals, review their qualifications, and advise the Board regarding the qualifications and completeness of energy-related proposals. The Committee will not contact bidders or potential bidders once a bid request has been made, until bids have been received.
13. Identify the energy-related aspects of proposed Mutual projects, and alert and advise the Board to the energy impacts of such projects and make appropriate recommendations to the Mutual Board.

**RESOLVED FURTHER**, that Resolution 03-14-116, adopted October 21, 2014 is hereby superseded and canceled.



## STAFF REPORT

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**DATE:** February 7, 2018  
**FOR:** Energy Committee  
**SUBJECT:** Solar Project Cleaning Schedule and Documentation Update

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### **RECOMMENDATION**

Receive and file report.

### **BACKGROUND**

The Third Laguna Hill Mutual Solar project was completed in July 2017. A contract with Phoenix Renewable Systems (PRS) was entered into by the Mutual to perform the Operations and Maintenance (O&M) work on the system. PRS began preventative maintenance work and panel cleaning visits in October 2017. The Energy Committee expressed an interest in receiving the cleaning schedule for 2018 as well as the location where the documents pertaining to the solar project installation would be stored electronically.

### **DISCUSSION**

#### ***Cleaning Schedule***

Staff conferred with PRS regarding the optimal times to perform annual cleanings. It was agreed that these cleanings would be performed during the weeks of May 7<sup>th</sup> and October 1<sup>st</sup>, 2018. These dates were chosen to take full advantage of performance during periods of maximum sunshine and account for natural cleanings during months of expected rainfall. Residents will be notified between one and two weeks before cleaning that this work will be occurring at their building.

#### ***Electronic Documentation Storage***

All documents related to the solar project have been transferred to a digital format. These documents are currently stored in the Maintenance Share Drive on the VMS server. Information Services staff will be constructing a link on the Laguna Woods Village web site that will be available to Third Board members. The location of this link will be provided at the Energy Committee meeting.

### **FINANCIAL ANALYSIS**

None.

**Prepared By:** Mark Stal, Maintenance Services Manager

**Reviewed By:** Ernesto Munoz, P.E., Maintenance and Construction Director