

**LONG BEACH TRANSIT  
BOARD OF DIRECTORS MEETING  
MINUTES**

**THURSDAY, MARCH 25, 2021  
VIA VIDEOCONFERENCE, 12:00 PM**

Michael Clemson, Chair  
David H. Sutton, Vice Chair  
Colleen Bentley, Secretary/Treasurer  
Jeffrey Price, Director  
Sumire Gant, Director



Lea Eriksen, City Representative

Kenneth A. McDonald,  
President and Chief Executive Officer

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**BOARD MEETING VIA VIDEOCONFERENCE  
PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY  
GOVERNOR GAVIN NEWSOM**

**ZOOM MEETING ID: 947 8347 4856 (PASSWORD: 1963)**

**REGULAR MEETING - NOON**

1. Call to Order. (Michael Clemson)

Chair Clemson called the meeting to order at 12:01 p.m.

2. Roll Call. (Ivette Dubois)

**Commissioners** Sumire Gant, Jeffrey Price, Colleen Bentley, David Sutton and  
**Present:** Michael Clemson

3. Employee Recognition. (Ivette Dubois)

Employees of the Month for March 2021:

Mario Mendoza, Transit Service Delivery and Planning  
Marlon Perez, Maintenance and Infrastructure  
Jose Ocampo, Administrative Staff

**INFORMATION ITEM**

Ivette Dubois, Board Secretary, presented the Employees of the Month for March 2021.

4. Public Comment.

There were no public comments.

5. President and CEO Report. (Kenneth McDonald)

INFORMATION ITEM

Kenneth McDonald, President and CEO, presented his monthly report.

LBT remains committed to ensuring the health, well-being and safety of our employees and the riding public.

The agency continue to urge all LBT employees to remain vigilant in following safety protocols to protect themselves, coworkers, family and the communities around them.

LBT provided COVID-19 Rapid Tests on-site at LBT1 and LBT2 every Tuesday and Thursday as part of our COVID Prevention Plan between January 5 through March 11, 2021.

In total, 1,286 tests were performed, and 14 employees tested positive. LBT employees are now eligible for the COVID-19 vaccine in the City of Long Beach and LA County.

Therefore, LBT has ceased conducting on-site rapid testing and have begun on-site vaccinations.

So far, during the month of March, approximately 300 LBT employees are known to have taken their first dose of the vaccine at the Long Beach Convention Center, LBT1, LBT2, and Care OnSite, which is the medical clinic LBT contracts with to conduct physical examinations.

The total number of employees taking the vaccine may be higher, as there are some employees who did not report taking the vaccine.

Employees are strongly encouraged through flyers and monitors throughout our facilities to sign up and take the vaccine.

Lastly, LBT is operating on a modified bus schedule until further notice.

Effective March 15, 2021, LBT implemented modified service to Route 131.

This service runs between Wardlow Station and Ocean at Termino during weekdays, every 40 minutes, between 8:30 a.m. - 4:30 p.m.

## NOTICE TO THE PUBLIC

All matters included on the Consent Calendar are considered routine by the LBT Board of Directors and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Board of Directors or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

## CONSENT CALENDAR (6)

Passed the Consent Calendar

**A motion was made by Secretary/Treasurer Bentley, seconded by Director Price, to approve Consent Calendar Item 6. The motion carried by the following vote:**

**Yes:** 5 - Sumire Gant, Jeffrey Price, Colleen Bentley, David Sutton and Michael Clemson

6. [21-024TR](#) Recommendation to approve the minutes of the regular session meeting held on February 25, 2021.

## REGULAR AGENDA

7. [21-025TR](#) Monthly Financial Report. (Lisa Patton)

### INFORMATION ITEM

Lisa Patton, Executive Director/VP, Finance and Budget, presented the monthly financial report.

**This TR-Agenda Item was received and filed.**

8. [21-026TR](#) Disadvantaged Business Enterprise Program Overview. (Kellie Irving)

INFORMATION ITEM

Kellie Irving, Manager, Regulatory Compliance and Civil Rights, presented the staff report.

Director Gant suggested LBT establish a Disadvantaged Business Enterprise (DBE) Program for non-federally funded projects.

Discussion ensued regarding holding a Board Retreat and including Long Beach Transit's DBE Program as one of the topics to discuss.

Discussion ensued regarding setting a new DBE goal.

**This TR-Agenda Item was received and filed.**

Second Roll Cal 1:27 p.m.

**Commissioners** Sumire Gant, Colleen Bentley, David Sutton and Michael

**Present:** Clemson

**Commissioners** Jeffrey Price

**Excused:**

9. [21-027TR](#)

Recommendation to

1) Adopt the resolution authorizing the transition to the Public Agency Retirement System Trust as the qualified trust program for the Retirement Plan for Contract employees:

- Appoint Public Agency Retirement Services (PARS) as trust administrator of the Plan and U.S. Bank National Association as trustee and custodian of plan assets;

- Appoint LBT's President and CEO or his/her successor or his/her designee to serve as Plan Administrator for the Plan and authorize LBT's President and CEO to execute legal and administrative documents on behalf of LBT for the Plan and serve as the intermediary between the Plan Pension Committee and PARS;

- Terminate LBT's relationship with Farmers and Merchants Bank as plan trustee and Fidelity Investments as plan custodian once assets have completely transferred to the Public Agency Retirement System Trust.

2) Authorize the President and CEO to enter into a contract with PARS for administrative services in conjunction with the Plan, which will continue unchanged for successive twelve-month periods following the Term unless either LBT or PARS gives written notice to the other party of the intent to terminate ninety (90) days prior the end of the Term.

(Lisa Patton)

**A motion was made by Secretary/Treasurer Bentley, seconded by Vice Chair Sutton, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Sumire Gant, Colleen Bentley, David Sutton and Michael Clemson

**Excused:** 1 - Jeffrey Price

10. [21-028TR](#)

Recommendation to

1) Adopt the resolution authorizing the transition to the Public Agency Retirement System Trust as the qualified trust program for the Retirement Plan for Salaried employees:

- Appoint Public Agency Retirement Services (PARS) as trust administrator of the Plan and U.S. Bank National Association as trustee and custodian of plan assets;

- Appoint LBT's President and CEO or his/her successor or his/her designee to serve as Plan Administrator for the Plan and authorize LBT's President and CEO to execute legal and administrative documents on behalf of LBT for the Plan and serve as the intermediary between the Plan Pension Committee and PARS;

- Terminate LBT's relationship with Farmers and Merchants Bank as plan trustee and Fidelity Investments as plan custodian once assets have completely transferred to the Public Agency Retirement System Trust.

2) Authorize the President and CEO to enter into a contract with PARS for administrative services in conjunction with the Plan, which will continue unchanged for successive twelve-month periods following the Term unless either LBT or PARS gives written notice to the other party of the intent to terminate (90) days prior to the end of the Term.

(Lisa Patton)

Ms. Patton presented the staff report.

**This TR-Agenda Item was approve recommendation.**

11. [21-029TR](#) Recommendation to approve the Leasing Guidelines for 4801 Airport Plaza drive, Long Beach, CA 90815, and to confirm delegation of authority to the President and CEO to negotiate leases for the Property consistent with the Leasing Guidelines. (Lisa Patton)

Ms. Patton presented the staff report.

A motion was made by Secretary/Treasurer Bentley to modify the recommended action to the following:

Recommendation to approve the leasing guidelines for 4801 Airport Plaza Drive, Long Beach, CA 90815. All lease agreements do not need to go to the Board for approval. The Board will require a quarterly Board report on all leases

The motion was seconded by Vice Chair Sutton.

**A motion was made by Secretary/Treasurer Bentley, seconded by Vice Chair Sutton, to approve the amended recommendation. The motion carried by the following vote:**

**Yes:** 4 - Sumire Gant, Colleen Bentley, David Sutton and Michael Clemson

**Excused:** 1 - Jeffrey Price

12. [21-030TR](#) Recommendation to authorize the President and CEO to enter into a contract with New Flyer of America, Inc., for the purchase of 20, 30-35 foot battery-electric buses (BEB) with options for up to 20 additional BEBs for an initial cost of \$21,836,559, with a 5% contingency of \$1,091,828, for a total authorization amount not to exceed \$22,928,387. (Kenneth McDonald)

CEO McDonald presented the staff report.

**A motion was made by Secretary/Treasurer Bentley, seconded by Vice Chair Sutton, to approve recommendation. The motion carried by the following vote:**

**Yes:** 4 - Sumire Gant, Colleen Bentley, David Sutton and Michael Clemson

**Excused:** 1 - Jeffrey Price

13. Board Requests.

There were no Board requests.

- 14.** 21-031TR      Adjourn. The next regular meeting will be held April 22, 2021. (Michael Clemson)

The meeting adjourned at 2:35 p.m.

**A motion was made by Vice Chair Sutton, seconded by Secretary/Treasurer Bentley, to approve recommendation.**

**The motion carried by the following vote:**

**Yes:** 4 - Sumire Gant, Colleen Bentley, David Sutton and Michael Clemson

**Excused:** 1 - Jeffrey Price

Note:

Long Beach Transit intends to provide reasonable accommodations with the Americans with Disabilities Act of 1990. If special accommodation is desired, please call the Board Secretary's Office 72 hours prior to the meeting at 562.599.8554.

Long Beach Transit is an entity which is separate and distinct from the City of Long Beach.