

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

**MONDAY, OCTOBER 22, 2018
333 W. OCEAN BOULEVARD
COUNCIL CHAMBER, 12:00 PM**

Sumire Gant, Chair
Colleen Bentley, Vice Chair
Maricela de Rivera, Secretary/Treasurer
Adam Carrillo, Director
Michael Clemson, Director



Steven Neal, Director
Mary Zendejas, Director
Eric Widstrand, City Representative
Lea Eriksen, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

REGULAR MEETING - NOON

1. Call to Order. (Sumire Gant)

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

2. Roll Call. (Ivette Dubois)

Commissioners Adam Carrillo, Maricela de Rivera, Steven Neal, Colleen Bentley
Present: and Sumire Gant

Commissioners Michael Clemson and Mary Zendejas
Excused:

3. 18-073TR Recommendation to approve the minutes of the regular session meeting held on September 24, 2018. (Sumire Gant)

A motion was made by Director de Rivera, seconded by Vice Chair Bentley, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Adam Carrillo, Maricela de Rivera, Steven Neal, Colleen Bentley and Sumire Gant

Absent: 2 - Michael Clemson and Mary Zendejas

4. Employee Recognition. (LaVerne David)

Employees of the Month for October 2018:

Mario Castellanos, Transit Service Delivery and Planning
Patricio Cruz, Maintenance and Infrastructure
Anthony Reynolds, Staff

INFORMATION ITEM

LaVerne David, Executive Director/VP, Employee and Labor Relations, presented the Employees of the Month (EOM) for the month of October.

Mario Castellanos, Transit Service Delivery and Planning EOM, was presented by Enrique Medina, Superintendent.

Ms. David acknowledged Patricio Cruz, Maintenance and Infrastructure EOM, and Anthony Reynolds, Staff EOM, who were not present.

5. Public Comment.

Any member of the public may approach the podium and, upon recognition by the Chair, state his or her name and proceed to address the Board on any item within the subject matter jurisdiction of the Long Beach Transit (LBT) Board of Directors, provided that no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes, unless different time limits are set by the Chair, subject to the approval of the Board.

There were no public comments.

6. President and CEO Monthly Report. (Kenneth McDonald)

- Safety and Service Quality
- Employee Engagement
- Customer Experience
- Community and Industry Focus

INFORMATION ITEM

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

IMPROVE SAFETY AND SERVICE QUALITY

Under LBT's focus to Improve Safety and Service Quality:

- The following days were accident-free days at LBT.
 - o Thursday, October 4
 - o Friday, October 12; and
 - o Tuesday, October 16

There were no preventable or non-preventable accidents on these days.

Since the beginning of the year, LBT has had a total of 25 accident-free days.

- During the month of October, LBT's Safety department conducted a safety blitz campaign concentrated around the theme of 'Distracted Driving.'

On Thursday, October 4 and Friday, October 5 at the First Street Transit Gallery, Operators were reminded about the Five Keys to Safety and provided with information and tips on ways they can stay safe by driving defensively, including:

- o Staying focused on the road to avoid distractions;
 - o Staying alert to be able to react quickly to problems; and
 - o Watching out for others to avoid getting caught off guard
- On Wednesday, October 17, LBT held a Community Meeting at Paramount's Progress Park to gather feedback on LBT's expanded service within the City.

Community Relations and Service Planning staff were in attendance to highlight LBT's expanded Routes 21 and 71, Student TAP and Dial-A-Lift programs, and answer questions about LBT's services.

FOSTER EMPLOYEE ENGAGEMENT

In LBT's continued effort to Foster Employee Engagement:

- Over the past month, LBT's Training department provided nine courses to more than 82 employees on topics including, but not limited to:
 - o State-Mandated Annual Refresher Training (SMART);
 - o Operator Training on retrofitted seats in the Operator's compartment;
 - o New Operators Graduation;
 - o Retraining for Operators who have returned from long-term absences;
 - o DMV Drive Training and Licensing for Stops & Zones;

- o New Equipment Training for Stops & Zones;
 - o Class for TSD Supervisors; and
 - o Various Safety and Job-specific retraining
- On Thursday, October 4, the 3rd annual West Coast MAX, the multi-agency employee exchange program, graduation ceremony took place for participating employees from Foothill Transit, Santa Monica's Big Blue Bus and LBT, as well as Norwalk Transit System and City of Commerce Municipal Bus Lines.

In addition to the graduation, the CEOs of Foothill Transit, Big Blue Bus, City of Commerce Municipal Bus Lines, Norwalk Transit System, and I participated on a CEO panel that addressed the 16 graduates.

The panel members shared their experiences as executives, including lessons learned and key leadership qualities and values we considered important for professional development, networking and the future of transit.

ENHANCE CUSTOMER EXPERIENCE

Under LBT's priority to Enhance Customer Experience:

- On Tuesday, October 2, LBT participated in the launch of Disability Awareness Month Celebration here at Long Beach City Hall.

Community Relations Staff promoted:

- o LBT's fixed-route and Dial-A-Lift services;
 - o TAP applications for persons with disabilities; and
 - o Assisted with route planning, as well as accessing LBT's ADA call center and programs
- On Thursday, October 4, LBT coordinated with Wilson High School in developing an on-campus TAP card distribution program.

With assistance from Wilson's principal, teachers and counselors, Community Relations Staff:

- o trained Wilson's new banker on how to use TAP
 - o promoted TAP applications and obtaining student profile sheets to simplify the sign-up process; and
 - o assisted with billing of the 30-day student passes
- On Tuesday, October 9, LBT participated in CSULB's Sustainable Transportation's

Green Rides Expo.

Community Relations Staff:

- o promoted the U-Pass program;
- o helped students with CSULB TAP card sign-ups; and
- o informed students of sustainable ways to get around town

- On Saturday, October 13, LBT participated in LBUSD's 'School of Choice' Fair held at Long Beach City College - Pacific Coast Campus.

The fair was geared towards helping LBUSD junior high school students determine which high school they will attend.

Community Relations Staff:

- o promoted LBT bus service;
- o educated students on which routes they would take to get to the high school of their choice; and
- o informed students and their parents about LBT's TAP card program

Community Relations staff also conducted:

- o 11 LBT Connected Seniors Club presentations and Senior TAP card drives at:
 - the 2nd annual Friendly Consortium Steering Committee Meeting @ the Long Beach Energy Resources Auditorium;
 - the Press-Telegram's Successful Aging Expo @ the Grand Long Beach;
 - the Osher Lifelong Learning Institute (or OLLI) annual Senior Meeting @ CSULB;
 - Senior TAP card drive at Gold Star Manor;
 - Gold Star Walking Program at Gold Star Manor;
 - Connected Seniors Club Travel Day w/St. Mary's Ambassador to the Aquarium of the Pacific; and
 - Connected Seniors Club Community Meetings at:
 - o Ramona Park;
 - o Alpert Jewish Community Center; and
 - o the LGBTQ Center of Long Beach

PROMOTE COMMUNITY AND INDUSTRY FOCUS

In an effort to strengthen LBT's focus on the community it serves and the transportation industry:

- On Wednesday, October 10, LBT held its fifth Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE) Prime Time Business Networking Event at the

Port of Long Beach headquarters.

The event provided an opportunity for DBEs/SBEs to learn about how to do business with LBT, LBT's current contracting opportunities, as well a networking forum among primes and transit peers.

The event was attended by approximately 60 attendees, which included small business owners, prime contractors and regional transit partners.

On Thursday, October 11, representatives from LBT's Executive Leadership Team, including the Deputy CEO and CEO, as well as staff from across the agency participated in a reception co-sponsored by Latinos in Transit and the Conference Of Minority Transportation Officials (COMTO) Southern Cal Regional Chapter.

The reception was held at Hotel Maya in recognition of Hispanic Heritage Month.

Chair Gant referred to student monthly TAP cards and asked if students were able to purchase TAP cards at their school. CEO McDonald stated that LBT was working with LBUSD's high schools to begin selling TAP cards at schools utilizing "school bankers."

7. 18-074TR 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. 18-075TR Quarterly Investment Report. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the Quarterly Investment Report.

Vice Chair Bentley referred to the decrease in state funding and asked if that was expected. Ms. Patton stated that LBT expected a delay in all funding every year during the fall season. She added that LBT received its funding through Los Angeles County Metropolitan Transportation Authority (Metro), as they are the designated Regional Transportation Planning Agency, who in turn

received funding from the County of Los Angeles.

Vice Chair Bentley asked if most transit agencies experienced a delay in funding during the fall. Ms. Patton confirmed Vice Chair Bentley's statement and added that most local municipal operators received their funding through the same process as LBT.

This TR-Agenda Item was received and filed.

9. 18-076TR Calendar Year 2019 Board Advisory Committees and Executive Committee Meeting Dates. (Ivette Dubois)

INFORMATION ITEM

Ivette Dubois, Board Secretary, presented the staff report.

Chair Gant noted that Director Neal had joined the Finance and Operations Board Advisory Committee meeting.

This TR-Agenda Item was received and filed.

10. 18-077TR Customer Communications Program Status. (Debra Johnson)

INFORMATION ITEM

Debra Johnson, Deputy CEO, presented the staff report.

Vice Chair Bentley commended LBT for being open to change.

Secretary/Treasurer de Rivera asked if LBT's new website would be fully functional on mobile devices, as the current website was limited on mobile devices. Deputy CEO Johnson stated that the new website would be right-sized to electronic devices.

Secretary/Treasurer de Rivera asked if the new website would enable LBT to alert its customers regarding bus detours and delays. Deputy CEO Johnson stated that LBT's Digital Engagement program was robust, encompassing multiple outlets. She stated the intent of the Digital Engagement Program was to put forward a concept that meets LBT's customers' needs, including alerts regarding bus detours and delays, and utilize that as the basis for a scope of work as part of a solicitation.

Chair Gant suggested that LBT include Secretary/Treasurer de Rivera as one of the testers for the new website.

Chair Gant requested LBT to ensure its digital engagement program encompassed other languages.

This TR-Agenda Item was received and filed.

11. 18-078TR City of Paramount Transportation Service Expansion. (Debra Johnson)

INFORMATION ITEM

Deputy CEO Johnson presented the staff report.

Director Neal referred to the City of Paramount Proposition A funding and asked if there was a sunset on those funds. Deputy CEO Johnson stated it was ongoing and there was no sunset relative to those funds.

Vice Chair Bentley asked what was the projected City of Paramount Proposition A funding allocated for LBT. Deputy CEO Johnson stated that LBT will receive 40 percent of the City of Paramount's Proposition A funding. She noted that the amount received varied each year as the 40 percent was based upon tax revenues received. Deputy CEO added that LBT projected to receive 1.2 million for this Fiscal Year.

Deputy CEO Johnson noted that the amount of monies LBT received from the City of Paramount Proposition A funding could vary next year, however, regardless of incoming or outgoing tax revenues, LBT would always received 40 percent of the City of Paramount's Proposition A funding.

This TR-Agenda Item was received and filed.

12. 18-079TR Recommendation to authorize the President and CEO to enter into a contract with Urban Engineers, Inc., to conduct a Facility Assessment for a total authorization amount not to exceed \$1,103,540. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

Secretary/Treasurer de Rivera discussed her concerns regarding the possibility of Proposition 6 passing and repealing Senate Bill (SB) 1 funding. She asked what would be the impact if Proposition 6 passed during the November 6, 2018 election. Deputy CEO Johnson stated that within the confines of the SB 1 law, there were monies encompassed for grants for the procurement of buses.

Deputy CEO Johnson noted that although SB 1 provided some operating dollars, monies had already been allocated for LBT's Facilities Assessment Project. Deputy CEO Johnson stated that Secretary/Treasurer de Rivera's concern was valid, however, LBT still needed to plan going forward and monies that had already been allocated would be received.

Secretary/Treasurer de Rivera asked what was the timeline for the Facilities Assessment. Deputy CEO Johnson stated this project had a nine to 12-month timeline.

Secretary/Treasurer de Rivera referred to the established Small Business Enterprise (SBE) goal and asked how the goal was determined. Aida Douglas, LBT's Regulatory Compliance and Civil Rights Officer, stated that LBT established its SBE, as well as its Disadvantaged Business Enterprise (DBE) project goals based on the formula of using the number of certified vendors divided by the total amount of available vendors for each category. When LBT looks at each contract, it looks at each of the certified areas.

Ms. Douglas stated that for the Facilities Assessment project, the established goal was higher due to the availability of more SBE-certified firms as opposed to DBE-certified firms.

Chair Gant asked if it would be problematic to set a standard SBE or DBE goal across all projects. Ms. Douglas stated that LBT tailors its SBE and DBE project goal to each contract, depending on the availability of subcontracting opportunities.

Ms. Douglas noted that the US Department of Transportation (DOT), which the Federal Transit Administration (FTA) is a part of, would not want an agency to exceed its established DBE goal, as it would potentially be perceived as reverse discrimination.

Secretary/Treasurer de Rivera asked for clarification on reverse discrimination. Ms. Douglas clarified that she was commenting on the federal aspect of goal setting.

Ms. Douglas explained that LBT had increased its DBE goal from 10 percent to 12 percent for the next three Fiscal Years. Chair Gant asked for confirmation that LBT was allowed to amend its DBE goal every three years. Ms. Douglas stated that the only time an agency could amend its DBE goal was if it drastically fell short or if it exceeded its DBE goal. She noted that LBT exceeded 12 percent half-way through the fiscal year, it would have to stop assigning DBE goals for the next six months, as to not further exceed its established DBE goal.

Deputy CEO Johnson clarified the difference between race-neutral and race-conscious goal setting. Ms. Douglas noted that LBT's DBE program was performing well.

Secretary/Treasurer de Rivera referred to the Alternatives Considered section of the Board report and asked that in the future, LBT provide the Board with other avenues LBT could explore other than approving the stated recommendation. She stated that alternatives considered should explain what would happen if LBT selected another firm for the project, as well as why the selected firm was better than the other firms that submitted proposals.

A motion was made by Director Neal, seconded by Director Carrillo, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Adam Carrillo, Maricela de Rivera, Steven Neal, Colleen Bentley and Sumire Gant

Absent: 2 - Michael Clemson and Mary Zendejas

- 13. 18-080TR** Recommendation to authorize the President and CEO to exercise the first one-year option for the leasing and servicing of tires with Michelin North America, Inc., at a cost of \$621,029 with a five percent contingency, for a total authorization amount not to exceed \$652,080. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

A motion was made by Director de Rivera, seconded by Vice Chair Bentley, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Adam Carrillo, Maricela de Rivera, Steven Neal, Colleen Bentley and Sumire Gant

Absent: 2 - Michael Clemson and Mary Zendejas

- 14. 18-081TR** Recommendation to authorize the President and CEO to enter into a contract with US Hybrid Corporation to modify and convert 40 gasoline-electric hybrid buses to a solid state low-voltage charging system, for a total authorization amount not to exceed \$201,475. (Tony Cohen)

Tony Cohen, Executive Director/VP, Maintenance and Infrastructure, presented the staff report.

A motion was made by Director de Rivera, seconded by Director Neal, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Adam Carrillo, Maricela de Rivera, Steven Neal, Colleen Bentley and Sumire Gant

Absent: 2 - Michael Clemson and Mary Zendejas

- 15. 18-082TR** Recommendation to authorize the President and CEO to enter into a one-year contract with Complete Coach Works for Compressed Natural Gas vehicles midlife rehabilitation with two, one-year options, at a cost of \$4,373,908 for the Contract Year; \$5,085,295 for Option Year One; \$1,404,519 for Option Year Two; and a contingency of \$256,960, for a total authorization amount not to exceed \$11,120,782. (Tony Cohen)

Mr. Cohen presented the staff report.

A motion was made by Vice Chair Bentley, seconded by Director Neal, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Adam Carrillo, Maricela de Rivera, Steven Neal, Colleen Bentley and Sumire Gant

Absent: 2 - Michael Clemson and Mary Zendejas

16. 18-083TR Recommendation to authorize the President and CEO to enter into a two-year contract with Complete Coach Works for the purchase of pre-assembled gasoline-electric hybrid bus engines at a cost of \$516,259, with two, one-year options at \$290,188 for Option Year One and \$244,953 for Option Year Two, for a total authorization amount not to exceed \$1,051,400. (Tony Cohen)

Mr. Cohen presented the staff report.

Director Neal was excused. Second Roll Call 1:40 p.m.

A motion was made by Vice Chair Bentley, seconded by Director de Rivera, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Adam Carrillo, Maricela de Rivera, Colleen Bentley and Sumire Gant

Absent: 3 - Michael Clemson, Steven Neal and Mary Zendejas

17. 18-084TR Recommendation to adopt Amendment 2018-I amending the eligibility provisions for participation in the 401(a) Plan and authorizing the President and CEO or his designee to duly execute the amendment on behalf of Long Beach Transit. (LaVerne David)

Ms. David presented the staff report.

A motion was made by Vice Chair Bentley, seconded by Director Carrillo, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Adam Carrillo, Maricela de Rivera, Colleen Bentley and Sumire Gant

Absent: 3 - Michael Clemson, Steven Neal and Mary Zendejas

18. 18-085TR Recommendation to approve the Board of Directors meeting dates for Calendar Year 2019. (Ivette Dubois)

Ms. Dubois presented the staff report.

A motion was made by Vice Chair Bentley, seconded by Director de Rivera, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Adam Carrillo, Maricela de Rivera, Colleen Bentley and Sumire Gant

Absent: 3 - Michael Clemson, Steven Neal and Mary Zendejas

- 19. 18-087TR** Recommendation to authorize the President and CEO to provide fixed-route transportation and Dial-A-Lift paratransit services free of fare on the November 6, 2018 Election Day. (Kenneth McDonald)

CEO McDonald presented the staff report.

Wayne Wright, a member of the public, addressed his concern regarding customers using the free transportation services to go to other venues other than a polling place.

Chair Gant asked LBT provide a report depicting results from ridership data on election day.

Secretary/Treasurer de Rivera asked what advertising would be done to let customers know about free LBT transportation services on Election Day. CEO McDonald stated that LBT was working with Metro, as well as the offices of Mayor Garcia and Supervisor Janice Hahn, who both serve on Metro's Board of Directors, to spread the word. He added that LBT would also advertise its free transportation services on Election Day via a press release, advertising in newspapers and the Long Beach Post, as well as on social media and onboard LBT's buses.

Secretary/Treasurer de Rivera stated that she hoped the SB 1 brochures were also being printed in Spanish and that advertising would be done in other languages, such as Khmer.

A motion was made by Vice Chair Bentley, seconded by Director de Rivera, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Adam Carrillo, Maricela de Rivera, Colleen Bentley and Sumire Gant

Absent: 3 - Michael Clemson, Steven Neal and Mary Zendejas

20. Public Comment.

Any member of the public may approach the podium and, upon recognition by the Chair, state his or her name and proceed to address the Board on any item within the subject matter jurisdiction of the Long Beach Transit (LBT) Board of Directors, provided that no action may be taken on off-agenda items unless authorized by law. Comments shall be limited to three minutes, unless different time limits are set by the Chair, subject to the approval of the Board.

Wayne Wright, a member of the public, stated that during the last Metro Board of Directors meeting, Metro staff stated that Ticket Vending Machines (TVM) were being placed in Metro stations in Long Beach. Mr. Wright stated that it would be nice for LBT to have TVMs placed throughout LBT's service area, not just at the Metro stations or LBT's First Street Transit Gallery.

Mr. Wright stated that LBT should offer a discount on its TAP cards from its cash cards, similar to Big Blue Bus and Foothill Transit.

21. Board Requests.

There were no Board requests.

- 22. 18-086TR** Adjourn. The next regular meeting will be held on December 10, 2018.
(Sumire Gant)

Meeting adjourned at 2:08 p.m.

A motion was made by Director de Rivera, seconded by Vice Chair Bentley, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Adam Carrillo, Maricela de Rivera, Colleen Bentley and Sumire Gant

Absent: 3 - Michael Clemson, Steven Neal and Mary Zendejas

Note:

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired, please call the City Clerk Department 48 hours prior to the meeting at 562.570.6101.

(*The City Clerk's office is closed on weekends. To assure proper accommodations, please call by 4:30 p.m. on the Friday prior to the meeting.)

(For Telecommunication Device for the Deaf, please call 562.570.6626. Inquire at the City Council Chamber Audio Visual Room for Assistive Listening Device.)

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