

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

**MONDAY, DECEMBER 10, 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 12:03 p.m.

2. Roll Call. (Ivette Dubois)

Commissioners Adam Carrillo, Michael Clemson, Steven Neal, Mary Zendejas,

Present: Colleen Bentley and Sumire Gant

Commissioners Maricela de Rivera

Excused:

3. [18-088TR](#) Recommendation to approve the minutes of the regular session meeting held on October 22, 2018. (Sumire Gant)

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

Yes: 6 - Adam Carrillo, Michael Clemson, Steven Neal, Mary
Zendejas, Colleen Bentley and Sumire Gant

Excused: 1 - Maricela de Rivera

4. Employee Recognition. (LaVerne David)

Employees of the Month for November 2018:

Edward Perez, Transit Service Delivery and Planning
Alejandro Perez-Galicia, Maintenance and Infrastructure
Steven Jorgensen, Staff

Employees of the Month for December 2018:

Johnny Burton, Transit Service Delivery and Planning
Andra Montgomery, Maintenance and Infrastructure
Teresa Anderson, Staff

INFORMATION ITEM

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

Andra Montgomery, Maintenance and Infrastructure (MI) EOM, was presented by Frank Spalding, Maintenance Manager.

Ms. David acknowledged Edward Perez, Transit Service Delivery and Planning (TSDP) November EOM; Alejandro Perez-Galicia, MI November EOM; Steven Jorgensen, Staff November EOM; Johnny Burton, TSDP December EOM and Teresa Anderson, Staff December EOM, who were not present.

5. Board Advisory Committee Reports

- Finance and Operations. (Michael Clemson)
- Policy and Governance. (Adam Carrillo)

INFORMATION ITEM

Director Clemson provided a brief report on the Finance and Operations Board Advisory Committee meeting held on Tuesday, November 6.

Director Carrillo provided a brief report on the Policy and Governance Board Advisory Committee meeting held on Tuesday, November 6.

6. 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.

7. 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 monthly oral report.

IMPROVE SAFETY AND SERVICE QUALITY

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

- During the month of December, LBT's Safety department conducted a safety blitz campaign concentrated around the themes of the past 11 months of safety topics.

On Tuesday, December 4, at LBT2 and Friday, December 7 at LBT1, LBT Safety staff recapped 2018 safety themes and reviewed accident figures for the year with the Operators.

Questions relating to the 2018 safety themes were asked of the Operators for a chance to win Target gift cards. In addition to the gift cards, water and healthy snacks were provided.

Since the beginning of the year, LBT has had a total of 32 accident-free days.

- On Thursday, November 15; Saturday, November 17 and Saturday, December 8, LBT, in partnership with the City of Paramount, participated in community

events at the Paramount Park Community Center to gather feedback on LBT's expanded service within the City.

Community Relations and Service Planning staff presented highlights of LBT's expanded Routes 21 and 71, Student TAP and Dial-A-Lift programs, and answered questions about LBT's expanded services.

FOSTER EMPLOYEE ENGAGEMENT

In LBT's continued effort to Foster Employee Engagement:

- LBT's Training department provided 13 courses to more than 110 employees on topics including, but not limited to:
 - o State-Mandated Annual Refresher Training (SMART)
 - o Operator Training on Special Buses
 - o New Operators Graduation
 - o Retraining for Operators returning from long-term absences
 - o DMV Drive Training and Licensing for Utilities
 - o Safety Retrains
 - o Seat Adjustments
 - o Class for TSD Supervisor
 - o Various Safety and Job-specific retraining

ENHANCE CUSTOMER EXPERIENCE

Under LBT's priority to Enhance Customer Experience:

- Staff participated in eight LBT Connected Seniors Club presentations and Senior TAP card drives at:
 - o El Dorado Park Senior Center;
 - o Christian Outreach in Action Senior Citizen's Day at the Little Brown Church;
 - o California Recreation Center at McBride Park;
 - o Health & Wellness Expo at the Long Beach Senior Center;
 - o Long Beach Kiwanis Club Meeting at The Grand;
 - o Age-Friendly Consortium Steering Committee Meeting at the Long Beach Energy Resources Auditorium; and
 - o Two Gold Star Walking Program meetings at Gold Star Manor
- LBT also participated in three events geared towards our customers with disabilities at:

- o the Disabled Resources Center (DRC) Mobility Training;
 - o the Citizens Advisory Commission Disability Employment Awareness Month Celebration at the Michelle Obama Library; and
 - o the Downtown Residential Council Mobility Seminar at Studio 111
- In support of LBT's Long Beach Unified School District (LBUSD) partnership, LBT participated in two LBUSD events:
 - o LBUSD School of Choice Summit at Long Beach City College; and
 - o LBUSD Career/College Exploration Night at the CSULB Pyramid
- On November 10, an LBT contingent of employees, volunteers, friends, and family saluted those who have served in the armed forces during the 22nd Annual Long Beach Veterans Day Parade and Festival held in North Long Beach.

LBT rolled a patriotic-themed bus featuring photos and names of LBT's Veterans, music and a red, white and blue balloon arch. Community Relations staff promoted LBT's products and services.'
- On December 1, LBT once again partnered with the Long Beach Police Department and the LBUSD in sponsoring the annual Shop with a Cop program at a local Target store. This year's event benefited students from McKinley Elementary.
- On December 1, LBT participated in the 36th Belmont Shore Christmas Parade and showcased its holiday-themed bus. LBT employees, friends and families joined Vice Chair Bentley and City Representative Eriksen at this festive event.
- On December 8, LBT participated in Breakfast with Santa at Paramount Park Community Center. LBT staff gave an overview of upcoming LBT service expansion changes taking effect in Paramount with the February 2019 service change. Over 1,000 folks attended this holiday event.
- And also on December 8, LBT participated in 65th Annual Daisy Avenue Christmas Tree Lane Parade, where LBT employees, friends and family greeted eventgoers from our holiday-themed bus.

PROMOTE COMMUNITY AND INDUSTRY FOCUS

In an effort to strengthen our focus on the community we serve and the transportation industry:

- On October 24 through October 26, LBT served as the host of the 53rd Annual California Transit Association (CTA) Fall Conference and EXPO at the Long Beach Convention Center.

As host agency, LBT staff was well-represented at California's premier transit industry event:

- o Many of LBT's Executive Leadership Team presented or led discussions over the course of the conference.
- o Over 50 LBT staff attended the numerous workshops and the expo.
- o 15 LBT staff served as volunteer guides to help attendees navigate through the conference, as well as answer questions regarding LBT's services.
- o Vice Chair Bentley and Directors Carrillo and Zendejas also represented LBT at the conference

The event was the highest-attended conference in CTA's history. Congratulations to everyone involved in making this event a great success.

- On November 8, LBT staff attended the Women's Transportation Seminar-Los Angeles Scholarship & Awards Dinner in Downtown LA.

LBT was recognized with an Innovative Transportation Solutions Award, along with other agencies, for our Universal College Transit Pass (U-Pass) Program.

- On November 27 through November 29, LBT participated in the American Public Transportation Association's (APTA) Industry Leadership Summit in Washington, D.C.

Concurrent with the Summit, was the Transit Board Members Governance Workshop, which was attended by the LBT Board Secretary, as well as LBT's Board of Directors Executive Committee (Chair Gant, Vice Chair Bentley and Secretary/Treasurer de Rivera).

The event brought together public transportation leadership-transit agency CEOs, general managers and transit board members-for a dynamic event that focused on the issues and trends transforming our industry: disruptive market forces, the rapidly evolving mobility landscape, and the mid-term elections, just to name a few.

- On Thursday, December 6, LBT staff, joined by Secretary/Treasurer de Rivera, participated in the 21st Annual Long Beach Community Hispanic Association's (Centro C.H.A) Awards Gala recognizing community leaders at The Grand Long

Beach.

The event celebrated the extraordinary work of community leaders who exemplify excellence, impact the lives of children and youth, and contribute to revitalizing neighborhoods and businesses in our great city.

Vice Chair Bentley provided a brief overview on the APTA Industry Leadership Summit on behalf of the Board Executive Committee.

Director Zendejas congratulated LBT on successfully hosting the CTA conference.

8. [18-089TR](#) Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

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

This TR-Agenda Item was received and filed.

9. [18-090TR](#) Recommendation to authorize the President and CEO to enter into a contract with Trapeze Software Group for the procurement of Mobile Gateway Routers, including ancillary equipment, installation, integration and project management services, at a cost of \$1,715,313 with a five percent contingency, for a total authorization amount not to exceed \$1,801,078. (Patrick Pham)

Patrick Pham, Executive Director/VP, Information Technology, presented the staff report.

Director Neal asked if this technology would allow customers to have wi-fi onboard LBT's buses.

Mr. Pham stated that the mobile gateway routers had the capability for wi-fi; however, further analysis would need to be conducted.

Vice Chair Bentley asked for the timeline of the project. Mr. Pham stated that the project would take nine to 12 months.

Vice Chair Bentley asked if network security was guaranteed. Mr. Pham stated that network security could not be guaranteed but

Director Clemson asked if LBT would be able to increase how quickly TAP cards upgrade with the onboard mobile gateway routers. Mr. Pham stated that would be something LBT would need to work on with the Los Angeles County Metropolitan Transportation Authority (Metro).

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

Yes: 6 - Adam Carrillo, Michael Clemson, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

Excused: 1 - Maricela de Rivera

10. 18-091TR Election of Officers. (Sumire Gant)

Individual votes were taken during this time to appoint the new Chair, Vice Chair and Secretary Treasurer. The results are noted below:

Sumire Gant nominated Colleen Bentley to serve as Chair. The motion carried by a unanimous vote.

Colleen Bentley nominated Michael Clemson to serve as Vice Chair; Steven Neal seconded the motion. The motion carried by a unanimous vote.

Mary Zendejas nominated Adam Carrillo to serve as Secretary/Treasurer; Steven Neal seconded the motion. The motion carried by a unanimous vote.

CEO McDonald congratulated the newly elected officers on behalf of LBT.

11. 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, suggested LBT explore expanding its transportation services to the City of Cerritos and City of Bellflower.

12. Board Requests.

Chair Gant stated that during the APTA Transit Board Governance workshop in Washington D.C., she was able to ride on a Battery-Electric Bus (BEB) and noted that it had onboard wi-fi and charging ports. She suggested LBT explore installing wi-fi and charging ports on its BEBs.

CEO McDonald stated that LBT was exploring opportunities to have wi-fi onboard its buses; however, it was an expensive endeavor.

13. [18-092TR](#) Adjourn. The next regular meeting will be held on January 28, 2019.
(Sumire Gant)

Meeting adjourned at 12:53 p.m.

A motion was made by Chair Gant, seconded by Director Clemson, to approve recommendation. The motion carried by the following vote:

Yes: 6 - Adam Carrillo, Michael Clemson, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

Excused: 1 - Maricela de Rivera

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.)

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