

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

**THURSDAY, SEPTEMBER 24, 2020
VIA VIDEOCONFERENCE, 12:00 PM**

Colleen Bentley, Chair
Michael Clemson, Vice Chair
Adam Carrillo, Secretary/Treasurer
Jeffrey Price, Director



Sumire Gant, Director
David H. Sutton, Director
Lea Eriksen, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

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

**ZOOM MEETING ID: 954 0133 3847
PASSWORD: 1963**

1. Call to Order. (Colleen Bentley)

Chair Bentley called the meeting to order at 12:03 p.m.

2. Roll Call. (Ivette Dubois)

Commissioners Jeffrey Price, Sumire Gant, Adam Carrillo and Colleen Bentley

Present:

Commissioners David Sutton and Michael Clemson

Excused:

3. Employee Recognition. (Debra Johnson)

Employees of the Month for September 2020:

Ashley Ables, Transit Service Delivery and Planning
Adrian Escutia, Maintenance and Infrastructure
Kenisha Taylor, Staff

INFORMATION ITEM

Debra Johnson, Deputy CEO, presented the Employees of the Month for September 2020.

4. Public Comment.

Chair Bentley stated that prior to the Board of Directors meeting, persons wishing to address the Board were encouraged to submit public comments via email or telephone.

More information on LBT's Board meeting public participation process may be found on the Board meeting agenda or at LBT's website at www.ridelbt.com/about-us.

Chair Bentley presented the following public comments.

Debra Price, a member of the public, submitted a public comment regarding her concern on the Route 131 suspension.

Frances Emily Dawson Harris, a member of the public, submitted a public comment commending LBT on its great service.

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

- Response and Actions to COVID-19

INFORMATION ITEM

Prior to presenting his oral report, Kenneth McDonald, President and CEO, introduced Jim Scott, who joined LBT on September 8, 2020 as the Executive Director/VP, Maintenance and Infrastructure.

CEO McDonald presented his monthly report.

LBT's Environmental and Safety department continues to coordinate with the LA County Department of Public Health, as well as the Long Beach Health Department address COVID-19 health related issues.

The agency continues to follow CDC guidelines and best practices to limit the spread of COVID-19 and protect the health and safety of all employees.

LBT has placed collateral throughout the facility promoting:

- Wearing a face covering while at any LBT facility;
- Practicing social distancing;
- Frequently washing hands or using hand sanitizer;
- Asking employees to wipe down surfaces;
- Not congregating in indoor areas; and
- Limiting the numbers of passengers in non-revenue vehicles (no more than two). If two are riding together, one should be seated in the back.

Furthermore:

- Breakrooms have now been established outside; and
- Water fountains are being replaced with contactless water dispensers.

On Monday, September 21, LBT distributed the Health Pandemic Response, Actions and Lessons Learned Reference Guide to all employees.

This is a single source reference document that captures and summarizes the agency's actions and activities undertaken in response to the pandemic, as well as lessons learned.

It's important to note that this is a living document and will be updated as needed.

Finally, during the last few weeks, LBT has seen a slight increase in ridership.

Therefore, in an effort to allow for social distancing onboard LBT's buses, beginning Sunday, October 4, 2020, LBT's new modified service delivery schedule will be 5 a.m. to 11 p.m., seven days a week.

LBT will also increase bus service from 27 routes and 82 peak number of buses to 30 routes and 118 peak number of buses.

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 (6-7)

Passed the Consent Calendar

A motion was made by Director Price, seconded by Director Gant, to approve Consent Calendar Items 6 and 7. The motion carried by the following vote:

Yes: 4 - Jeffrey Price, Sumire Gant, Adam Carrillo and Colleen Bentley

Excused: 2 - David Sutton and Michael Clemson

6. [20-057TR](#) Recommendation to approve the minutes of the special meeting held on August 4, 2020.

7. [20-058TR](#) Recommendation to approve the minutes of the regular session meeting held on August 27, 2020.

A motion was made to approve recommendation on the Consent Calendar.

REGULAR AGENDA

8. [20-059TR](#) 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.

9. [20-060TR](#) Recommendation to authorize the President and CEO to enter into a contract with Trapeze Software Group to upgrade TransitMaster software for a total authorization amount not to exceed \$172,913. (Patrick Pham)

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

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

Yes: 4 - Jeffrey Price, Sumire Gant, Adam Carrillo and Colleen Bentley

Excused: 2 - David Sutton and Michael Clemson

10. [20-061TR](#) Recommendation to authorize the President and CEO to execute a change order with Trapeze Software Group for the expansion of the Mobile Gateway Router Project Wireless Local Area Network to include additional access points, networking equipment, implementation services and taxes for a total authorization amount not to exceed \$175,823. (Patrick Pham)

Mr. Pham presented the staff report.

Discussion ensued regarding WiFi onboard LBT buses.

Director Gant suggested LBT include information regarding local employment in its Board reports.

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

Yes: 5 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 1 - Michael Clemson

Second Roll Call 12:49 p.m.

Commissioners Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo and
Present: Colleen Bentley

Commissioners Michael Clemson

Excused:

11. [20-062TR](#) Recommendation to exercise a two-year option for Maintenance and Infrastructure department uniform services with Mission Linen Supply for a total authorization amount not to exceed \$163,310. (Debra Johnson)

Debra Johnson, Deputy CEO, presented the staff report.

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

Yes: 5 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 1 - Michael Clemson

12. [20-063TR](#)

Recommendation to authorize the President and CEO to exercise the third and final one-year option for the leasing and servicing of tires with Michelin for a total authorization amount not to exceed \$686,911. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

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

Yes: 5 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 1 - Michael Clemson

13. [20-064TR](#)

Recommendation to adopt a resolution authorizing the President and CEO to file funding applications for Fiscal Year 2021 subsidies under the State Transit Assistance program and Article IV of the Transportation Development Act in the amount of \$25,692,254. (Lisa Patton)

Ms. Patton presented the staff report.

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

Yes: 5 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 1 - Michael Clemson

14. [20-065TR](#) Recommendation to adopt a resolution authorizing the President and CEO to file an application and execute a grant agreement with the Federal Transit Administration for \$16,653,927 under the Fixing America's Surface Transportation Act. (Lisa Patton)

Ms. Patton presented the staff report.

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

Yes: 5 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 1 - Michael Clemson

15. [20-066TR](#) Recommendation to adopt a resolution authorizing the President and CEO to:

1) Execute a Master Agreement with the California Department of Transportation for federal-aid projects and to enable the transfer of funds from the Federal Highway Administration to the Federal Transit Administration; and

2) File an application and execute a grant agreement with the Federal Transit Administration

(Lisa Patton)

Ms. Patton presented the staff report.

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

Yes: 5 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 1 - Michael Clemson

16. [20-067TR](#)

Recommendation to adopt a resolution:

1) Authorizing the President and CEO to submit a funding request to the California Department of Transportation for Senate Bill 1 State of Good Repair funds in order to obligate allocated funding for Long Beach Transit's capital projects; and

2) Certifying that Long Beach Transit will comply with State of Good Repair Recipient Certifications and Assurances, and authorize the President and CEO to execute all required documents and any amendments with the California Department of Transportation

(Debra Johnson)

Deputy CEO Johnson presented the staff report.

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

Yes: 5 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 1 - Michael Clemson

17. [20-068TR](#)

Recommendation to authorize the President and CEO to establish a consulting resources bench on an as-needed basis for Professional Management Services for a term of five years. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

Vincent Ewing, LBT's General Counsel, spoke to LBT's obligations and responsibilities regarding this procurement practice.

Director Gant stated that there has always been a Disadvantaged Business Enterprise (DBE) goal in the bench contracts she has participated in. She addressed her concern regarding LBT not having a DBE requirement.

Secretary/Treasurer Carrillo asked if LBT asked firms were asked to provide information regarding how an investment in their firm to fulfill the work that is outlined in the scope of work could either create jobs within the local Long Beach economy or a positive economic impact.

Deputy CEO Johnson stated that the request for qualifying information was based on skills, knowledge, abilities and expertise in the service category. This was to assess the firm while not knowing what the projects would be.

Director Gant addressed her concern regarding the bench limiting small business to bid on small projects. She stated that the service categories covered many areas.

Discussion ensued regarding the bench having a DBE/SBE goal, local participation requirements and local job creation.

Discussion ensued regarding the length of the contract. There was concern that this may exclude other businesses from participation.

Director Price motioned to amend the recommendation to the following substitute motion:

Motion to send Board agenda item back to staff to reevaluate the bench based on comments made by Board members.

The motion was seconded by Director Gant.

A motion was made by Director Sutton, seconded by Chair Bentley, to second substitute motion. The motion carried by the following vote:

Yes: 5 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 1 - Michael Clemson

18. Board Requests.

There were no Board requests.

19. 20-069TR Adjourn. The next regular meeting will be held on October 22, 2020.
(Colleen Bentley)

The meeting adjourned at 2:25 p.m.

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

Yes: 5 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 1 - Michael Clemson

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 48 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.