

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

**MONDAY, SEPTEMBER 28, 2015
333 W. OCEAN BOULEVARD
COUNCIL CHAMBER, 1:00 PM**

Barbara Sullivan George, Chair
Maricela de Rivera, Vice Chair
Sumire Gant, Secretary/Treasurer
April Economides, Director
Victor Irwin, Director



Nancy Pfeffer, Director
Mary Zendejas, Director
Amy Bodek, City Representative
Ara Maloyan, City Representative

President and Chief Executive Officer
Kenneth A. McDonald

REGULAR MEETING - 1:00 P.M.

1. Call to Order. Barbara Sullivan George
2. Roll Call. Sarah Miller

Vice Chair de Rivera entered during Item 4.

Commissioners Barbara Sullivan George, Sumire Gant, April Economides and
Present: Mary Zendejas

Commissioners Nancy Pfeffer and Victor Irwin
Excused:

Commissioners Maricela de Rivera
Absent:

3. [15-062TR](#) Recommendation to approve the minutes of the regular session meeting held on August 24, 2015. Barbara Sullivan George

During this item, Chair Sullivan George recommended removal of Item 9 from the agenda.

A motion to approve was made by Director Zendejas and seconded by Secretary/Treasurer Gant.

Chair Sullivan George announced that the recommendation passed.

A motion was made by Secretary/Treasurer Gant, seconded by Director Economides, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Barbara Sullivan George, Sumire Gant, April Economides
and Mary Zendejas

Absent: 3 - Maricela de Rivera, Nancy Pfeffer and Victor Irwin

4. Employee Recognition. LaVerne David

Employees of the Month for September 2015:

Gabriel Quintero, Maintenance and Infrastructure
Rhonda Boggoney, Transit Service Delivery and Planning
Michael Wilson, Staff

INFORMATION ITEM

Vice Chair de Rivera entered during this item.

Frank Spalding, Maintenance Manager, presented the Maintenance and Infrastructure employee of the month.

Enrique Medina, Superintendent of Transit Service Delivery, presented both the Staff and Transit Service Delivery and Planning employee of the month.

Commissioners Barbara Sullivan George, Maricela de Rivera, Sumire Gant, April

Present: Economides and Mary Zendejas

Commissioners Nancy Pfeffer and Victor Irwin

Excused:

5. President and CEO Monthly Report. Kenneth McDonald

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

INFORMATION ITEM

Kenneth McDonald, President and CEO, presented an oral report.

(Safety & Service Quality)

Under our focus to Improve Safety and Service Quality:

- Long Beach Transit has established an internal evaluation committee to explore route optimization initiatives at peer transit agencies to determine best practices.

The five-person committee is comprised of the Deputy CEO; the Executive Director/VP, Transit Service Delivery and Planning; the Regulatory Compliance Officer; the Marketing and Customer Service Manager; and a Service Planner.

On September 16, the committee traveled to Jacksonville, Florida, and spent two days reviewing and learning from the results of Jacksonville Transportation Authority's (JTA) recent Comprehensive Operational Analysis (COA) in an effort to gain current practical information to achieve superior results with its impending COA.

JTA is a peer agency in terms of mode and operation.

LBT is kicking-off its COA in November.

(Employee Engagement)

In our continue effort to Foster Employee Engagement:

- The Training Department in cooperation with Transit Service Delivery and Planning, recently began our Operator retraining sessions that focus on the fundamentals of behind-the-wheel operation.

We are training 40 Operators a month which will enable us to retrain all of our Operators within 12 months. This refresher training will occur every two years going forward.

(Customer Experience)

Under our priority of Enhancing the Customer Experience:

- Community Relations staff was busily visiting some major customer destination venues in preparation of the 2015-2016 school year to ensure customers were equipped with the most current route and schedule guide; system map and TAP information.

The venues included:

- o Cal State University, Long Beach, August 24, 25 and August 28;
- o Cal State University, Dominguez Hills, August 27; and
- o Long Beach City College, September 2 and 3

Cal State University, Dominguez Hills tweeted a welcome message to LBT to its CSUDH followers. As you may recall, LBT started providing Route 1 service to the university on August 23.

- Security and Community Relations staff participated in Long Beach Unified School District's "back-to-school" nights at Marshall Middle School on Thursday, September 10 and Tincher K-8 School on Wednesday, September 16.

Staff set up informational booths and provided students and their parents with tips on riding "LBT right." Such as:

- o School rules must be followed onboard LBT buses
- o Students must be respectful of the police officers; and
- o How to obtain a student Transit Access Pass (TAP) card

- In accordance with Federal Transit Administration (FTA) requirements, Circular 4702.1B, "Title VI Program Guidelines for Federal Transit Administration Requirements," effective October 1, 2012, recipients of federal assistance must report every three years on Title VI compliance.

LBT's current, federally-approved Title VI Program must be updated by June 1, 2016.

In preparation for this deadline, staff has developed four policies that are required under the most recent Title VI guidelines, dated October 2012.

LBT staff brought its current Title VI program to the Board in May 2013 with the understanding these policies would be incorporated.

To fulfill our requirement for public engagement, LBT will hold a public hearing on October 21, 2015, here at City Hall, in Council Chambers in addition to a public comment period.

The hearing and public comment period will be noticed via printed advertisements in local newspapers, printed information on-board buses, the LBT website, social media and

media advisories.

Staff will bring the updated Title VI program to the Board for consideration in early 2016.

(Community and Industry Focus)

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

- Long Beach Transit participated in the Second Annual READY Long Beach Community Preparedness Expo on Saturday, September 20, 2015, from 10 a.m. to 5 p.m. at Heartwell Park.

The event was sponsored by the Long Beach Fire Department Community Emergency Response Team (CERT) and fostered community and educational efforts to increase awareness to be more prepared when disaster occurs.

Councilmembers Dave Supernaw and Suzie Price; Fire Chief Mike DuRee; Deputy Police Chief Richard Rocci; Deputy City Manager Arturo Sanchez; and Director for Disaster Preparedness and Emergency Communication Reginald Harrison and I kicked-off the event with a hearty welcome to the attendees.

LBT had a bus positioned in the park and staffed a booth sharing information with event attendees about our services and programs.

- On Wednesday, September 16, Long Beach Mayor, Robert Garcia announced 12 appointments to serve on the Queen Mary Land Development Task Force.

The 12-member body will make recommendations on how the 43.8-acre property might be developed around the historic ship, which includes the Queen Mary Events Park, Sea Walk Village, and other open space.

I am honored to be one of the members of this very important Task Force.

- Earlier today, I took part in the USDOT's "Beyond Traffic" Town Hall-style interactive panel discussion.

The panel included State Senator Ricardo Lara, Assemblymembers Mike Gipson and Patrick O'Donnell, Caltrans District 7 Director Carrie Bowen and other transportation officials who shared perspectives and insights on how trends outlined in Secretary Foxx's "Beyond Traffic Draft Framework" are playing out in our region.

The morning was filled with lively discussion and ample thoughts about what our country needs in regards to transportation solutions as we look ahead to 2045.

- LBT is required to develop and submit a Disadvantaged Business Enterprise Overall Goal and Goal-Setting Methodology Report for DBE participation as a condition of receiving federal assistance, pursuant to the United States Department of Transportation DBE regulations, 49 CFR Part 26.

On October 1, LBT will publicly notice its draft proposed Disadvantaged Business Enterprise Goals and Methodology for 30 days as required by federal regulations. This period provides an opportunity for the public to review and comment.

Additionally, LBT will hold a Public Consultation Meeting on Thursday, October 15 from 2 p.m. until 4 p.m. at the Long Beach Public Library, Mark Twain Branch located at 1401 E. Anaheim Street to provide additional opportunities for inspection and comment.

Staff will present the DBE Goals and Methodology to the Board at its December 7, 2015, Board meeting.

6. [15-063TR](#) Monthly Financial Report. Lisa Patton

INFORMATION ITEM

Lisa Patton, Executive Director and Vice President of Finance and Budget, presented the staff report.

Vice Chair de Rivera asked if the Museum Express service generates revenue.

Lisa Patton stated that the service is intended to be revenue neutral.

Vice Chair de Rivera asked if it is actually revenue neutral.

Lisa Patton replied it depends on the trip.

Secretary/Treasurer Gant asked if the lower passenger fares are related to the introduction of Transit Access Pass (TAP).

Lisa Patton answered that it is has been a trend over the past few years and is potentially related to factors such as fuel prices and outside competition from services such as Uber and Lyft. It may also be influenced by a change in demographics. In regards to TAP, there is a decline in what customers are loading onto their TAP cards. More people pay cash and buy passes on the bus instead of loading money on their TAP cards.

Secretary/Treasurer Gant asked if this decline has been an ongoing trend over that past two to three years.

Lisa Patton confirmed that it has been in decline throughout that time.

This TR-Agenda Item was received and filed.

7. [15-064TR](#) Battery Electric Bus Program Quarterly Update. Rolando Cruz

INFORMATION ITEM

Rolando Cruz, Executive Director and Vice President of Maintenance and Infrastructure, provided the staff report.

This TR-Agenda Item was received and filed.

8. [15-065TR](#) Recommendation to authorize the President and CEO to enter into a contract with McCray's Enterprises to refurbish 25 New Flyer 2900 series hybrid electric buses, for a total cost not to exceed \$1,163,899. Rolando Cruz

Rolando Cruz, Executive Director and Vice President of Maintenance and Infrastructure, provided the staff report.

There were no questions during this item.

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

Yes: 5 - Barbara Sullivan George, Maricela de Rivera, Sumire Gant, April Economides and Mary Zendejas

Absent: 2 - Nancy Pfeffer and Victor Irwin

9. Closed Session:

CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION
(Gov. Code § 54956.9) (one case)

A motion was made and passed during Item 3 to remove this item from the agenda.

10. Public Comment.

Any member of the public may approach the lectern and, upon recognition by the Chairperson, state his or her name and address for the record and proceed to address the Board on any item within the subject matter jurisdiction of the Board, provided that no action may be taken on off agenda items unless authorized by law. Comments shall be limited to three (3) minutes, unless different time limits are set by the Chairperson, subject to the approval of the Board.

There were no comments from the public.

11. Board Requests

12. [15-066TR](#) Adjourn. The next regular meeting will be held on October 26, 2015.
Barbara Sullivan George

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

Yes: 5 - Barbara Sullivan George, Maricela de Rivera, Sumire Gant, April Economides and Mary Zendejas

Absent: 2 - Nancy Pfeffer and Victor Irwin

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 call 562/570-6626. Inquire at the City Council Chamber Audio Visual Room for Assistive Listening Device.)

Long Beach Public Transportation Company, a.k.a. Long Beach Transit, is an entity which is separate and distinct from the City of Long Beach.