

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

**MONDAY, JANUARY 23, 2017
333 W. OCEAN BOULEVARD
COUNCIL CHAMBER, 12:00 PM**

Maricela de Rivera, Chair
Sumire Gant, Vice Chair
Colleen Bentley, Secretary/Treasurer
April Economides, Director
Nancy Pfeffer, 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. (Maricela de Rivera)

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

2. Roll Call. (Ivette Dubois)

12:01 p.m.

Commissioners Mary Zendejas, Colleen Bentley, April Economides, Nancy
Present: Pfeffer, Sumire Gant and Maricela de Rivera

3. [17-001TR](#) Recommendation to approve the minutes of the regular session meeting held on December 12, 2016. (Maricela de Rivera)

Director Economides referred to page 9 of the December 12, 2016 Board Meeting minutes and motioned to restate "Director Economides stated that she hoped LBT went big on BEB marketing" to "Director Economides stated that she hopes LBT goes big on BEB marketing."

Director Economides referred to the fourth paragraph on page 15 of the minutes and motioned to restate "Director Economides stated she hoped LBT required that a piece of paper be mailed to each individual resident and a notice be placed in front of the building" to "Director Economides stated she hopes LBT distributes a notice to tenants, for example, through a lobby flyer or flyers to the units."

Director Economides stated that notifying tenants was important and LBT staff should make a decision as to how to properly notify tenants of new bus stops, as the current Standard Operating Procedure (SOP), where LBT notifies the building owners and not the tenants, is not

working.

Director Zendejas abstained as she was not present at the December 12, 2016 Board of Directors meeting.

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

Yes: 5 - Colleen Bentley, April Economides, Nancy Pfeffer, Sumire Gant and Maricela de Rivera

Abstain: 1 - Mary Zendejas

4. Employee Recognition. (LaVerne David)

Employees of the Year for 2016:

Brian Patin, Transit Service Delivery and Planning
John Mayo, Maintenance and Infrastructure
Rodney Lampkin, Staff

Employees of the Month for January 2017:

Pearl Franklin, Transit Service Delivery and Planning
James Montenegro, Maintenance and Infrastructure
Irma Pamplona, Staff

INFORMATION ITEM

LaVerne David, Executive Director/VP, Employee and Labor Relations, presented the staff report.

Rodney Lampkin, 2016 Employee of the Year for Staff, was presented by Enrique Medina, Superintendent.

James Montenegro, Jr., January's Employee of the Month for Maintenance and Infrastructure, was presented by Andrew Choi, Maintenance Administrator.

Irma Pamplona, January's Employee of the Month for Staff, was presented by Freddie Vasquez, Revenue Supervisor.

Ms. David acknowledged John Mayo, Maintenance and Infrastructure's 2016 Employee

of the Year; Brian Patin, Transit Service Delivery and Planning's (TSDP) 2016 Employee of the Year; and Pearl Franklin, January's Employee of the Month for TSDP, 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 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

Prior to delving into his monthly report, CEO McDonald presented Heidy Valdes, his Executive Assistant replacing Cheryl Fox, who retired after serving LBT for more than 20 years.

CEO McDonald thanked Ms. Fox for her dedication and contributions to the agency, as well as for her extensive support to him during his transition into the agency.

CEO McDonald stated that Ms. Valdes came to LBT with 18 years of executive administrative experience. He added that her experience included serving as Assistant to the Academic Deans/HR Coordinator at Park Century School; Assistant to the Vice Chairman at Cedars-Sinai Medical Center; and Executive Assistant at St. Francis Medical Center. He stated that most recently, Ms. Valdes worked as Executive Assistant at Providence Health and Services.

CEO McDonald presented Paul Gonzales, who joined LBT as the External Affairs Manager/Public Information Officer. He stated that Mr. Gonzales would represent the Office of the CEO as liaison with City of Long Beach departments, agencies and regional

associations. He added that Mr. Gonzales is charged with fulfilling the agency's commitment to strong local partnerships and extending LBT's dedication to work cooperatively on projects and programs.

CEO McDonald stated that Mr. Gonzales came to LBT from the Los Angeles County Metropolitan Transportation Authority (Metro), and prior to that, he had an extensive career working as a news reporter and producer for multiple news outlets over the past 25 years.

CEO McDonald stated that LBT was very excited to have both Ms. Valdes and Mr. Gonzales as a part of the team.

(Safety & Service Quality)

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

- In support of LBT's ongoing Comprehensive Operational Analysis (COA), which has been branded "Systemwide Transit Analysis and Reassessment (STAR) Initiative," the following activities were conducted:
 - o Beginning January 11 through January 24, phone interviews with Board Members and City Representatives commenced;
 - o On January 19, LBT's COA Executive Steering Committee held its monthly meeting with Nelson\Nygaard, the COA consultant group, to review project updates;
 - o On January 26, LBT will kick off the inaugural STAR Initiative Project Advisory Group meeting, which will bring together many community stakeholders who will share ideas and thoughts for reassessment of transit services within LBT's service area.

(Employee Engagement)

In LBT's continued effort to Foster Employee Engagement:

- On Tuesday, December 13, LBT held its annual Employee Recognition Celebration for all LBT employees at LBT1 and LBT2. The event featured a holiday meal, music and holiday cheers, as well as a visit from Santa.
- Employees from various organizational departments were recognized in the following areas:
 - o Service Awards - Recognized employees with milestone service years in increments of five years;

- o Safety Awards - Recognized employees with specific years without any preventable accidents;
 - o Perfect Attendance - Recognized employees with no miss-outs or uncounted absences;
 - o Employees of the Year - the announcement of the selection for the highly prestigious honor to three employees who went above and beyond the normal call of duty representing the following areas:
 - o Maintenance and Infrastructure
 - o Transit Service Delivery and Planning
 - o Staff
- (Customer Experience)

Under LBT's priority of Enhancing the Customer Experience:

- Community Relations staff is participating in community outreach events and activities such as:
 - o Providing information during the first week of Spring 2017 classes at California State University, Long Beach (CSULB) beginning January 23 through January 25 on LBT's product and services; as well as TAP card registrations.

(Community and Industry Focus)

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

- LBT participated in several weekend events including parades, festivals and community fairs:
 - o On Friday, December 23, LBT participated in the "Code 3 Toy Give-Away" event held in various neighborhoods throughout Long Beach.

A Christmas-decorated LBT bus (aka "Santa's Sleigh") was loaded with toys and presents for selected Long Beach Unified School District (LBUSD) students and their friends.

The bus joined a caravan of "Spark of Love" fire trucks, police cars and other City of Long Beach emergency vehicles with sirens blaring as they visited the homes and neighborhoods of students designated by LBUSD and distributed toys to the kids just before Christmas.

- o On December 28, LBT partnered with the Long Beach Police Explorer Program in sponsoring a “Tubular Assault” training drill.

The Long Beach Police Explorer program is designed for motivated and service-oriented young men and women who have an interest in the law enforcement field.

In preparation for their upcoming national competition, seven Explorers (at least 18 years of age), as well as several LBPD Officers, used one of our buses at LBT2 in a training exercise drill.

LBT’s Transit Service Delivery Superintendent, System Security Officer, Training Manager and Safety Manager were all on hand to support and coordinate a safe environment for the event.

- o On Saturday, December 31 from 6 p.m. through 2:35 a.m., Sunday, January 1, 2017, LBT once again provided complimentary service to support Downtown Long Beach’s New Year’s Eve celebration events on Pine Avenue.

Complimentary service was made possible in part by LBT’s partnership with the Downtown Long Beach Business Alliance (DLBA). This activity supports LBT’s strategic priority of promoting Community and Industry Focus.

LBT is very proud to bring this free service as LBT encourages revelers to take public transportation and leave their cars behind. This decreases the potential of event attendees driving while under the influence.

The feedback on the bus service provided was very positive and similar to previous years.

- o On Wednesday, January 11, members of LBT’s Executive Leadership and Management teams, as well as CEO McDonald attended Mayor Garcia’s State of the City address at which the Mayor revisited his vision for Long Beach during the course of his term and reflected on his second year in office.

LBT had an informational booth set up at the State of the City event, as well as a Battery Electric Bus (BEB) as a preview of LBT’s highly anticipated BEB fleet.

LBT staff engaged with many attendees and residents and distributed information regarding its bus routes, Transit Access Passes (TAP) program and STAR Initiative.

- o On January 14, LBT participated in the 29th Annual Martin Luther King, Jr. Peace and Unity Parade and Celebration along Martin Luther King (MLK) Boulevard in central Long Beach.

LBT featured a bus along the parade route and activated a booth at the celebration thereafter in MLK Park.

Chair de Rivera, Secretary/Treasurer Bentley and Director Pfeffer joined CEO McDonald at this year's parade and celebration themed "Love & Forgiveness."

7. [17-002TR](#) Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

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

Director Pfeffer referred to Interest and Miscellaneous in Operating Revenue, and asked why there was a loss.

Ms. Patton stated that Interest and Miscellaneous is recorded at the quarterly mark based on market value. She added that as bond rates increase, the value of LBT's existing bonds decrease. She further stated that LBT's bonds are held until maturity.

This TR-Agenda Item was received and filed.

8. [17-003TR](#) Quarterly Investment Report. (Lisa Patton)

INFORMATION ITEM

Lisa Patton, Executive Director/VP, Finance and Budget, presented the 2017 Second Quarter Investment Report.

This TR-Agenda Item was received and filed.

9. [17-004TR](#) 2017 Legislative Program. (Debra Johnson)

INFORMATION ITEM

Debra Johnson, Deputy CEO, presented the staff report.

Director Pfeffer referred to the Regional Ridership Improvement Task Force and stated she was interested to learn more and suggested a more focused report on the Task Force be presented to the Board at a future date.

Deputy CEO Johnson stated that LBT was working collectively with transit partners in the region. She added that the Task Force was in the midst of retaining a consultant through Metro. She noted that once the Task Force retained a consultant, an analysis similar to LBT's Comprehensive Operational Analysis (COA) would be conducted at a larger level as it relates to the changing in demographics and shifts of travel patterns. She added that more information would hopefully be forthcoming in Spring 2017, once a consultant was onboard and sought out information from different levels of the government relative to the American Community Survey (ACS).

Director Pfeffer referred to the California Air Resource Board (CARB) transit regulations, which LBT was expecting might impose the agency's operational limitations, and asked what regulations might not work in LBT's favor.

Deputy CEO Johnson stated that during the Board Retreat in March 2016, she provided an update stating that LBT was working with partners around the state as CARB was looking to implement an Advanced Clean Transit ruling. She noted that LBT was currently in a state of ambiguity as to when the Advanced Clean Transit ruling would come to fruition.

Deputy CEO Johnson stated that LBT was a member of different groups, such as Zero-Emission Bus Resource Advocates (ZEBRA), of which she is an active member. She noted that the group would meet in February 2017.

Deputy CEO Johnson stated that LBT's capital purchases and bus procurements were contingent upon CARB's ruling. She added that LBT utilized federal dollars to procure its rolling stock. She noted that

LBT had to retain an asset for a minimum of 12 years. She stated that, for example, if a ruling was placed at the state level which stated that LBT would need to buy a certain type of equipment with a specific propulsion system, the same requirement might not match at the federal level.

Deputy CEO Johnson stated that LBT would work with its partners, such as advocates and lobbyists, to ensure the rulings match at the state and federal levels.

Director Pfeffer referred to the expiration of alternative fuel excise tax and asked what was the impact on LBT if that tax credit goes away. Deputy CEO Johnson stated that staff would research that information and get back to the Board. She noted that with the change in administration after the 2016 election, the American Public Transportation Association (APTA) is attempting to meet with the Trump Administration to advocate for transportation agencies.

Secretary/Treasurer Bentley referred to the APTA Legislative Conference in March 2017 and asked whether Board members attend and meet elected officials or if it is only staff in attendance. Deputy CEO Johnson stated that it is primarily LBT staff that attends, but she would leave the decision to CEO McDonald relative to Board members attending. Secretary/Treasurer Bentley stated that having a Board member attend local meetings with elected officials where traveling was not necessary would bring added value.

Secretary/Treasurer Bentley asked if LBT had its own lobbyists. Deputy CEO Johnson stated that LBT had lobbyists at the state and federal level.

This TR-Agenda Item was received and filed.

10. [17-005TR](#)

Fiscal Year 2016 Single Audit Report. (Lisa Patton)

INFORMATION ITEM

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

Secretary/Treasurer Bentley referred to section F on page 20 of the Single Audit Report and asked if there was a reason as to why LBT

Supervisors' signatures were not required to document the review of source documents. Ms. Patton stated that the documents are reviewed by the Service Planning Assistant Scheduler for reasonableness prior to submission. CEO McDonald noted that he meets with Service Planning prior to National Transit Database (NTD) reports being submitted since his signature is on the NTD report.

Chair de Rivera reminded staff that CEO McDonald will not always be CEO and suggested that processes and procedures, such as the process for reviewing the documents, be memorialized.

This TR-Agenda Item was received and filed.

11. [17-006TR](#)

Fiscal Year 2016 Retirement Plan Financial Statements for Contract and Salaried Employees. (Lisa Patton)

INFORMATION ITEM

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

Vice Chair Gant noted that on both Contract and Salaried Plans, benefit distributions decreased due to a decrease in the number of LBT employees retiring. She asked if LBT anticipated an increase of employees that will retire in the future. Ms. Patton stated that not as many people retired as planned this year. She added that LBT can expect those employees to retire in the next few years.

Secretary/Treasurer Bentley stated that it was good to see that LBT's plans were well-funded and all assets were available to pay the pension.

This TR-Agenda Item was received and filed.

12. [17-007TR](#)

Fiscal Year 2016 Comprehensive Annual 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.

13. [17-008TR](#)

Recommendation to authorize the President and CEO to execute a change order for the services contract with Catalina Express for the painting of the water vessels, to be used for Long Beach Transit AquaLink water taxi services, for a total authorization amount not to exceed \$281,648. (Debra Johnson)

Debra Johnson, Deputy CEO, presented the staff report.

Director Economides asked how long the paint job would last. Deputy CEO Johnson stated that the paint job would last three to five years. Director Economides asked for confirmation that the Board would not see the painting of the water vessels included in the budget for at least three years.

Deputy CEO Johnson stated that LBT projects capital funds for the future and added that the painting of the water vessels may be included in the budget for approval in two years. She added that the money for the project would be leveraged at a future date.

Chair de Rivera asked for confirmation that the paint job would last five to seven years. CEO McDonald confirmed that the paint job would last a minimum of five years.

Secretary/Treasurer Bentley asked if the two AquaBus vessels would also be painted. Deputy CEO Johnson stated that the AquaBus vessels were currently in the process of being painted and added that the project did not need Board approval as they were smaller water vessels and the total project cost was within CEO McDonald's approval authority.

Vice Chair Gant stated that there was a previous discussion regarding painting the water vessels to look similar to LBT's buses. Deputy CEO Johnson stated that the Board report included that LBT is leveraging the opportunity to incorporate the water vessels into LBT's established livery.

Chair de Rivera stated that she saw a rendering of the AquaBus livery being painted and thought they looked great.

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

Yes: 6 - Mary Zendejas, Colleen Bentley, April Economides, Nancy Pfeffer, Sumire Gant and Maricela de Rivera

14. 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 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.

15. Board Requests.

Director Economides asked when the Board and LBT's Executive Staff can meet to discuss the Regional Ridership Improvement Task Force studying the decline in ridership. She added that she enjoyed hearing the community updates in the CEO's monthly report. She stated she would like to become more informed as to how LBT can increase passenger ridership. She suggested that an offsite meeting would be a good way to do so and added that she was open to what others would recommend.

CEO McDonald recommended that LBT start looking at the decline in ridership with the Regional Ridership Improvement Task Force. CEO McDonald stated that he took the initiative to be a co-leader in the Task Force because he personally wanted to understand the ridership decline.

CEO McDonald stated that he would provide the Board with updates as the Task Force moved forward. He added that there had been speculation as to why there was a decline in ridership, but a study had not been done such as the one the Task Force will be doing.

Director Economides stated that she would like to know if other regional and local agencies were also experiencing a decline in ridership, such as the Metro Blue Line and Foothill Transit. She stated it would be interesting to know how much of the problem is specific to LBT.

CEO McDonald stated that Santa Monica Big Blue Bus, Culver City, Metro and other

agencies were a part of the Regional Ridership Improvement Task Force. He added that the Task Force was created because the same discussion regarding a decline in ridership kept occurring during CEO meetings between various transit agencies.

Vice Chair Gant stated that she was receiving information on the difficulty in accessing student TAP cards. She asked where customers can get TAP cards, including senior and student TAP cards. CEO McDonald stated that staff would provide information to the Board in regards to TAP cards.

Chair de Rivera noted that she had previously discussed access of TAP cards with CEO McDonald. She stated that it was something that concerns LBT and it was being addressed. She added that TAP is a great system but access to TAP cards is critical.

Director Pfeffer asked for information regarding LBT's Bicycle Policy, such as what type of bicycles were allowed and how many bicycles can be placed in front of LBT buses.

Director Economides asked for information as to whether any transit agencies had offered complimentary service on days of voting. She added that a short report when staff had the resources would suffice or if it was more appropriate, the Board would discuss the matter in subcommittees when they are created.

Chair de Rivera stated that Board subcommittees had been created. She added that LBT is hoping to have a seventh Board member appointed by Mayor Garcia in the near future. She further stated that subcommittees would begin meeting in spring 2017.

Chair de Rivera stated that she hoped Board members would be able to volunteer for subcommittees at the January 23, 2017 Board meeting so staff may begin calendaring, but she wanted to give the future Board member a chance to join a subcommittee.

16. 17-009TR Adjourn. The next regular meeting will be held on February 27, 2017. (Maricela de Rivera)

Meeting adjourned at 1:30 p.m.

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

Yes: 6 - Mary Zendejas, Colleen Bentley, April Economides, Nancy Pfeffer, Sumire Gant and 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 accomodation 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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