LONG BEACH TRANSIT
BOARD OF DIRECTORS MEETING
MINUTES

MONDAY, APRIL 24, 2017
333 W. OCEAN BOULEVARD
COUNCIL CHAMBER, 12:00 PM

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

LONG BEACH TRANSIT

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)

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

2. Roll Call. (Ivette Dubois)

   Commissioners Present: Colleen Bentley, Michael Clemson, Nancy Pfeffer, Mary Zendejas and Sumire Gant

   Commissioners Excused: Maricela de Rivera

3. 17-015TR Recommendation to approve the minutes of the regular session meeting held on March 27, 2017. (Maricela de Rivera)

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

Yes: 5 - Colleen Bentley, Michael Clemson, Nancy Pfeffer, Mary Zendejas and Sumire Gant

Excused: 1 - Maricela de Rivera

4. Employee Recognition. (LaVerne David)

   Employees of the Month for April 2017:

   Maria Ortega, Transit Service Delivery and Planning
   David Cuevas, Maintenance and Infrastructure
   Lisa Chin, Staff

   INFORMATION ITEM

   LaVerne David, Executive Director/VP, Employee and Labor Relations, presented the Employees of the Month.

   Lisa Chin, April's Employee of the Month for Staff, was presented by Andrew Choi, Maintenance Operations Planner.

   Ms. David acknowledged Maria Ortega, Employee of the Month for Transit Service Delivery and Planning and David Cuevas, Employee of the Month for Maintenance and Infrastructure, who were not in attendance.

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

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

(Safety and Service Quality)

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

- On Thursday, April 6, LBT held a press conference at the Queen Mary Dock to kick off LBT's 2017 water taxi season by launching service with its freshly painted AquaLink and AquaBus vessels concurrent with the opening of the three-day Toyota Grand Prix of Long Beach.

- The event received extensive press coverage by television outlets such as KCBS2/KCAL9; KNBC4 and KABC7; in addition to the Press-Telegram. Remarks were provided by City of Long Beach District 2 Councilmember Jeannine Pearce; Grand Prix of Long Beach CEO Jim Michaelian, Board Chair Maricela de Rivera; as well as by CEO McDonald, as Master of Ceremonies.

  AquaBus
  For the three-day opening weekend, AquaBus transported a total of 1,273 customers within the Long Beach harbor. This compares to 1,925 who used the AquaBus during the 2016 opening weekend.

  Only one AquaBus vessel was in service, as the other was being repainted, as compared to both being in service the prior year.

  Service for the AquaBus ran approximately every 45 minutes from 8:05 a.m. to 8:35 p.m. AquaBus fares were $1 one way.

  AquaLink
  For the first time, LBT operated the AquaLink vessels as an express service along the coastline between Berth 3 at Alamitos Bay Landing and Dock 4 at Rainbow Lagoon/Aquarium of the Pacific. This year, a total of 1,518 customers boarded the AquaLink, compared to 2,097 customers boarding during last year's opening weekend. The express service ran approximately every 40 minutes from 8 a.m. to 10:20 p.m.

  AquaLink fares were $15 for an all-you-can ride daily pass, which was also valid for same-day travel on all LBT bus routes.

- In support of LBT's ongoing Comprehensive Operational Analysis (COA) which has been branded the Systemwide Transit Analysis and Reassessment (STAR) Initiative, LBT hosted a public meeting:

- On April 20, LBT held its STAR Initiative community meeting in Signal Hill at the Signal Hill Youth Center.

- The last STAR Initiative community meeting will take place on Saturday, April 29 on the west side at Silverado Park Community Center.

(Employee Engagement)

In LBT's continued effort to Foster Employee Engagement:

· Two managers from the Maintenance and Infrastructure department recently completed the National Transit Institute (NTI) Transit Maintenance Leadership Workshop held in Long Beach.

  The week-long leadership workshop convened 25 senior transit maintenance professionals from across the country to support their development to:

  - ensure that they are technically savvy;
  - build strong interpersonal and leadership skills;
  - implement maintenance best business practices; and
  - lead the maintenance workforce of the future.

  The Deputy CEO; Executive Director/VP, Maintenance and Infrastructure and CEO McDonald were presenters at the workshop.

  Additionally, LBT's Community and Customer Service Representative led participants on a walking tour of the Transit Gallery, then a ride on a new Battery-Electric Bus (BEB) to LBT1, where participants were introduced to the BEB charging stations/Wireless Advanced Vehicle Electrification (WAVE) infrastructure, followed by a visit to LBT2, where they learned more about LBT's CNG fleet.

· During the month of April, LBT's Safety department conducted its monthly safety blitz campaign on the topic of "Distracted Drivers."

  At morning pull-out and at the Transit Gallery, Operators were reminded to watch out for those drivers distracted due to using their cell phones and encouraged to keep their eyes on the road at all times to help prevent accidents. Other safety tips and a healthy snack bag were provided to help reinforce the safety message.

(Customer Experience)

Under LBT's priority of Enhancing the Customer Experience:o

- LBT's Community Relations staff was out in the community engaging with customers where they promoted:

    - transit services
    - bus riding and safety tips;
    - information on LBT's products and services to seniors;
    - customer and TAP card information;
    - LBT's earth-friendly fleet;
    - water taxi and Museum Express service; as well as
    - community feedback for the STAR Initiative; at events such as:

        - Long Beach Unity Festival on April 1
        - Cambodia Town Cultural Festival on April 1
        - California State University Long Beach Earth Day Celebration on April 18
        - Long Beach Community College Sustainability Fair on April 20
        - Lifelong Learning Institute Senior TAP Card Event on April 21
        - Cambodia New Year Celebration on April 22
        - Green Prize Festival in Houghton Park on April 22

(Community and Industry Focus)

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

- On March 29, LBT hosted a Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE) Best Practices Workshop for members of the Los Angeles County Municipal Operators (LACMOA). More than 20 transit professionals attended the workshop led by LBT's Regulatory Compliance and Civil Rights Officer.

  The workshop covered DBE and SBE program compliance and DBE goal-setting methodology. LBT was pleased to share its best practices with its transit peers.

- Also on March 29, LBT held its second DBE/SBE Prime Time Business

Networking Event at the Port of Long Beach headquarters. There were 86 attendees, which included small businesses, prime contractors and regional transit partners.

The event provided the opportunity for DBEs and SBEs to learn about LBT's contracting opportunities, as well a networking forum among prime contractors and transit peers.

LBT invited its newest partner, Caltrans' DBE Advantage representatives, to share information about its support services provided to DBEs. DBE Advantage joins other LBT partners, Long Beach City College Small Business Development Center, Regional Hispanic Chamber of Commerce and the Greater Los Angeles African American Chamber of Commerce (GLAAACC).

- On March 31, LBT's Regulatory Compliance and Civil Rights Officer, as well as its Dial-A-Lift (DAL) Coordinator, represented LBT on a panel during a Transportation Town Hall Meeting held at Cesar Chavez Park.

  The event was hosted by the City of Long Beach Citizens Advisory Commission on Disabilities (CACoD) and focused on accessible transportation. Staff provided information on DAL and answered ADA-related questions.

  The panel included representatives from LBT, Access Services, LA Metro and Torrance Transit. LBT had an information booth staffed by its Community Relations Representative, who provided information on LBT's STAR Initiative in addition to route and schedule information.

- On Friday, April 7 through Sunday, April 9. LBT sponsored an exhibition space at the Toyota Grand Prix. LBT had a BEB on display, while LBT staff interacted with the public by providing bus and water taxi service schedules and information. Members of the public were invited to provide their feedback on transit improvements they would like to see via the STAR Initiative, before taking a spin on the prize wheel to win various premiums.

7. 17-016TR Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

Lisa Patton, Executive Director/VP, Finance and Budget, presented the Monthly Financial Report.

Vice Chair Gant asked why Fuel and Lubricants was at 69 percent Year-to-Date (YTD). Ms. Patton stated that that actual fuel costs were favorable compared to budget for FY17. She noted that LBT budgeted $2.75 per gallon for diesel fuel and actual YTD was $1.92 per gallon; unleaded gasoline fuel was budgeted at $3.25 per gallon and actual was $2.18; and CNG fuel was budgeted at 71 cents per gallon and actual was 79 cents per gallon.

Director Clemson asked how the increase in electricity costs for charging BEBs would be allocated. Ms. Patton stated that it would be budgeted under Fuel and Lubricants.

This TR-Agenda Item was received and filed.

8. 17-017TR Quarterly Investment Report. (Lisa Patton)

INFORMATION ITEM

Lisa Patton, Executive Director/VP, Finance and Budget, presented the Quarterly Investment Report.

Director Pfeffer referred to page 1 of the Quarterly Investment Report and asked why Local Agency Investment Fund (LAIF) funds increased while the Corporate Investment Account decreased.

Ms. Patton stated that LAIF funds increased overall. She added that the funds LBT was holding increased due to the receipt of Prop A local return funds that were outstanding. She referred to the Corporate Investment Account and noted that there is an inverse relationship where as interest rates rise, the value of the bonds decline.

This TR-Agenda Item was received and filed.

9. 17-020TR Long Beach Transit (LBT) Board Advisory Committees Implementation. (Debra Johnson)

INFORMATION ITEM

Debra Johnson, Deputy CEO, presented the staff report.

Vice Chair Gant asked if Board members had volunteered for the Board

Advisory Committees. Deputy CEO Johnson confirmed her statement.

This TR-Agenda Item was received and filed.

10. 17-018TR Recommendation to authorize the President and CEO to enter into a contract with GIRO, Inc., to upgrade Long Beach Transit's HASTUS-brand software, which supports the agency's transit service scheduling, timekeeping and daily service operations, for a total authorization amount not to exceed $726,884. (Patrick Pham)

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

Secretary/Treasurer Bentley asked if the existing HASTUS modules would integrate well with the upgraded modules. Mr. Pham stated that the upgrade would not go live until all of the modules have been upgraded.

Director Clemson asked if the upgrade was expected to be completed before the completion of the STAR Initiative. Deputy CEO Johnson stated that the STAR Initiative would conclude prior to the upgrade of LBT's HASTUS-brand software.

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

Yes: 5 - Colleen Bentley, Michael Clemson, Nancy Pfeffer, Mary Zendejas and Sumire Gant

Excused: 1 - Maricela de Rivera

11. Closed Session.

    1) Conference with Labor Negotiator
    Pursuant to Cal. Gov. Code § 54957.6

    Negotiators:
    Kenneth A. McDonald, President and CEO
    Debra A. Johnson, Deputy CEO
    LaVerne David, Executive Director/VP, Employee and Labor Relations
    Irma Rodriguez Moisa, Employment Counsel

    Employee Organizations:
    Amalgamated Transit Union (ATU), Local 1277, AFL-CIO
    American Federation of State, County and Municipal Employees (AFSCME), District Council 36

Vice Chair Gant motioned to move into Closed Session.

Meeting went into Closed Session at 12:37 p.m.

Meeting reconvened at 1:07 p.m.

Vince Ewing, LBT's General Counsel, announced that the Board met in Closed Session on agenda item 11, and stated that there was no reportable action taken.

12. 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 pubic comments.

13. Board Requests.

Secretary/Treasurer Bentley asked if Mayor Garcia had yet appointed a new Board member to LBT's Board of Directors. CEO McDonald stated that he would ask the Office of the Mayor for an update regarding the appointment of the vacant Board position.

14. 17-019TR Adjourn. The next regular meeting will be held on May 22, 2017. (Maricela de Rivera)

Adjourned at 1:10 p.m.

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

Yes: 5 - Colleen Bentley, Michael Clemson, Nancy Pfeffer, Mary Zendejas 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 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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