

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

**MONDAY, JULY 23, 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

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**REGULAR MEETING - NOON**

1. Call to Order. (Sumire Gant)

The meeting was called to order at 12:04 p.m.

2. Roll Call. (Ivette Dubois)

**Commissioners** Michael Clemson, Steven Neal, Mary Zendejas, Colleen Bentley  
**Present:** and Sumire Gant

**Commissioners** Adam Carrillo and Maricela de Rivera  
**Excused:**

3. 18-048TR Recommendation to approve the minutes of the regular session meeting held on June 25, 2018. (Sumire Gant)

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

**Yes:** 5 - Michael Clemson, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

**Excused:** 2 - Adam Carrillo and Maricela de Rivera

4. Employee Recognition. (LaVerne David)

Employees of the Month for July 2018:

Chrystal Hawkins, Transit Service Delivery and Planning  
Mark Juarez, Maintenance and Infrastructure  
Jennifer Stites, Staff

**INFORMATION ITEM**

LaVerne David, Executive Director/VP, Employee and Labor Relations, presented the Employees of the Month (EOM) for the month of July 2018.

Mark Juarez, Maintenance and Infrastructure EOM, was presented by Frank Spalding, Manager, Maintenance.

Ms. David acknowledged Chrystal Hawkins, Transit Service Delivery and Planning EOM, and Jennifer Stites, Staff EOM, 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 (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.

Long Beach Councilmember Al Austin provided a public comment in support of the American Federation of State, County and Municipal Employees (AFSCME), District Council 36.

Daniel De La Cruz, LBT Stops and Zones Supervisor, provided a public comment in support of AFSCME.

Dana LaRoche, LBT Training Supervisor, provided a public comment in support of AFSCME.

Michael De Ghetto, LBT Maintenance Supervisor, provided a public comment in support of AFSCME.

Ana Meni, AFSCME Chapter President District Council 809, provided a public comment in support of AFSCME.

Tris Carpenter, Interim Director, AFSCME, provided a public comment in support of AFSCME.

Kokayi Kwa Jitahidi, Policy Director, Los Angeles County Federation of Labor, provided a public comment in support of AFSCME.

Larry Goodhue, a member of the public, provided a public comment in support of AFSCME.

Luis Schmidt, AFSCME, District Council 36, Business Representative, provided a public comment in support of AFSCME.

Second Roll Call.

**Commissioners** Michael Clemson, Maricela de Rivera, Steven Neal, Mary

**Present:** Zendejas, Colleen Bentley and Sumire Gant

**Commissioners** Adam Carrillo

**Excused:**

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 oral report.

**IMPROVE SAFETY AND SERVICE QUALITY**

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

- During the month of July, LBT's Safety department conducted a safety blitz campaign concentrated around the theme of 'Pedestrian Awareness.'

On Friday, July 27 at the Transit Gallery, Operators will be provided with safety information and tips to avoid accidents with pedestrians, cyclists, skateboarders and joggers, given the increased number of pedestrians during the summer months.

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## **FOSTER EMPLOYEE ENGAGEMENT**

In LBT's continued effort to Foster Employee Engagement:

- Over the past month, LBT's Training department provided seven training courses to approximately 66 employees on topics including, but not limited to:
  - o State Mandated Annual Refresher Training (SMART)
  - o New Operator Sessions;
  - o Mechanic Training Classes;
  - o Utility Drive Training;
  - o Supervisor Verification of Transit Training (VTT) Class; and
  - o Job-Specific Retraining Sessions

## **ENHANCE CUSTOMER EXPERIENCE**

Under LBT's priority to Enhance Customer Experience:

- Sunday, July 15, 2018, marked the start of transfers between TAP-enabled transit agencies being done exclusively on TAP. Customers will no longer purchase paper transfers.

In order to transfer to and from another transit system in Los Angeles County, customers must have a TAP card with stored value or an EZ Pass loaded on their TAP card.

When customers board their first bus or train, they use their TAP card (with stored value or a valid EZ Pass); when they want to transfer to another bus route or rail line, all the customer has to do is TAP again and the stored value is automatically deducted.

What this means to LBT and its customers:

- o Customers must have a TAP card to transfer between TAP-enabled transit systems
- o The TAP card must have stored value or an EZ Pass
- o The transfer must be done within 2.5 hours of the first boarding
- o OCTA transfers are not impacted by TAP and customers can still purchase paper transfers on the bus

LBT has placed take-one cards on buses and posted messages on social media. In LBT's current Route & Schedule Guide, information pertaining to interagency transfers is included on page 17.

LBT deployed Finance, Community Relations and Executive Leadership Team staff to

assist customers with this transition at the First Street Transit Gallery and other locations during the weeks of July 9 and July 16, 2018.

Additionally, a targeted in-reach program to educate and inform Operators was led by Training staff and the Transit Service Delivery and Planning department.

- With summer being in full swing, LBT participated in nine outdoor movie screenings at numerous parks and beaches across the City.

At each event, Community Relations staff promoted:

- o Bus ridership;
- o Water Taxi service;
- o Museum Express service; and
- o TAP card sign-ups

Community Relations staff also conducted two Ambassador Training Sessions; as well as eight Connected Seniors Club presentations at various venues across the City.

### **PROMOTE COMMUNITY AND INDUSTRY FOCUS**

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

- From Saturday, June 23 through Tuesday, June 26, LBT's Marketing and Customer Service Manager attended the 2018 American Public Transportation Association (APTA) Public Transportation and Universities Conference held in Scotts Valley, California.

Co-hosted by Santa Cruz Metropolitan Transit District and the University of California, Santa Cruz, the conference gathered California Transit Association (CTA) and APTA members from across the state and nation to share stories and strategies about the issues facing colleges and the transit agencies which serve them.

LBT's Marketing Manager made connections with the transit team at Champaign-Urbana, who have a partnership with the University of Illinois and Token Transit for student fares, to learn more about their experiences with Token Transit.

He also met with staff from several colleges and universities across the U.S. to learn about different programs aimed at increasing student ridership.

- On Wednesday, June 27, LBT staff attended the Conference Of Minority Transportation Officials (COMTO) Southern California Regional Chapter Membership

Appreciation Event in downtown Los Angeles.

The event introduced the Chapter's newly elected officers for 2018-2020. LBT's Regulatory Compliance and Civil Rights Officer (RCCRO) was elected to serve in the capacity of the chapter's Vice President.

- On Tuesday, July 17, LBT was a proud sponsor of the City of Long Beach Inauguration Ceremonies.

LBT's Deputy CEO, Executive Leadership Team (ELT) members and staff attended the event and had an opportunity to engage with city and jurisdictional partners, as well as LBT customers.

Secretary/Treasurer de Rivera referred to student fares on Token Transit and asked if LBT was looking into having student Token Transit passes.

CEO McDonald stated that LBT was conducting a fare equity analysis and is evaluating what fare passes would be used.

7. 18-049TR 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.**

8. 18-050TR Quarterly Investment Report. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the Quarterly Investment Report.

**This TR-Agenda Item was received and filed.**

9. 18-051TR 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 \$18,537,682 under the Fixing America's Surface Transportation Act. (Lisa Patton)

Ms. Patton presented the staff report.

Vice Chair Bentley referred to LBT's goal of being 100 percent alternatively fueled by 2020 and asked if LBT was on track to achieving that goal. Debra Johnson, Deputy CEO, confirmed Vice Chair Bentley's statement and added that LBT was making strides to achieve that goal with its bus replacement program.

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

**Yes:** 6 - Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

**Excused:** 1 - Adam Carrillo

- 10. 18-052TR** Recommendation to adopt a resolution authorizing the President and CEO to file funding applications for Fiscal Year 2019 subsidies under the State Transit Assistance program and Article IV of the Transportation Development Act in the amount of \$29,782,847. (Lisa Patton)

Ms. Patton presented the staff report.

Director Clemson asked if the subsidies received from the State Transit Assistance (STA) program were received through a discretionary grant or formula allocation. Ms. Patton stated that the grant received under the STA program was formula allocated, rather than competitive.

Director Clemson asked if LBT applied for competitive grants.

Deputy CEO Johnson, stated that LBT applied for competitive grants, and that she would speak to those later in the agenda.

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

**Yes:** 6 - Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

**Excused:** 1 - Adam Carrillo

**11. 18-053TR** 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 Transit Assistance State of Good Repair funds in order to obligate allocated funding for Long Beach Transit's capital projects

2) Certifying that Long Beach Transit will comply with State Transit Assistance 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 de Rivera, seconded by Vice Chair Bentley, to approve recommendation. The motion carried by the following vote:**

**Yes:** 6 - Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

**Excused:** 1 - Adam Carrillo

**12. 18-054TR** Recommendation to adopt a resolution authorizing the President and CEO to execute a Master Agreement, Baseline Agreement and Program Supplements for State-Funded Transit Projects funded through the Transit and Intercity Rail Capital Program in the amount of \$4,201,000. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

Chair Gant suggested LBT apply for grants eligible to upgrade the agency's vessels. Deputy CEO Johnson stated that LBT was looking at a modernization process in regards to the agency's vessels.



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

**Yes:** 6 - Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

**Excused:** 1 - Adam Carrillo

- 13. 18-055TR** Recommendation to adopt a resolution authorizing the President and CEO to file a funding application and execute a grant agreement with the Federal Transit Administration with \$1,206,518 under the Bus and Bus Facilities Infrastructure Investment Program. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

Secretary/Treasurer de Rivera asked if the Federal Transit Administration (FTA) grant under the Bus and Bus Facilities Infrastructure Investment Program was a competitive grant. Deputy CEO Johnson confirmed Secretary/Treasurer de Rivera's statement.

Secretary/Treasurer de Rivera asked if funds received from the FTA grant under the Bus and Bus Facilities Infrastructure Investment Program would be utilized towards buses and bus facilities. Deputy CEO Johnson stated that the funds would be used for battery-electric buses (BEBs).

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

**Yes:** 6 - Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

**Excused:** 1 - Adam Carrillo

- 14. 18-056TR** Recommendation to authorize the President and CEO to exercise option years one and two with Global Paratransit, Inc., for the provision of paratransit services at a cost of \$1,046,032 for option year one; \$1,108,794 for option year two; and \$150,000 for future Dial-A-Lift expansion to neighboring cities, for a total authorization amount of \$2,304,826. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

Director Zendejas stated that Dial-A-Lift (DAL) service had improved throughout the last three years. She added that the contract extension gave LBT an opportunity to analyze its DAL service and increase DAL ridership.

Director Zendejas stated it was good that DAL customers were now able to pay for rides using a credit card instead of being asked to pay cash only.

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

**Yes:** 6 - Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

**Excused:** 1 - Adam Carrillo

- 15. 18-057TR** Recommendation to authorize the President and CEO to exercise change orders with Fast-Track Construction Corporation for the completion of the Battery-Electric Bus Charging Station with a Wireless Advanced Vehicle Electrification inductive charging system at the Long Beach Convention Center for a total authorization amount of \$110,113. (Kenneth McDonald)

CEO McDonald presented the staff report.

Director Neal referred to the construction delay due to the Toyota Grand Prix of Long Beach and asked if the construction would be completed by September. CEO McDonald confirmed that construction had been complete and the BEB Charging Station was undergoing testing.

Director Zendejas asked how long would it take to charge the BEBs at the Long Beach Convention Center Station. CEO McDonald stated LBT intended to charge the BEBs for 10 to 15 minutes and noted that they would be partially charged to extend the mileage range of the BEBs. He noted that the Long Beach Convention Center Station was testing the Wireless Advanced Vehicle Electrification (WAVE) technology to decide whether it could be used for LBT's longer routes.

Chair Gant asked for confirmation that LBT's Passport route could operate without a partial charge at the Long Beach Convention Center Station. CEO McDonald confirmed Chair Gant's statement.

Director Clemson asked how the requested \$110,113 would be utilized. CEO McDonald stated that the additional monies would pay for the Grand Prix construction delays and the unexpected need to relocate the duct bank.

Vice Chair Bentley asked if customers would be staying onboard while the BEBs charged at the Long Beach Convention Center Station. CEO McDonald stated that all LBT customers are required to exit the bus during layovers.

Secretary/Treasurer de Rivera noted that the monies requested had already been exhausted and requested that in the future, LBT apprise its Board of Directors of significant project delays.

Chair Gant asked if the wireless electric charging posed any hazards to customers. CEO McDonald stated that it was not hazardous and noted that in-depth testing had been done to see if there was radiation emission during charging.

Vice Chair Bentley referred to the WAVE charging equipment and asked if it was protected so individuals would not climb up or place graffiti on it. CEO McDonald stated that there was currently decorative fencing around the charging equipment and added that LBT would soon be installing a high-security fence.

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

**Yes:** 6 - Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

**Excused:** 1 - Adam Carrillo

#### 16. 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.

Larry Goodhue, a member of the public, suggested LBT provide express service between the Transit Gallery and the 7th Street/Metro Center Station during commuting hours.

17. 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, Labor Counsel, Atkinson, Andelson, Loya, Ruud & Romo

Employee Organization:

American Federation of State, County and Municipal Employees (AFSCME),  
District Council 36

- 2) Discussion of Employment for  
Kenneth A. McDonald, President/Chief Executive Officer  
Pursuant to Cal. Gov. Code § 54957 (b)(1)

The meeting went into closed session at 1:43 p.m.

The meeting reconvened at 2:30 p.m.

Vincent Ewing, LBT's General Counsel, stated that the Board met with General Counsel in closed session on agenda item 17 (1) and the Board provided direction, no reportable action was taken.

Mr. Ewing stated that the Board met with General Counsel in closed session on agenda item 17 (2) and the Board would take action during agenda item 18.

18. 18-059TR Recommendation to approve the extension of the employment agreement with Kenneth A. McDonald, President/Chief Executive Officer, for up to 90 days. (Sumire Gant)

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

**Yes:** 6 - Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

**Excused:** 1 - Adam Carrillo

19. Board Requests.

Secretary/Treasurer de Rivera suggested LBT's Board of Directors discuss providing the public with staff's responses to Board requests.

Secretary/Treasurer de Rivera stated that wayfinding at the First Street Transit Gallery was still an issue.

Secretary/Treasurer de Rivera suggested LBT explore implementing pick-up locations for the Museum Express in north Long Beach. Additionally, she suggested LBT explore implementing shuttles between north Long Beach and the beach.

CEO McDonald stated that LBT contracted with a vendor to assist the agency in improving its wayfinding across its transit system. He stated that he would provide the Board with a project overview and timeline.

**20. 18-058TR** Adjourn. The next regular meeting will be held on August 27, 2018.  
(Sumire Gant)

Meeting adjourned at 2:42 p.m.

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

**Yes:** 6 - Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

**Excused:** 1 - Adam Carrillo

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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