

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

**MONDAY, APRIL 22, 2019
333 W. OCEAN BOULEVARD
COUNCIL CHAMBER, 12:00 PM**

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



Steven Neal, 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. (Colleen Bentley)

The meeting was called to order at 12:07 p.m.

2. Roll Call. (Ivette Dubois)

Commissioners Maricela de Rivera, Mary Zendejas, Adam Carrillo and Colleen
Present: Bentley

Commissioners Sumire Gant, Steven Neal and Michael Clemson
Excused:

3. [19-026TR](#) Recommendation to approve the minutes of the regular session meeting held on March 25, 2019. (Colleen Bentley)

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

Yes: 4 - Maricela de Rivera, Mary Zendejas, Adam Carrillo and
Colleen Bentley

Excused: 3 - Sumire Gant, Steven Neal and Michael Clemson

4. Employee Recognition. (Debra Johnson)

Employees of the Month for April 2019:

Denise Duhon, Transit Service Delivery and Planning
Ivan Hernandez, Maintenance and Infrastructure
Steven Jorgensen, Staff

INFORMATION ITEM

Debra Johnson, Deputy CEO, acknowledged the April 2019 Employees of the Month, who were not present.

5. Public Comment.

Any member of the public may approach the lectern 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.

Frances Emily Dawson Harris, a member of the public, provided a public comment regarding reserved seating for seniors and customers with disabilities using mobility devices.

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:

- Friday, March 29 and Saturday, March 30 were accident-free days at LBT.

There were no preventable or non-preventable accidents on this day.

Since the beginning of the year, LBT has had a total of 10 accident-free days at LBT.

- During the month of April, LBT's Safety department conducted a safety blitz campaign concentrated around the theme of "Following Distance."

On Tuesday, April 9 at LBT2 and Thursday, April 11 at LBT1, LBT Safety staff shared information with Operators stressing the importance of maintaining a safe distance between vehicles while on the road.

Operators were reminded about how to avoid accidents by using the following safety tips:

1. Have at least a four to five second cushion between the bus and other motorists;
 2. Practice defensive driving by keeping a safe distance; and
 3. Always have an escape route when driving or enough space to take evasive action with ease.
- On Monday, April 1, LBT launched a pilot nonstop commuter service between Long Beach and UCLA, called the UCLA Westwood Commuter Express.

In partnership with UCLA Transportation Services and the Westwood Business

Improvement District, the 12-month pilot program is designed to transport UCLA affiliates (faculty, staff, and students) living in and around the greater Long Beach area and provide a viable alternative to driving solo or in vanpools, as well as introduce LBT's services to a new audience.

There are three departures from Bellflower Boulevard at Spring Street during the morning peak period at 5:15 a.m., 6 a.m. and 6:45 a.m.

The shuttle then continues to the Metro Blue Line Willow Station to pick up more commuters before heading to UCLA.

There are three return trips to Long Beach from UCLA/Westwood Village during the afternoon at 4:20 p.m., 5:20 p.m. and 6:20 p.m.

Preliminary daily ridership figures are averaging about 30 customers each way.

FOSTER EMPLOYEE ENGAGEMENT

In LBT's continued effort to Foster Employee Engagement:

- LBT's Training department facilitated five courses to 23 employees on topics including, but not limited to:
 - o New Operators Graduation;
 - o New Mechanic Graduation;
 - o Retraining for Operators who have returned from long-term absences; and
 - o Maintenance Job-specific trainings

ENHANCE CUSTOMER EXPERIENCE

Under LBT's priority to Enhance Customer Experience:

- LBT participated in six events geared towards LBT senior customers at various locations across the city:
 - o Connected Senior Club (CSC) Presentations to the West Long Beach Community Association at Silverado Park Community Center; as well as at the New Hope Home in central Long Beach;
 - o Ambussador Trainings at the LGBTQ Center, as well as at the American Gold Star Manor;
 - o Providence Gardens Senior Health Fair at the Providence Gardens Community Room; and
 - o the Gold Star Walking Program at the American Gold Star Manor

- On Tuesday, March 26, LBT hosted a Public Community Meeting at Studio One-Eleven in Downtown Long Beach.

LBT's Government Relations and Community Relations staff spoke about and received comments about possible Passport Route changes, as well as LBT's Title VI program.

- On Friday, April 12 through Sunday, April 14, LBT once again sponsored an exhibition space inside the Convention Center for the inaugural Acura Grand Prix of Long Beach.

With a battery-electric bus on display, LBT staff interacted with the public by providing bus and water taxi service schedules and information.

Thousands of visitors learned about our water taxi and bus services and how LBT can take them to their favorite destinations across the City.

PROMOTE COMMUNITY AND INDUSTRY FOCUS

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

- On Friday, March 29, Debra Johnson, LBT's Deputy CEO, participated on a panel of transportation leaders at the first annual Metro Girls Empowerment Summit hosted by LA Metro at Union Station.

This event provided an exciting day of career exploration to introduce girls from across LA County to the wide range of careers within the transportation industry.

Deputy CEO Johnson and other panelists shared their career paths and personal stories of academic and professional development. Participants learned strategies for developing confidence and overcoming barriers while pursuing their professional and personal goals.

- On Friday, March 29, LBT attended Conference Of Minority Transportation Officials (COMTO) SoCal Chapter's 4th Annual Women Leaders of Southern California Luncheon Awards held at The Grand in Long Beach.

The Chapter honored and recognized inspiring women transportation leaders in Southern California whose public service contributions have significantly impacted the surrounding communities and the transportation industry.

- On Thursday, April 18, LBT attended the 2019 Long Beach Regional Economic Forum held at the Long Beach Convention Center.

The purpose of the Regional Economic Forum was to:

- o educate the community about the current economic developments and impacts in the City;
- o outline a 10-year economic development blueprint;
- o deliver a national, regional and local economic update, along with where the City's economic plans fit in the big picture; as well as
- o provide participants the opportunity to hear from policymakers, Long Beach city staff, and economic leaders about local economic opportunities.

Ms. Dawson Harris provided a public comment and commended Operators on their safe driving.

Director de Rivera suggested LBT include major construction issues in the CEO Monthly Oral Report.

7. [19-027TR](#) 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. [19-028TR](#) Fiscal Year 2019 Third Quarter Investment Report. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the staff report.

This TR-Agenda Item was received and filed.

9. [19-029TR](#) National Transit Database Fiscal Year 2018 Independent Auditor Statement for Financial Data. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the staff report.

This TR-Agenda Item was received and filed.

10. [19-030TR](#) Recommendation to adopt a resolution approving Long Beach Transit's 2019 Title VI Program. (Debra Johnson)

Deputy CEO Johnson introduced Kellie Irving, LBT's Regulatory Compliance and Civil Rights Officer (RCCRO), to present the agency's Title VI Program.

Ms. Irving presented LBT's Title VI Program.

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

Yes: 4 - Maricela de Rivera, Mary Zendejas, Adam Carrillo and Colleen Bentley

Excused: 3 - Sumire Gant, Steven Neal and Michael Clemson

11. [19-031TR](#)

Recommendation to adopt two resolutions to enable Long Beach Transit to receive funding under the Low-Carbon Transit Operations Program (LCTOP):

1) A resolution authorizing the President and CEO to execute the Certifications and Assurances and Authorized Agent Forms, along with all subsequent documents for the FY 2018-19 State LCTOP

2) A resolution authorizing the execution of the Route 22 Extension Continuation Project with \$739,578 provided under LCTOP.

(Debra Johnson)

Deputy CEO Johnson presented the staff report.

Ms. Dawson Harris, a member of the public, commended LBT on its environmental sustainability.

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

Yes: 4 - Maricela de Rivera, Mary Zendejas, Adam Carrillo and Colleen Bentley

Excused: 3 - Sumire Gant, Steven Neal and Michael Clemson

12. [19-032TR](#)

Recommendation to adopt a proclamation establishing National Get on Board Day in Long Beach Transit's service area on April 25, 2019.
(Debra Johnson)

Deputy CEO Johnson presented the staff report.

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

Yes: 4 - Maricela de Rivera, Mary Zendejas, Adam Carrillo and Colleen Bentley

Excused: 3 - Sumire Gant, Steven Neal and Michael Clemson

13. [19-034TR](#) Recommendation to authorize the President and CEO to enter into a contract with Clean Energy to design and install a 1,000 kW back-up generator to support the Compressed Natural Gas fueling system at LBT2, at a cost of \$1,323,740, with a 10 percent contingency, for a total authorization amount not to exceed \$1,456,110. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

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

Yes: 4 - Maricela de Rivera, Mary Zendejas, Adam Carrillo and Colleen Bentley

Excused: 3 - Sumire Gant, Steven Neal and Michael Clemson

14. Public Comment.

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Patrick Crosby, a member of the public, provided a public comment on Route 151 and the elimination of bus stops that he believed impacted seniors.

15. Board Requests.

Director Carrillo requested a staff report that outlines potential process and recommendation to potentially integrate a consent calendar.

16. 19-033TR Adjourn. The next regular meeting will be held on May 29, 2019.
(Colleen Bentley)

Meeting adjourned at 1:28 p.m.

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

Yes: 4 - Maricela de Rivera, Mary Zendejas, Adam Carrillo and Colleen Bentley

Excused: 3 - Sumire Gant, Steven Neal and Michael Clemson

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, please call 562.570.6626. Inquire at the City Council Chamber Audio Visual Room for Assistive Listening Device.)

Long Beach Transit is an entity which is separate and distinct from the City of Long Beach.