

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

**THURSDAY, SEPTEMBER 26, 2019
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 12:00 PM**

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



Mary Zendejas, Director
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 noon.

2. Roll Call. (Ivette Dubois)

Commissioners Maricela de Rivera, Sumire Gant, Mary Zendejas, Michael

Present: Clemson and Colleen Bentley

Commissioners Adam Carrillo

Excused:

3. Employee Recognition. (LaVerne)

Employees of the Month for September 2019:

Adina Hendrickson, Transit Service Delivery and Planning
Timothy Smith, Maintenance and Infrastructure
James Tai, Staff

INFORMATION

LaVerne David, Executive Director/VP, Employee and Labor Relations, presented the Employees of the Month (EOM) for September 2019.

Adina Hendrickson, Transit Service Delivery (TSD) and Planning EOM, was presented by China Thomas, TSD Superintendent.

Timothy Smith, Maintenance and Infrastructure EOM, was presented by Tony Cohen, Executive Director/VP, Maintenance and Infrastructure.

James Tai, Staff EOM, was presented by Lisa Patton, Executive Director/VP, Finance and Budget.

4. 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.

Justin Ramirez, Mayor Garcia's Deputy Chief of Staff, introduced himself and stated that he would be attending LBT's Board of Directors' meeting on behalf of Mayor Garcia.

5. Chair's Report. (Colleen Bentley)

- Mobility and Sustainability Summit

INFORMATION ITEM

Chair Bentley announced that LBT would be hosting its first-ever Mobility and Sustainability Summit on Wednesday, October 30, at the Hyatt Regency in Long Beach, from 8 to 10 a.m.

This event is about public transportation, mobility and sustainability in Long Beach aimed at educating and informing the community about LBT as well as other transportation agency's efforts implementing sustainable solutions to local mobility challenges.

Additional goals will be further educating the community about LBT's services, raising its profile in the community and how other mobility options in the community connect to LBT.

LBT invited executive leaders from the California State University, Long Beach Institute of Trade and Transportation; Long Beach Airport; Port of Long Beach and Los Angeles Metro to present on mobility and sustainability.

Stakeholders have also been invited to attend the summit, including elected and appointed officials, business, neighborhood and local agency leaders.

LBT is expecting 100 to 150 people to attend.

Last week staff began sending save the date cards. Formal invitations will be sent soon.

Director Zendejas expressed her excitement for the Mobility and Sustainability Summit.

6. President and CEO Monthly Report. (Kenneth McDonald)

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

INFORMATION ITEM

CEO McDonald presented his monthly report.

Before delving into his report, CEO McDonald announced that Mike Gold had been promoted to Executive Director/VP, Customer Relations and Communications. As such, he is the newest member of LBT's Executive Leadership Team.

An area of opportunity that was leveraged when developing the FY 2020 budget was the realignment of LBT's Customer Service and Marketing functions into a new centralized department, Customer Relations and Communications, focused on enhancing LBT's customers' experience, customer relations and communications.

Mr. Gold will oversee the Marketing and Communications function, whose focus is increasing ridership, employee communication and enhancing revenue opportunities; as well as Customer and Community Relations, whose focus is promoting LBT to customers and the community via the numerous events we participate in across the service area.

IMPROVE SAFETY AND SERVICE QUALITY

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

- The following were accident-free days at LBT:
 - o Tuesday, August 20;
 - o Saturday, August 24;
 - o Monday, September 2; and Monday, September 16

There were no preventable or non-preventable accidents on those days.

Since the beginning of the calendar year, LBT has had a total of 30 accident-free days at LBT.

- During the month of September, LBT's Safety department conducted a safety blitz campaign concentrated around the theme of 'Back to School.'

On Tuesday, September 3, at LBT2 and Wednesday, September 4, at LBT1, Safety staff shared information with Operators focusing on being on the lookout for road hazards, such as increased number of children outdoors, as well as an increase in vehicular and pedestrian traffic related to back-to-school activities.

FOSTER EMPLOYEE ENGAGEMENT

In LBT's continued effort to Foster Employee Engagement:

- LBT's Training department facilitated nine courses to more than 80 employees on topics including, but not limited to:
 - o State-Mandated Annual Refresher Training (SMART);
 - o New Operator and Mechanic Graduation;
 - o Retraining for Operators who have returned from long-term absences and have had preventable accidents;
 - o CPR Training; and
 - o California Division of Occupational Safety and Health training among others

ENHANCE CUSTOMER EXPERIENCE

Under LBT's priority to Enhance Customer Experience:

- With back to school in full swing, LBT participated in four events geared towards students:
 - o California State University, Long Beach First Week of Fall Class and Students Week of Welcome
 - o Millikan High School TAP Drive
 - o Club Rush at Poly High School
- Other events across the service area included:
 - o The Heart of Long Beach Summer Health Fair at Ernest McBride Park & Cal Rec Community Center
 - o Fall Prevention Healthy Aging Summit at St. Mary Medical Center;
 - o 30th Annual Belmont Car Show at Belmont Shore; and
 - o California State Assembly District 63's Senior Legislative Luncheon at Paramount Park Community Center

At each event, Community Relations staff provided information regarding TAP Cards and transportation opportunities in the community.

PROMOTE COMMUNITY AND INDUSTRY FOCUS

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

- On September 4 and September 5, LBT hosted a Zero-Emission Bus Resource Alliance (ZEBRA) and Bus Manufacturer Roundtable held at The Grand in Long Beach

The event featured a forum for ZEBRA members to share their experiences with new technology; presentations from various zero-emission bus manufacturers; as well as a tour of LBT's battery-electric bus charging infrastructure.

- On September 9, the Deputy CEO was a panelist at the Rail~Volution National Conference held in Vancouver, British Columbia. Rail~Volution engages in thoughtful discussions with change makers and influencers about building livable communities with transit.

The panel, entitled "Women in Agency Leadership," featured a diverse set of leaders at various agency types drawing on a variety of management styles to address common issues from fresh perspectives.

- On September 11, the Deputy CEO participated on a panel at the 6th International Conference on Women's Issues in Transportation, sponsored by the Transportation Research Board, held at the University of California, Irvine campus.

Entitled "Letter to my younger self: leadership insights to grow a career in transportation," the goal of the panel was to introduce college students and emerging professionals to the transportation and mobility industry and for panelists to share their career and industry insights and advice with the attendees.

- On September 14, the Deputy CEO and Human Resources staff participated in the Latinos In Transit (LIT) Inaugural Leadership Summit held in Newport Beach.

The purpose of the Leadership Summit was to provide a forum for Latino transportation leaders to share best practices and help prepare LIT for the next level. The Leadership Summit was designed for both learning and networking opportunities.

- On September 19, the 4th annual West Coast MAX, the multi-agency employee exchange program, graduation ceremony took place for participating employees from Foothill Transit, Santa Monica's Big Blue Bus and LBT, as well as Beach Cities Transit, Antelope Valley Transit Authority, and City of Santa Clarita Transit.

This year's final session hosted by LBT included group presentations on

implementation plans for one of the 38 ridership growth strategies from the Ridership Growth Action Plan Final Report.

In addition to the graduation, the CEOs of the participating agencies participated on a CEO panel that addressed the 15 graduates.

The panel members shared their experiences as executives, including lessons learned and key leadership qualities and values they considered important for professional development, networking and the future of transit.

Chair Bentley and Directors de Rivera and Zendejas commended Deputy CEO Johnson on her participation in forums regarding young women in transportation.

NOTICE TO THE PUBLIC

All matters included on the Consent Calendar are considered routine by the LBT Board of Directors and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Board of Directors or the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

CONSENT CALENDAR (7)

Passed the Consent Calendar

A motion was made by Director de Rivera, seconded by Director Zendejas, to approve Consent Calendar Item 7. The motion carried by the following vote:

Yes: 5 - Maricela de Rivera, Sumire Gant, Mary Zendejas, Michael Clemson and Colleen Bentley

Excused: 1 - Adam Carrillo

7. [19-063TR](#) Recommendation to approve the minutes of the regular session meeting held on August 26, 2019.

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

REGULAR CALENDAR

8. [19-064TR](#) Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the monthly financial report.

Director de Rivera asked for clarification that LBT paid for the City of Long Beach employees' transportation costs. Ms. Patton confirmed Director de Rivera's statement and added that LBT had been incurring this cost for at least 20 years.

City Representative Eriksen clarified that City of Long Beach employees can only use their bus pass for business purposes, not personal.

This TR-Agenda Item was received and filed.

9. [19-065TR](#) Community Outreach and Support. (Mike Gold)

INFORMATION ITEM

Mike Gold, Executive Director/VP, Customer Relations and Communications presented the staff report.

Second Roll Call 12:47, Director Zendejas was excused.

Director de Rivera thanked Mr. Gold for the staff report and the list of all events LBT supported. She suggested that an update on LBT's community outreach and support should be presented to the Board on an annual basis.

Director de Rivera suggested that LBT include the Filipino community that speaks Tagalog in west Long Beach. She noted that there was an inaugural Filipino festival last year that LBT could have attended.

Director de Rivera stated that there was a lot of staff resources being utilized in the Long Beach beach communities. She suggested LBT also host movie at the park throughout the City of Long Beach.

Director Gant thanked Mr. Gold for his report. She suggested LBT partner with the Park to Beach program.

Director de Rivera thanked LBT for partnering with Long Beach Unified School District and participating in the College Promise Program.

Chair Bentley thanked staff for the report and commended LBT's participation in the community. She suggested LBT include this information in the upcoming Mobility and Sustainability Summit.

This TR-Agenda Item was received and filed.

Commissioners Maricela de Rivera, Sumire Gant, Michael Clemson and Colleen

Present: Bentley

Commissioners Mary Zendejas and Adam Carrillo

Excused:

10. [19-066TR](#)

Recommendation to adopt Amendment 2019-I amending the Long Beach Transit (LBT) 401(a) Matching Contribution ("401(a) Plan") regarding matching and non-elective contributions for each plan year for eligible participants in the 401(a) Plan and authorizing the President and CEO or his designee to duly execute the amendment on behalf of LBT. (LaVerne David)

Ms. David presented the staff report.

Director de Rivera thanked staff for bringing this item to the Board. She asked for clarification that this amendment applied to non-represented employees. Ms. David clarified that this amendment applied to non-represented and represented staff employees. She added that the represented staff employees were those in the American Federation of State, County and Municipal Employees (AFSCME), District Council 36. She further added that AFSCME had agreed to the amendment as part of the Memorandum of Understanding (MOU) between LBT and AFSCME.

Director de Rivera referred to recruitment and stated that she hoped LBT was looking into improving the starting salary and benefits for new employees.

Director Gant asked how much LBT spends on its Defined Matching Contribution (401(a) Plan). CEO McDonald stated that the information was included in the Fiscal Year 2020 Budget presentation.

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

Yes: 4 - Maricela de Rivera, Sumire Gant, Michael Clemson and Colleen Bentley

Excused: 2 - Mary Zendejas and Adam Carrillo

11. Closed Session.

- 1) Conference with Legal Counsel - Pending Litigation
Pursuant to Ca. Gov. Code 54956.9(d)(1)

Meeting went into closed session at 1:27 p.m.

The meeting reconvened at 1:51 p.m.

Vincent Ewing, LBT's General Counsel, stated that the Board and the President and CEO met in closed session on agenda item 11. There was no reportable action taken.

12. Public Comment.

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There were no public comments.

13. Board Requests.

There were no Board requests.

- 14. 19-067TR** Adjourn. The next regular meeting will be held on October 24, 2019.
(Colleen Bentley)

Meeting adjourned at 1:53 p.m.

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

Yes: 4 - Maricela de Rivera, Sumire Gant, Michael Clemson and Colleen Bentley

Excused: 2 - Mary Zendejas and 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 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.)

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