

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

**THURSDAY, DECEMBER 12, 2019
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 9:00 AM**

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



Sumire Gant, Director
Lea Eriksen, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

REGULAR MEETING - 9:00 A.M.

1. Call to Order. (Colleen Bentley)

The meeting was called to order at 9:08 a.m.

2. Roll Call. (Ivette Dubois)

Commissioners Maricela de Rivera, Sumire Gant, Adam Carrillo, Michael
Present: Clemson and Colleen Bentley

3. Employee Recognition. (LaVerne David)

Employees of the Month for November 2019:

Dolores Williams, Transit Service Delivery and Planning
Luan Nguyen, Maintenance and Infrastructure
Thelma Zaras-Medrano, Staff

Employees of the Month for December 2019:

Martin Alcala, Transit Service Delivery and Planning
Martin Esparza, Maintenance and Infrastructure
Samantha Ihlenfeldt, Staff

INFORMATION ITEM

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

Luan Nguyen, the November 2019 Maintenance and Infrastructure EOM, was presented by Briana Lozado, Fleet Maintenance Manager.

Martin Esparza, the December 2019 Maintenance and Infrastructure EOM, was presented by Ms. Lozado.

Thelma Zaras-Medrano, the November 2019 Staff EOM, was presented by Mike Gold, Executive Director/VP, Customer Relations and Communications.

Samantha Ihlenfeldt, the December 2019 Staff EOM, was presented by Rhea Morillos, Comptroller.

Ms. David acknowledged Dolores Williams, the November 2019 Transit Service Delivery and Planning (TSDP) EOM, and Martin Alcala, the December 2019 TSDP EOM, who were not present.

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.

There were no public comments.

5. 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.

IMPROVE SAFETY AND SERVICE QUALITY

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

- The following were accident-free days at LBT:
 - o Monday, November 11
 - o Thursday, November 14

- o Wednesday, November 20
- o Tuesday, November 26
- o Wednesday, November 27
- o Friday, December 6; and
- o Saturday, December 7

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

Since the beginning of the calendar year, LBT has had a total of 42 accident-free days at LBT.

LBT ended 2019 with a total of 33 accident-free days. This year's figure of 40 days represents over a 27 percent increase in accident-free days compared to 2018. With 18 days still left in the year, LBT aims to increase this number even more.

- During the month of December, LBT's Safety department conducted a safety blitz campaign concentrated around the themes of the past 11 months of safety topics.

On Wednesday, December 4 at LBT2 and Friday, December 6 at LBT1, LBT Safety staff recapped 2019 safety themes and reviewed accident figures for the year with the Operators.

Questions relating to the 2019 safety themes were asked of the Operators for a chance to win gift cards. In addition to the gift cards, water and healthy snacks were provided.

FOSTER EMPLOYEE ENGAGEMENT

In LBT's continued effort to Foster Employee Engagement:

- LBT's Training department facilitated five courses to more than 95 employees on topics including, but not limited to:
 - o State-Mandated Annual Refresher Training (SMART);
 - o De-escalation Training;
 - o New Operator and Mechanic Graduation;
 - o Maintenance Utility Drive Training;
 - o Retraining for Operators who have returned from long-term absences or have had preventable accidents
- On December 10, LBT held its annual Employee Recognition Celebration for all LBT employees at LBT1 and LBT2. The event featured a holiday meal, music and holiday cheer.

Employees from various departments were recognized in the following areas:

- o Service Awards - recognizing employees with milestone service years in increments of five years;
- o Safety Awards - recognizing employees with specific years without any preventable accidents;
- o Perfect Attendance - recognizing employees without any 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 beyond the normal call of duty representing the following areas:
 - Maintenance
 - Transit Service Delivery
 - Staff

ENHANCE CUSTOMER EXPERIENCE

Under LBT's priority to Enhance Customer Experience:

- LBT participated in seven events geared towards Seniors and Customers with Disabilities:
 - o Long Beach Disability and Senior Collaborative Meeting and Bridge to Access Advisory Meeting each held at Molina Health Care
 - o Metro's Aging & Disability Transportation Forum at Union Station Ticket Concourse
 - o Connected Seniors Club Presentation at the LGBTQ Center
 - o Elder Abuse Prevention Team Symposium at the Alpert Jewish Community Center
 - o City of Long Beach Senior Advisory Committee Meeting at the Long Beach Senior Center; and
 - o Quarterly Paratransit Advisory Committee Meeting at LBT1
- The week of December 10, LBT launched a holiday AquaLink promotion in the Grunion Gazette, as well as Spanish-language newspaper La Opinión.

Through January 15, 2020, customers can redeem an original coupon printed in the paper (no copies accepted) for a free, one-way ride on AquaLink.

The intent is to thank our customers and promote winter water taxi ridership, as well as expose a new audience to LBT's transit services.

PROMOTE COMMUNITY AND INDUSTRY FOCUS

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

- On November 9, the Executive Director/VP of Transit Service Planning and Delivery, Chair Bentley, Secretary/Treasurer Carrillo and Director de Rivera led an LBT contingent of employees, volunteers, friends, and family that saluted those who have served in the armed forces during the 23rd Annual Long Beach Veterans Day Parade and Festival held in north Long Beach.

LBT participated with a patriotic-themed bus featuring photos of LBT's Veterans, music and a red, white and blue balloon arch. Community Relations staff provided information during the festival about LBT's programs and services.

- On November 13 through November 15, the Deputy CEO, Executive Directors/VPs of Transit Service Delivery and Planning; and Customer Relations and Communications and members of staff attended the 54th Annual California Transit Association (CTA) Fall Conference and Expo held in Monterey, California.

The conference featured dynamic presentations from industry experts on today's pressing transit challenges and the novel solutions being implemented by innovative transit leaders.

Presentation highlights included former Southwest Airlines "Ambassador of Fun" Tony Brigmon discussing how embracing and nurturing our workplace culture reflects back to the communities we serve; as well as Christopher Gardner, whose inspiring book became the basis for the 2008 movie "The Pursuit of Happyness," sharing his personal story of triumph in the face of incredible adversity, as well as touting the role of public transit aiding him in that triumph.

LBT staff attended numerous sessions and workshops on topics such as Zero-Emission Bus fleets, ridership challenges and customer retention strategies and tactics.

The Deputy CEO, who is a member of the CTA Executive Committee, also attended the inaugural meeting of the 2019-2021 term.

- On December 7, LBT participated in the 37th Belmont Shore Christmas Parade and showcased its holiday-themed bus. LBT employees, friends and families joined Chair Bentley at this festive annual community event.
- On December 11, Secretary/Treasurer Carrillo and Director de Rivera joined members of LBT staff at the Centro Community Hispanic Association's (Centro C.H.A.'s) 22nd

Annual Awards at The Grand Long Beach.

The event celebrated the extraordinary work of community leaders who exemplify excellence, impact the lives of children and youth, and contribute to revitalizing neighborhoods and businesses in our great city.

Secretary/Treasurer Carrillo noted that LBT participating in the community's parades was a great tool for community engagement.

Chair Bentley thanked Community Relations staff for attending senior events.

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 (6)

Passed the Consent Calendar

A motion was made by Director de Rivera, seconded by Vice Chair Clemson, to approve Consent Calendar Item 6. The motion carried by the following vote:

Yes: 5 - Maricela de Rivera, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

6. [19-079TR](#) Recommendation to approve the minutes of the regular session meeting held on November 7, 2019.

REGULAR CALENDAR

7. [19-080TR](#) Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

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

Secretary/Treasurer Carrillo asked if LBT knew where increase in ridership was coming from. Ms. Patton stated that sales in student, discount and regular fare passes were increasing. She added that there was also an increase in college student ridership.

This TR-Agenda Item was received and filed.

8. [19-081TR](#) Actuarial Valuation of Retirement Plans for Contract and Salaried Employees as of July 1, 2019. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the staff report.

Ms. Patton presented David Venuti, President, Venuti & Associates.

Mr. Venuti provided a presentation on LBT's Actuarial Valuation of Retirement Plans for Contract and Salaried Employees as of July 1, 2019.

This TR-Agenda Item was received and filed.

9. [19-082TR](#) Fiscal Year 2019 Retirement Plan Financial Statements for Contract and Salaried Employees. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the staff report.

Chair Bentley asked how often LBT's Pension Committee met with Wyndes, LBT's external auditor which certify the agency's financial statements. Ms. Patton stated that LBT's Pension Committee met on a quarterly basis; however, the meeting with Wyndes was an annual meeting.

This TR-Agenda Item was received and filed.

10. [19-083TR](#) 2020 Legislative Program. (Debra Johnson)

INFORMATION ITEM

Deputy CEO Johnson presented the staff report.

This TR-Agenda Item was received and filed.

11. [19-084TR](#) Recommendation to adopt a resolution authorizing the President and CEO to execute a Letter of Agreement and Project Readiness Certification as part of the Los Angeles County Metropolitan Transportation Authority's 2015 Call for Projects Purchase of Zero-Emission Buses for a total authorization amount not to exceed \$2,111,201. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

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

Yes: 5 - Maricela de Rivera, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

12. [19-085TR](#) Recommendation to authorize the President and CEO to enter into a three-year contract with a two-year option with Charter Communications to provide broadband internet service for the agency for a total authorization amount not to exceed \$209,880. (Patrick Pham)

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

A motion was made by Director Gant, seconded by Secretary/Treasurer Carrillo, to approve recommendation. The motion carried by the following vote:

Yes: 5 - Maricela de Rivera, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

13. 19-086TR Election of Officers. (Colleen Bentley)

Prior to proceeding with the Election of Officers, Chair Bentley acknowledged outgoing Board member, Director Maricela de Rivera, who served on LBT's Board of Directors for two terms.

Board members and CEO McDonald thanked Director de Rivera for her service.

Individual votes were taken during this time to appoint the Chair, Vice Chair and Secretary/Treasurer. The results are noted below:

Sumire Gant nominated Colleen Bentley to serve as Chair, Michael Clemson to serve as Vice Chair, and Adam Carrillo to serve as Secretary/Treasurer. Maricela de Rivera seconded the motion. The motion carried by a unanimous vote.

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

Yes: 5 - Maricela de Rivera, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

14. Closed Session.

- 1) Conference with Real Property Negotiations (\$54956.8)
Property: 4801 Airport Plaza Drive, Long Beach, CA 90815;
AIN: 7149-013-923 / 7149-013-924
Long Beach Transit Negotiators: Kenneth McDonald, Debra Johnson
Negotiating Parties: City and Port of Long Beach
Under Negotiation: Purchase

The meeting went into closed session at 11:06 a.m.

The meeting reconvened at 11:31 a.m.

Vincent Ewing, LBT's General Counsel, provided the closed session report and stated that LBT's Board of Directors authorized CEO McDonald to negotiate with the Port of Long Beach for the purchase of the property located at 4801 Airport Plaza Drive, Long Beach, CA 90815.

Mr. Ewing stated that CEO McDonald would return to the Board for final approval in open session and provide a report on the purchase agreement in regards to the price and other related terms.

Meeting went into Recess

Meeting Reconvened

15. Public Comment.

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There were no public comments.

16. Board Requests.

Vice Chair Clemson asked staff to provide information regarding LBT's pilot programs and what effect they have had on student ridership.

Director de Rivera was excused.

Commissioners Sumire Gant, Adam Carrillo, Michael Clemson and Colleen

Present: Bentley

Commissioners Maricela de Rivera

Excused:

17. 19-087TR Adjourn. The next regular meeting will be held on January 23, 2020.
(Colleen Bentley)

The meeting adjourned at 11:33 a.m.

A motion was made by Vice Chair Clemson, seconded by Secretary/Treasurer Carrillo, to approve recommendation. The motion carried by the following vote:

Yes: 4 - Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

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 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