

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

**THURSDAY, JANUARY 23, 2020
411 W. OCEAN BOULEVARD
CIVIC CHAMBERS, 12:00 PM**

Colleen Bentley, Chair
Michael Clemson, Vice Chair
Adam Carrillo, Secretary/Treasurer



Sumire Gant, 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 12:01 p.m.

2. Roll Call. (Ivette Dubois)

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

3. Employee Recognition. (LaVerne David)

Employees of the Year for 2019:

Rida Shihata, Transit Service Delivery and Planning
Ricardo Federico, Maintenance and Infrastructure
Teresa Anderson, Staff

Employees of the Month for January 2020:

Preston Wicks, Transit Service Delivery and Planning
Eduardo Gaytan Manjarrez, Maintenance and Infrastructure
Erin Martinez, Staff

INFORMATION ITEM

LaVerne David, Executive Director, Employee and Labor Relations, presented the 2019 Employees of the Year (EOY) and Employees of the Month (EOM) for January 2020.

Rida Shihata, Transit Service Delivery and Planning (TSDP) EOY, was presented by Enrique Medina, Superintendent.

Teresa Anderson, Staff EOY, was presented by Jackie Gomez, Manager, Human Resources.

Preston Wicks, TSDP EOM for January 2020, was presented by Mr. Medina.

Erlin Martinez, Staff EOM for January 2020, was presented by Tracy Beidleman, Manager, Government Relations, Capital Planning and Grant Programs.

Ms. David acknowledged Ricardo Federico, Maintenance and Infrastructure (MI) EOY, and Eduardo Gaytan Manjarrez, MI EOM for January 2020, 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 oral report.

IMPROVE SAFETY AND SERVICE QUALITY

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

- 2019 wrapped up with a total of 51 accident-free days with no preventable or non-preventable accidents over the course of the calendar year. That is an improvement of 55 percent from the 33 accident-free days achieved in 2018.

When LBT first started tracking this a few years ago, it was averaging close to one accident a day, so this is quite a notable safety achievement for the agency.

2020 started where 2019 left off with the following accident-free days at LBT:

- o Thursday, January 16
- o Sunday, January 19
- o Monday, January 20

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

- During the month of January, LBT's Safety department conducted a safety blitz campaign concentrated around Drug and Alcohol Awareness.

On Wednesday, January, 8 at LBT2 and Thursday, January, 9 at LBT1, LBT Safety staff reviewed new and revised 2020 drug and alcohol federal regulations with Operators in addition to addressing the importance of maintaining a safe work environment for fellow operators and customers.

Special guest Bob Tyler, a certified Substance Abuse Professional and a State Certified Addiction Counselor, spoke to Operators about substance abuse awareness.

Questions relating to the safety theme 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 eight courses to 193 employees on topics including, but not limited to:
 - o New Operator and Mechanic Graduation;
 - o Maintenance Forklift Training;
 - o Maintenance Supervisor/Mechanic Driver Training;
 - o Driver's log training for Operators;
 - o New Hire and Cal/OSHA training for Utilities and Custodians; and
 - o Re-training for Operators who have returned from long-term absences or have had preventable accidents

ENHANCE CUSTOMER EXPERIENCE

Under LBT's priority to Enhance Customer Experience:

- As in previous years, LBT once again provided free bus service, starting at 5 p.m. on New Year's Eve through 3:50 a.m. on New Year's Day, to encourage residents to be responsible by taking public transit to avoid drinking and driving during the holiday.

- With the new school semester, LBT participated in six events geared towards its high school and collegiate students across the City:
 - o Student Orientation for incoming freshmen at California State University, Long Beach (CSULB);
 - o CSULB's First Week of Spring Classes beginning Tuesday, January 21 through Wednesday, January 22; and
 - o TAP Card Drives at Poly, Lakewood, Browning and Wilson high schools

At each event, Community Relations staff provided information regarding TAP Cards or U-Pass products, as well as assisting students trip planning and wayfinding.

The high school TAP card drives resulted in 280 new student TAP cards being issued.

- LBT also conducted three meeting and presentations geared towards its Senior customers at:
 - o the Michelle Obama Library;
 - o the Long Beach Senior Arts Colony; and
 - o Long Beach City College

At each event, Community Relations staff:

- o promoted the Connected Seniors Club;
- o issued temporary Senior TAP cards; and
- o provided general LBT route and schedule information

PROMOTE COMMUNITY AND INDUSTRY FOCUS

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

- On Tuesday, January 14, LBT participated in the State of the City Address event held at the Long Beach Performing Arts Center.
The event, also attended by Chair Bentley, Secretary/Treasurer Carrillo and Director Gant, featured an LBT battery-electric bus staged in front of the venue, where Community Relations staff promoted LBT products and services to increase ridership and revenue
- On Saturday, January 18, an LBT contingent of employees, volunteers, friends, family, and some students from Roosevelt Elementary, members of Justin Rudd's Community in Action Team, as well as Miss Long Beach 2020 and other Southern California pageant winners, participated in the 32nd Annual Martin Luther King Jr. Peace & Unity

Parade and Celebration held in Long Beach.

LBT participated with a bus that was decorated with the help of the Roosevelt Elementary students. This year's parade theme was "Continuing the Legacy."

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 Gant, seconded by Vice Chair Clemson, to approve Consent Calendar Item 6. The motion carried by the following vote:

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

6. [20-001TR](#) Recommendation to approve the minutes of the regular session meeting held on December 12, 2019.

REGULAR CALENDAR

7. [20-002TR](#) 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. [20-003TR](#) Fiscal Year 2019/2020 Second Quarter Investment Report. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the staff report.

This TR-Agenda Item was received and filed.

9. [20-004TR](#) Fiscal Year 2019 Single Audit Report. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the staff report.

Director Gant referred to Item F on page 20 of LBT's Single Audit Report and asked why LBT did not have formal procedures. Ms. Patton stated that LBT did not have its own procedure manual as it utilized the National Transit Database (NTD) program manual.

This TR-Agenda Item was received and filed.

10. [20-005TR](#) Fiscal Year 2019 Comprehensive Annual Financial Report. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the staff report.

Director Gant asked what LBT was doing to improve its bus stop cleanliness CEO McDonald stated that LBT added three additional Stops and Zones employees who began working in January 2019. He added that public perception of bus stop cleanliness was expected to increase in Fiscal Year 2020 due to the addition of three Stops and Zones employees.

Discussion ensued regarding advertising revenue.

This TR-Agenda Item was received and filed.

11. [20-006TR](#) Recommendation to authorize the President and CEO to enter into a contract with PaveWest, Inc., for the construction of a bus parking lot expansion at LBT2, for an amount of \$1,684,599 with a 10 percent contingency of \$168,460, for a total authorization amount not to exceed \$1,853,059. (Kenneth McDonald)

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

12. Public Comment.

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There were no public comments.

13. Board Requests.

Chair Bentley requested information regarding LBT's Customer CARE Program.

14. 20-007TR Adjourn. The next regular meeting will be held on February 27, 2020. (Colleen Bentley)

The meeting adjourned at 1:15 p.m.

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

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

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