

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

**THURSDAY, OCTOBER 22, 2020
VIA VIDEOCONFERENCE, 12:00 PM**

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



Sumire Gant, Director
Connor Lock, Director
David H. Sutton, Director
Lea Eriksen, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

**BOARD MEETING VIA VIDEOCONFERENCE
PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY
GOVERNOR GAVIN NEWSOM**

MEETING ID: 917 9581 3503 (PASSWORD: 1963)

ZOOM MEETING LINK:

<https://zoom.us/j/91795813503?pwd=YXVMdU90NGhYanVLV0pBeWdVNFBvZz09>

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 Conner Lock, Sumire Gant, David Sutton, Adam Carrillo and

Present: Colleen Bentley

Commissioners Jeffrey Price and Michael Clemson

Excused:

3. Employee Recognition. (Ivette Dubois)

Joanna Aguilar, Transit Service Delivery and Planning
Rodolfo Mercado, Maintenance and Infrastructure
John Ta, Staff

INFORMATION ITEM

Ivette Dubois, Board Secretary, presented the Employees for October 2020.

4. Public Comment.

There were no public comments.

5. President and CEO Report. (Kenneth McDonald)

INFORMATION ITEM

Kenneth McDonald, President and CEO, presented his monthly report.

- The health and safety of LBT employees and customers continues to be LBT's top priority.
- The agency continues to follow CDC guidelines and best practices to limit the spread of COVID-19.
- On October 4, 2020, LBT implemented a new modified service delivery schedule.

The schedule is operated from 5 a.m. to 11 p.m., seven days a week.

LBT increased bus service from 27 routes and 82 peak number of buses to 30 routes and 118 peak number of buses.

- LBT remains committed to ensuring the health, well-being and safety of its employees and the riding public.
- While LBT cannot provide on-site flu shots this year, employees have been encouraged to protect themselves against the flu by getting their flu shot.
- Moreover, as part of LBT's Wellness program, LBT is offering virtual wellness classes to its employees, including live chef demos and fitness classes.
- LBT continues to emphasize the importance of social distancing and protective spacing onboard our buses.

LBT will be testing four different types of Operator protective barriers. Each barrier will be installed on one bus.

A barrier will serve as protection from the transfer of potentially contagious droplets while offering an added layer of protection for everyone on the bus and a personal protective guard for the Operators, who are in constant contact with the public.

LBT will survey its Operators to gauge their opinion on each barrier and will utilize Operators' feedback to make an informed final decision on which barrier to purchase.

- Lastly, LBT is launching an updated campaign called “Moving You Through” promoting everyday heroes, including LBT employees and customers who are on the front lines as essential workers.

The campaign also reflects the efforts undertaken to keep customers and employees safe, such as enhanced cleaning, rear door boarding, social distancing and face mask requirements.

LBT customers rely on us for their essential trips and we rely on them to keep our communities moving.

The campaign will feature customers who ride LBT and the employees who keep LBT moving.

The goal is to speak directly to the diverse audiences we serve and inform them with a recognition of the current pandemic.

This campaign will be in print, online and on social media starting this week.

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 Sutton, seconded by Secretary/Treasurer Carrillo, to approve Consent Calendar Items. The motion carried by the following vote:

Yes: 5 - Conner Lock, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 2 - Jeffrey Price and Michael Clemson

6. [20-070TR](#) Recommendation to approve the minutes of the regular session meeting held on September 24, 2020.

REGULAR CALENDAR

7. [20-071TR](#) Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

This TR-Agenda Item was received and filed.

8. [20-072TR](#) Fiscal Year 2021 First Quarter Investment Report. (Lisa Patton)

INFORMATION ITEM

This TR-Agenda Item was received and filed.

9. [20-073TR](#) Recommendation to authorize the President and CEO to enter into a contract with DynTek Services, Inc., to deploy Long Beach Transit's Intranet via SharePoint Online, Office 365 software and Microsoft Teams communication platform for \$311,200, with a 10% contingency of \$31,120 for a total authorization amount of \$342,320. (Patrick Pham)

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

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

Yes: 5 - Conner Lock, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 2 - Jeffrey Price and Michael Clemson

10. [20-074TR](#) Recommendation to authorize the President and CEO to enter into a three year contract plus two one-year options with GIRO, Inc., for the ongoing maintenance and support of its HASTUS-brand software which supports Long Beach Transit's daily bus operations for a total authorization amount not to exceed \$871,776. (Patrick Pham)

Mr. Pham presented the staff report.

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

Yes: 5 - Conner Lock, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 2 - Jeffrey Price and Michael Clemson

11. [20-075TR](#) Recommendation to authorize the President and CEO to execute two change orders for the services contract with Allied Universal for:
- 1) Additional Transit Ambassador personnel at a cost of \$225,647 for Option Year 2, for a total authorization amount not to exceed \$225,647.
 - 2) Additional funds for the security personnel at LBT2 in the amount of \$22,706 for Option Year 2, for a total authorization amount not to exceed \$22,706.

(Lee Burner)

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

Yes: 5 - Conner Lock, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 2 - Jeffrey Price and Michael Clemson

12. [20-076TR](#) Recommendation to authorize the President and CEO to enter into a three-year contract with two, one-year options with Commune Communication for creative, social media, agency promotional and website management services for a total authorization amount not to exceed \$1,256,112. (Mike Gold)

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

This TR-Agenda Item was approve recommendation.

Yes: 5 - Conner Lock, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 2 - Jeffrey Price and Michael Clemson

13. Board Requests.

There were no Board requests.

14. [20-077TR](#) Adjourn. The next regular meeting will be held on December 10, 2020. (Colleen Bentley)

The meeting adjourned at 1:23 p.m.

This TR-Agenda Item was approve recommendation.

Yes: 5 - Conner Lock, Sumire Gant, David Sutton, Adam Carrillo and Colleen Bentley

Excused: 2 - Jeffrey Price and Michael Clemson

Note:

Long Beach Transit intends to provide reasonable accommodations with the Americans with Disabilities Act of 1990. If special accommodation is desired, please call the Board Secretary's Office 72 hours prior to the meeting at 562.599.8554.

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