

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

**THURSDAY, FEBRUARY 25, 2021  
VIA VIDEOCONFERENCE, 12:00 PM**

Michael Clemson, Chair  
David H. Sutton, Vice Chair  
Colleen Bentley, Secretary/Treasurer  
Jeffrey Price, Director  
Sumire Gant, 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**

**ZOOM MEETING ID: 947 8347 4856 (PASSWORD: 1963)**

**REGULAR MEETING - NOON**

1. Call to Order. (Michael Clemson)

Chair Clemson called the meeting to order at noon.

2. Roll Call. (Ivette Dubois)

**Commissioners** Sumire Gant, Jeffrey Price, Colleen Bentley, David Sutton and  
**Present:** Michael Clemson

3. Employee Recognition. (Ivette Dubois)

Employees of the Month for February 2021:

Marcus White, Transit Service Delivery and Planning  
Alberto Morales, Maintenance and Infrastructure  
Ingris Lopez, Administrative Staff

**INFORMATION ITEM**

Ivette Dubois, Board Secretary, presented the Employees of the Month for February 2021.

4. Public Comment.

Chair Clemson read a public comment from Frances Emily Dawson Harris, a member of the public.

Ms. Dawson Harris commended Long Beach Transit (LBT) employees for proficient and professional transit services, including bus service Dial-A-Lift.

Ms. Dawson Harris congratulated the agency for beginning the project to install Operator protective barriers.

Ms. Dawson Harris recommended the following:

- Increasing time for Operators to fully deploy the lift for customers to navigate the bus via scooters, manual or powered wheelchairs, on battery-electric buses (BEB); and
- Implementing an uncomplicated, reasonable fare for customers.

5. President and CEO Report. (Kenneth McDonald)

INFORMATION ITEM

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

LBT remains committed to ensuring the health, well-being and safety of its employees and the riding public.

The agency continues to urge all LBT employees to remain vigilant in following safety protocols to protect themselves, coworkers, family and the communities around LBT.

LBT is providing COVID-19 Rapid Tests on-site at LBT1 and LBT2 every Tuesday and Thursday as part of its COVID Prevention Plan.

The rapid test is an antigen test and consists of a nasal swab with results taking approximately 15-20 minutes. The agency is averaging approximately 50 tests each day of testing.

As of Thursday, February 18, LBT has tested 1,045 employees, and 13 have tested positive.

The agency continues to promote best practices to limit the spread of the virus, according to CDC guidance. LBT is also coordinating with the City of Long Beach Department of Health and Human Services regarding planned vaccination.

Due to the limited supply of COVID-19 vaccines, distribution and logistics remain the biggest challenge for health officials, counties, states and the Federal government.

LBT employees have been strongly encouraged to individually sign up to receive the vaccine

Employees have been informed that they may register via [VaccinateLACounty.com](https://VaccinateLACounty.com), or VaxLB to sign up for notifications

LBT will continue to coordinate with the Long Beach Department of Health and Human Services for updates on the planning and distribution of the vaccine.

LBT is operating on a modified bus schedule until further notice.

LBT implemented a new Operator schedule on February 14, 2021 that will end on June 26,

2021.

No modifications were made from the previous service or routes from October 2020.

However, in March 2021, LBT will implement modified service to the 131 route between Wardlow Station and Ocean at Termino.

## 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 (6-7)

Passed the Consent Calendar

**A motion was made by to approve Consent Calendar Items 6 and 7. The motion carried by the following vote:**

**Yes:** 5 - Sumire Gant, Jeffrey Price, Colleen Bentley, David Sutton and Michael Clemson

6. [21-011TR](#) Recommendation to approve the minutes of the regular session meeting held on January 28, 2021.

**A motion was made to approve recommendation on the Consent Calendar.**

7. [21-012TR](#) Recommendation to approve the minutes of the special meeting held on February 4, 2021.

## REGULAR CALENDAR

8. [21-014TR](#) 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.**

9. [21-015TR](#) Recommendation to authorize the President and CEO to enter into a contract with Mata Construction for the Transit Visitor and Information Center renovations at a cost of \$193,685, with a 5% contingency, for a total authorization amount not to exceed \$203,369. (Jim Scott)

Jim Scott, Executive Director/VP, Maintenance and Infrastructure, presented the staff report.

Director Gant asked how LBT arrived at the 16% Disadvantaged Business Enterprise (DBE) contract goal for this project.

CEO McDonald stated that LBT utilizes a formula to calculate a DBE contract goal. He stated that Kellie Irving, Manager, Regulatory Compliance and Civil Rights Officer, would provide a presentation to the Board regarding LBT's DBE Program at the next Board of Directors meeting.

**This TR-Agenda Item was approve recommendation.**

**Yes:** 5 - Sumire Gant, Jeffrey Price, Colleen Bentley, David Sutton and Michael Clemson

10. [21-016TR](#) Recommendation to authorize the President and CEO to enter into a contract with Dorado Design and Construction, Inc., for the construction of the LBT1 Battery-Electric Bus Charging Station Expansion at a cost of \$236,285, with a 10% contingency, for a total authorization amount not to exceed \$259,914. (Jim Scott)

Mr. Scott presented the staff report.

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

**Yes:** 5 - Sumire Gant, Jeffrey Price, Colleen Bentley, David Sutton and Michael Clemson

11. [21-017TR](#) Recommendation to authorize the President and CEO to enter into a contract with Global Diversified Voltage for the construction of the Automatic Transfer Switch Replacement Project at LBT1 and LBT2 at a cost of \$208,638, with a 10% contingency, for a total authorization amount not to exceed \$229,502. (Jim Scott)

Mr. Scott presented the staff report.

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

**Yes:** 5 - Sumire Gant, Jeffrey Price, Colleen Bentley, David Sutton and Michael Clemson

12. [21-018TR](#) Recommendation to authorize the President and CEO to enter into a three-year contract with Innovative Pest Solutions for pest control services at LBT's facilities at a cost of \$154,680 with two, one-year options, at \$51,560 for Option Year 1 and \$51,560 for Option Year 2, for a total authorization amount not to exceed \$257,800. (Jim Scott)

Mr. Scott presented the staff report.

Discussion ensued regarding LBT's method for issuing Request for Proposals (RFP).

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

**Yes:** 5 - Sumire Gant, Jeffrey Price, Colleen Bentley, David Sutton and Michael Clemson

13. [21-019TR](#) Recommendation to authorize the President and CEO to enter into a three-year contract with Smart Auto and Coach Detailing, Inc., for bus detailing and window treatment services at a cost of \$654,644 with two, one-year options at \$226,124 for Option Year 1 and \$232,908 for Option Year Two, with a 10% contingency, for a total authorization amount not to exceed \$1,225,044. (Jim Scott)

Mr. Scott presented the staff report.

Vice Chair Sutton commended LBT for having clean buses.

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

**Yes:** 5 - Sumire Gant, Jeffrey Price, Colleen Bentley, David Sutton and Michael Clemson

Second Roll Call 1:16 p.m.

**Commissioners** Sumire Gant, Colleen Bentley, David Sutton and Michael  
**Present:** Clemson

**Commissioners** Jeffrey Price

**Excused:**

14. [21-020TR](#) Recommendation to authorize the President and CEO to execute an emergency procurement and enter into a contract with TransitGUARD, Inc., for 250 Operator safety barriers for a total authorization amount not to exceed \$630,200. (Kenneth McDonald)

CEO McDonald presented the staff report.

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

**Yes:** 4 - Sumire Gant, Colleen Bentley, David Sutton and Michael Clemson

**Excused:** 1 - Jeffrey Price



15. [21-021TR](#)

Recommendation to approve the Leasing Guidelines for 4801 Airport Plaza Drive, Long Beach, CA 90815, and to confirm delegation of authority to the President and CEO to negotiate and enter into leases for the Property consistent with the Leasing Guidelines. (Lisa Patton)

Ms. Patton presented the staff report.

Director Gant asked if LBT had moved into the Property. Discussion ensued regarding separating the recommended action to two recommended actions. CEO McDonald stated that LBT had not moved into the Property. He added that an architectural firm had been contracted to aid LBT with the move. He further stated that LBT's goal was to move this summer.

Director Gant stated that she believed the leasing agreements should go to the Board of Directors for approval. She stated that she had no issue with the Leasing Guidelines. Director Bentley confirmed Director's Gant recommendation.

Director Sutton stated that the Board of Directors could be responsive and added that LBT could hold an emergency meeting if there was a lease agreement that needed a quick decision.

A motion was made by Director Gant to table this agenda item to the next Board of Directors meeting. The motion was seconded by Director Bentley.

**A motion was made by Director Gant to table this agenda item to the next Board of Directors meeting, seconded by Secretary/Treasurer Bentley. The motion carried by the following vote:**

**Yes:** 4 - Sumire Gant, Colleen Bentley, David Sutton and Michael Clemson

**Excused:** 1 - Jeffrey Price

16. [21-022TR](#)

Recommendation to:

1) Authorize an update on LBT's Procurement Policy to increase the acquisition threshold limit of the President and CEO:

- Approve procurements for the Company up to \$250,000

- Commit no more than an additional 10% of the contract for contingencies

2) Revisit the President and CEO acquisition threshold limit every five years.

(Lisa Patton)

Ms. Patton presented the staff report.

Discussion ensued regarding the process for bidding on government contracts.

Discussion ensued regarding LBT's procurement manual that the agency follows.

Discussion ensued regarding other agencies raising its CEO's acquisition threshold.

A motion was made by Director Sutton to modify the recommended action to the following:

- 1) Authorize an update on LBT's Procurement Policy to increase the acquisition threshold limit of the President and CEO:

- Approve procurements for the Company up to \$200,000

- Commit no more than an additional 10% of the contract for contingencies

- 2) Revisit the President and CEO acquisition threshold in one year

- 3) Receive a quarterly report on purchases under \$200,000, including the level of DBE/SBE commitment

The motion was seconded by Director Gant.

---

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

**Yes:** 4 - Sumire Gant, Colleen Bentley, David Sutton and Michael Clemson

**Excused:** 1 - Jeffrey Price

17. Board Requests.

There were no Board requests.

18. 21-023TR      Adjourn. The next regular meeting will be held on March 25, 2021.  
(Michael Clemson)

The meeting adjourned at 2:39 p.m.

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

**Yes:** 4 - Sumire Gant, Colleen Bentley, David Sutton and Michael Clemson

**Excused:** 1 - Jeffrey Price

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.