

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

**THURSDAY, MAY 28, 2020  
VIA VIDEOCONFERENCE, 12:00 PM**

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



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

Kenneth A. McDonald,  
President and Chief Executive Officer

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

**ZOOM MEETING ID: 940 3315 1748**

**REGULAR MEETING - NOON**

1. Call to Order. (Colleen Bentley)

Chair Bentley called the meeting to order at 12:11 p.m.

2. Roll Call. (Ivette Dubois)

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

**Commissioners** David Sutton

**Excused:**

3. Employee Recognition. (Debra Johnson)

Employees of the Month for May 2020:

Dorsey Holmes, Transit Service Delivery and Planning  
Alex Sagbigal, Maintenance and Infrastructure  
Sokin Seng, Staff

**INFORMATION ITEM**

Debra Johnson, Deputy CEO, presented the May Employees of the Month.

4. Public Comment.

Chair Bentley read a public comment that was submitted prior to the Board meeting by Frances Emily Dawson Harris, a member of the public.

Ms. Harris' public comment is below.

"Thank you and recognition for absolutely superb performance by LBT and its Operators; Bill Smith, LBT's Community Relations Coordinator; Chaka Garbutt, Dial-A-Lift Coordinator; and Kellie Irving, Regulatory Compliance and Civil Rights Officer.

And thank you to LBT for all they're doing to protect Operators and customers in regards to COVID-19, including their "Skip a Seat, Skip a Row" campaign.

I think it would help to have green marks on seats that customers may sit on and red marks on seats that they can't sit on in order to keep customers six feet away from each other.

I am grateful to have Dial-A-Lift to be able to be independent and to do things that are absolutely essential for me in my life such as getting to my medical appointments. Thank you."

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

- Response and Actions to COVID-19

**INFORMATION ITEM**

Kenneth McDonald, President and CEO, presented his monthly report highlighting Long Beach Transit's latest response to COVID-19 including actions since he last reported on the agency's activities during the April Board of Directors meeting.

CEO McDonald stated that following the order by the City of Long Beach regarding the requirements of face masks to be worn in public, LBT developed materials in support of this order, such as window clings requiring face masks while onboard as well as rear-door boarding.

LBT also promoted its "Skip a Seat, Skip a Row, Stop the Spread" campaign on digital advertisements. The campaign is aimed at promoting social distancing on all LBT buses, as well as encouraging CDC best practices.

LBT has also placed “King” bus ads, which are advertisements placed on the side of the bus without doors.

These ads are promoting the use of face masks, as well as “Skip a Seat, Skip a Row.” while on board LBT buses.

Additionally, there are messages on billboards along the 405 corridor in Long Beach, between the 605 and 710 freeways in both directions, as well as on the 710 freeway in both directions, and one along the 91 freeway in Long Beach.

You can also see the Bus Shelter posters advocated that LBT’s employees and customers health is the agency’s most basic priority and our cleanliness programs are intended to keep our environment safe.

This print ad championed LBT employees as the face of an essential service.

The ad supported the agency’s internal efforts of providing personal protective equipment and hand sanitizers so employees are protect while interfacing with the public.

These posters were shared both internally and externally to encouraged employees to protect themselves, promote social distancing and follow protocols to minimize possible exposure to COVID-19.

LBT distributed its monthly external electronic newsletter “The Community Connector” to customers about LBT’s activities in response to COVID-19.

LBT also issued the “Quarterly Ride” which is LBT’s internal employee newsletter.

## **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 Director Price, to approve Consent Calendar Items. The motion carried by the following vote:**

**Yes:** 5 - Jeffrey Price, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

**Excused:** 1 - David Sutton

6. [20-025TR](#) Recommendation to approve the minutes of the regular session meeting held on April 23, 2020.

## REGULAR CALENDAR

7. [20-026TR](#) Monthly Financial Report. (Lisa Patton)

### INFORMATION

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

Director Gant asked if the agency had laid off any employees. Ms. Patton stated that LBT had terminated its internship program but had not laid off any employees.

**This TR-Agenda Item was received and filed.**

8. [20-027TR](#) Recommendation to authorize the President and CEO to enter into a three-year contract with two, one-year options with Windes, Inc., to perform financial audit and Single Audit services, for a total authorization amount not to exceed \$480,900. (Lisa Patton)

Ms. Patton presented the staff report.

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

**Yes:** 5 - Jeffrey Price, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

**Excused:** 1 - David Sutton

9. [20-028TR](#) Recommendation to approve Long Beach Transit's Statement of Investment Policy. (Lisa Patton)

Ms. Patton presented the staff report.

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

**Yes:** 5 - Jeffrey Price, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

**Excused:** 1 - David Sutton

10. [20-029TR](#) Recommendation to authorize the President and CEO to enter into a contract with ETA Transit for the supply and installation of 18 solar-powered, ePaper digital information signs at selected City of Signal Hill bus stops for an amount of \$260,619 with a five percent contingency amount of \$13,031, for a total authorization amount not to exceed \$273,650. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

Director Gant asked when the remaining bus stops would receive customer amenities upgrades. Deputy CEO Johnson stated that LBT had customer amenities projects underway on Orange Avenue and the Santa Fe corridor.

Discussion ensued regarding the bus stops that had been identified for customer amenities upgrades.

Chair Bentley motioned to move to recess. Vice Chair Clemson seconded the motion. The motion carried unanimously.

The meeting reconvened at 1 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:** 5 - Jeffrey Price, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

**Excused:** 1 - David Sutton

**11. [20-030TR](#)**

Recommendation to adopt a resolution approving implementation of the COVID-19 related distributions provisions of the Coronavirus Aid, Relief and Economic Security (CARES) Act with respect to the Long Beach Transit 457(b) Deferred Compensation Plan for Governmental Employers and the Long Beach Transit 401(a) Matching Contribution Plan and Authorizing Subsequent Amendment of the Plans. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

Chair Bentley read a public comment that was submitted by Frances Emily Dawson Harris, a member of the public:

"I whole heartily approve this resolution and believe it's essential to adopt this resolution which will help LBT employees in regards to the COVID-19 virus impact on them. I am so excited that this is on the agenda and when the money is withdrawn there are no fees or penalties. This is absolutely essential for any person being impacted by COVID-19. Keep up the good work"

Discussion ensued regarding who was eligible to receive assistance.

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

**Yes:** 5 - Jeffrey Price, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

**Excused:** 1 - David Sutton

**12. [20-031TR](#)**

Recommendation to adopt a resolution approving the pilot commuter express service titled UCLA/Westwood Express Service as a permanent service and the corresponding commuter express fare

structure. (Debra Johnson)

Deputy CEO Johnson presented the staff report.

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

**Yes:** 5 - Jeffrey Price, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

**Excused:** 1 - David Sutton

Second Roll Call.

1:36 p.m.

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

13. [20-032TR](#) Recommendation to adopt a resolution authorizing the President and CEO to extend the Fiscal Year 2020 budget spending levels through the first quarter of Fiscal Year 2021 (July 2020 - September 2020), allowing Long Beach Transit to legally encumber and expend funds in the absence of an adopted Fiscal Year 2021 budget. (Kenneth McDonald)

CEO McDonald presented the staff report.

Discussion ensued regarding fare payments.

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

**Yes:** 5 - Jeffrey Price, Sumire Gant, Adam Carrillo, Michael Clemson and Colleen Bentley

**Abstain:** 1 - David Sutton

14. Board Requests.

There were no public comments.

15. 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, Lisa Patton  
Negotiating Parties: City and Port of Long Beach  
Under Negotiation: Purchase

The meeting went into closed session at 1:58 p.m.

The meeting reconvened at 2:35 p.m.

Vincent Ewing, LBT's General Counsel, reported that no action was taken.

16. 20-033TR      Adjourn. The next regular meeting will be held on June 25, 2020.  
(Colleen Bentley)

The meeting adjourned at 2:39 p.m.

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

**Yes:** 6 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo, Michael Clemson and Colleen Bentley

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 48 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.