

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

**THURSDAY, APRIL 23, 2020
VIDEO CONFERENCE, 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

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

**(888) 475-4499 (TOLL-FREE)
MEETING ID: 302 004 733**

REGULAR MEETING - NOON

1. Call to Order. (Colleen Bentley)

The meeting was called to order at 12:03 p.m.

2. Roll Call. (Ivette Dubois)

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

3. Public Comment.

There were no public comments.

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

- Response and Actions to COVID-19

INFORMATION ITEM

Kenneth McDonald, President and CEO, presented his monthly oral report, which highlighted Long Beach Transit's response to COVID-19 including actions taken since the week of February 3, 2020, following the first reported COVID-19 cases in the United States.

- On March 4, Long Beach Public Health and City officials declared health and city emergencies to strengthen the City's preparedness and ability to respond to COVID-19. The City's announcement came the same day Los Angeles County declared a state of emergency.

LBT formed a cross-departmental Health and Safety Executive Taskforce to activate its response to the COVID-19 threat.

A statement was issued to all employees regarding the state of our community and to encourage employees to follow the CDC guidelines for personal hygiene and to prevent the spread.

- On March 5, LBT implemented an enhanced cleaning process. High contact areas, such as:
 - o Bus Operator compartments;
 - o Panels;
 - o Doors;
 - o Handrails;
 - o Interior window frames;
 - o Pull cords;
 - o Seats;
 - o Stanchions; and
 - o Fare collection devices are more thoroughly cleaned with disinfectants.
- On March 22, LBT began operating a modified transit service delivery schedule from 6 a.m. to 9 p.m. daily.
- Beginning the week of March 23, LBT began distributing gloves to all Operators.
- On March 25, LBT implemented rear-door boarding in an effort to minimize its Operators' exposure to others who may be affected and promote social distancing.

- On March 26, in partnership with the Amalgamated Transit Union, Local 1277, ATU stewards began distributing face masks to LBT Operators.
- The week of April 6, LBT introduced the “Skip A Seat, Skip a Row and Stop the Spread” information campaign and installed plastic chains at front of the bus to create distance between Operators and customers.

The campaign is aimed at promoting social distancing on all LBT buses.

- On April 8, LBT ordered “germ” shields for LBT1 and LBT2 Dispatch locations to provide safeguards for both Operators and Dispatchers. These acrylic shields are similar to the ones that have been added at check-out counters at grocery stores. LBT expects to take delivery of the shields on April 29, 2020.
- On April 20, LBT began distributing face shields to Operators.

TEMPORARY LEAVE PROGRAMS

The health and safety of LBT employees and customers remains the agency’s top priority.

- On March 23 LBT implemented its own temporary leave program in advance of any federal leave programs.

LBT provided up to 80 hours of paid leave to qualified LBT employees who were afflicted with COVID-19, or were ordered to self-isolate or impacted by school and childcare closures.

On April 1, the federal “Families First Coronavirus Response Act of 2020” went into effect.

The Act expanded current leave programs such as the Family and Medical Leave Program and instituted an Emergency Paid Sick Leave program.

The programs, that expire on December 31, 2020, ensure that employees are able to address healthcare concerns related to the COVID-19 pandemic with limited or no loss of income.

CEO McDonald unveiled a video LBT intended to debut to its employees and customers regarding LBT’s collective efforts in the midst of the COVID-19 pandemic. He stated that LBT will share the video through social media channels and online.

NOTICE TO THE PUBLIC

All matters included on the Consent Calendar are considered routine by the Long Beach Transit Board of Directors and will all 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 (5-6)

Passed the Consent Calendar

Chair Bentley made a motion to pull agenda item 6 from the Consent Calendar and move it to the Regular Calendar immediately after agenda item 7. Director Gant seconded the motion.

A motion was made by Director Gant, seconded by Vice Chair Clemson, to approve Consent Calendar Item 5. The motion carried by the following vote:

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

5. 20-020TR Recommendation to approve the minutes of the regular session meeting held on February 27, 2020.

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

REGULAR CALENDAR

7. 20-023TR Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

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

Director Gant asked that LBT staff provide information regarding the impact of COVID-19 on LBT's revenue at the next Board of Directors meeting.

Discussion ensued regarding the impact of COVID-19 on State Transit Assistance funding.

Secretary/Treasurer Carrillo asked when LBT anticipated a forecast of its revenues so the agency could budget appropriately.

Ms. Patton stated that the Los Angeles County Metropolitan Transportation Authority (Metro) would be taking its budget to its Board of Directors in September 2020 for adoption consideration. She added that LBT would get funding marks approximately one or two months prior to September 2020.

This TR-Agenda Item was received and filed.

6. 20-021TR Recommendation to adopt two resolutions to enable Long Beach Transit to receive funding under the Low-Carbon Transit Operations Program (LCTOP):

1) A resolution authorizing the President and CEO to execute the Certifications and Assurances, along with all subsequent documents for the FY 2019-20 State LCTOP

2) A resolution authorizing the execution of the UCLA Westwood Commuter Express Operations Projects with \$768,169 provided under LCTOP

Debra Johnson, Deputy CEO, presented the staff report.

Director Gant asked how much of the UCLA/Westwood Commuter Express service was paid by UCLA. Deputy CEO Johnson stated that UCLA subsidized its affiliates' passes. It was noted that the fare was seven dollars each way.

Director Gant referred to the Systemwide Transit Analysis and Reassessment (STAR) Initiative and asked that LBT look at the needs of its existing customers derived from the report, as she believed there were other Disadvantaged Communities (DAC) of which LBT could utilize Low-Carbon Transit Operations Program (LCTOP) funds.

Chair Bentley referred to the Transit and Intercity Rail Capital Program grant of which LBT was a recipient and asked if LBT could utilize the zero-emission over-the-road coaches for services other than the UCLA/Westwood Commuter Express service. Deputy CEO Johnson stated that LBT had yet to receive the award documentation related to the funding source.

A motion was made by Vice Chair Clemson, seconded by Secretary/Treasurer Carrillo, 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

8. 20-022TR Recommendation to authorize the President and CEO to enter into a three-year contract with Carl Warren and Company for the provision of management services for public liability and property damage claims and subrogation services, at a cost of \$307,340, with two, one-year options at \$99,369 for Option Year One and \$102,350 for Option Year Two, for a total authorization amount not to exceed \$509,059. (LaVerne David)

LaVerne David, Executive Director/VP, Employee and Labor Relations, presented the staff report.

This TR-Agenda Item was approve recommendation.

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

9. Board Requests.

Director Gant asked staff to provide information regarding the impact of COVID-19 on LBT's revenue and ridership, as well as information regarding the funding for the acquisition of 4801 Airport Plaza Drive building.

10. 20-024TR Adjourn. The next regular meeting will be held on May 28, 2020. (Colleen Bentley)

The meeting adjourned at 12:50 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: 6 - Jeffrey Price, Sumire Gant, David Sutton, Adam Carrillo, Michael Clemson and Colleen Bentley

Note:

Long Beach Transit intends to provide reasonable accommodations in accordance 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