

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

**WEDNESDAY, MAY 30, 2018
333 W. OCEAN BOULEVARD
COUNCIL CHAMBER, 12:00 PM**

Sumire Gant, Chair
Colleen Bentley, Vice Chair
Maricela de Rivera, Secretary/Treasurer
Adam Carrillo, Director
Michael Clemson, Director



Steven Neal, Director
Mary Zendejas, Director
Eric Widstrand, City Representative
Lea Eriksen, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

REGULAR MEETING - NOON

1. Call to Order. (Sumire Gant)

Chair Gant called the meeting to order at noon.

2. Roll Call. (Ivette Dubois)

Chair Gant welcomed Director Neal to the Long Beach Transit (LBT) Board of Directors.

Commissioners Adam Carrillo, Michael Clemson, Maricela de Rivera, Steven

Present: Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

3. 18-036TR Recommendation to approve the minutes of the regular session meeting held on April 23, 2018. (Sumire Gant)

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

Yes: 7 - Adam Carrillo, Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

4. Employee Recognition. (LaVerne David)

Employees of the Month for May 2018:

Ricardo Preciado, Transit Service Delivery and Planning
Edgar Mora, Maintenance and Infrastructure
Ingris Lopez, Staff

INFORMATION ITEM

LaVerne David, Executive Director/VP, Employee and Labor Relations, presented the Employees of the Month (EOM) for May 2018.

Ricardo Preciado, Transit Service Delivery and Planning EOM, was presented by Enrique Medina, Superintendent.

Edgar Mora, Maintenance and Infrastructure EOM, was presented by Frank Spalding, Manager, Maintenance.

Ingris Lopez, Staff EOM, was presented by Ms. David.

5. Public Comment.

Any member of the public may approach the podium 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.

Richard Castle, a member of the public, addressed his concern regarding LBT bus service on May 13 and 20, 2018, during the Tour of Long Beach cycling event and Long Beach Lesbian and Gay Pride weekend, respectively. He stated that buses were delayed and there were various detours on the aforementioned dates.

Mr. Castle also addressed his concern regarding the Broadway corridor, which was under construction. He asked how Routes 111 and 112 would be affected, as he utilized those routes to get to and from doctor appointments and personal visits.

Mr. Castle suggested LBT remove the Aquarium of the Pacific Passport route bus stop, as traffic was congested there, which caused schedule delays.

6. 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:

- In May, the following were accident-free days:
 - o Sunday, May 6;
 - o Saturday, May 12;
 - o Sunday, May 13; and
 - o Monday, May 28
- There were no preventable or non-preventable accidents on these days.

Since the beginning of the year, LBT has had a total of 20 accident-free days.

- During the month of May, LBT's Safety department conducted a safety blitz campaign concentrated around the theme of 'Safe Following Distance.'

On Monday, May 7 and Tuesday, May 8 at the Transit Gallery, Operators were provided a healthy snack and safety information, which outlined safety tips on maintaining proper following distance using the four-second rule.

The four-second rule is a basic principle for preventing crashes on the road, specifically rear ending/tailgating. This rule is extremely important as it gives drivers a guideline that ensures that they are at an ideal distance from the driver that is in front of them. This gives drivers more time to react in case of a crash and prevents them from happening.

FOSTER EMPLOYEE ENGAGEMENT

In LBT's continued effort to Foster Employee Engagement:

- On Saturday, May 5, LBT Operator Juan Quintana-Alvarado represented LBT at APTA's International Bus Rodeo held in Tampa, Florida. Mr. Alvarado competed in the 40-foot division, where he was evaluated on pre-trip inspection, judgment stops, turning and clearing obstacles. We applaud Mr. Alvarado's efforts in representing LBT.

Over the past month, LBT's Training department provided nine training courses to approximately 138 individuals on topics including, but not limited to:

- o State Mandated Annual Refresher Training (SMART)
- o New Operator Sessions;
- o Mechanic Training Classes;
- o Line Instructors Class
- o Battery-Electric Bus (BEB) Drive and Utility Drive Training
- o Long Beach Police Department Bus Familiarization; and
- o Various Re-Trains

ENHANCE CUSTOMER EXPERIENCE

Under LBT's priority of Enhance Customer Experience:

- LBT participated in two Elementary School Career Day events.
 - o On Thursday, April 26 at Roosevelt Elementary; and
 - o Friday, April 27 at Lowell Elementary

The events were designed to:

- o expose elementary school students to transportation career opportunities; as well as
- o emphasize good behavior and study techniques

At each event, Community Relations staff:

- o distributed student TAP card applications;
- o conducted a maze activity to illustrate route planning; and
- o gave a tour of an LBT bus

- In recognition of May being Mental Health Month, on Wednesday, May 16, LBT participated in a mental health awareness event sponsored by Los Angeles County Department of Mental Health.

Community Relations staff conducted a TAP card drive, and a route-planning demonstration

PROMOTE COMMUNITY AND INDUSTRY FOCUS

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

- On Thursday, May 17, LBT participated in the City of Long Beach's 'Everyone In' Economic Equity Summit held at the Convention Center.

The summit gathered local leaders, policymakers and community partners for a day-long conversation that explored innovative approaches to building a local economy that includes and benefits every Long Beach resident.

LBT's Government Relations Manager participated on a panel titled "Transportation Equity: Bridging the Gap to Economic Opportunity."

- On Saturday, May 19 and Sunday, May 20, LBT participated in the 35th Annual Long Beach Lesbian and Gay Pride events. The theme for this year's celebration was 'Remember the Past, Create the Future.'

Over the two-day event, LBT Community Relations staff and LBT volunteers provided information to festival-goers on route planning, bus and water taxi service. Staff distributed event souvenirs and Pride TAP cards, as well as assisted with sign-ups for various senior and ridership programs.

On Sunday, LBT featured a 'Ride with Pride'-themed bus in the parade. Chair Gant, Secretary/Treasurer de Rivera and Director Zendejas joined members of the ELT, as well as many LBT employees and their friends and families along the parade route.

Staff and volunteers distributed over 7,000 LBT rainbow flags to community members along the parade route, which aired live on iheartradio.com.

- On Tuesday, May 22, the Deputy CEO traveled to Sacramento to attend the California Transit Association's Spring Legislative Conference.

On Wednesday, May 23, the Deputy CEO participated on a panel titled 'Zero-Emission Fleets: Bringing Vision to Fruition,' where she shared LBT's experience in bringing its BEBs online, as well as demonstrated LBT's commitment to zero-emission bus technology.

Secretary/Treasurer de Rivera thanked LBT for embracing the entirety of Long Beach and the community it serves by participating in the Long Beach Lesbian and Gay Pride Parade on June 20, 2018.

Director Clemson and Director Zendejas also thanked LBT for its participation during Long Beach Pride weekend, and commented on LBT's parade bus.

Director Clemson referred to LBT's accident-free days CEO McDonald mentioned in his monthly oral report and asked the agency to consider changing the terminology from 'accidents' to 'collisions.' CEO McDonald stated that the federal government required LBT to report out on preventable and non-preventable accidents and incidents. He added that LBT would explore whether it could use different terminology internally.

7. 18-037TR Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

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

Director Zendejas referred to Dial-A-Lift (DAL) and noted that ridership was decreasing. She stated that LBT might be missing out on funds due to the decrease in ridership. She requested that staff brainstorm ideas as to how to increase DAL ridership.

This TR-Agenda Item was received and filed.

8. 18-038TR Recommendation to approve Long Beach Transit's Statement of Investment Policy. (Lisa Patton)

Ms. Patton presented the staff report. She introduced Brian Spinelli, Chair of the Investment Committee at Halbert Hargrove.

Mr. Spinelli presented LBT's Statement of Investment Policy.

Director Neal asked if most of LBT's bonds were held for two years. Mr. Spinelli confirmed that most bonds were held for two years. He added that the entire portfolio was held for two years on average. He further stated that most of the agency's corporate notes and bonds were all under two years of maturity.

Director Neal referred to LBT's bonds and asked if the available cash in 2018 would be reinvested, causing an increase in 2020. Mr. Spinelli confirmed Director Neal's statement, and added that it may be in 2023 instead of 2020.

Secretary/Treasurer de Rivera stated that she hoped LBT's monies were invested in companies with good ethical standards and morals, especially global partners. Mr. Spinelli noted that Halbert Hargrove screens companies to ensure their primary source of revenue was not in fossil fuels.

Vice Chair Bentley referred to third-party asset managers and asked why LBT uses a third party instead of Halbert Hargrove. Mr. Spinelli stated that Halbert Hargrove uses one asset manager for the construction of the corporate bonds, which makes up 30 percent of LBT's portfolio, as trading bonds is tedious and time-consuming work. Additionally, Halbert Hargrove has the ability to terminate the third-party asset manager if issues arise, and move monies elsewhere versus terminating a Halbert Hargrove employee.

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

Yes: 7 - Adam Carrillo, Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

9. 18-040TR Recommendation to adopt the Operating and Capital Budgets for Fiscal Year 2019. (Kenneth McDonald)

CEO McDonald presented the Fiscal Year 2019 and Operating and Capital Budgets.

Secretary/Treasurer de Rivera stated she was excited about the mobile electronic ticketing program and hoped it would help increase ridership. She referred to the Regional Ridership Improvement Task Force (RRITF) and asked if DAL was included in the RRITF's study regarding the decline in ridership. CEO McDonald stated that DAL had not been included as part of the Ridership Growth Action Plan. He stated LBT would explore ridership options with Access Services, Inc.

Secretary/Treasurer de Rivera referred to LBT's employee health care plans

and asked for information regarding employee health care plans for transgender individuals.

Secretary/Treasurer de Rivera referred to LBT's budget objective of expanding outreach and stated she wanted to ensure LBT would look into a partnership with LBUSD to help with student fares.

Secretary/Treasurer de Rivera referred to LBT's Capital Strategic Focus and asked if customer experience was categorized as value added. CEO McDonald stated that enhancing the customer experience was inherent in all of LBT's capital projects. He added that LBT's priorities in regards to bus stops included lighting and wayfinding.

Secretary/Treasurer de Rivera asked if wayfinding included other languages. CEO McDonald stated wayfinding signs would be in English and Spanish. However, LBT's customer service phone line had translation option for many languages.

Vice Chair Bentley asked if LBT had a schedule of when, where and which bus stops would be repaired and replaced. CEO McDonald stated LBT was procuring a consultant for assistance, as LBT does not do wayfinding. He added that a firm would be helping the agency develop specifications. He further stated that it was LBT's goal to look at all bus stops within 10 years, with bus stops in the worst condition being first to be upgraded or replaced.

Director Neal referred to rising labor costs and asked if constraints in the budget would preclude a possible retroactive pay for employees in the union undergoing labor negotiations.

CEO McDonald stated that LBT is currently trying to come to resolution with the American Federation of State, County and Municipal Employees (AFSCME), District Council 36.

Chair Gant suggested LBT hold a budget workshop prior to the yearly May Board of Directors meeting in order for Board members to have more dialogue so staff may incorporate the Board's feedback when developing the agency's budget.

Chair Gant stated she is glad a Transit Customer Amenities Manager was included in the FY 2019 budget.

Chair Gant stated she would like to see a comprehensive report on the

Transit Ambassador Program.

Chair Gant asked what the uptick in ridership was based on. CEO McDonald stated LBT saw an uptick in student ridership, as well as a small rise in senior ridership. He added the agency was putting forth efforts to expand ridership within those demographics.

Chair Gant noted that LA Metro had added TAP vendor locations and asked if any vendors had been added within Long Beach. CEO McDonald stated that staff would get back to Chair Gant with a response.

Chair Gant suggested LBT conduct proactive marketing to ensure all eligible DAL customers were aware of eligibility. Director Zendejas stated DAL ridership may have decreased due to the new recertification process, where customers had to be certified by Access Services.

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

Yes: 7 - Adam Carrillo, Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

10. Closed Session.

- 1) Conference with Legal Counsel - Existing Litigation
Pursuant to Cal. Gov. Code § 54956.9(d)(1)
Aleman v. Long Beach Transit, et al. (Case No. BC585240)
- 2) Public Employee Evaluation
Pursuant to Cal. Gov. Code § 54957.6
President and CEO

The meeting went into closed session at 2:06 p.m.

The meeting reconvened at 2:21 p.m.

General Counsel reported that he met with the Board, President and CEO and Deputy CEO in closed session on agenda item 10.1 and no reportable action was taken.

General Counsel reported that he met with the Board in closed session on agenda item 10.2

and no reportable action was taken.

11. Public Comment.

Any member of the public may approach the podium 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.

12. Board Requests.

Secretary/Treasurer de Rivera stated she hoped customers' contact information was kept in LBT's database so the agency could communicate detours and expected delays to its customers in advance of special events and construction.

13. 18-039TR Adjourn. The next regular meeting will be held on June 25, 2018.
(Sumire Gant)

Meeting adjourned at 2:26 p.m.

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

Yes: 7 - Adam Carrillo, Michael Clemson, Maricela de Rivera, Steven Neal, Mary Zendejas, Colleen Bentley and Sumire Gant

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.