

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

**MONDAY, JULY 22, 2019
333 W. OCEAN BOULEVARD
COUNCIL CHAMBER, 12:00 PM**

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



Steven Neal, Director
Mary Zendejas, Director
Lea Eriksen, City Representative
Luke Klipp, City Representative

Kenneth A. McDonald,
President and Chief Executive Officer

REGULAR MEETING - NOON

1. Call to Order. (Colleen Bentley)

Chair Bentley called the meeting to order at 12:03 p.m.

2. Roll Call. (Heidy Valdes)

Commissioners Maricela de Rivera, Sumire Gant, Steven Neal, Mary Zendejas
Present: and Colleen Bentley

Commissioners Adam Carrillo and Michael Clemson
Excused:

3. Employee Recognition. (Debra Johnson)

Employees of the Month for July 2019:

Cedric Potts, Transit Service Delivery and Planning
Ricardo Federico, Maintenance and Infrastructure
Enrique Medina, Staff

INFORMATION ITEM

Debra Johnson, Deputy CEO, presented the Employees of the Month (EOM) for July 2019.

Cedric Potts, Transit Service Delivery (TSD) and Planning EOM, was presented by Enrique Medina, TSD Superintendent.

Ricardo Federico, Maintenance and Infrastructure EOM, was presented by Claudio Molina Infrastructure Manager.

Mr. Medina, Staff EOM, was presented by Deputy CEO Johnson.

4. Public Comment.

Any member of the public may approach the lectern 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.

Frances Dawson Harris provided a public comment commending LBT on how well the agency was doing. She expressed her concerns regarding customers smoking around Bus Operators and noted that they should not be exposed to smoke.

5. 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 report.

IMPROVE SAFETY AND SERVICE QUALITY

Under LBT's focus to Improve Safety and Service Quality:

- During the month of July, LBT's Safety department conducted a safety blitz campaign concentrated around the theme of 'Sharing the Road.'

On Monday, July 15 at LBT2 and Tuesday, July 16 at LBT1, Safety staff shared information with Operators focusing on avoiding accidents with bicyclists, by scanning their mirrors and surroundings while behind the wheel, obeying speed limits and sharing the road with bicyclists by allowing at least three feet of space while passing.

FOSTER EMPLOYEE ENGAGEMENT

In LBT's continued effort to Foster Employee Engagement:

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- LBT's Training department facilitated seven courses to more than 92 employees on topics including, but not limited to:
 - o State-Mandated Annual Refresher Training (SMART);
 - o New Operators Graduation;
 - o Retraining for Operators who have returned from long-term absences;
 - o Utility/Mechanic Drive Training
 - o Special bus retraining for Bid
 - o CPR/AED/First Aid
 - o New-hire and Cal/OSHA (or California Division of Occupational Safety and Health) trainings for Utilities/Custodians

ENHANCE CUSTOMER EXPERIENCE

Under LBT's priority to Enhance Customer Experience:

- LBT participated in three events geared towards its Senior community at various locations across the city:
 - o Connected Seniors Club meeting at McBride Park;
 - o Senior TAP Card Drive @ Providence Gardens; and an
 - o Ambussador Meeting at LBT1
- LBT's title sponsorship of Moonlight Movies on the Beach, a series of free movie screenings at Granada and Cherry beaches, begun for the summer with a total of five more screenings to be held during the month.

LBT's products and services are promoted at each screening via an onsite booth, as well as public announcements prior to the start of each movie.

- LBT was the title sponsor of Pirate Invasion, a two-day festival held on Saturday, June 29 and Sunday, June 30 along Shoreline Park.

Customers using AquaLink to get to the festival were entertained by pirate actors and LBT had increased water taxi ridership all weekend.

At the festival, Community Relations staff handed out paper pirate hats and pirate-themed itineraries highlighting local business. The team promoted LBT services including Passport and Museum Express.

- On Saturday, July 6, LBT once again participated in the 8th Annual Uptown Jazz Festival at Houghton Park in north Long Beach.

Community Relations staff promoted LBT's fixed-route, water taxi and Museum Express services; as well as provided TAP Card and Connected Seniors Club information to festival-goers.

PROMOTE COMMUNITY AND INDUSTRY FOCUS

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

- On Friday, July 19, LBT's Regulatory Compliance and Civil Rights Officer (RCCRO) participated at the 2019 CalCon Expo held at the Anaheim Convention Center.

California Construction Expo is a two-day event attended by over 1,000 industry professionals seeking to build relationships and receive the opportunity to work with the state's leading government agencies.

LBT's RCCRO shared upcoming capital and construction contracting opportunities to Disadvantaged Business Enterprises and other Small Businesses, which were recently approved in the FY 2020 Budget.

LBT's participation at the expo is part of an ongoing effort to promote business partnering and a level playing field for small businesses, including firms owned and operated by disadvantaged, minority, women, disabled veterans, and LGBTIQA, in our procurement process.

Director de Rivera motioned to move agenda item 14 after agenda item 10.

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

Yes: 5 - Maricela de Rivera, Sumire Gant, Steven Neal, Mary Zendejas and Colleen Bentley

Excused: 2 - Adam Carrillo and Michael Clemson

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 Director de Rivera, seconded by Director Zendejas, to approve Consent Calendar Items 6-7. The motion carried by the following vote:

Yes: 5 - Maricela de Rivera, Sumire Gant, Steven Neal, Mary Zendejas and Colleen Bentley

Excused: 2 - Adam Carrillo and Michael Clemson

6. [19-047TR](#) Recommendation to approve the minutes of the regular session meeting held on June 24, 2019. (Colleen Bentley)

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

7. [19-048TR](#) Recommendation to authorize the President and CEO to exercise the second one-year option for the leasing and servicing of tires with Michelin North America, Inc., for a total authorization amount not to exceed \$647,481. (Tony Cohen)

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

REGULAR AGENDA

8. [19-049TR](#) 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. [19-050TR](#) Quarterly Investment Report. (Lisa Patton)

INFORMATION ITEM

Ms. Patton presented the staff report.

This TR-Agenda Item was received and filed.

10. [19-051TR](#) Dial-A-Lift Program. (Debra Johnson)

INFORMATION ITEM

Deputy CEO Johnson presented the staff report.

Ms. Dawson Harris provided a public comment regarding her positive experience as a Dial-A-Lift (DAL) customer.

Director Zendejas thanked Deputy CEO Johnson for the presentation. She also thanked Chaka Garbutt, DAL Coordinator, and Sandra Sanchez, TSDP Office Administrator, for their contributions to the Paratransit Advisory Committee.

This TR-Agenda Item was received and filed.

14. Closed Session.

- 1) Conference with Legal Counsel - Pending Litigation
Pursuant to Ca. Gov. Code 54956.9(d)(1)

The meeting went into closed session at 1:13 p.m.

The meeting reconvened at 1:52 p.m.

Vincent Ewing, LBT's General Counsel, stated that the Board met in closed session on agenda item 14 and no reportable action was taken.

11. [19-052TR](#) Recommendation to adopt a resolution authorizing the President and CEO to file an application and execute a grant agreement with the Federal Transit Administration for \$16,856,017 under the Fixing America's Surface Transportation Act. (Lisa Patton)

Ms. Patton presented the staff report.

Director de Rivera stated that she would like to have known the design of the new bus benches before they were installed. She stated that she felt the new bus benches looked uncomfortable.

CEO McDonald stated that staff would present a Transit Customer Amenities Program update to the Board at the August Board of Directors meeting.

A motion was made by to approve recommendation. The motion carried by the following vote:

Yes: 5 - Maricela de Rivera, Sumire Gant, Steven Neal, Mary Zendejas and Colleen Bentley

Excused: 2 - Adam Carrillo and Michael Clemson

12. [19-054TR](#) Recommendation to adopt a resolution authorizing the President and CEO to file funding applications for Fiscal Year 2020 subsidies under the State Transit Assistance program and Article IV of the Transportation Development Act in the amount of \$33,688,797. (Lisa Patton)

Ms. Patton presented the staff report.

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

Yes: 5 - Maricela de Rivera, Sumire Gant, Steven Neal, Mary Zendejas and Colleen Bentley

Excused: 2 - Adam Carrillo and Michael Clemson

13. [19-053TR](#) Recommendation to adopt a resolution:
- 1) Authorizing the President and CEO to submit a funding request to the California Department of Transportation for Senate Bill 1 State Transit Assistance State of Good Repair funds to obligate allocated funding for Long Beach Transit's capital projects in the amount of \$535,936.

2) Certifying that Long Beach Transit will comply with State Transit Assistance State of Good Repair Recipient Certifications and Assurances, and authorizing the President and CEO to execute all required documents and any amendments with the California Department of Transportation.

(Debra Johnson)

Deputy CEO Johnson presented the staff report.

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

Yes: 5 - Maricela de Rivera, Sumire Gant, Steven Neal, Mary Zendejas and Colleen Bentley

Excused: 2 - Adam Carrillo and Michael Clemson

15. Public Comment.

Any member of the public may approach the lectern 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 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.

16. Board Requests.

Director de Rivera requested a presentation explaining how LBT prioritizes what community events to sponsor and attend.

17. 19-055TR Adjourn. The next regular meeting will be held on August 26, 2019.
(Colleen Bentley)

The meeting adjourned at 2:15 p.m.

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

Yes: 5 - Maricela de Rivera, Sumire Gant, Steven Neal, Mary
Zendejas and Colleen Bentley

Excused: 2 - Adam Carrillo and Michael Clemson

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.