

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

**THURSDAY, JUNE 24, 2021
VIA VIDEOCONFERENCE, 12:00 PM**

Michael Clemson, Chair
David H. Sutton, Vice Chair
Colleen Bentley, Secretary/Treasurer
Abigail Mejia, Director
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**

THE CIVIC CHAMBERS WILL BE CLOSED TO THE PUBLIC.

**MEMBERS OF THE PUBLIC MAY LISTEN TO THE MEETING BY DIALING
(669) 900-9128 AND ENTERING THE FOLLOWING
MEETING ID: 968 3509 4308 (PASSWORD: 1963)**

**MEMBERS OF THE PUBLIC MAY ALSO JOIN THE VIDEO CONFERENCE VIA
THE FOLLOWING ZOOM MEETING LINK:
<https://zoom.us/j/96835094308?pwd=UTFHaVUzczN4L09jYWVVIS3VaYVB0dz09>**

**PERSONS WISHING TO ADDRESS THE BOARD MUST SUBMIT PUBLIC COMMENT VIA EM
OR TELEPHONE NO LATER THAN 8 A.M.,
THURSDAY, JUNE 24.**

**Public comments on agenda items may be submitted by email to board@lbtransit.com or
telephone at 562.489.8486.**

**If calling, please leave a voicemail with your name (please state it clearly), your telephone
number for a return call, and the item number on which you would like to comment (or
specify "public comment").**

**If emailing, please include your name, your telephone number for a return call, and the item
number on which you would like to comment (or specify "public comment").**

**All public comment requests need to be submitted no later than 8 a.m., Thursday, June 2
2021.**

More information on this process may be found at ridelbt.com/about-us.

REGULAR MEETING - NOON

1. Call to Order. (Michael Clemson)
2. Roll Call. (Jen Flores)
3. Employee Recognition. (Jen Flores)

Employees of the Month for June 2021:

Jose Gutierrez, Transit Service Delivery and Planning
Martin Esparza, Maintenance and Infrastructure
Majed Albokaei, Administrative Staff

INFORMATION ITEM

4. Public Comment.
5. President and CEO Report. (Kenneth McDonald)

INFORMATION ITEM

NOTICE TO THE PUBLIC

All matters included on the Consent Calendar are considered routine by the Long Beach Transit 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)

6. 21-045TR Recommendation to approve the minutes of the regular session meeting held on May 27, 2021.
Suggested Action: Approve recommendation.

REGULAR CALENDAR

7. 21-046TR Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

8. 21-048TR Recommendation to authorize the President and CEO to execute an emergency procurement and enter into a contract with Climate Comfort Technologies for the purchase of air-cleaning ion emitters for 250 buses at an initial cost of \$542,579, with a 5% contingency of \$27,129, for a total authorization amount not to exceed \$569,708. (James Scott)

Suggested Action: Approve recommendation.

9. 21-049TR Recommendation to modify the Board of Directors meeting date from July 22, 2021 to July 29, 2021 at noon. (Kenneth McDonald)

Suggested Action: Approve recommendation.

10. Board Requests.

11. 21-047TR Adjourn. The next regular meeting will be held on July 22, 2021. (Michael Clemson)

Suggested Action: Approve recommendation.

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.

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

**THURSDAY, MAY 27, 2021
VIA VIDEOCONFERENCE, 12:00 PM**

Michael Clemson, Chair
David H. Sutton, Vice Chair
Colleen Bentley, Secretary/Treasurer
Abigail Mejia, Director
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 Abigail Mejia, Jeffrey Price, Colleen Bentley and Michael

Present: Clemson

Commissioners Sumire Gant and David Sutton

Excused:

3. Employee Recognition. (Ivette Dubois)

Employees of the Month for May 2021:

Alejandro Jones, Transit Service Delivery and Planning
Mark Juarez, Maintenance and Infrastructure
Tyrone Fluker, Administrative Staff

INFORMATION ITEM

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

4. Public Comment.

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

Ms. Dawson Harris suggested having no parking during peak hours westbound and eastbound between Carson Street and Clayborne Place located before San Antonio Drive. She stated that this constricts the flow of traffic and creates potential blind spots.

Ms. Dawson Harris stated that the following bus stops needed better accessibility:

- 1) Long Beach Boulevard and Roosevelt Southwest
- 2) Southwest of Downey and South Street (serves Route 22)
- 3) Atlantic Avenue Northwest and 31st
- 4) Long Beach Boulevard Southwest and Memorial Medical Center Drive

Ms. Dawson Harris asked LBT to encourage their Operators to allocate sufficient time to deploy the wheelchair lift and to straighten out the angle when the ramp deploys; particularly on the 1600 bus series.

Ms. Dawson Harris also suggested adding a 10-15 minute allowance prior to outbound departure to the Artesia Bridge detour.

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CONSENT CALENDAR (5)

Passed the Consent Calendar

**A motion was made by Secretary/Treasurer Bentley,
seconded by Director Mejia, to approve Consent Calendar
Item 5. The motion carried by the following vote:**

Yes: 4 - Abigail Mejia, Jeffrey Price, Colleen Bentley and Michael
Clemson

Excused: 2 - Sumire Gant and David Sutton

5. [21-038TR](#) Recommendation to approve the minutes of the regular session meeting held on April 22, 2021.

REGULAR CALENDAR

6. [21-039TR](#) Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

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

This TR-Agenda Item was received and filed.

7. [21-040TR](#) Recommendation to approve the updated Investment Policy Statement for the financial assets of Long Beach Transit. (Ashley Liang)

Ashley Liang, Treasurer, Finance and Budget, presented the staff report.

A motion was made by Director Price, seconded by Secretary/Treasurer Bentley, to approve recommendation.

The motion carried by the following vote:

Yes: 4 - Abigail Mejia, Jeffrey Price, Colleen Bentley and Michael Clemson

Excused: 2 - Sumire Gant and David Sutton

8. [21-041TR](#) Recommendation to authorize the President and CEO to:

1) Enter into a three-year contract with two, one-year options, with Southern Counties Oil Company for the purchase of diesel fuel at a cost of \$207,657 for the first three years

2) Enter into a three-year contract with two, one-year options, with Merrimac Energy Group for the purchase of unleaded gasoline fuel at a cost of \$7,945,955 for the first three years

(James Scott)

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

Secretary/Treasurer Bentley asked what will be the decrease in fuel usage the next three years. Mr. Scott stated that there will be a significant decrease in fuel as LBT will be expanding its Battery-Electric Bus (BEB) fleet.

Discussion ensued regarding LBT's diesel buses not being used for LBT's current revenue service.

Secretary/Treasurer Bentley asked for clarification regarding the SBE goal of 22%.

Chair Clemson asked what would occur if the gasoline price continued to rise. Mr. Scott stated that LBT is purchasing fuel on a wholesale daily price. He noted that the current rack rate is \$3.45. If the price of gasoline continued to increase and exceed the total authorization amount of this contract, staff would come back to the Board for approval.

CEO McDonald stated that gasoline price fluctuated; however, it balances at approximately \$3-\$3.50. As Mr. Scott mentioned, LBT would inform the Board if the gasoline price continued to increase at an exponential rate.

A motion was made by Secretary/Treasurer Bentley, seconded by Director Mejia, to approve recommendation.

The motion carried by the following vote:

Yes: 4 - Abigail Mejia, Jeffrey Price, Colleen Bentley and Michael Clemson

Excused: 2 - Sumire Gant and David Sutton

9. [21-042TR](#) Recommendation to adopt the Fiscal Year 2022 Operating Budget of \$114,008,887 and the Fiscal Year Capital Budget of \$71,882,140. (Kenneth McDonald)

CEO McDonald presented the staff report.

Secretary/Treasurer Bentley asked for the status of the recruitment for the Executive Director/VP, Organizational Development and Administration. CEO McDonald stated that LBT hired a search firm and there have been 12 candidates selected for interviews.

Secretary/Treasurer Bentley asked if LBT's mechanics were being trained to be able to work on BEBs. CEO McDonald confirmed her statement and added that LBT was part of the Southern California Regional Transit Training Consortia which focuses on advancing the skills of southern California's transit workforce.

Discussion ensued regarding LBT's goal to hire more Operators.

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

Yes: 4 - Abigail Mejia, Jeffrey Price, Colleen Bentley and Michael Clemson

Excused: 2 - Sumire Gant and David Sutton

10. Board Requests.

Secretary/Treasurer Bentley requested staff review the Systemwide Transit Analysis and Reassessment (STAR) Initiative with the Board as there were new Board members. She asked for a review of the short-, mid- and long-term roadmap plans as well as the status of each plan.

11. 21-043TR Adjourn. The next regular meeting will be held on June 24, 2021.
(Michael Clemson)

The meeting adjourned at 1:35 p.m.

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

Yes: 4 - Abigail Mejia, Jeffrey Price, Colleen Bentley and Michael Clemson

Excused: 2 - Sumire Gant and David Sutton

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LONG BEACH TRANSIT
STATEMENT OF REVENUES AND EXPENSES
FOR PERIOD JULY 1, 2020 TO MAY 31, 2021

Page 1 of 4

	May 2020	May 2021	May Budget	%	Year to Date FY 2020	Year to Date FY 2021	Year to Date Budget	%
OPERATING REVENUE								
Passenger Fares	\$7,426	\$386	\$598,814	0	\$10,055,695	\$118,769	\$5,124,107	2
Dial A Lift Fares	1,280	2,494	2,929	85	48,084	21,124	28,223	75
Aqua Service Fares	6	2,105	13,469	16	250,719	2,105	34,331	6
Special Event Service Revenue	0	0	10,000	-	237,012	0	72,000	-
Advertising Revenue	-	47,657	57,510	83	884,163	555,774	619,740	90
Interest & Miscellaneous	143,600	212,876	156,392	136	3,692,036	1,189,834	1,716,694	69
TOTAL OPERATING REVENUE	\$152,311	\$265,519	\$839,114	32	\$15,167,709	\$1,887,606	\$7,595,095	25
SUBSIDY REVENUE								
Federal	\$250,000	\$0	\$0	-	\$2,757,676	\$29,703,837	\$23,265,772	128
State	2,138,204	3,765,399	3,772,264	100	29,775,118	22,031,150	24,017,983	92
County	3,580,760	3,936,193	3,936,193	100	39,436,731	26,980,388	36,006,594	75
Local	288,076	471,902	471,902	100	5,920,159	5,732,543	5,859,402	98
TOTAL SUBSIDY REVENUE	\$6,257,040	\$8,173,494	\$8,180,359	100	\$77,889,684	\$84,447,918	\$89,149,751	95
TOTAL REVENUE	\$6,409,351	\$8,439,013	\$9,019,473	94	\$93,057,393	\$86,335,524	\$96,744,846	89
OPERATING EXPENSES								
Operations	\$4,062,090	\$3,981,332	\$4,454,789	89	\$47,815,451	\$44,928,164	\$48,246,640	93
Maintenance	1,526,397	1,907,067	1,979,214	96	18,152,941	19,561,047	20,967,032	93
Administration	1,581,040	1,933,031	2,040,028	95	20,288,756	19,206,550	22,074,761	87
Fuel & Lubricants	152,070	317,115	434,820	73	3,928,988	2,817,650	4,164,502	68
TOTAL OPERATING EXPENSES	\$7,321,597	\$8,138,545	\$8,908,851	91	\$90,186,135	\$86,513,411	\$95,452,935	91
NET INCOME (LOSS) BEFORE DEPR.	(\$912,246)	\$300,468	\$110,622		\$2,871,257	(\$177,887)	\$1,291,911	
DEPRECIATION	\$1,226,908	\$1,060,710	\$1,387,370	76	\$14,295,677	\$12,735,544	\$13,515,070	94

**LONG BEACH TRANSIT
SCHEDULE OF EXPENSES
FOR PERIOD JULY 1, 2020 TO MAY 31, 2021**

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				Total	Current Month		Year to	Year to Date	
	Operations	Maintenance	Admin	Curr. Month	Budget	%	Date	Budget	%
LABOR									
Operators (Union)	\$1,971,768	\$0	\$0	\$1,971,768	\$2,173,253	91	\$22,604,787	\$23,948,386	94
Maintenance (Union)	0	454,468	0	454,468	482,139	94	5,063,040	5,256,118	96
Salaried	292,133	355,512	657,793	1,305,438	1,363,484	96	13,281,539	14,488,239	92
FRINGE BENEFITS									
FICA	153,489	56,662	47,323	257,473	305,481	84	2,822,206	3,311,543	85
Pension	347,857	137,959	156,289	642,106	642,022	100	6,479,963	7,096,844	91
Health	533,010	161,491	98,797	793,299	887,278	89	8,505,152	9,282,824	92
Workers' Compensation	336,311	25,314	0	361,625	362,293	100	4,295,104	3,985,213	108
Uniform & Tool Allowance	10,643	11,548	0	22,191	23,878	93	238,052	291,658	82
Unemployment & Other Fringes	1,576	1,100	20,182	22,858	40,877	56	262,773	461,551	57
SERVICES									
Advertising	0	0	35,805	35,805	75,875	47	541,237	814,625	66
Professional & Technical	0	19,583	202,161	221,744	324,279	68	2,347,771	3,390,923	69
Contract Maintenance	0	158,611	178,931	337,542	321,406	105	3,217,933	3,407,633	94
Security	241,000	43,074	0	284,074	299,800	95	2,993,565	3,311,021	90
Employment Physicals	0	0	15,149	15,149	11,459	132	124,044	126,049	98
Other	0	239	3,240	3,479	14,217	24	66,520	158,787	42

**LONG BEACH TRANSIT
SCHEDULE OF EXPENSES
FOR PERIOD JULY 1, 2020 TO MAY 31, 2021**

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	Operations	Maintenance	Admin	Total Curr. Month	Current Month Budget	%	Year to Date	Year to Date Budget	%
MATERIALS & SUPPLIES									
Fuel & Lubricants	\$0	\$317,115	\$0	\$317,115	\$434,820	73	\$2,817,650	\$4,164,502	68
Fleet Parts & Supplies	0	274,731	0	274,731	260,899	105	2,844,452	2,862,662	99
Other Materials & Supplies	0	36,144	53,812	89,956	57,157	157	810,292	608,625	133
UTILITIES	0	69,680	50,472	120,152	141,348	85	1,232,102	1,517,996	81
CASUALTY/LIABILITY COSTS	0	4,324	350,817	355,141	358,403	99	3,836,280	3,954,934	97
PURCHASED TRANS. SERVICE									
Dial A Lift	72,341	0	0	72,341	79,034	92	729,003	768,573	95
Aqua Service	21,107	0	0	21,107	75,588	28	214,371	438,388	49
MISC. EXPENSES									
Dues & Subscriptions	0	44,973	11,282	56,255	22,572	249	189,532	238,884	79
Training, Travel & Meetings	0	0	30,583	30,583	34,192	89	86,496	376,112	23
Schedules & Tickets	0	0	4,191	4,191	6,333	66	4,976	158,663	3
Safety & Misc. Items	0	4,538	5,415	9,953	5,839	170	216,813	64,229	338
Recruitment Advertising	0	0	8,840	8,840	28,541	31	80,018	246,459	32
Other	98	47,116	1,949	49,164	76,384	64	607,736	721,494	84
TOTAL OPERATING EXPENSES:	<u>\$3,981,332</u>	<u>\$2,224,182</u>	<u>\$1,933,031</u>	<u>\$8,138,545</u>	<u>\$8,908,851</u>	91	<u>\$86,513,411</u>	<u>\$95,452,935</u>	91

**LONG BEACH TRANSIT
BALANCE SHEET**

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	Balance at 05/31/21	Balance at 04/30/21	Balance at 05/31/20
<u>ASSETS</u>			
Cash and Investments	78,789,174	81,851,863	80,399,746
Receivables			
Federal	16,164	368,615	986,164
State	1,103,794	2,055,337	2,051,482
County	1,714,287	888,215	476,661
Local	946,138	1,895,155	319,935
Miscellaneous	1,237,056	1,503,749	2,858,372
Materials & Supplies Inv.	2,577,454	2,574,195	2,418,187
Net Capital Assets	96,270,798	96,419,102	84,359,311
Other Assets	16,602,807	17,080,287	17,054,643

TOTAL ASSETS	<u>199,257,672</u>	<u>204,636,518</u>	<u>190,924,502</u>
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LIABILITIES AND CAPITAL

Trade Payables	2,189,755	2,233,180	1,695,250
Accrued Payroll Liabilities	5,021,522	5,488,452	4,885,611
Net Pension Liability (GASB 68)	34,700,421	34,700,421	33,013,550
Compensated Absence Liabilities	3,534,110	3,525,935	3,239,577
Estimated Liabilities	60,177,221	64,166,110	50,223,591
Deferred Credits	14,041,432	15,081,374	24,577,079
Long-Term Notes Payable	5,843,566	6,930,226	0

TOTAL LIABILITIES	<u>125,508,027</u>	<u>132,125,697</u>	<u>117,634,657</u>
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Federal Capital Contributions	310,826,688	310,810,524	309,885,017
State Capital Contributions	104,660,614	103,603,554	91,409,716
Local Capital Contributions	102,401,584	101,475,742	96,346,872
Accumulated Earnings (Losses)	(444,139,241)	(443,378,999)	(424,351,760)

TOTAL CAPITAL	<u>73,749,645</u>	<u>72,510,821</u>	<u>73,289,845</u>
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TOTAL LIABILITIES AND CAPITAL	<u>199,257,672</u>	<u>204,636,518</u>	<u>190,924,502</u>
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RECOMMENDED ACTION

To authorize the President and CEO to execute an emergency procurement and enter into a contract with Climate Comfort Technologies for the purchase of air-cleaning ion emitters on 250 buses.

STAFF REPRESENTATIVE

James Scott, Executive Director/VP, Maintenance and Infrastructure

BACKGROUND

Long Beach Transit (LBT) is committed to implementing resources and technology to ensure the health and well-being of its employees and the riding public. This is imperative especially as LBT deals with issues related to the impact of the COVID-19 pandemic.

The availability of clean air onboard LBT's buses is necessary to ensure a safe environment and enhance the customer experience. Ionization used for air cleaning is an effective, low-energy and low-maintenance technology for public transit. The technology has been tested by various world organizations for efficacy with airborne viruses, allergens, bacteria, fungi, mold and adhering odors.

Therefore, staff is recommending to execute an emergency procurement for air-cleaning devices, the CCT 24V-1, an ion emitter by Climate Comfort Technologies (CCT), to reduce the risk of airborne contaminants aboard LBT's fleet of buses.

The Climate Comfort Technologies 24V-1 is an electronic air cleaner with dual polarity ions, specifically designed for transit applications. This ion emitter uses ionic technology to improve indoor air quality (IAQ). It works in tandem with existing air filtration systems on the buses to distribute elevated positive and negative ions, which improves the HVAC's overall filter performance. It has been scientifically stated that higher ion levels improve the onboard bus air quality by neutralizing air and surface contaminants.

In September 2020, LBT initiated a feasibility study for the ion emitter to investigate its effectiveness in a transit application.

LBT installed five ion emitters and performed functionality tests using handheld meters to measure the level of ions present on the vehicles post-installation. LBT found increased ion levels on the buses, which was an indication that the product was performing as expected.

Since 2010, all portable indoor air cleaning devices sold in California are required to be certified by the California Air Resources Board (CARB). All air cleaners must be tested for electrical safety and meet an ozone emission concentration limit of 0.050 parts per million (50 ppm). As of October 2020, the CCT 24V-1 meets California ozone emission limits and is CARB certified.



PROCUREMENT

To ensure the health, well-being and safety of the agency's employees and the riding public, LBT recommends to proceed with a direct emergency award for the purchase of 250 ion air cleaners.

In response to the COVID-19 pandemic, as well as LBT's plans to prepare for the return of front-door boarding and revenue collection, the agency is taking this emergency approach to move expeditiously towards an effective solution after the pilot testing phase.

LBT's goal is to have the full implementation for the protection of its Bus Operators and customers before October 2021.

Climate Comfort Technologies' price was found to be fair and reasonable by the LBT Purchasing department at a cost of \$542,579 for the purchase and shipping of 250 ion air cleaners. A 5% contingency of \$27,129 is included for unforeseen circumstances, for a total authorization amount of \$569,708.

DBE/SBE PARTICIPATION

A Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE) goal was not set for this purchase due to the specialty niche of the product and the public emergency for health, safety and welfare. Although there is no DBE/SBE goal for this contract, 100% of the purchase cost is awarded to Climate Comfort Technologies, a Women-Owned Business Enterprise (WBE) certified by the National Women Business Enterprise Council. Climate Comfort Technologies is the designer and manufacturer of this specialty product.

ALTERNATIVES CONSIDERED

LBT considered ultraviolet light and particulate filtration systems, however for these options, HVAC systems would need to be redesigned.

BUDGETARY/FISCAL IMPACT

The total expenditure for the purchase of air-cleaning ion emitters on 250 buses not to exceed \$569,708. The funding source for this purchase will come from LBT's allotment received through the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) of 2021.

STAFF RECOMMENDATION

Staff is requesting LBT's Board of Directors to authorize the President and CEO to execute an emergency procurement and enter into a contract with Climate Comfort Technologies for the purchase of air-cleaning ion emitters for 250 buses at an initial cost of \$542,579, with a 5% contingency of \$27,129, for a total authorization amount not to exceed \$569,708.

A handwritten signature in blue ink that reads "K. McDonald".

Kenneth A. McDonald
President and Chief Executive Officer