

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



**THURSDAY, MARCH 27, 2025
4801 AIRPORT PLAZA DRIVE
ROSA PARKS BOARD CHAMBER
3:30 P.M.**

Abigail Mejia, Chair
David Sutton, Vice Chair
Raul Añorve, Secretary/Treasurer
Eduardo Angeles, Director
Carl Kemp, Director
Randy Rawlings, Director

Joshua Hickman, City Representative
Christopher Koontz, City Representative

Kenneth A. McDonald
President and Chief Executive Officer

LONG BEACH TRANSIT BOARD OF DIRECTORS IN-PERSON MEETING

**MEMBERS OF THE PUBLIC CAN ATTEND MONTHLY BOARD MEETINGS AT LONG BEACH
TRANSIT CORPORATE OFFICE ROSA PARK BOARD CHAMBER, BY RIDING ROUTES 102, 104,
111 AND 112.**

**THE CLOSEST BUS STOPS TO LBTCO ARE LOCATED:
LAKEWOOD BLVD. AND SPRING ST.
CLARK AVE. AND 29TH ST.
SPRING ST. AND AIRPORT PLAZA DR.**

**TO CONNECT TO ROUTES 102 AND 104, TAKE ROUTES 21, 22, 23, 61, 71, 91, 92, 93, 101, 111, 112,
172, 173, 181 AND 182.**

**TO CONNECT TO ROUTES 111 AND 112, TAKE ROUTES 21, 22, 23, 91, 121, 131, 151, 171, 173, 175
AND 192.**

**MEMBERS OF THE PUBLIC MAY LISTEN TO THE MEETING BY DIALING
(669) 444-9171 AND ENTERING THE FOLLOWING
MEETING ID: 874 0416 6717**

**MEMBERS OF THE PUBLIC MAY ALSO JOIN THE VIDEO CONFERENCE VIA
THE FOLLOWING ZOOM MEETING LINK:
<https://us02web.zoom.us/j/87404166717>**

**PLEASE NOTE THE ZOOM MEETING MAY ENCOUNTER TECHNICAL DISRUPTIONS, BUT IN-
PERSON ACCESS AND PUBLIC COMMENT WILL CONTINUE TO BE AVAILABLE IN
ACCORDANCE WITH THE BROWN ACT**

**PERSONS WISHING TO ADDRESS THE BOARD MAY SUBMIT PUBLIC COMMENT VIA EMAIL OR
TELEPHONE. MEMBERS OF THE PUBLIC ALSO HAVE THE OPTION TO PROVIDE PUBLIC
COMMENT IN THE ZOOM MEETING BY USING THE RAISE HAND FUNCTION OR PRESSING *9 ON
YOUR PHONE**

Public comments on agenda items may be submitted by email to board@lbtransit.com or by telephone at 562.599.8599.

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").

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

REGULAR MEETING – 3:30 P.M.

1. Call to Order. (Abigail Mejia)
2. Roll Call. (Jen Flores)
3. Employee Recognition. (Elizabeth Brown)

Employees of the Month for March 2025:

Jesus Cortez, Transit Service Delivery and Planning
Armando Estrada, Maintenance and Infrastructure
Kip Boatwright, Administrative Staff

INFORMATION ITEM

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 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.

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 (LBT) 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 (6)

6. Recommendation to approve the minutes of the regular session meeting held on February 27, 2025.

Suggested Action: Approve recommendation.

REGULAR CALENDAR

7. Monthly Financial Report. (Lisa Patton)

INFORMATION ITEM

8. Recommendation to authorize the President and CEO to enter into a contract with Transportation Management & Design, Inc. for consulting services to perform a Comprehensive Operational Analysis for a total authorization not to exceed \$599,917. (Jessica Cignarella)

Suggested Action: Approve recommendation.

9. Recommendation to authorize the President and CEO to exercise contract option year two, with Merrimac Energy Group for the purchase of unleaded gasoline fuel at a cost of \$3,264,000 for the second one-year contract option including a 10% contingency in the amount of \$326,400, for a total authorization amount not to exceed, \$3,590,400. (Jim Scott)

Suggested Action: Approve recommendation.

10. Fall 2024 Customer, Community and State-mandated Survey Results Overview. (Mike Gold)

INFORMATION ITEM

11. Agenda Information Items.
Discussion and possible action regarding the Brown Act's requirements for proper agenda noticing, including the "information and possible action" designation. This item will review the need for sufficiently clear descriptions of agenda items to ensure transparency, public participation, and compliance with the Brown Act. (Abigail Mejia)

12. 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 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.

13. Closed Session
Subject 1.6 Conference with Legal Counsel - Anticipated Litigation (Government Code Secs. 54956.9(d)(2) and 54956.9(e)(1))
Type Discussion / Possible Action

14. Board Requests.

15. Adjourn. The next regular meeting will be held on April 24, 2025. (Abigail Mejia)

Suggested Action: Approve recommendation.

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 Office of the Board Secretary 48 hours prior to the meeting at 562.599.8599.

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, FEBRUARY 27, 2025
4801 AIRPORT PLAZA DRIVE
ROSA PARKS BOARD CHAMBER
3:30 P.M.**

Abigail Mejia, Chair
David Sutton, Vice Chair
Raul Añorve, Secretary/Treasurer
Eduardo Angeles, Director
Carl Kemp, Director
Randy Rawlings, Director

Joshua Hickman, City Representative
Christopher Koontz, City Representative

Kenneth A. McDonald
President and Chief Executive Officer

REGULAR MEETING – 3:30 P.M.

1. Call to Order. (Abigail Mejia)

Vice Chair Sutton called the meeting to order at 3:31 p.m.

2. Roll Call. (Jen Flores)

Directors Present: Eduardo Angeles, Raul Añorve, Randy Rawlings and David Sutton

Directors Excused: Carl Kemp and Abigail Mejia

3. Employee Recognition. (Elizabeth Brown)

Employees of the Month for February 2025:

Ching Huang Yuan, Transit Service Delivery and Planning
Agustin Castellanos, Maintenance and Infrastructure
Teresa Anderson, Administrative Staff

INFORMATION ITEM

Elizabeth Brown, Executive Director/VP, Organizational Development and Administration, presented the Employees of the Month for February 2025.

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 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.

5. President and CEO Report. (Kenneth McDonald)

INFORMATION ITEM

Kenneth McDonald, President and CEO, presented his monthly report.

CEO McDonald provided information regarding the free wi-fi pilot project on 20 BEB buses.

The Board was informed that the state-mandated safety survey final report had been completed and made available to the public and will be presented by staff next month.

A summary of the APTA Marketing, Communications and Customer Experience Workshop that was hosted by LBT was presented.

Information was provided about LBT Procurement department's participation in the City of Long Beach – Capital Project and Program Update event.

The Board was informed about LBT's Intern Interview event.

CEO McDonald highlighted various community events LBT staff participated in for the month of February.

NOTICE TO THE PUBLIC

All matters included on the Consent Calendar are considered routine by the Long Beach Transit (LBT) 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 (6)

A motion was made by Director Angeles, seconded by Secretary/Treasurer Añorve, to pass the consent calendar. The motion carried by the following vote:

Yes: 4 - Eduardo Angeles, Raul Añorve, Randy Rawlings and David Sutton

Abstain: 2 – Carl Kemp and Abigail Mejia

6. Recommendation to approve the minutes of the regular session meeting held on January 23, 2025.

Suggested Action: Approve recommendation.

REGULAR CALENDAR

7. Monthly Financial Report. (Lisa Patton)

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

Director Angeles asked for clarification regarding the decline in local subsidy revenue.

Ms. Patton responded that LA Metro is showing that tax collections are increasing at a slower rate than projected.

Director Angeles inquired about whether LBT is expecting freezes on Federal subsidies.

Ms. Patton stated that the Federal funding level is guaranteed through fiscal year 2026. Fiscal year 2027 and beyond staff is expecting a decline in Federal subsidies.

Vice Chair Sutton asked for clarification about the CARB charge on CNG buses.

Ms. Patton explained this is a new fee from CARB that applies to natural gas vehicles.

Vice Chair Sutton inquired if the fee would be higher if LBT was running diesel.

Ms. Patton stated that the fees also apply to diesel as well.

Vice Chair Sutton inquired about fee waivers for converting to electric.

Ms. Patton is not aware of fee waivers.

Item was received and filed

INFORMATION ITEM

8. Recommendation to authorize the President and CEO to enter into a three-year contract with Swiftly, Inc., for the provision of a cloud-based transit services performance management software at a cost of \$644,650, with two one-year options at \$236,723 for Option Year One and \$248,559 for Option Year Two, for a total authorization amount not to exceed \$1,129,932. (Jessica Cignarella)

Suggested Action: Approve recommendation.

Jessica Cignarella, Manager, Service Planning, presented the staff report.

Secretary/Treasurer Anorve inquired about the low DBE goal setting.

CEO McDonald responded that the software is very specialized and since the vendor has moved to cloud-based operations there are no opportunities for the vendor to contract work.

Director Rawlings inquired if there is any data regarding the time and or money saved from using this software.

Ms. Cignarella responded that it has been difficult to quantify due to staff turnover and documentation that was done in the past.

Director Rawlings inquired if staff are expecting any challenges with the new ERP/EAM system integration.

Ms. Cignarella is not expecting any difficulties due to the cloud-based service.

Director Rawlings inquired about staff training.

Ms. Cignarella explained that staff that use the system has already been trained on the system.

Director Angeles requested that staff convey to the vendor

Vice Chair Sutton inquired about the basis of pricing.

Ms. Cignarella responded that pricing is based on fleet size.

Vice Chair Sutton inquired about future cost savings by working with other regional agencies on a single procurement.

Ms. Cignarella said that staff could look into co-operative agreements in the future.

Vice Chair Sutton asked if there is a passenger count component to this software.

Ms. Cignarella stated there is no passenger count module.

Discussion ensued regarding the future application of the camera system, TSP software and passenger counter integration.

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

Yes: 4 - Eduardo Angeles, Raul Añorve, Randy Rawlings and David Sutton.

Excused: 2 – Carl Kemp and Abigail Mejia

9. Recommendation to authorize the President and CEO to:

1. Enter into an implementation agreement with AST, to implement a new ERP/EAM System for a total of \$14,500,000 with 15% contingency of \$2,175,000 for a total authorization amount not to exceed \$16,675,000.
2. Extend the contract agreement with Intueor Consulting, Inc., for an agreement for the provision of ERP/EAM technical consulting services at a cost of \$3,200,000. (Pretty George)

Pretty George, Executive Director/VP, Information Technology, presented the staff report.

Discussion ensued regarding staff inclusion during implementation.

Secretary/Treasurer Añorve inquired if any of the vendors were local.

Ms. George responded that one of the vendors is located in Orange County.

Director Rawlings asked for example of predictive analytics.

Ms. George provided examples that staff will benefit from predictive analytics in areas such as budget preparation and human capital.

Director Rawlings inquired how employee feedback will be gathered and addressed.

Ms. George reported that there will be multiple testing rounds with employee participation and that the product has personalized customization abilities.

Director Rawlings inquired about a centralized repository of trusted information.

Ms. George explained that the software does have a “virtual assistant” feature to assist employees with simple questions about job functions and processes.

Vice Chair Sutton inquired about who will manage the project.

Ms. George responded that Intueor will be the owner's rep to make sure that all the vendors are providing services as contracted.

Vice Chair Sutton inquired about the payment schedule.

Ms. George responded that the payments are deliverable based.

Vice Chair Sutton asked about future support.

Ms. George responded that the contract includes yearly upgrades.

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

Yes: 4 - Eduardo Angeles, Raul Añorve, Randy Rawlings and David Sutton.

Excused: 2 – Carl Kemp and Abigail Mejia

Suggested Action: Approve recommendation.

10. Long Beach Transit's 2025 Legislative Program. (Marisol Barajas)

Marisol Barajas, Manager, Government Relations, presented the staff report.

Discussion ensued regarding the current state of government relations.

Vice Chair Sutton asked if staff was aware of a current state bill with funding opportunities.

Ms. Barajas is aware of the state bill in question.

Kurt Canfield provided a live public comment regarding local funding sources.

Item was received and filed

INFORMATION ITEM

11. Long Beach Transit's Operating and Capital Budget Development Process. (Kenneth McDonald)

Kenneth McDonald, President and CEO; Ashley Liang, Treasurer; and Mike Gold, Executive Director/VP, Customer Relations and Communications, presented the staff report.

Director Rawlings inquired about the response rate for surveys.

Mr. Gold responded that LBT has a 30% open rate on the LBT newsletter, so staff are expecting a good response rate on the survey.

Secretary/Treasurer Añorve inquired if the Board will see the proposed survey.

CEO McDonald responded that due to the quick turn around there will not be sufficient time to provide the Board with an advanced look at the survey.

Secretary/Treasurer Añorve asked for clarification about public feedback process.

Mr. Gold responded that LBT staff will look at prioritizing feedback within the constraints of the budget.

Vice Chair Sutton offered to provide the database of Long Beach TAP users to LBT to reach more customers.

Kurt Canfield provided a live public comment regarding service to LAX.

Item was received and filed

INFORMATION ITEM

12. Information Items.

Discussion and possible action regarding the Brown Act's requirements for proper agenda noticing, including the "information and possible action" designation. This item will review the need for sufficiently clear descriptions of agenda items to ensure transparency, public participation, and compliance with the Brown Act. (Abigail Mejia)

Vice Chair Sutton made a motion to postpone agenda item 12 to next month, when Chair Mejia and Director Kemp are present to discuss the item, the motion was unanimously seconded. The motion carried by the following vote:

Yes: 4 - Eduardo Angeles, Raul Añorve, Randy Rawlings and David Sutton.

Excused: 2 – Carl Kemp and Abigail Mejia

13. 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 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.

Kurt Canfield provided a live public comment regarding LBT's partnership with the Long Beach Bicycle Co-Op.

14. Board Requests.

Secretary/Treasurer Añorve inquired about an update or presentation on LBT's presence at the Long Beach Grand Prix. Also inquired if LBT could have a job recruitment table at the Grand Prix.

CEO McDonald responded that LBT participates at the LB Grand Prix Expo every year.

Director Rawlings requested that staff look into the possibility of recruiting new drivers at the Grand Prix.

15. Adjourn. The next regular meeting will be held on March 27, 2025. (Abigail Mejia)

Meeting adjourned at 5:29 p.m.

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

Yes: 4 - Eduardo Angeles, Raul Añorve, Randy Rawlings and David Sutton

Excused: 2 – Carl Kemp and Abigail Mejia

Suggested Action: Approve recommendation.

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 Office of the Board Secretary 48 hours prior to the meeting at 562.599.8599.

Long Beach Transit is an entity which is separate and distinct from the City of Long Beach.

LONG BEACH TRANSIT
STATEMENT OF REVENUES AND EXPENSES
FOR PERIOD JULY 1, 2024 TO FEBRUARY 28, 2025

Page 1 of 4

| | February 2024 | February 2025 | February Budget | % | Year to Date FY 2024 | Year to Date FY 2025 | Year to Date Budget | % |
|---------------------------------------|---------------------|---------------------|---------------------|------------|-------------------------|-------------------------|------------------------|------------|
| OPERATING REVENUE | | | | | | | | |
| Passenger Fares | \$751,785 | \$822,163 | \$758,688 | 108 | \$6,125,331 | \$6,530,033 | \$6,248,425 | 105 |
| Dial A Lift Fares | 2,554 | 3,598 | 3,217 | 112 | 25,178 | 29,160 | 25,992 | 112 |
| Aqua Service Fares | 0 | 0 | 0 | - | 155,312 | 202,621 | 179,821 | 113 |
| Special Event Service Revenue | 0 | 8,935 | 500 | 1,787 | 6,281 | 108,565 | 10,619 | 1,022 |
| Advertising Revenue | 56,250 | 68,750 | 58,333 | 118 | 515,683 | 403,377 | 466,664 | 86 |
| Interest & Miscellaneous | 397,832 | 435,861 | 293,235 | 149 | 3,014,985 | 4,323,271 | 2,323,109 | 186 |
| TOTAL OPERATING REVENUE | \$1,208,420 | \$1,339,307 | \$1,113,973 | 120 | \$9,842,770 | \$11,597,027 | \$9,254,630 | 125 |
| SUBSIDY REVENUE | | | | | | | | |
| Federal | \$1,400,000 | \$1,680,000 | \$1,720,000 | 98 | \$5,814,123 | \$14,810,000 | \$14,810,000 | 100 |
| State | 2,838,136 | 2,708,574 | 2,668,574 | 101 | 22,793,761 | 21,388,594 | 21,348,592 | 100 |
| County | 4,051,300 | 4,559,874 | 4,559,873 | 100 | 32,447,506 | 36,478,990 | 36,478,984 | 100 |
| Local | 743,085 | 733,127 | 780,901 | 94 | 6,661,016 | 6,231,749 | 6,725,903 | 93 |
| TOTAL SUBSIDY REVENUE | \$9,032,521 | \$9,681,575 | \$9,729,348 | 100 | \$67,716,406 | \$78,909,332 | \$79,363,479 | 99 |
| TOTAL REVENUE | \$10,240,941 | \$11,020,882 | \$10,843,321 | 102 | \$77,559,175 | \$90,506,359 | \$88,618,109 | 102 |
| OPERATING EXPENSES | | | | | | | | |
| Operations | \$4,602,907 | \$4,946,186 | \$5,105,405 | 97 | \$40,915,171 | \$41,288,901 | \$43,542,370 | 95 |
| Maintenance | 2,310,713 | 2,630,908 | 2,625,825 | 100 | 19,941,906 | 20,763,433 | 20,896,479 | 99 |
| Administration | 2,046,302 | 2,105,095 | 2,512,248 | 84 | 16,111,553 | 16,752,369 | 19,279,146 | 87 |
| Fuel & Lubricants | 482,550 | 442,199 | 482,398 | 92 | 3,931,216 | 3,618,666 | 4,369,798 | 83 |
| TOTAL OPERATING EXPENSES | \$9,442,473 | \$10,124,388 | \$10,725,875 | 94 | \$80,899,846 | \$82,423,369 | \$88,087,793 | 94 |
| NET INCOME (LOSS) BEFORE DEPR. | \$798,468 | \$896,494 | \$117,446 | | (\$3,340,671) | \$8,082,989 | \$530,316 | |
| DEPRECIATION | \$1,485,260 | \$1,373,204 | \$1,373,204 | 100 | \$11,699,912 | \$12,320,778 | \$12,320,778 | 100 |

**LONG BEACH TRANSIT
SCHEDULE OF EXPENSES
FOR PERIOD JULY 1, 2024 TO FEBRUARY 28, 2025**

Page 2 of 4

| | | | | Total | Current Month | | Year to | Year to Date | |
|------------------------------|-------------|-------------|---------|-------------|---------------|-----|--------------|--------------|-----|
| | Operations | Maintenance | Admin | Curr. Month | Budget | % | Date | Budget | % |
| LABOR | | | | | | | | | |
| Operators | \$2,536,784 | \$0 | \$0 | \$2,536,784 | \$2,507,040 | 101 | \$21,663,725 | \$22,279,954 | 97 |
| Maintenance | 0 | 647,219 | 0 | 647,219 | 608,984 | 106 | 5,189,714 | 5,098,186 | 102 |
| Salaried | 364,939 | 399,909 | 768,706 | 1,533,554 | 1,904,551 | 81 | 12,566,029 | 14,084,661 | 89 |
| FRINGE BENEFITS | | | | | | | | | |
| FICA | 199,681 | 73,723 | 57,516 | 330,920 | 365,970 | 90 | 2,741,244 | 2,990,807 | 92 |
| Pension | 336,923 | 123,457 | 94,810 | 555,190 | 667,201 | 83 | 4,815,398 | 5,532,192 | 87 |
| Health | 593,144 | 186,919 | 131,508 | 911,570 | 978,918 | 93 | 7,197,600 | 7,725,033 | 93 |
| Workers' Compensation | 445,754 | 41,725 | 1,997 | 489,476 | 488,433 | 100 | 3,911,084 | 3,907,464 | 100 |
| Uniform & Tool Allowance | 18,656 | 12,458 | 1,743 | 32,857 | 26,579 | 124 | 201,243 | 227,957 | 88 |
| Unemployment & Other Fringes | 38,705 | 4,519 | 12,861 | 56,086 | 46,812 | 120 | 345,322 | 399,996 | 86 |
| SERVICES | | | | | | | | | |
| Advertising | 0 | 0 | 62,180 | 62,180 | 101,496 | 61 | 486,604 | 613,968 | 79 |
| Professional & Technical | 17,040 | 17,455 | 289,569 | 324,064 | 336,437 | 96 | 2,256,881 | 2,768,694 | 82 |
| Contract Maintenance | 0 | 261,818 | 186,131 | 447,948 | 427,046 | 105 | 3,315,980 | 3,407,975 | 97 |
| Security | 255,883 | 29,396 | 0 | 285,279 | 326,702 | 87 | 2,367,583 | 2,638,466 | 90 |
| Employment Physicals | 0 | 0 | 14,970 | 14,970 | 18,000 | 83 | 148,516 | 144,000 | 103 |
| Other | 0 | 8,247 | 7,954 | 16,201 | 18,934 | 86 | 132,281 | 136,301 | 97 |

**LONG BEACH TRANSIT
SCHEDULE OF EXPENSES
FOR PERIOD JULY 1, 2024 TO FEBRUARY 28, 2025**

Page 3 of 4

| | Operations | Maintenance | Admin | Total Curr. Month | Current Month Budget | % | Year to Date | Year to Date Budget | % |
|----------------------------------|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------|----------------------------|----------------------------|-----------|
| MATERIALS & SUPPLIES | | | | | | | | | |
| Fuel & Lubricants | \$0 | \$442,199 | \$0 | \$442,199 | \$482,398 | 92 | \$3,618,666 | \$4,369,798 | 83 |
| Fleet Parts & Supplies | 0 | 561,903 | 0 | 561,903 | 496,704 | 113 | 4,126,565 | 3,878,419 | 106 |
| Other Materials & Supplies | 0 | 66,720 | 11,056 | 77,775 | 79,669 | 98 | 580,957 | 642,872 | 90 |
| UTILITIES | 0 | 123,247 | 58,110 | 181,358 | 165,451 | 110 | 1,403,798 | 1,428,562 | 98 |
| CASUALTY/LIABILITY COSTS | 0 | 6,917 | 360,552 | 367,469 | 393,270 | 93 | 3,004,501 | 3,146,160 | 95 |
| PURCHASED TRANS. SERVICE | | | | | | | | | |
| Dial A Lift | 96,894 | 0 | 0 | 96,894 | 104,891 | 92 | 813,353 | 880,063 | 92 |
| Aqua Service | 41,784 | 0 | 0 | 41,784 | 44,212 | 95 | 549,087 | 621,670 | 88 |
| MISC. EXPENSES | | | | | | | | | |
| Dues & Subscriptions | 0 | 0 | 12,091 | 12,091 | 15,833 | 76 | 109,603 | 126,664 | 87 |
| Taxes, Fees | 0 | 31,339 | 3,046 | 34,385 | 31,929 | 108 | 271,469 | 259,422 | 105 |
| Training, Travel & Meetings | 0 | 0 | 13,102 | 13,102 | 27,501 | 48 | 164,412 | 220,008 | 75 |
| Schedules & Tickets | 0 | 0 | 4,923 | 4,923 | 5,000 | 98 | 63,223 | 95,000 | 67 |
| Safety & Misc. Items | 0 | 8,641 | 7,386 | 16,027 | 15,334 | 105 | 90,053 | 122,672 | 73 |
| Recruitment Advertising | 0 | 0 | 1,730 | 1,730 | 8,000 | 22 | 37,508 | 66,000 | 57 |
| Other | 0 | 25,295 | 3,154 | 28,449 | 32,581 | 87 | 250,971 | 274,830 | 91 |
| TOTAL OPERATING EXPENSES: | <u>\$4,946,186</u> | <u>\$3,073,107</u> | <u>\$2,105,095</u> | <u>\$10,124,388</u> | <u>\$10,725,875</u> | 94 | <u>\$82,423,369</u> | <u>\$88,087,793</u> | 94 |

LONG BEACH TRANSIT BALANCE SHEET

Page 4 of 4

| | Balance at 02/28/25 | Balance at 01/31/25 | Balance at 02/29/24 |
|---------------------------------------|---------------------------|---------------------------|---------------------------|
| <u>ASSETS</u> | | | |
| Cash and Investments | 86,177,183 | 82,375,916 | 69,165,127 |
| Receivables | | | |
| Federal | 24 | 23 | 16 |
| State | 6,332,534 | 9,692,317 | 5,325,258 |
| County | 382,993 | 207,521 | 322,637 |
| Local | 2,897,308 | 3,200,166 | 804,186 |
| Miscellaneous | 3,325,416 | 2,557,310 | 5,231,648 |
| Materials & Supplies Inv. | 4,020,919 | 4,059,270 | 3,971,100 |
| Net Capital Assets | 113,719,146 | 114,641,825 | 123,981,553 |
| Other Assets | 9,705,153 | 10,478,691 | 15,816,280 |
| TOTAL ASSETS | 226,560,675 | 227,213,037 | 224,617,804 |
| <u>LIABILITIES AND CAPITAL</u> | | | |
| Trade Payables | 3,228,932 | 3,500,356 | 3,482,542 |
| Accrued Payroll Liabilities | 7,275,396 | 7,062,671 | 8,981,793 |
| Net Pension Liability (GASB 68) | 28,978,646 | 28,978,646 | 34,055,081 |
| Compensated Absence Liabilities | 4,021,860 | 3,993,224 | 3,824,897 |
| Estimated Liabilities | 69,121,831 | 69,710,029 | 68,413,859 |
| Deferred Credits | 21,579,507 | 21,587,424 | 14,565,395 |
| TOTAL LIABILITIES | 134,206,173 | 134,832,350 | 133,323,566 |
| Federal Capital Contributions | 340,403,909 | 340,341,491 | 339,226,870 |
| State Capital Contributions | 121,876,000 | 121,826,398 | 115,486,713 |
| Local Capital Contributions | 132,314,077 | 131,975,572 | 130,738,018 |
| Accumulated Earnings (Losses) | (502,239,484) | (501,762,774) | (494,157,363) |
| TOTAL CAPITAL | 92,354,503 | 92,380,687 | 91,294,238 |
| TOTAL LIABILITIES AND CAPITAL | 226,560,675 | 227,213,037 | 224,617,804 |



RECOMMENDED ACTION

To authorize the President and CEO to enter into a contract with Transportation Management & Design, Inc., for consulting services to perform a Comprehensive Operational Analysis.

STAFF REPRESENTATIVE

Jessica Cignarella, Manager, Service Planning, Transit Service Delivery and Planning

BACKGROUND

In support of Long Beach Transit's (LBT) five strategic priorities: improve safety and service quality, exercise financial accountability, foster employee engagement, enhance customer experience, and promote community and industry focus, LBT is planning to conduct a new Comprehensive Operational Analysis (COA). A COA is an extensive, in-depth review of a transit system and typically occurs every seven to 10 years. For awareness, LBT last conducted a COA in 2018, known as the Systemwide Transit Analysis and Reassessment (STAR) Initiative.

The COA will assess transit use, travel patterns, and service needs. This study will include a passenger survey and comprehensive community engagement program to further inform rider preferences and travel behaviors. The COA will provide a line-by-line analysis of LBT's fixed-route bus service to:

- Evaluate existing LBT service;
- Identify opportunities for service level improvements, new transit routes, and service expansion;
- Enhance cost-effectiveness and efficiencies to current services
- Focus on methods to grow ridership and revenue.

The COA will serve as a roadmap for enhancing LBT's transit network to:

- Build out LBT's already identified High-Quality Transit Corridors (HQTCs), with service every 15 minutes or better;
- Plan a base level service of 30-40 minutes on weekdays;
- Explore transit priority measures along LBT's HQTCs to reduce congestion, improve service reliability, and enhance the customer experience;
- Align with regional and local planning efforts to improve circulation and enhance key connections, including preparations for the 2026 World Cup and the LA28 Olympic and Paralympic Games;
- Support LBT's goal of achieving a 100% zero emission fleet.

Additionally, the COA will examine LBT's overall transit structure and delivery of transit services to improve the efficiency and reliability of fixed-route bus, Dial-A-Lift, and water taxi services through better service integration and operations, all driven by optimizing services to customers.

The COA will include active stakeholder inclusion and public engagement throughout the study process. An inclusive engagement approach will be implemented, involving stakeholders, staff,



and the public. Central to this effort is the development of a Public Involvement Plan (PIP), which incorporates a multi-faceted strategy to engage diverse audiences through in-person, digital, and multilingual methods. The PIP will prioritize accessibility and inclusivity, ensuring that key demographic groups, such as seniors, neurodiverse populations, job seekers, students, community organizations, faith-based groups, current transit users, and multi-lingual communities are reached.

The COA study is expected to take 12 months to complete, and the final plan will include a phased implementation strategy and cost analysis for sustainable improvements over the next 10 years.

Ultimately, the COA will help LBT attract more riders, maintain financial sustainability, and develop a transit system that is customer-centric, cost-effective, and future-ready by improving travel times, reliability, and connectivity.

PROCUREMENT

LBT issued a Request for Proposal (RFP) to multiple firms nationwide and received three qualified proposals.

The proposal was evaluated based on the following criteria:

- Qualifications of the Firm
- Staffing and Project Organization
- Technical Solutions/Work Plan
- Cost and Price

The technical evaluation had a maximum of 75 points, with an additional 25 points allocated to pricing, resulting in a total of 100 points. Of the three qualified proposals, Transportation Management & Design, Inc (TMD) achieved the highest score of 86 points.

TMD, with an office in Carlsbad, California, was found to be fair and reasonable by LBT's Purchasing department.

DBE/SBE PARTICIPATION

A Disadvantaged Business Enterprise (DBE) goal of 4% was established for this solicitation. TMD is a DBE certified consulting firm and will self-perform 66% of the contract. TMD has committed to subcontract 18% to Arellano Associates, a certified DBE to conduct public outreach services.



Board Agenda Item No. 08 March 27, 2025

ALTERNATIVES CONSIDERED

The Board could opt to not approve the recommendation. However, staff does not recommend this option as LBT has not conducted a COA since 2018. A COA will assist LBT to further improve service quality, exercise financial accountability, foster employee engagement, enhance the customer experience, and promote community and industry focus.

BUDGETARY/FISCAL IMPACT

Funds for this project have been identified and approved in a prior year's capital budget. An American Rescue Plan (ARP) Route Planning Restoration grant awarded to LBT will be utilized for this project.

STAFF RECOMMENDATION

Staff is requesting LBT's Board of Directors to authorize the President and CEO to enter into a contract with Transportation Management & Design, Inc. for consulting services to perform a COA for a total authorization not to exceed \$599,917.

Kenneth A. McDonald
President and Chief Executive Officer



RECOMMENDED ACTION

To authorize the President and CEO to exercise the second one-year contract option with Merrimac Energy Group, for the purchase of unleaded gasoline fuel.

STAFF REPRESENTATIVE

Jim Scott, Executive Director/VP, Maintenance and Infrastructure

BACKGROUND

Long Beach Transit (LBT) operates a diverse fleet of 255 alternatively fueled buses comprising of 125 compressed natural gas (CNG) buses, 81 gasoline-electric hybrid buses, and 49 battery electric buses (BEB).

At the May 27, 2021 Board of Directors meeting the Board authorized the President and CEO to enter into a three-year base contract with two, one-year options with Merrimac Energy group for the purchase of unleaded gasoline fuel.

At the January 25, 2024 Board of Directors meeting the Board authorized the President and CEO to increase the base contract amount with Merrimac Energy Group due to the increase in fuel prices from an estimate of \$3.50 per gallon to \$4.10 per gallon, and to exercise the first one-year option.

The purchase price of fuel is tied to the average daily rack rate, the price at which refineries sell gasoline to clients, via a wholesale daily index called Oil Price Information Service (OPIS).

Merrimac Energy Group's, LBT's current supplier, price for unleaded gasoline is 15 cents per gallon below the OPIS price.

LBT's unleaded fuel usage is approximately 64,000 gallons per month and staff is estimating an average cost of \$4.25 per gallon.

PROCUREMENT

Not applicable

DBE/SBE PARTICIPATION

Not applicable



ALTERNATIVES CONSIDERED

Staff did not consider an alternative option as the agency will be required to purchase gasoline fuel for its gasoline-electric hybrid buses.

BUDGETARY/FISCAL IMPACT

Funds to exercise the second one-year contract option will be allocated in the subsequent fiscal year's budget.

STAFF RECOMMENDATION

Staff is requesting LBT's Board of Directors to authorize the President and CEO to exercise contract option year two, with Merrimac Energy Group for the purchase of unleaded gasoline fuel at a cost of \$3,264,000 including a 10% contingency in the amount of \$326,400, for a total authorization amount not to exceed \$3,590,400.

Kenneth A. McDonald
President and Chief Executive Officer



INFORMATION ITEM

Fall 2024 Customer, Community and State-mandated Survey Results Overview

STAFF REPRESENTATIVE

Mike Gold, Executive Director/VP, Customer Relations and Communications

BACKGROUND

Long Beach Transit (LBT) conducts its annual customer and community surveys to collect ridership data and measure current customer awareness of, and attitudes toward, LBT. The surveys also identify desired improvements or enhancements to LBT's services. LBT utilizes the data to aid in the development of services to meet the agency's strategic priorities and enhance the experiences of its customers.

The previous survey was conducted in the Spring of 2023.

In March 2024, the Board of Directors approved an agreement with ETC Institute to conduct customer and community surveys.

State-mandated Safety Survey

In 2023, the California State Legislature passed Senate Bill 434 requiring the ten largest public transit agencies conduct a safety related survey. The questions were developed by the Mineta Institute of Transportation at San Jose State University and LBT contracted with ETC Institute to administer the survey in the fall of 2024.

The safety survey was administered at bus stops and onboard buses across the LBT service area to ensure a geographic balance. Over 500 responses were collected, representing a 95% confidence level. The survey was available in English, Spanish, Tagalog and Khmer, with translators available for other languages.

Customer and Community Surveys

Staff updated the survey questions to form a new baseline of data and benchmark LBT's results with other public transit agencies around the county. The updated surveys included questions about customer priorities, their likelihood of recommending LBT to others, their awareness of LBT's services.

Customer surveys were administered in the fall of 2024 onboard LBT buses and at stops. A sufficient number of responses were gathered to achieve a 95% confidence level, and they were across all routes and all corners of LBT's service area.

The surveys were available in English, Spanish, Khmer and Tagalog. In addition, professional translators were available to accommodate other languages.



Board Agenda Item No. 10

March 27, 2025

The community survey was conducted online with postcards sent to randomly selected addresses within LBT's service area. ETC gathered enough responses to reach the 95% confidence level, and the survey was available in multiple languages.

The survey results presented today will include the responses and how LBT compares with other transit agencies. There will be two customer surveys conducted annually and one community survey. The state-mandated safety survey was a one-time event.

These results will guide future service changes and support planning efforts to improve the overall customer experience.

STAFF RECOMMENDATION

Not Applicable. Information Item.

Kenneth A. McDonald
President and Chief Executive Officer