

MINUTES OF REGULAR MEETING  
OF  
BOARD OF DIRECTORS  
OF  
SOUTHERN CALIFORNIA REGIONAL TRANSIT TRAINING CONSORTIUM

February 18, 2009  
Montebello Bus Lines  
400 South Taylor Avenue, Main Conference Room  
Montebello, CA.

The Board of Directors of the Southern California Regional Transit Training Consortium (the “consortium”) held a regular general meeting on February 18, 2009, at Montebello Bus Lines, 400 South Taylor Avenue, Montebello, CA.

Directors Ralph Merced, Chair, and Tom Barrio were present for the meeting.

Directors Patrick Astredo, Rolando Cruz, Steve Donley, Jess Guerra, Greg Newhouse, Mike Slavich, Pete Sparks, and Dayle Withers were absent.

Also present were the following individuals:

Nina Babiarz (Training Facilitator and Coordinator, SCR TTC)  
Peter Davis (Statewide Director, Advanced Transportation  
Technologies and Energy)  
Alan L. Fox (Secretary, SCR TTC)  
Getty Modica (Santa Monica Big Blue Bus)  
Diana Tharavej (Santa Monica Big Blue Bus)  
Dave Stumpo (Program Manager, SCR TTC)

I. Welcome, Roll Call and Introductions

Ralph Merced, Chair, called the meeting to order at 10:20 a.m. Chair Merced welcomed and thanked all meeting participants for their presence, and thanked Tom Barrio and Montebello Bus Lines for their hospitality in hosting the meeting and providing lunch for those attending the meeting. Chair Merced announced, based on meeting participation as of the commencement of the meeting, that a quorum of the directors was not present, and that the meeting would proceed without a quorum.

## II. Approval of Minutes

Chair Merced indicated that without a quorum, there could be no official Board approval of the proposed minutes of the immediately previous Board meeting. Chair Merced accordingly announced that approval of the proposed minutes covering the November 12, 2008, Board meeting would be tabled until the next Board meeting (Retreat) of the consortium in March 2009.

## III. Secretary Report

Alan Fox, Secretary, reported that although there was no information pertinent to formal secretarial activities which was new to the consortium, there had been recent communication from the U.S. Internal Revenue Service concerning the consortium. Fox distributed for review copies of a letter from the IRS dated February 16, 2009. He described the apparent purpose of the letter as advisory in the sense that the IRS was notifying the consortium that its previously required filing later in 2009 of a Form 8734 establishing the consortium's final qualification as a public charity would no longer be required as a result of new IRS regulations. Fox characterized the effect of the letter as being positive in the sense that one less filing would be required, and that, in essence, "no news" was, in this instance, "good news."

## IV. Management Report

A. Salient Activities Report Dave Stumpo commented that the salient activities report and information covering the consortium's class schedule and training during the past few months was covered in the current Monthly Management Report previously distributed to Board members. He described such activities during the previous quarter as being aggressive in terms of classes conducted, planning discussions, preparation, and requests for proposals forwarded to member colleges in connection with classes to be offered during the ensuing year. He reported that four colleges had responded to the second set of requests for proposals, and that rights for conducting specified classes had in turn been awarded to the four proposing colleges. He indicated that no responses had been received covering Electrical III, IV, and V classes, and he reported on ongoing classes in Electrical I and II, DVOM, HVAC and Brakes II. Nina Babiarz explained certain reasons partially responsible for the lack of additional responses and proposals, including a death at one college and the departure of a key coordinator at another. Stumpo added that preparation for all proposed classes through March, 2009, was complete, and that efforts were currently being made to place the more advanced electrical training classes in queue and ready for delivery. Stumpo as well described the status of class offerings, and class development, covering additional subjects. Alan Fox inquired concerning the effect of the current economy on class sign-ups and development, to which Stumpo responded that no discernible trends were evident yet in response to the economy.

Dave Stumpo as well summarized the recently filed FTA Earmark Quarterly Report covering the first quarter of the 2008 fiscal year, and characterized the combination of the Monthly Management Report and the Earmark Quarterly Report as fairly describing the principal activities of the consortium in the recent past. Stumpo reiterated that the consortium had completed the preceding fiscal year for Earmark purposes five dollars under budget on a total budget for that year of \$380,000. Nina Babiarz added coincidentally that college automotive programs were having problems placing students with automotive dealers in light of the economy and declining automotive sales, implying that transit maintenance openings may be positively affected by such trends.

B. Financial Report Dave Stumpo reported the consortium bank account balance. He explained the payment and reimbursement procedures for the FTA Earmark contract, describing the system as a “no prejudice” contract in which participants must pay for program expenses and then be reimbursed by the government, one result of which at the end of each fiscal year being that all debits necessarily equal all credits. He commented that there have been few questions or responses from the government in connection with the Earmark Quarterly Reports; meaning the reporting has been acceptable. In addition, periodic feedback was received from individual Board members.

C. Budget Workshop Dave Stumpo drew a chart on a nearby blackboard, which the chart was entitled “Board Workshop Budget”, and he proceeded to summarize the various financial options and alternatives theoretically available to the consortium at the conclusion of the Earmark. He described the chart as the result of discussions among several Board members, together with Stumpo and Nina Babiarz, at a Budget Workshop conducted the previous week at Long Beach Transit. He explained the various financial options in terms of “sustaining”, “conservative”, and “aggressive” alternatives open to the consortium’s future planning, based on its fund raising success and resulting financial resources at the end of the following year and a half period, when the current Earmark will expire.

Stumpo outlined the history of the consortium’s funding, from its initial support solely from membership fees, its sustaining support through three contracts with the FHWA, and, finally, its current status through, primarily, a FTA Earmark over four years in the total amount of \$1.4 million. He described the annual funding limits of the Earmark, characterizing the consortium as being in the third fiscal year of a four-year funding program, with a budget of \$380,000 for the current year. He then explained various financial alternatives and possibilities which may be applicable to the consortium at the end of the Earmark funding. He commented, by way of example, that if the consortium and its leadership attained its most fervent wishes, through its most successful fund raising efforts, the consortium would have an four-year budget of \$9.9 million or more and would adjust its anticipated training activities accordingly. Conversely, if the consortium is not able to procure the additional funding to support such an aggressive budget but were able to maintain the current financial status quo going forward, he described other options open to the consortium such as staying conservative and continuing to deliver the 4-5 classes per quarter currently being provided. To the question

whether the consortium would go out of business if it is unable to obtain any additional funding, Stumpo responded in the affirmative, but pointed out that a current balance of not less than \$68,000 would remain in the consortium's bank account and would have to be deployed or allocated according to decisions to be made in the future. Stumpo summarized his explanations by suggesting that a further discussion of such options will constitute an appropriate subject for the Board Retreat scheduled for March 18, 2009. He reiterated with emphasis that all such options are being presented as varying conditions which could be applicable a year and a half from the current date, when the Earmark funding will expire.

Stumpo described some of the discussion, and questions, raised at the previous week's Budget Workshop, including one recommendation concerning whether, in the least favorable scenario in which no additional funding is obtained, the consortium should use the then-current bank balance of \$68,000 or more to search for more money. He described another set of discussions involving whether the consortium should continue to deliver courses while searching for money. Peter Davis commented that in any possible scenario in which the consortium seeks additional grants and funding, it must be able to show that it is continuing its current training. Stumpo summarized the entire Budget Workshop discussion by indicating that such financial subjects will be a principal focus of the Board Retreat in March.

D. Training and Development Report Dave Stumpo provided a brief summary of the consortium's overall training to date, which he described in total as 13,276 hours of training delivered and 1063 transit maintenance technicians, or approximately 53% of the transit maintenance technician population in the Los Angeles Basin, having received consortium training. He indicated that training evaluation scores from participating students have averaged 3.76 on a 4.0 scale.

Chair Merced inquired how the consortium might distribute or convey such training information to transit general managers and related decision-makers. It was agreed in ensuing discussion that distribution of executive summaries of manager monthly reports and related information being provided to the Board should most effectively be made available on a more widespread basis to transit executives and training supervisors.

## V. Committee Reports

A. Economic Workforce Committee Activities Committee Chair Peter Davis outlined and described several potential sources for future consortium funding. He mentioned as one such possible source the California Energy Commission, which he described as having \$127 million per year for the next seven years to donate toward the conversion of fossil fuel vehicles to alternative sources. He in turn reported that he has encouraged and supported a proposal from Dave Stumpo and Nina Babiarz on behalf of the consortium, working in conjunction with appropriate academic partners, and that a proposal from the consortium is currently pending. He described a Regional Training Fund, established in connection with the ongoing economic and workforce development

program of the California Community Colleges for the benefit of incumbent worker training, and for which one million dollars has been reportedly set aside for funding appropriately suited programs. He as well and finally described a major lobbying effort to be made in the near future for substantial federal funding for economic workforce development programs tied to congressional bills yet to be developed, for which lobbying efforts considerable preparation is being made and meetings in Washington, D.C. being planned for early March by several consortium member governmental specialists including David Kim, David Feinberg, Mike Kushner, Dana Lee, Bob Hildebrand, Gail Schwander, and others, working together with lobbyist Pat Jordan in Washington. Davis described such latter efforts as involving a team approach, a focus on identifying and cultivating a strong congressional advocate or advocates for consortium training funding and support, and a probable request for a federal program grant for as much as \$10 million.

At the suggestion of Chair Ralph Merced, the meeting was briefly adjourned for lunch.

B. Planning and Curriculum Committee Nina Babiarz reported two new class development projects currently being worked on by the Planning Committee, in addition to the classes currently scheduled and being presented. She described hybrid electric training for transit vehicles, specifically related at least in part to Long Beach Transit vehicles, which training is being worked on by ISE in San Diego and by Marty Orozco of Cypress College. She reported that meetings have been held regarding development of classes for such training, which is currently being envisioned to be delivered in three phases. Nina as well indicated that a second class project is underway involving Cummins Engine training, which training Marty Orozco is as well developing and which is reportedly nearing completion.

C. Organizational Committee Activities Alan Fox, Committee Co-Chair, reported that no formal meetings or conference calls involving the Committee had taken place in the recent past, but that several related subjects involving consortium leadership appear to be timely and appropriate for consideration in the near future, including perhaps at the planned Board Retreat in March. Fox advised that succession planning concerning the consortium's leadership and direction would be an appropriate consideration, not because of any information regarding Dave Stumpo's and Nina Babiarz's tenure and future plans with the consortium but rather because the consortium should position itself to be ready in the event changes in management and leadership are required. Fox indicated, by way of example, that Dave Stumpo currently oversees, directs, and understands, sometimes virtually singlehandedly with Nina, the vast portion of the consortium's planning, training and business activities, and that were Stumpo to leave the consortium for any reason, there would occur a potentially significant gap in the consortium's abilities to continue its programs.

Fox as well reminded the Board and meeting participants that the next formal meeting of the Board would be the Annual Meeting in May, that elections of Board members for the ensuing year would take place, and that such elections would be

the first elections in approximately a year and a half, in light of the previous changes in Board meeting dates. Fox pointed out the poor attendance at the current meeting and the lack of a quorum. He emphasized the vital need for the consortium to maintain continuing interest, enthusiasm, participation, and contribution from its Board leadership. He suggested that the subject of the forthcoming elections and group preparation as necessary for Board succession and new Board members should be considered at the Board Retreat on March 18<sup>th</sup>.

Fox recommended that a special message be forwarded to current Board members encouraging their attendance at the March Retreat. He further suggested that he or others present forward an email to the entire Board alerting all members to the low attendance at the current meeting, and emphasizing the need for continuing organizational leadership. He mentioned suggestions at previous Board meetings, especially from Rolando Cruz, that the Organizational Committee assume a more active role in membership development, and indicated that no such actions or efforts had been developed by the Committee to the present date.

## VI. New Business

A. Annual Retreat Discussion Dave Stumpo outlined anticipated subjects for discussion at the Board Retreat in Santa Monica on March 18<sup>th</sup>. He discussed a projected timeline for the day's activities and meetings.

B. TRB Project Discussion Dave Stumpo outlined, for the Board's information and discussion, the function and activities of an organization known as the Transit Research Board, or TRB, which he described and which he characterized as being funded in part by the FTA. Stumpo indicated that the group is presently involved with a contract program which has led to their desire to become involved with the consortium's course work, especially in the area of workforce standards and learning objectives. Stumpo commented that Mike Kushner is a member of the TRB Review Board, and that partially through Kushner's initiative and suggestion the TRB group has approached the consortium, with the result that certain of the consortium's course work has been shared with the group. Discussion ensued regarding the extent to which such locally developed course work should be shared with other and even potentially competing or overlapping organizations, and whether compensation should be requested from the group in return for the sharing of proprietary information.

C. New Items from Board Members Chair Merced requested that the meeting participants go around the table, and that all participants raise any new matters or questions for discussion which seemed appropriate. Alan Fox indicated that he would prepare a message to the full Board following the meeting regarding the low attendance at the current meeting, and encouraging attendance at the Board Retreat in March. Nina Babiarez mentioned a business development section on the Cerritos College campus which may be able to help with organized class training through the internet. Dave Stumpo added by way of new information that the FTA has indicated a desire to meet with Chair

Merced, which contact and potential meeting might lead to possible new sources of revenue for the consortium.

Chair Merced thanked Board Member Tom Barrio and Montebello Bus Lines for their generosity and hospitality in hosting and providing lunch for the meeting.

Chair Merced adjourned the Board meeting at 12:51 p.m.

Respectfully submitted,

Alan L. Fox  
Secretary