

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

August 18, 2010  
Cerritos Community College  
Center for Transportation Technologies  
11111 Alondra Boulevard  
Norwalk, CA.

The Board of Directors of the Southern California Regional Transit Training Consortium (the “consortium” or “SCR TTC”) held a Regular Meeting on August 18, 2010, at Cerritos College’s Center for Transportation Technologies, 11111 Alondra Boulevard, Norwalk, CA. 90650-6203.

The following directors were present for the meeting:

Patrick Astredo	Ralph Merced
Tom Barrio	Greg Newhouse
Pamela Boswell (by conference phone)	Frank Scholl
Rolando Cruz	Gail Schwandner (by conference phone)
Tommy Edwards	Steve Tomory
Jannet Malig	

Directors Mike Bonacio and Jess Guerra were absent.

Also present for some or all of the meeting were the following individuals:

Nina Babiarz (Training Facilitator and Coordinator, SCR TTC)  
Steve Berklite (Cerritos College)  
Peter Davis (Advanced Transportation Technologies and Energy Initiative;  
Chair, Economic Workforce Development Committee)  
Alan L. Fox (Secretary, SCR TTC)  
Chris Hatfield (Caltrans)  
George Karbowski (Foothill Transit) [by conference phone]  
Dana Lee (Long Beach Transit)  
Cal Macy (Long Beach City College) [by conference phone]  
David M. Stumpo (Program Manager, SCR TTC)  
Ray Tellis (Federal Transportation Administration)

## I. Welcome, Roll Call and Introductions.

Patrick Astredo, Vice Chair of the Board and Acting Chair (“Chair”) in the absence of Jess Guerra, called the meeting to order at 12:10 p.m., conducted a roll call of Board directors, and welcomed all participants to the meeting. SCRTTC Program Manager Dave Stumpo suggested that those attending the meeting by conference phone identify themselves, and George Karbowski, Cal Macy, and Directors Pamela Boswell and Gail Schwandner introduced themselves over the phone. Chair Astredo then asked all those present at the meeting to introduce themselves, and each person at the meeting proceeded in turn to give his/her name and professional affiliation. Chair Astredo offered additional brief background introductions, describing new Board Member Pamela Boswell, of the American Public Transit Association (APTA), and special guests Ray Tellis of the Los Angeles office of the Federal Transportation Administration (FTA) and Chris Hatfield, Office Chief, Office of Workforce Development of Caltrans’s Division of Transportation Planning. Chair Astredo asked each such new meeting participant to comment on his/her role in the transportation industry and on possible connections with the work of the consortium.

Ray Tellis, an administrator and team leader in the Los Angeles office of the Federal Transportation Administration, stated that he would provide a brief power point presentation describing his agency’s role and responsibilities within the transportation industry, specifically including the encouragement and promotion of workforce development within the transit industry. He remarked that he and his fellow administrators work closely with the transit industry but not frequently or professionally with the community college system. He warmly endorsed the opportunity for dialogue and informational exchanges with the transit industry through such organizations as the SCRTTC in particular, and on behalf of his agency and fellow administrators he thanked the consortium for inviting him. He both encouraged and promised continuing communication and mutual support between the FTA and the consortium in the interests of industry workforce objectives.

Chair Astredo welcomed Pamela Boswell to the SCRTTC Board, and thanked her for her participation. Ms. Boswell, Vice President of Program Management and Educational Services with APTA, emphasized the honor she felt in being invited to the Board, and she remarked that the consortium represents a model for the transit industry, a benefit to a large number of industry participants and members, and an excellent example of partnership collaboration. She described the role of APTA, and many of its industry functions. She explained her responsibilities as encompassing professional and workforce development, provided some history of the Association’s efforts in such area, and emphasized that the time is ripe to advance and promote workforce development as a priority within the transit industry. She identified as a significant performance metric, for both her personal efforts as well as the Association’s in general, the measurable returns on training development. Chair Astredo reiterated the consortium’s thanks for her participation.

Chris Hatfield in turn explained that she works in the Sacramento offices of Caltrans, and oversees workforce development and planning for Caltrans, supervising among other functions the training and the workforce development academies for that organization. She distributed printed handouts describing some of Caltrans's functions and responsibilities within the transit industry, described her office's current focus for employees on a transportation planning rotation program, and emphasized how much she and her agency look forward to working successfully and productively with the consortium. She recounted among other experiences within the industry her long personal relationships with Peter Davis and Nina Babiarz. Chair Astredo commented by way of summary and response that the SCR TTC's success depends in part on its ability to reach well beyond its defined roles with the regional transit agencies and community colleges, and to work collaboratively and effectively with many governmental regulatory and industry-related agencies, specifically including those represented by Chris Hatfield and Ray Tellis. He reiterated his and the consortium's delight in including Chris and Ray in the meeting, and in consortium communications and efforts generally.

Ray Tellis of the FTA then proceeded to provide his promised power point presentation, entitled "FTA Workforce Development". Tellis commented on various research, training, and workforce development informational sources and organizations, expressed his and the FTA's interest and enthusiasm in being able to work with the consortium and the FTA's desire to facilitate and coordinate as possible the consortium's financial needs in the grant funding area, and emphasized his general desire to increase the consortium's and FTA's mutual ability to work with and get to know each other better for the future best interests of the transit industry's workforce. Nina Babiarz thanked Tellis on behalf of the consortium for his participation in the meeting and his presentation, and Tellis in turn informed the Board that, in part in response to a previous request from Nina, the FTA's program and presentation would be included as part of a National Transit Institute (NTI)-sponsored, consortium-hosted "Project Management for Transit Professionals" training to be conducted in late October at Gardena Municipal Bus Lines in Gardena.

Peter Davis asked Ray Tellis whether the FTA is involved in any manner with rail transit, including high-speed rail transportation, to which Tellis responded that rail transit is not currently in the FTA's jurisdiction or area of expertise although its focus could change in the future. Chair Astredo emphasized to Tellis that the consortium is in "survival mode" financially, in the sense of needing additional public and/or private grant funding in order to continue its training programs, and Rolando Cruz added that a crucially needed funding component involves financing for the administration and development of such training in addition to the direct training costs themselves. The meeting participants concurred that marketing and training expenses are always what seems to suffer first when financial cutbacks occur. Ray Tellis assured the Board and meeting attendees that he was impressed with the discussions and comments offered, and that he felt strongly that his meeting participation was valuable, both personally to him and also potentially to everyone present and to the SCR TTC and its members. Chair Astredo again thanked Ray Tellis for his participation, presentation, and comments.

## II. Approval of Minutes.

Chair Astredo requested discussion or related comments regarding the proposed minutes covering the May 19, 2010, Annual General Meeting of the Board, as previously distributed to the Board and posted on the SCR TTC website. Upon motion by Rolando Cruz, and seconded by Greg Newhouse, the minutes of the Board meeting of May 19, 2010, were unanimously approved.

Chair Astredo then requested discussion or related comments regarding the previously distributed, proposed resolution [eResolution #R-10-0610a June 2010] formally approving the electronic and telephonic communications and vote of the Board between meetings electing Pamela L. Boswell of APTA to the Board. Upon motion by Rolando Cruz, and seconded by Steve Tomory, the proposed resolution was unanimously approved.

## III. Secretary Report.

Alan Fox, Secretary, reported that there had been no recent or significant developments or information specifically applicable to the consortium's secretarial functions since the previous Board meeting and Board Retreat. Fox inquired generally of the group whether there were any practical or otherwise seemingly necessary reasons for maintaining formal minutes of other meetings, such as subcommittee meetings or, by way of example, the recent ad hoc budget committee meeting in which financial preparations and recommendations were considered for dealing with the consortium's financial future following the end of the FTA Earmark funding. Rolando Cruz responded that any formal recommendations or related decisions emanating from such ad hoc and related committee meetings would necessarily be presented to the Board for final decision, and would thus be encompassed for legal purposes and formality in the regular Board meeting minutes.

## IV. Management Report.

### A. Salient Activities Report.

#### i] Monthly Management Report.

a) Training Status. Dave Stumpo referred Board directors and meeting participants to the current Monthly Management Report for July, 2010, written copies of which had been distributed electronically to all Board members prior to the meeting. He remarked that a total of 20,088 training hours have been delivered to date over the lifetime of the consortium, thus breaking the 20,000 hour threshold mark in training and constituting a major milestone in the consortium's history.

b) Financial Status. Stumpo again referred the Board and meeting

participants to the Executive Summary of the July, 2010, Monthly Management Report, commenting generally that the consortium's checking account operating balance as of the reporting period's month end was slightly more than \$ 93,000, and that the current balance in the James A. Ditch Fund for the same period was \$15,529.69. He reported that all current consortium bills had been paid.

c) New Membership and Membership Fee Status. Stumpo further reported, as shown in the July Monthly Management Report, that all 2009 membership fees had been paid in full by current consortium members, and that some invoices for 2010 membership fees remain outstanding. He requested that representatives of consortium members with outstanding fee invoices go back to their employers and request payment. Nina Babiarz noted, again as described more particularly in the current Monthly Management Report that newly renewed members to the consortium within the past few months include El Camino College and Santa Monica Community College, together with new Affiliate Members California State University Long Beach/Center for International Trade & Transportation (CSULB/CITT) and University of California San Diego (UCSD).

ii) FTA Earmark Quarterly Report. Dave Stumpo referred the Board to the FTA Earmark Quarterly Report covering the period April-June, 2010, as submitted to the FTA on July 31, 2010. He reminded the Board that FTA Earmark funding would end as of September 30, 2010, and that a final report for the consortium would be due to the FTA by October 31<sup>st</sup>.

iii) PIP Program Update. Nina Babiarz provided a brief background and timeline covering development of the consortium's Private Industry Partnership program. She reported, based on discussions and agreements at recent Board meetings, that a list of potential members and Board liaisons and contacts and a corresponding spread sheet had been prepared in May, partnership invitation scripts and descriptions of levels and benefits assembled and distributed, and proposed letters of understanding drafted. She identified the first new private industry partner as ATech Training, Inc., as a Founding Partner, for an in-kind contribution of electrical instructional boards and related assistance for electrical training, through the efforts of Board member Steve Tomory of Rio Hondo College. She reported that Clean Energy had become a Sustaining Partner of the program as the result of discussions with Ralph Merced and Robert Miller of Omnitrans. She described an agreement and successful collaboration agreement with Proterra for an in-kind contribution consisting of the delivery of training, and ongoing discussions with New Flyer initiated by Mike Bonacio and Mark Fisher. Other potential private industry partnership arrangements are pending.

## V. Board and Committee Reports.

### A. Board Reports.

i) Resolution R-10-0818-B. (Adopt Budget from Working Group).

Rolando Cruz described the deliberations of an ad hoc budget committee of Directors which met in late July to review and offer recommendations for the consortium's financial planning and budgeting following the end of the FTA Earmark funding as of September 30, 2010, all of which recommendations are encapsulated in the captioned, proposed Resolution R-10-0818-B and the attached Ad-hoc Budget Committee Report ("Committee Report"), distributed to Board members in advance of the meeting. As explained in the Committee Report, Directors Astredo, Cruz, Guerra, Merced, and Schwandner, together with Peter Davis, Alan Fox, and Dave Stumpo, met as an ad hoc budget committee on July 28, 2010, to address and determine consortium budgeting in light of the anticipated end of FTA Earmark Funding. Cruz described the background and current financial status of the consortium as of the date of the meeting, and the committee's recognition that, in the absence of continuing and/or future grants and funding, cutbacks in both training and administrative expenses as well as the delivery of training would necessarily have to take place. With the assistance of spread sheets, anticipated cash flow projections, and a detailed analysis of anticipated revenues and expenses going forward, together with a general explanation of the consortium's need to function in an active but "survival mode" over the following two years, Cruz summarized the committee's recommendation to deliver twelve training classes annually through funding from existing grants and to fund basic administration expenses of \$85,000 per year covering training course administration, website, statistics and accounting, all through a total annual budget of approximately \$150,000. Cruz explained that if and when additional funding is received, the Board would review again how to administer and allocate such funding. Cruz advised that one significant, practical effect of such cutbacks and budgeting would be the loss of considerable administrative leadership, and the necessity for the Board itself to undertake responsibility for grant applications, lobbying coordination, sponsorship opportunities, Board meeting coordination and agenda setting, and related functions currently being handled by Aptrex and staff.

Peter Davis inquired of Cruz how the consortium would bring back or otherwise reengage such administrative leadership and reassess its organizational alternatives in the event of new funding, especially between regularly scheduled Board meetings. After discussion, it was agreed that the consortium's then-current executive leadership group at the time of such new funding would necessarily address such issues and determine a course of action, communicate its recommendations to the Board as a whole, and seek the Board's approval through the process of an e-resolution. Tom Barrio proceeded to move the approval of the proposed e-resolution R-10-0818-B as described above, as modified to include language incorporating the Board's ability to make administrative changes as aforesaid between meetings in the event of new funding. Greg Newhouse seconded Barrio's motion. The motion and resolution as modified was unanimously approved. Peter Davis commented that "It's a good choice", and Chair Astredo remarked that the necessity for such decisions was a sad reality but that the Board had confidence both in its immediate course of action as well as the likelihood of future financial opportunities.

ii]. Resolution R-10-0818-A. (Management Contract). Chair

Astredo then turned to the captioned resolution covering approval of a Professional Services Contract extension with Aptrex Institute for the period October 1, 2010, to September 30, 2011, as set forth more specifically in the proposed resolution language distributed electronically to the Board in advance of the meeting. Upon motion by Tom Barrio, and seconded by Greg Newhouse, the proposed resolution was unanimously approved. Steve Berklite commented that in light of the reduced scope of services to be undertaken by APTREX by virtue of the budget cutbacks, there should perhaps be a specific and collectively understood and agreed re-assignment of responsibilities within the Board. Ralph Merced volunteered the services of Santa Monica Big Blue Bus to coordinate the next Board meeting. Rolando Cruz suggested that it may be timely to organize a meeting between the consortium's executive leadership and Dave Stumpo and Nina Babiarez to allocate functions and work out specifically what tasks and responsibilities will be undertaken in the future by each group and individual Board members.

B. Economic Workforce Development Committee Activities.

Peter Davis, Chair, referred the Board and meeting participants to page 9 of the current Monthly Management Report for his written report on the recent activities and accomplishments of the EWD Committee [The report is as well contained in a separate electronic mailing to the Board from Dave Stumpo dated August 12<sup>th</sup>]. Committee Chair Davis commented that the consortium is currently waiting on further developments regarding grant applications with the California Energy Commission ("CEC"). Gail Schwandner and Cal Macy discussed developments with a previous grant by the CEC and California's Employment Development Department to Long Beach City College for a "California Clean Energy Workforce Development Program", for which training assistance has been and is being provided by the consortium. Chair Davis commented on ongoing efforts on behalf of the consortium to facilitate funding solicitation recommendations from lobbyist Pat Jordan in Washington, D.C., and related, continuing efforts to work with Senator Boxer's office on potential federal funding opportunities. Alan Fox reminded the group of a recent meeting and related communications involving the consortium's application for funding through a so-called reformulated gasoline settlement fund created as the result of litigation involving unrelated third parties. As briefly discussed, a detailed summary describing recent and continuing funding requests and grant applications, including discussions regarding an extension of or continued program funding from the FTA, is contained in the most recent FTA Earmark Quarterly Report under the general headings "Major Accomplishments and Occurrences" and "Committee Reports".

C. Planning and Curriculum Committee.

Nina Babiarez reviewed the current training class schedule for the upcoming months. She reported that the consortium will be represented at the California Transit Association ("CTA") annual meeting in San Diego in September, and will offer a summary presentation of the consortium's training delivery accomplishments pursuant to

the FTA Earmark. She further described ongoing training developments with third parties, including partnership collaboration efforts for the delivery of training with Proterra.

D. Organizational Committee Activities.

Alan Fox, Co-Chair, indicated that there were no recent Organizational Committee activities which had not been previously discussed.

E. James A. Ditch Education Fund.

Rolando Cruz reiterated as previously discussed that funding in excess of \$15,000 has been raised to date in support of the James A. Ditch Education Fund. Cruz further reported that a memorial golf outing in support of the Fund will take place in San Diego on September 13<sup>th</sup> immediately before the CTA annual meeting, and he encouraged Board members and meeting participants to play and/or volunteer. He described the status of preparations for the event, which he characterized as “just great”, and he proceeded to estimate that the event will ultimately raise over \$20,000 for the Fund. Tom Barrio commented that he has a new golf bag to donate to the event.

VI. New Business/Open Discussion/Questions/Answers.

A. Presentation by Chris Hatfield, Office Chief, Caltrans, Division of Transportation Planning, of Caltrans’ “Transit Rotation Program”

Board meeting guest Chris Hatfield, of Caltrans, described Caltrans’ current Transit Rotation Program, involving its focus on professional staff and both internal and external rotations. She provided written handouts explaining the activities, focus, and organizational divisions of her office, including its emphasis on geographic representation. She commented that Caltrans has a number of grant programs which the SCR TTC may be eligible for in terms of funding. She remarked generally that her agency has operated more or less in “fits and starts” in placing its employees with outside public and private agencies.

B. APTA Meeting and CTA Meeting.

Dave Stumpo made brief announcements concerning both the CTA and APTA meetings, including the SCR TTC’s role in both meetings, and generally explained the activities and events at such meetings.

C. Tour of Cerritos College’s New Transportation Center After the Meeting.

Jannet Malig and Steve Berklite offered all meeting participants a tour

of Cerritos Community College's new Center for Transportation Technologies immediately following the meeting.

VII. Adjourn and Next Meeting on November 17, 2010

Chair Astredo announced that the next Board meeting would be hosted by Long Beach Transit, and would take place on November 17, 2010. He thanked everyone for their meeting attendance and participation, and Cerritos Community College and Jannet Malig and Dean Steve Berklite for their hospitality as hosts.

Chair Astredo, noting the absence of any further business, adjourned the meeting at 2:37 p.m..

Respectfully submitted,

Alan L. Fox  
Secretary