

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

February 23, 2011  
Rio Hondo College  
Conference Room T143 in TechQuad Area  
3600 Workman Mill Road  
Whittier, CA.

The Board of Directors of the Southern California Regional Transit Training Consortium (the “consortium” or “SCR TTC”) held a regular meeting on February 23, 2011, at Rio Hondo College, 3600 Workman Mill Road, Whittier, California.

Consortium directors Jess Guerra, Chair, Patrick Astredo, Tom Barrio, Mike Bonacio (by phone), Pamela Boswell (by phone), Rolando Cruz, Jannet Malig (by phone), Ralph Merced, Greg Newhouse, Frank Scholl (by phone), Gail Schwandner (by phone), and Steve Tomory were present for the meeting. Director Tommy Edwards was absent.

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

Nina Babiarz (Training Director, SCR TTC)  
Jordan Cantillano (Los Angeles Trade Tech College)  
Peter Davis (Statewide Director, Advanced Transportation Technologies  
and Energy Initiative)  
Alan L. Fox (Secretary, SCR TTC)  
Larry McLaughlin (College of the Desert)  
Carlos Rojas (Los Angeles Trade Tech College)  
Jarrett Stoltzfus (Federal Transit Administration)  
David M. Stumpo (Program Manager, SCR TTC)

I. Welcome, Introductions, and Special Guests.

Jess Guerra, Chair, called the meeting to order at 12:054 p.m. Chair Guerra welcomed and thanked all meeting participants for their presence, and he offered a special welcome to and introduction of Jarrett Stoltzfus of the Federal Transit Administration (FTA), who traveled from Washington, D.C. in part to attend the meeting, to visit with Dave Stumpo, and to tour SCR TTC member colleges and transit systems

over a three-day period. Chair Guerra conducted a roll call of Board directors, an attendance sign-up sheet was distributed, and, at Chair Guerra's request, all meeting participants including those attending by phone introduced themselves and their affiliations.

At the invitation of Chair Guerra, Jarrett Stoltzfus introduced himself in greater detail, identifying himself as the FTA grant manager for the ongoing cooperative agreement between the consortium and the U.S. Department of Transportation through the FTA. Stoltzfus offered introductory initial remarks, complimenting the work the consortium has been doing and indicating his happiness in being able to attend the meeting and meet and observe first-hand the work of the consortium, and many of its principals. Stoltzfus commented briefly on the current national budget being proposed, indicating that the budget for the FTA in particular has been virtually doubled over what it has been in the immediate past, with emphasis on research, technical assistance, and training. Peter Davis asked Stoltzfus to comment on the FTA's role in high speed railway development, observing California's current involvement in such projects. Dave Stumpo outlined Stoltzfus's itinerary for his trip west, which included or would encompass visits to Gardena Transit, Cerritos College, Rio Hondo College, and Los Angeles Trade Tech College.

## II. Approval of Minutes.

Chair Guerra requested discussion or comments regarding the proposed minutes describing the November 17, 2010, regular meeting of the Board, as previously distributed to the Board and posted on the SCRTTC website. Upon motion by Tom Barrio, and seconded by Greg Newhouse, the minutes of the Board meeting of November 17, 2010, were unanimously approved.

Chair Guerra further requested consideration, discussion, and if appropriate approval, of the proposed eResolution dated January 12, 2011, adopting the current FTA contract extension, albeit on a calendar year basis spanning 2011 rather than on a fiscal year basis. Upon motion by Frank Scholl, and seconded by Mike Bonacio, the proposed eResolution dated January 12, 2011, was unanimously approved and adopted.

## III. Secretary Report

Alan Fox, SCRTTC Secretary, commented that the most substantive issues involving the corporate secretarial function over the past few month's concerned matters which would be considered in greater detail later in the meeting, and he suggested deferring discussion of such matters. Fox mentioned the possible benefit of adding a personal name to the consortium's address on its stationery in order to avoid confusion at Long Beach Transit, whose address is used for official consortium contact purposes, to which suggestion Rolando Cruz responded that any possible confusion at Long Beach Transit has been remedied through emphatic labeling of internal mailboxes for the

consortium's use. Fox reminded the group that consideration would be given at the March Board Workshop, followed by the May Annual General meeting, to consortium leadership succession issues and election of Board members for the forthcoming year, and he encouraged Board members to think about such issues in advance of the next meetings. Fox finally commented that ongoing and regular review of legal and regulatory requirements, document retention procedures, and related records maintenance would and should be emphasized for the best interests and protection of the consortium, to which Dave Stumpo underlined that such reviews were necessarily continuing and would be emphasized as part of the consortium's regulatory discipline.

#### IV. Management Report.

##### A. Salient Activities Report.

i]. Monthly Management Report. David Stumpo referred the Board to the most recent Monthly Management Report, for January, 2011, for details covering the consortium's recent activities.

a). Training Status and Calendar 2011. Dave Stumpo reported, as described in more detail in the current Monthly Management Report, that the consortium has delivered a total of 21,072 training hours to date, that a total of 1,626 people have gone through the program, and that those who have received consortium training represent approximately 78% of the technician population in the Los Angeles Basin and SCRTTC membership area. Stumpo described recent training classes, and the currently scheduled classes and their locations through April. He commented that scheduled classes are tending to fill up quickly, and advised consortium members to sign up early where possible. Nina Babiarz, reiterating a portion of the training schedule described in the current Monthly Management Report, reminded the group that a collaborative training effort with the National Transit Institute (NTI) focused on Orientation to Transit Procurement will take place on April 19<sup>th</sup> at Cerritos College. Pamela Boswell inquired whether this would be the first collaboration with NTI, to which Nina responded that the consortium had started joint efforts with NTI approximately two years ago with a program management course. Nina added that on April 19<sup>th</sup> the California State University at Long Beach (CSULB)/Aptrex project on leadership classes is scheduled for delivery of the fourth class in a series of supervisory training classes.

b). Financial Status. Dave Stumpo referred the Board to the previous discussion and descriptions, and to the current Monthly Management Report, for further detail concerning the consortium's financial status. He commented that a previously reported problem regarding FTA reimbursement in connection with a September 2010 billing had been satisfactorily resolved.

c). New Membership and Membership Fee Status. Stumpo announced that a new member, the University of California, San Diego (UCSD), has joined the consortium, and that, together with California State University at Long Beach,

two significant universities within California's higher education system are now SCRTTC members. At Nina's request, Greg Newhouse described the background, individuals, and communications involved in UCSD's decision to join the consortium, as well as some of the background in Santa Ana College's rejoining the consortium. Stumpo requested all consortium members to bring their dues up to date as necessary. Larry McLaughlin on behalf of College of the Desert assured the group that his school's "check is in the mail". Gail Schwandner announced that she has informed Long Beach City College (LBCC) that she will retire from the college effective June 30<sup>th</sup>, and that she will accordingly retire from the SCRTTC Board at some roughly equivalent time. She commented that LBCC's involvement and participation with the consortium has been a "multiplier" in terms of productivity and successful vocational activity, and she praised the work and effectiveness of the consortium in its training efforts. Stumpo mentioned the following members are currently in arrears: LA Metro, Montebello, Norwalk, and Santa Ana College.

Rolando Cruz suggested that the consortium update its descriptive power point presentation, demonstrating where the consortium is today in its development and offerings and where it intends to be in 3-5 years, and prepare through personal interaction and the involvement of consortium officers and leaders to provide such updated presentation to member transit agency and community college leaders. Stumpo responded that such preparations and planning are already in process and nearly completed, and that he and Nina will lead such efforts, with a focus on presentations as appropriate and convenient in April, including as possible first to a group of regional transit agency CEOs and thereafter to directors.

ii]. FTA Grant Update. Dave Stumpo stated that the status update was "pretty easy to relate", and he referred the Board to the detailed description under "Major Accomplishments" in the current Monthly Management Report. He reiterated that by agreement with the FTA, and by virtue of delays in its renewal, the contract amendment would be effective for the 2011 calendar year starting January 1st, as opposed to the previously effective governmental fiscal year ending in September.

#### IV. Board and Committee Reports.

A. EWD Committee Activities. Peter Davis, Committee Chair, reported, as previously discussed, that the FTA contract amendment and extension with the consortium is in place, as reflected in the current Monthly Management Report and in various email messages to the Board over the past few weeks, and that the contract amendment represents a commitment for a fifth year allocation of \$450,000, covering the 2011 calendar year. Davis further indicated that the Reformulated Gasoline Settlement (RFG) Fund grant is also virtually in place, and awaits only a contract signature by Chair Jess Guerra. Davis summarized the RFG fund grant as representing a potential total of \$675,675 in funding grants over a period extending through 2013, subject to a number of enumerated conditions.

Dave Stumpo, commenting generally that February to date has “been a very quiet month” in terms of funding developments, reported that there are currently at least two other potential FTA funding grants of interest to the consortium, but in light of Jarrett Stoltzfus’s presence in the meeting and the understanding between Stoltzfus and the consortium, Stumpo would limit his comments describing such potential grant possibilities. Stumpo joked that he and consortium program management are currently “exhausted by last year’s efforts” in pursuing continued funding for the consortium. Gail Schwandner commented by phone that there is innovative grant funding available in connection with a regional electronic vehicle symposium which will be hosted in the late spring by the Port of Long Beach, and that all transits which are using hybrid electrical technology or electric vehicles should be invited. Greg Newhouse additionally commented that there will be an alternative clean transportation conference in Long Beach in early May. Alan Fox inquired of Chair Davis, based primarily on advice attributed to Davis in the current Monthly Management Report, about the precise problems involved in collecting social security data which would lead the consortium among other organizations to avoid bidding on certain significant solicited grant application awards from the Department of Labor in particular. Davis responded that, notwithstanding the attractiveness, size, and relative rarity of such funding awards, the potential personal identity theft problems inherent in the award requirements, combined with the unrealistic longer-term reporting requirements for program outcomes, make participation in such programs unattractive and unrealistic for the consortium.

B. Planning Committee. Nina Babiarz informed the Board that insurance requirements exist in connection with the RFG fund grant, and that she has been in contact with the CPA firm which has previously assisted the consortium with regulatory matters. Dave Stumpo further explained that there is Comprehensive General Liability (“CGL”) but not errors and omissions insurance requirements with limits which appear to be high at \$10 million, and that the cost for such insurance in turn appears to be expensive and not required at this level. Stumpo as well mentioned the possible requirement for directors and officers liability coverage. In light of the potential costs to the consortium for such insurance, he will be in touch with the cy pres attorney overseeing the fund. Stumpo commented that the signed RFG fund contract agreement will be returned to the Fund principals, and that the consortium will thereafter in short order know when the funding will commence, which he currently estimates to be around April 1<sup>st</sup> for a period of three years.

i] Training Calendar, FTA, NTI, CSULB, Caltrans. Nina Babiarz reported that a Planning Committee meeting took place immediately before the Board meeting, and she thanked Jarrett Stoltzfus from the FTA for his attendance and for helping move the planning and funding process forward. She described planned training to be conducted under the auspices of the NTI, which she characterized as having been described in greater detail in the immediately prior Planning Committee meeting. She reported continuing training planning with Caltrans through the assistance of Kimberly Gayle, as well as a UC Berkeley tech transfer program which is being developed with Norwalk Transit. Nina promised to keep the Board informed with respect to all such ongoing training planning.

ii]. Hybrid Subcommittee Update. Nina, together with Steve Tomory, Chair, provided an update of the activities of the Hybrid Subcommittee. They indicated that Al Pierce, Vice Chair of the Subcommittee, is waiting to hear from New Flyer in connection with confirmation of March training dates. Nina identified April 4<sup>th</sup> as the scheduled date for a train the trainer class for hybrid electric training.

C. Organizational Committee Activities. Alan Fox, Co-Chair, reported that there had not been significant activities of the Organizational Committee since the last Board meeting. He reminded the group that it will be timely by the Board Workshop in late March to consider leadership succession and changes in Board composition, if any, in preparation for the May Board Annual Meeting.

D. James A. Ditch Education Fund. Rolando Cruz reiterated his advice at the November Board meeting to the effect that slightly more than \$20,000 in net proceeds had been generated for the Fund by virtue of the September, 2010, golf outing in San Diego, and that accordingly the current balance in the Fund is slightly more than \$35,000. Cruz commented that another golf outing is planned for the coming September at the CTA conference, at which it is hoped to generate further revenues for the Fund sufficient to bring the fund total to \$50,000 or more, at which point the consortium will consider the process for distribution of Fund proceeds. Stumpo commented that there are strict reporting requirements for handling fund contributions. Nina advised with respect to such reporting requirements that the consortium's tax returns in the next year will need to be filed on a full IRS 990 Form, rather than the shortened form which the consortium has been able to use to date. Stumpo advised that notice and form filing is required ahead of any events where raffles take place, and he indicated that the consortium should contract with the appropriate professional services to handle tax returns and legal filings.

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

A. Discussion to Use Operating Funds for Accounting and Legal Services. Dave Stumpo introduced the subject of whether and/or in what instances to use the consortium's liquid operating funds for the payment of invoices for services for corporate functions such as legal and accounting services, as opposed to using grant funds. Stumpo explained that for periods for which no grant funds were available, such as in the recent period from October, 2010, to January, 2011, in which the previous FTA funding had expired and no additional funding was available, the Board should decide whether it would authorize payment for such services out of the consortium's operating reserves. Rolando Cruz suggested that presentation of such decision was not fair to the Board under the circumstances, and that such matters should be handled more quickly and more regularly as part of the Board's normal procedures and responsibilities. Stumpo reminded the Board that its annual Workshop would take place in late March, and Cruz in turn suggested that a smaller group such as the executive committee or the Organizational Committee convene before the Workshop, consider such issues, and prepare to bring a solid recommendation for their handling to the Board at that time. It was agreed that the

handling of such matters would be deferred to the March meeting and put on the agenda for such meeting.

B. Pam Boswell Update on APTA Activities. Pam Boswell reviewed a variety of APTA activities, commencing with workforce development issues. She described the formation of a Workforce Development Blue Ribbon Panel within APTA intended to deal with several issues involving the transit workforce including legislation, education and image building. She reported that the panel has developed a five-year plan involving focus on higher education, and is establishing within the plan a mentoring internship program, which will be funded through APTA's budget and a proposed three-month pilot program for which will kick off toward the end of March. Ralph Merced commented in connection with such mentoring goals that Santa Monica is involved with the Academy for Educational Development, a non-APTA-related mentoring program. Larry McLaughlin of the College of the Desert similarly described his college's approach to mentoring and the underemployed, mentioning a workforce investment board. Pam Boswell as well described an association of foundations called the Council of Foundations in which APTA is associated and which focuses on workforce development, job creation and retention. She emphasized that APTA generally is involved and interested in advancing youth outreach and career initiatives, is promoting a youth summit focused on public transportation and the environment, including the benefits of transit, and is organizing a public transportation career day. She indicated that APTA has a formal working relationship with the American Association of Community Colleges, and she announced that APTA will be in Long Beach at the beginning of May, 2012, for a national meeting to be hosted by Long Beach Transit.

C. Kimberly Gayle, Caltrans Mass Transportation; handout for Jt. Council on Transit Wireless Communications; presentation anticipated at May Annual meeting. Kimberly Gayle of Caltrans was unable to attend the meeting. A handout as captioned was distributed to the meeting attendees, and it was announced that Ms. Gayle will make a presentation at the consortium's May Annual General meeting.

D. SCR TTC Powerpoint Marketing Campaign. Dave Stumpo briefly described the powerpoint marketing campaign of the consortium, but because the subject had already been previously discussed, he limited his remarks and referred to the previous discussion.

E. Next Meeting SCR TTC Board Workshop March 30<sup>th</sup>. Dave Stumpo announced that the now-annual Board Workshop will take place at OMNITRANS on March 30<sup>th</sup>, will be an all-day meeting 8:30am to 3:00 pm, and will feature a slightly different approach this year. He described certain subjects which will be brought back to the Board for consideration at the meeting.

Stumpo indicated that Jarrett Stoltzfus of the FTA would have to leave the meeting, and asked if there further questions of Stoltzfus or other subjects for Jarrett's consideration. Stoltzfus addressed the subject of federal funding for transit in general terms, including funding from the Department of Labor, and described some of the legal

constraints and related limitations on transit industry funding. He assured the Board that he wants to be proactive and helpful to the consortium and the industry within the constraints applicable to his responsibilities, thanked the group for inviting him to the meeting, and left the meeting.

Stumpo then described in greater detail than he was able to do in Stoltzfus's presence two FTA grants in which the consortium is interested, details of which are described in part in the current monthly management report. He indicated that one such grant application, with a deadline of March 15<sup>th</sup> and focused on technical workforce development, will be submitted through Santa Monica Big Blue Bus, and will include both SCRTTC members and several northern transit systems. A second grant featuring managerial and organizational leadership and supervisory responsibilities is being applied for through OCTA, with the consortium's role being defined as the developer and trainer for such programs. Stumpo inquired of Pamela Boswell whether such applications might be supported by APTA, to which Pam responded that a conflict may exist with respect to such support but that APTA wanted to help in every way it can with the work being conducted by the consortium.

Chair Guerra then suggested that he go around the table and invite each meeting participant to offer any parting questions, subjects for discussion, or other comments which may occur. Carlos Rojas of L.A. Trade Tech College indicated that personnel from the Department of Transportation have indicated a desire for training for mechanics, as have representatives of Veolia Environmental in connection with certain bus services in the downtown area. Peter Davis reported that the California community colleges will lose a minimum of \$400 million in funding as the result of proposed state budgeting cuts in California, and that if the currently proposed state budget does not hold together, the colleges will be in a "desperate" financial position. Davis commented that rail transportation is likely to receive significant financial support in the future, and that one possible industry opportunity may be links between proposed high speed railways and transit agencies in urban areas, as in China and Europe.

VI. Next Board Meeting.

Chair Guerra reminded the Board that the all-day Board Workshop will take place at OMNITRANS in San Bernardino on March 30<sup>th</sup>, and that the next formal Board meeting is scheduled for May 18, 2011, at Long Beach City College.

The meeting adjourned at 2:17 p.m.

Respectfully Submitted,

Alan L. Fox  
Secretary