

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

November 17, 2010
Jackson Transit Center, James A. Ditch Training Center
68th and Cherry Streets
Long Beach, CA.

The Board of Directors of the Southern California Regional Transit Training Consortium (the “consortium” or “SCR TTC”) held a Regular Meeting on November 17, 2010, at the James A. Ditch Training Center of Long Beach Transit’s Jackson Transit Center, 68th and Cherry Streets, Long Beach, California.

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

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

David M. Stumpo (Program Manager, APTREX/SCR TTC)
Nina Babiarz (Training Facilitator and Coordinator, APTREX/SCR TTC)
Alan L. Fox (Secretary, SCR TTC)
Steve Goldman (Cerritos College)
Cal Macy (Long Beach City College)
Peter Davis (Statewide Director, Advanced Transportation Technologies and Energy Initiative, ATTEi and SCR TTC EWD Committee Chair) [by phone]

I. Welcome, Roll Call and Introductions

Jess Guerra, Chair, called the meeting to order at 12:04 p.m. Chair Guerra welcomed and thanked all meeting participants for their presence, and Long Beach Transit for its hospitality in hosting the meeting. 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.

II. Approval of Minutes

Chair Guerra requested discussion or comments regarding the proposed minutes describing the August 18, 2010, regular meeting of the Board, as previously distributed to the Board and posted on the SCR TTC website. Upon motion by Patrick Astredo, and seconded by Mike Bonacio, the minutes of the Board meeting of August 18, 2010, were unanimously approved.

III. Secretary Report

Alan Fox, SCR TTC Secretary, reported that the most pertinent recent activities potentially involving secretarial functions concerned collective efforts being made with regard to the Reformulated Gasoline Settlement Fund, and he suggested in keeping with the meeting agenda that discussion of such activities be deferred until later in the meeting. He commented that there had been no other recent significant corporate secretarial activities meriting discussion since the previous Board meeting.

IV. Management Report

a. Salient Activities Report

i]. Monthly Management Report. Stumpo reported on the salient activities of the management report and referred the Board to the most recent Monthly Management Report (MMR), for October, 2010, for details covering the SCR TTC's most recent activities and in particular the pursuit of grant monies from the Reformulated Gasoline Settlement Fund (RFG). He complimented Babiarz for her efforts in following up in Stumpo's absence, and especially in preparing and filing a required initial application for registration by the SCR TTC with the California Attorney General's (AG's) Registry of Charitable Trusts. Babiarz was informed by Harry Snyder, the RFG's Cy Pres attorney responsible for making the recommendation to the court for SCR TTC's grant award, that the funding recommendation is contingent on the successful completion of this initial application and all other required filings in order for the SCR TTC to be in receipt of said grant funds. Babiarz completed the AG's Registry of Charitable Trusts application on behalf of the SCR TTC and sent to the AG's office per their direction on November 1, 2010 with a return receipt requested. Processing anticipated in the month of December.

Training Status. Stumpo described the SCR TTC's program management's recent training activity oversight as being conducted to the previously identified "sustainability budget", in view of the processing time required of continued funding from the FTA since the expiration of the four-year Earmark in September, 2010. In the training activities of the

Stumpo reported that there had been electrical training hosted at Long Beach City College in early October, although continued training has necessarily had to be cut back. He commented that there were no technical training courses scheduled in November, although there are management supervisory courses scheduled for late November and another, generally similar management training course, entitled “Management Skills for Maintenance Supervisors”. The development and delivery of this training was made possible through the collaboration of California’s Department of Transportation (Caltrans), and with the Division of Transportation Planning, Federal Transit Grants Programs and the Institute of Transportation Studies, UC Berkeley Technology Transfer Program with the on-line registration, marketing, data collection and evaluations being conducted by the SCR TTC. Additionally, Babiarz described separate efforts by Caltrans in identifying a budget and financial management course developed and currently being updated with Caltrans funding at the University of the Pacific in Stockton as potential follow-on training the “Management Skills for Maintenance Supervisors”.

Babiarz then described recent training classes, held under the sponsorship of the National Transit Institute (NTI) and entitled “Program Management for Transit”, conducted on October 26th and 27th at Gardena Municipal Bus Lines. Cruz proceeded to praise such courses, commenting that the courses fine-tuned and focused transit agencies’ policy procedures and attendees “took a lot out of it”. Cruz suggested that the consortium begin to request the NTI Procurement Series 1 through 4 training. Babiarz indicated this request was recently facilitated through the Federal Transit Administration (FTA) Los Angeles office with Ray Tellis and was awaiting word on its approval from FTA in D.C. to direct funding for NTI to provide the procurement training.

Financial Status. In providing the Financial Status portion of the Management, Stumpo again referred the Board to the most recent Monthly Management Report for a detailed description of the consortium’s current financial status. He reported that the consortium’s current bank balance and further reported the current balance in the James A. Ditch Education Fund after payment of expenses.

New Membership and Membership Fee Status. In reporting the New Membership and Membership Fee Status portion of the Management Report, Stumpo reported that, with the recent payment of their current dues through the College’s Office of Economic and Workforce Development, the reinstatement of Santa Monica College as a SCR TTC member has been accomplished. He commented that the membership status of the University of California, San Diego is ongoing and that the SCR TTC continues to communicate with them in order to process any invoicing and vendor information needed to move the University’s SCR TTC membership.

ii]. FTA Earmark Quarterly Report. Stumpo then referred the Board to the FTA Earmark Quarterly Report submitted to the FTA in October, 2010, covering the months of July, August, and September, 2010. Stumpo commented that the SCR TTC had completed its original four-year Earmark responsibilities and exceeded its goals. He reported that the first four-year program results and record-keeping are currently being closed out and as such the FTA discovered they had paid the SCR TTC twice for the same

invoice. This was discovered when the FTA was reviewing its records to clarify its payments history. Stumpo indicated that he is continuing to work and assist the SCR TTC's former program manager in the process of completing a financial reconciliation of the SCR TTC's program activities and reimbursements. He commented that the FTA currently owes the consortium approximately \$51,000 for its latest invoice, for which payment has not yet been made but receipt for which is anticipated shortly.

Stumpo indicated his understanding that the anticipated contract with the FTA for continuation funding of its grant to the consortium for a fifth year will not be a new contract, but will instead be an amendment to the existing contract. He explained his additional understanding that the grant for the fifth year will be for a full allocation of \$450,000, notwithstanding the fact that the grant has not yet been approved and the government's fiscal year will in all likelihood be into its third month by the time such monies are available for expenditure. Cruz suggested that, since the Board will not formally meet again until February, 2011, the executive council of the Board meet informally as soon as the monies become available in order to plan appropriately for their use and disposition, communicate its recommendations fully to the Board, and proceed to decisions as necessary by e-resolution. Stumpo explained that there is currently no provision for reimbursement for costs incurred in training now, and that anticipated grant monies will be available only for costs incurred after the grant is made.

iii]. PIP Program Update. Babiarz next summarized the status of the SCR TTC's Private Industry Partnership (PIP) program. She reported that the initial participation of ATech Training Inc. as a Founding Partner, with an in-kind contribution of electrical training boards to the SCR TTC, received in September and being stored at the Cerritos College's new Transportation Center. She described the participation of Clean Energy, Inc. as involving a cash contribution, and the contribution as having been acknowledged by the SCR TTC by letter of thanks and acknowledgement of receipt as a tax-deductible contribution by a 501 c(3) non-profit.. Babiarz commented that she and Stumpo are currently working on implementation of final details involving Proterra's anticipated hybrid safety and train-the-trainer programs. Babiarz gave assurances that the SCR TTC PIP logos will be displayed and identified as such on the SCR TTC website.

V. Board and Committee Reports

a. EWD Committee Activities: Davis, EWD Committee Chair, reporting by phone. He referred the Board to the recently distributed detailed report of the EWD Committee and then provided an overview of these activities. He commented that the SCR TTC has been successful in its funding efforts, referencing the recent communications with FTA representatives and indicating the SCR TTC's will receive a continuation of FTA funding at the same funding level in the amount of \$450,000. Davis also complimented Stumpo and Babiarz for their tenacity in pursuing possible grant monies through the Reformulated Gasoline Settlement Fund grant. He described the recent efforts, spearheaded by Babiarz to assemble and forward the initial application for

registration with the California Attorney General's Charitable Trust Registry. SCRTTC's award of grant funding from the Reformulated Gasoline Settlement Fund grant is contingent upon this successful registration requirement being met. Babiarz described her communications with Harry Snyder, the Cy Pres attorney representing the Reformulated Gasoline Settlement fund distributions. She explained that Mr. Snyder had inquired whether the SCRTTC's application for registration with the California Attorney General's Registrar of Charitable Trusts could be expedited. Babiarz described the communications with and explanations received from the Attorney General's office to the effect that the application would be treated in the order it was received, with an approximate four to six week backlog. Babiarz also noted that if and when the SCRTTC's initial application is approved, back filings of the 'Registration Renewal Fee Reports' (RRF) with the Attorney General's Office will be required, to cover each year of the period from the time the SCRTTC's taxes were first filed. Stumpo recommended that, following the successful completion of the initial registration with the Attorney General, legal and accounting expertise should be recruited in order to ensure the back filings are brought current and in order for the SCRTTC to remain in good standing with the Attorney General's office. In conclusion of the EWD Committee report, Davis also offered a brief summary and update concerning funding activities of the California Energy Commission ("CEC"), commenting that the CEC continues to review opportunities and avenues for spending funds. Davis informed the Board that community colleges in California in particular face additional budgetary restrictions and limitations, and that such ongoing belt-tightening does not represent good news for the EWD or for community colleges. Additionally, Babiarz described a possible Department of Labor (DoL) grant which might have applicability to the SCRTTC. Babiarz noted that application for which would be required to be made through the community colleges. Babiarz commented that this DoL grant is the same grant the Pat Jordon of Jordan and Associates in Washington D.C. identified as a funding opportunity identified at the Community College Summit held recently at the White House. Babiarz is currently attempting to identify a more comprehensive description of the grant details for review and possible consideration of the SCRTTC EWD Committee. Stumpo concluded the EWD Committee report and provided an update of the anticipated extension of the FTA funding. He reported that certain required certifications and assurances were requested and provided to the FTA, and that with receipt of such certifications by the FTA, the SCRTTC should be notified that the formal contract extension is being approved, executed and funding allocated.

b. Planning Committee Activities: Babiarz, Planning Committee Co-Chair, reported that a Planning Committee teleconference took place on October 5th and summarized the agenda for that meeting. Chair Guerra commented as part of the meeting's agenda items that efforts are being made, with some common difficulty, to obtain and provide required Social Security number documentation and information from participants for an anticipated grant from the CEC, and that the SCRTTC is currently communicating with the CEC to offer options that may enable CEC to modify its reporting requirements. Stumpo explained that the targeted funding represents contracts with certain community colleges, and not with the SCRTTC itself, and thus that much of the communication and negotiation is outside the consortium's direct control. (Note: This

topic is further detailed as it impact training delivery in the ‘Looking Ahead’ section of the MMR.) Babiarz and Cruz described the hybrid safety and introductory training course programs being developed through the newly formed SCRTTC Hybrid Subcommittee of the SCRTTC Planning Committee, with the participation of New Flyer and ISE and the assistance of Hybrid Subcommittee members. They are: Chair Steve Tomory/Rio Hondo College, Vice-Chair Al Pierce/Norwalk Transit, Dana LaRoche and Frank Spalding (both) Long Beach Transit, Cal Macy, Darryl Desjarlais and Gordon Kushnir (both) New Flyer, Tony Cohen/Gardena Municipal Bus Lines, Robert Mann/CDX, Larry McLaughlin/College of the Desert, Kevin Stone/ISE Corporation. Cruz provided details of New Flyer’s participation, including its anticipated visit to Long Beach Transit the following week to understand and redevelop a portion of a hybrid course covering theory and preventative maintenance. Babiarz additionally addressed the possibility of CDX Global electrical training as the result of their initial funding from APTA, with the possibility of the SCRTTC buying a license for the provision of the training. Stumpo and Babiarz also facilitated contact information of those SCRTTC members interested in participating in the Beta of the CDX product prior to its national launch. The Beta is currently underway with final review and edit of input from SCRTTC members at CDX, a subsidiary of Jones and Bartlett Publishers, LLC. Last year CDX was awarded a contract (Contract No: Transit 62, DOT Award No. DC-26-7304) by the National Academy of Sciences Transit Idea program to produce a computer-based electrical training module for bus technicians. Upon extensive consultation with industry representatives from unions and management, organized under the auspices of the American Public Transportation Association (APTA), CDX produced an electrical training module for the bus mass transit industry that is scheduled to be released in early 2011 as a stand-alone product but can currently be integrated into existing Learning Management Systems. The CDX bus electrical e-learning module was designed to be a bridging tool for technicians who are entering the mass transit industry from other technical training fields such as automotive or heavy vehicle and for current transit technicians who may need to review the fundamentals of electrical systems on modern bus fleets.

c. Organizational Committee Activities. Alan Fox, Committee Co-Chair, indicated that there were no new activities to report.

d. James A. Ditch Education Fund. As indicated by Stumpo earlier, earlier in the Financial portion of the Management report, Cruz reported that the September 13, 2010, golf event held in San Diego to benefit the James A. Ditch Education Fund was “very organized and professional”, and that the event attracted a number of participants. Expenditures are still be finalized and a net profit to be determined accordingly. Cruz praised the work of the event’s “fantastic organizing committee”, specifically including committee members Kathleen Rasmussen, Ralph Merced, Rashidi Barnes, and Macy Neshati, as well as himself and that a similar golf event is being planned for September, 2011.

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

Chair Guerra proceeded to go around the meeting room, soliciting any further and final comments from meeting participants, including those in attendance by phone. Stumpo indicated that he had already mentioned his thoughts for California Attorney General's Charitable Trust filing responsibilities and how to facilitate such filings in the future.

Chair Guerra announced that the next Board meeting will be held February 23, 2011, at Rio Hondo College.

The meeting adjourned at 1:43 p.m.

Respectfully Submitted,

Alan L. Fox
Secretary