

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

August 9, 2007
San Bernardino Valley College, Transportation Center
264 South Leland Norton Way
San Bernardino, CA.

The Board of Directors of the Southern California Regional Transit Training Consortium (the “consortium” or “SCRTTC”) held a regular meeting on August 9, 2007, at San Bernardino Valley College, Transportation Center, 264 South Leland Norton Way, San Bernardino, CA.

The following directors were present for the meeting:

Kevin Anderson
Patrick Astredo
Jim Ditch

Steven Donley
Ralph Merced

Rodney Lineweber (Rio Hondo College) appeared in place and on behalf of director Mike Slavich, who was absent.

Frank Scholl (OCTA) appeared in place and on behalf of director Dayle Withers, who was absent.

Directors Tom Barrio, Jess Guerra, and Cal Macy were absent.

Also present were the following individuals:

Nina Babiarz (Training Facilitator and Coordinator, SCRTTC)
Amanda Bennett (Los Angeles MTA)
Mike Bonacio (Omnitrans)
Sid Burks (Chaffey College)
Chito Cajayon (Santa Monica College)
Rolando Cruz (Long Beach Transit)
Les Diskin (Valley Power Systems)
Alan L. Fox (Secretary, SCRTTC)
Dan Hook (San Bernardino Valley College)
Eli Jaramillo (Cerritos College)
George Karbowski (Foothill Transit)
Steve Mullaly (Los Angeles MTA)
Greg Newhouse (San Diego Miramar College)

Nellie Quevedo (Los Angeles MTA)
Carl Sedoryk (Monterey Salinas Transit)
David M. Stumpo (Program Manager, SCR TTC)

I. Welcome, Roll Call and Introductions

Ralph Merced, Chair, called the meeting to order at 11: 36 a.m. Chair Merced thanked all meeting participants for attending. Chair Merced then proceeded to take roll of the directors and officers, five of which directors were present in person and two of whom were represented by other meeting participants on their behalf.

II. Approval of Minutes

Chair Merced requested comments or discussion regarding the proposed minutes of the May 31, 2007, special meeting of the Board as conducted by telephone, copies of which had been posted on the consortium website in advance of the meeting. Upon motion by Kevin Anderson, and seconded by Jim Ditch, the minutes of the special Board meeting of May 31, 2007, were unanimously approved.

III. Secretary Report

Alan Fox, Secretary, presented a brief secretarial report, indicating that there were few changes regarding corporate secretarial activities since the immediately previous meetings. Fox advised that federal and state tax returns should be filed on behalf of the consortium, notwithstanding the tax exemptions previously granted to the consortium by the Internal Revenue Service and the California Franchise, and he indicated uncertainty whether such tax returns have in fact been prepared and filed in the past. Kevin Anderson inquired concerning who is responsible for such tax returns. Jim Ditch responded that Long Beach Transit, because of its responsibility for maintaining the financial records for the consortium for the previous few years, has taken responsibility for such tax returns, and would see that they are prepared and filed. The group concurred that a combination of parties is ultimately responsible for such returns, and expressed appreciation to Long Beach Transit and Jim Ditch and Rolando Cruz for assuming and carrying out the responsibility.

IV. Management Report

A. Salient Activities Report. Dave Stumpo, SCR TTC Program Manager, referred to the package of materials distributed to the Board and meeting participants in advance of the meeting, and brought the participants' attention to the FTA Earmark Milestone document, and then specifically to the FTA Earmark Quarterly Report. Stumpo described the performance milestones established for the consortium in connection with the FTA Earmark, commenting that there are sixteen objectives in all, and he proceeded

to describe those which have been accomplished to date. Stumpo indicated that work is presently focused on the tenth milestone, Inventory and Assessment, with the anticipation of seeking Board approval for final policies and procedures for the consortium at the Board's November meeting. He indicated that he will highlight the delivery of courses accomplished during the year, plus the evaluations of those courses, and that at the current time there have been six monthly reports plus two quarterly reports prepared and submitted in connection with the consortium's accomplishments and performance pursuant to the FTA Earmark. Stumpo provided statistics covering the total training hours delivered to date over the consortium's lifetime (3,244 hours), together with the number of people trained (61) and the total number of training hours (796 hours) delivered from January, 2007 to the present, measured against a total of 960 hours promised to the FTA for the whole of calendar year 2007.

Stumpo reported that Nina Babiarz, SCR TTC Training Facilitator and Coordinator, has worked hard to encourage new membership in the consortium, and he proceeded to welcome Miramar College in San Diego, Chaffey College, and Santa Monica College as new members to the consortium. Nina Babiarz in turn reported on various specific developments regarding membership status, including recent membership payments and opportunities for contact with current and potential members through fee payment and course development activities, and cited examples of recent contacts with College of the Canyons, Santa Clarita Transit, Golden West College, and Orange Coast College. Stumpo reported specifically on recent membership fee payments received, and indicated that Sunline Transit is currently working with consortium management, together with Santa Clarita Transit, in course development. Stumpo summarized by reporting that there are currently thirty-two active members of the consortium.

In response to questions regarding membership requirements and status from Frank Scholl and George Karbowski, Dave Stumpo explained that because the SCR TTC is publicly funded, any and all course work developed by the consortium is public, and not proprietary to the SCR TTC. Stumpo further explained that the consortium's current policies require new members to pay an initiation fee as well as annual membership fees, and that any waiver of the initiation fees at this point for new members would be considered unfair to current members. Stumpo described how membership fees are calculated, adding that transit system fees are based on a formula created by APTA associated with the size of a transit system by the number of vehicles in the fleet and that colleges pay a flat \$500 fee.

B. Financial Report Dave Stumpo explained the consortium's current financial status, stating that the consortium's bank balance as of the meeting date is \$55,651.82. He described the sources for such balance as well as the reimbursement system for the FTA Earmark, its timing and its procedures, in relation to other revenues of the consortium. He described the restrictions on the Earmark funding, and the fact that the above bank balance represents primarily membership fees as opposed to Earmark revenues, which are provided only as reimbursement for funds expended for prescribed activities and functions conducted in connection with the Earmark. Jim Ditch added to

Stumpo's explanation, reciting some of the history of the consortium's funding efforts in the evolution to its current status.

Stumpo reported that the current balance of the Earmark funds appropriated for 2007 and still available to the consortium is \$144,000, of a total of \$267,000 initially designated for expenditure in 2007. He estimated that the remaining funds would in all likelihood be used before the expiration of the government's fiscal year at the end of September, 2007. Rolando Cruz inquired whether unused funds granted pursuant to an earmark appropriation can be rolled over into the following fiscal year, to which Stumpo responded in the affirmative. Cruz further questioned whether, in light of FTA reporting requirements, the government's fiscal year, and the anticipated tax filings to be completed, it would make sense for purposes of consistency to conform or align the consortium's fiscal and calendar years with the government's. After discussion, the meeting participants agreed to designate as an action item for the November Board meeting a considered recommendation concerning the consortium's fiscal year.

C. Training and Development Report. Dave Stumpo, referring to the meeting hand outs and materials distributed to Board members in advance of the meeting and explaining the consortium's goal of addressing its gap analysis by fulfilling its needs requirements, described the anticipated courses being developed and ready to be offered by the end of September. Stumpo referred the Board as well to the Planning Committee meetings, and minutes, for more specific information on particular courses.

D. Brief Announcements. Dave Stumpo and Nina Babiarz collaborated in providing a variety of announcements and information. Stumpo initially described the background and current status of the FHWA/ITS America contracts with the consortium, commenting positively on the SCRTTC's growing status and reputation as a national and regional training model and on the current emphasis from ITS America in developing a comparable training program and group in Northern California. Stumpo described successful industry meetings in Palm Springs in June involving several transit agencies and colleges, and meetings the previous day with FHWA representatives. He expressed amazement at how successful the collaboration between the transit agencies and colleges appears to be.

Nina Babiarz elaborated on Stumpo's description of various testimonials in support of the consortium's training, and emphasized the importance of hands-on training. She described in greater detail the meetings the previous day with FHWA representatives, their purpose and emphasis, and plans for further meetings at Long Beach City College the following day. She congratulated Rio Hondo College on its successful application for incumbent workforce grants, and Rodney Lineweber in turn discussed the collaboration between the consortium and Rio Hondo College in enabling the delivery of specialized training at the College by means of the grants. Nina congratulated Santa Monica College, through Chito Cajayon, for an advanced transportation technology grant for \$437,000 from the State of California's Chancellor's office to address the needs of Santa Monica Big Blue Bus and Culver City Transit. She mentioned collaborative work with Cerritos College to develop hybrid technology, and

reported that the consortium is working with Eli Jaramillo of Cerritos College in connection with projected training assistance with Big Blue Bus. She commented generally that consortium management is in the process of renewing and reinvigorating its training inventory, and she proceeded to announce DVOM training at Santa Clarita College on August 22nd and 23rd, with some openings remaining.

Nina Babiarz then introduced the subject of a possible apprenticeship and mentor/intern program, or series of fellowships, which is under consideration for development in the fall, or later. Patrick Astredo responded to the potential program by underlining the problems of hiring new maintenance technicians and emphasizing the need for such a program or programs, and he described the issue of developing new technicians as an industry-wide problem. Kevin Anderson reiterated that development of new maintenance technicians is a fundamental and underlying goal of the consortium. Nina Babiarz described a mentor/internship program being worked on jointly by Cerritos College and Long Beach Transit. Frank Scholl described OCTA's state- approved apprenticeship program. Nellie Quevedo of Los Angeles MTA in turn discussed certain training programs maintained by the MTA, and distributed brochures describing an entry-level Signal Systems Training program being offered to its employees by the MTA.

At Chair Ralph Merced's request, the meeting recessed for a brief break at approximately 1:15 p.m.

V. Committee Reports

A. Legislative Committee Activities. In Chair Dana Lee's absence, Dave Stumpo announced simply that there had been no recent activity involving the Committee.

B. Finance Committee Activities. Kevin Anderson, Chair, announced that the Finance Committee will merge into the Legislative Committee, and that the resulting, merged committee will continue to pursue grants, appropriations, and related funding for and on behalf of the consortium. Anderson indicated that this will be the last report on behalf of the Finance Committee. He congratulated the colleges which have recently received grants which do or can involve the consortium.

C. Planning and Curriculum Committee. Dave Stumpo and Steve Mullally, speaking for the Committee, indicated that there have been no recent Planning Committee activities which have not otherwise been covered adequately elsewhere in the Board meeting. Stumpo reported that there would be a Planning Committee meeting in early September, the date and location for which would be announced in the near future.

D. Organizational Committee Activities. Alan Fox, Co-Chair, reported that there had been no recent meetings or related activities involving the Organization Committee, but that, given the history and membership makeup of the Committee and numerous recent changes and developments in the SCR TTC itself, it may be time to

reformulate the Committee and its members, and perhaps and at the same time address its mandate and responsibilities within the consortium. Fox indicated that within the past several months, the Planning Committee has most appropriately represented the current “guts” and core functions of the consortium. Rolando Cruz, Patrick Astredo, and Kevin Anderson in turn suggested various alternatives and ways in which the Organization Committee in particular could be reconstituted to assist the long-term objectives of the consortium. Anderson mentioned longer-term marketing, outreach, and recruitment functions as potentially appropriate focus areas for the Committee in the future, and Astredo underlined again the industry need for encouraging and developing entry-level applications, positions, openings, and training in general. After further discussion, the meeting participants agreed that the consortium’s committee structure, including the roles, objectives, and personnel of each committee, should perhaps be revisited and reconstituted as appropriate to provide maximum benefit to the consortium going forward, and such considerations were addressed to Chair Merced as an action item for the next Board meeting in November.

V. New Business.

Dave Stumpo reported initial planning for a possible workshop for the Board in the fall. He indicated that he intends to seek Board approval of a planned budget for the 2007-2008 government’s fiscal year, and for consensual identification of consortium goals and objectives, as established in the FTA Earmark. He questioned generally whether the consortium is currently structured appropriately to handle the anticipated goals and objectives. Discussion followed regarding the concept of an off-site Board Retreat, involving up to a total of one day, to consider the above-referenced and related subjects. Stumpo mentioned that the next Board meeting is currently scheduled for November 8th, and that any such Retreat should precede such Board meeting by a matter of a few weeks. Discussion followed concerning potential dates and sites for such Retreat, with the date of October 24th being mentioned favorably by potential meeting participants, subject to further review by Stumpo, contact with absent board members, and subsequent notification to all.

A. Resolution R-07-0809 to approve policies and procedures: Graphic Standards. Stumpo opened for discussion the possible Board approval of issuance of graphic standards which have been developed, and distributed for review through the thumb drive devices handed out at the meeting, for the potential branding of consortium logos, letterheads, business cards, and related communication instruments. After discussion, and a motion for approval and second, the proposed graphics standards policy was unanimously approved.

B. Resolution R-07-0809-B to approve the FY08 management contract renewal. Upon motion by Kevin Anderson, as seconded by Steven Donley, the proposed Resolution to approve the renewal for fiscal year 2008 of the current management contract was unanimously approved. Jim Ditch mentioned that the consortium currently has the budget, and the money, and that renewal of the management contract will be beneficial to the long-term interests of the consortium.

C. Resolution R-07-0809-C to merge the Finance Committee with the Legislative Committee and to rename to Legislative/Funding Committee, and create a Membership Committee. Upon motion by Steven Donley, as seconded by Jim Ditch, the proposed Resolution as indicated in the referenced caption was unanimously approved. Jim Ditch noted that the implementation and structuring of the resulting committees need to be addressed at the next meeting of the Board.

D. Resolution R-07-0809-D to adopt the Performance Metrics developed. A motion was made, and seconded, to approve the referenced resolution as presented. Upon discussion, questions were raised by Kevin Anderson concerning whether the consortium is following its own metrics, and further discussion centered on identifying the key performance metrics for the consortium. Dave Stumpo emphasized the need to define appropriate metrics, and to obtain Board approval in light of the required presentation of suitable consortium performance metrics to the FTA in connection with the Earmark. Appropriate numbers of students, numbers of hours, number of consortium operations, job retention, vehicle preferences, student evaluations, and training hours per available teaching manhours were among potential metrics discussed as applicable to the consortium. As amended to include the expanded considerations discussed as possible metrics, the original proposed resolution was moved for approval by Patrick Astredo, seconded by Frank Scholl, and unanimously approved by the Board.

E. Resolution R-07-0809-E to create a Nominating Committee in preparation for the annual meeting in November. Dave Stumpo discussed, and referred the Board and meeting participants to, a proposed resolution and accompanying mission statement, as set forth in the Board package materials, for a nominating committee to be established to review and recommend, for consideration and vote at the Board's November annual meeting, a slate of SCR TTC Board directors for the 2007-2008 year. As constituted, the nominating committee chair and committee members would be appointed by the current Board Chair, and would provide a written report not later than mid to late October. Upon motion by Steven Donley, as seconded by Kevin Anderson, and after spirited discussion concerning the parameters and mandate of the nominating committee, the resolution was unanimously approved.

F. Information/Discussion item: Board Workshop in the fall. The idea of a Board workshop or one-day Retreat in the fall having been presented and discussed earlier in the meeting, further discussion was deemed unnecessary.

VI. Open Discussion/Questions/Answers

Chair Merced invited all meeting participants to raise questions, introduce subjects, or otherwise discuss any other pertinent matters applicable to the consortium, its objectives and business. Jim Ditch responded to the invitation by noting the presence of Carl Sedoryk, General Manager of Monterey Salinas Transit, and asking Sedoryk the reasons for his interest in the consortium. Sedoryk in turn explained that on behalf of Monterey Salinas Transit, and transit agencies in general in the central California area, he

would like to observe the workings and decision processes of the SCRTTC and as applicable work to mirror the organization in the central coastal area. Sedoryk expressed the sense that the SCRTTC might serve as a catalyst and role model for the development of a similar organization in the central coast area, and that such development would be good for the industry as a whole.

In continuing response to Chair Merced's inquiry regarding additional reports, inquiries, or subjects for discussion, Dave Stumpo reported on an application recently completed on behalf of the consortium for NTI (National Transit Institute), award for innovative programs for which no response had yet been received. Patrick Astredo commented that the application was well written and contains a good description of what the consortium is trying to accomplish, and Chair Merced complimented Stumpo for a good job in its preparation. Stumpo additionally reported on recent or scheduled industry-related events of interest, including BusCon, an annual exposition event in Chicago focused on bus maintenance and workforce development and scheduled to take place in early October. Finally, Stumpo commented on recent press releases from the New York City Transportation Authority which reflect a growing focus on and awareness of the kinds of work and objectives being undertaken by the consortium. Dan Hook of San Bernardino Valley College suggested that pools of equipment including used buses need to be assembled for assistance in the consortium's preparation and conduct of its course offerings.

Chair Merced thanked Kevin Anderson and San Bernardino Valley College for hosting the meeting.

The meeting adjourned at 2:27 p.m.

Respectfully submitted,

Alan L. Fox
Secretary