

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

December 13, 2006  
Long Beach Transit---Jackson Facility; 68<sup>th</sup> and Cherry Streets  
Long Beach, CA.

The Board of Directors of the Southern California Regional Transit Training Consortium (the “Corporation”, “consortium”, or “SCR TTC”) held a regular meeting on December 13, 2006, at the Maintenance Building, Rear 2<sup>nd</sup> Floor, of Long Beach Transit’s Jackson Facility at 68<sup>th</sup> and Cherry Streets, Long Beach, CA.

The following directors were present for the meeting:

Tom Barrio	Al Pierce
Jim Ditch	Mike Slavich
Jess Guerra	Milo Victoria
Cal Macy	

Directors Kevin Anderson, Steven Donley, and Ralph Merced were absent.

Also present were the following individuals:

Nina Babiarz (College of the Desert) [by phone]  
Alan L. Fox (Secretary of the Corporation)  
Rodney Lineweber (Rio Hondo College)  
Frank Spalding (Long Beach Transit)  
David M. Stumpo (APTREX INSTITUTE)

I. Welcome and Introductions

Milo Victoria, Chair, called the meeting to order at 11:00 a.m. Chair Victoria welcomed all meeting participants, and warmly thanked Jim Ditch, Frank Spalding, and Long Beach Transit for their willingness and hospitality in agreeing to host the meeting and for the gracious accommodations. Chair Victoria proceeded to take roll of the Corporation’s officers and directors, seven of which directors were present.

## II. Approval of Minutes

Chair Victoria requested comments or discussion regarding the proposed minutes of the August 8, 2006, annual meeting of the consortium, copies of which had been posted on the consortium website in advance of the meeting. Upon motion by Jim Ditch, and seconded by Mike Slavich, the minutes of the meeting of August 8, 2006, were unanimously approved.

## III. Secretary Report

Alan Fox, Secretary of the Corporation, presented a brief secretarial report, indicating that there were few changes regarding corporate secretarial activities since the previous, annual meeting of the Board in August. Fox announced that an executed Form 3500 California state tax exemption application had recently been filed on behalf of the consortium with the California Franchise Tax Board. Fox expressed optimism regarding the state's eventual approval of tax exempt status for the consortium on the basis of the recently approved federal tax exemption status granted by the Internal Revenue Service.

## IV. Management Report

A. Quarterly Activities Report. At the request of Chair Victoria, Dave Stumpo presented a quarterly management report covering primary and outstanding activities of the consortium during the previous several months.

1) Congressional Earmark Appropriation. Preliminarily, Stumpo addressed the status of the Federal Transportation Administration ("FTA") congressional appropriation earmark (the "Earmark") in favor of the consortium. Stumpo confirmed that the FTA has formally let or approved the Earmark, thus facilitating reimbursement to the consortium of monies expended by the consortium in furtherance of its purposes and objectives as initially described in its application for the appropriation. Stumpo reported that he had just returned from Washington, D.C., where he, together with Jim Ditch, Mike Kushner, and Dana Lee, had attended meetings with the FTA's Director of its Research and Technology Department and Program Manager for the consortium Earmark, Ms. Gail Brown, at the request of the FTA. Stumpo generally described the meetings, which he characterized in part as involving questions from the FTA concerning how the consortium program will operate, and its anticipation for cooperation and harmonious coordination with a generally similar organization headquartered on the east coast led by Mr. Brian Turner, who was also present for part of the meetings. Stumpo described the responses and related assurances he provided regarding the Turner-led group, and further described discussions concerning the procedures for reimbursement of consortium invoices, culminating with assurances that the consortium may submit invoices on a monthly basis and be reimbursed accordingly according to activity milestones outlined to the FTA. Stumpo described with specificity various kinds of anticipated procurement and contract activity on the part of the consortium, and other

similarly situated appropriation beneficiaries, and the requirements involved for reimbursement of such procurements according to the amounts and nature of the purchases. Stumpo generally described the FTA meetings as comfortable and harmonious on the part of all participants. Stumpo further remarked that the consortium representatives had as well visited Ron Giguere of the FHWA, had thanked him for the recent contract with the consortium, and had been informed that the consortium may expect the group's "white paper" early in the new year, geared toward the consortium's activities over the past three years

2) ITS America Contract Status. Dave Stumpo outlined the status of the current ITS America contract, reminding the group that the contract is for a total of \$75,000, divided 2/3 in favor of the Northern California region with the balance to go to Southern California, and that the consortium is in the third month of a six-month contract scheduled to end in March, 2007. Stumpo reported that the consortium has been billing ITS America on a monthly basis. He added that numerous meetings have been held with northern California representatives, primarily at industry and trade association-related gatherings, in connection with progress on the contract.

3) Training Activities. Dave Stumpo reported that the Planning Committee of the consortium, of which he is Co-Chair, is meeting virtually monthly in connection with planning and preparation for training activities. He reported that two recent classes on Digital Volt Ohm Meter ("DVOM") technology were filled, thus constituting an early training victory for the consortium in terms of interest and participation. He indicated that Los Angeles Trade Tech had put on a Friday-Saturday class, and that the most recent class had finished only earlier during the current week, at Foothill Transit. He summarized training efforts for the year by stating that 41 technicians had gone through the courses, with a total of 1100 training hours having been completed.

Stumpo further reported that through the previously reported IDRC grants to Rio Hondo College, electrical courses were being scheduled and presented at Rio Hondo College, under the oversight of Rodney Lineweber. Training tracks for electrical courses, developed according to course needs as reflected in part through gap analysis efforts, were being grouped into four basic training components consisting of Basic, General, Advanced, and Specialty. Stumpo complimented the recent efforts of the Planning Committee in organizing the course offerings and preparation, characterizing the Committee's work as a "yeoman's job".

Jim Ditch asked how many mechanics the consortium's course work and training to date is actually affecting, suggesting that total hours of training is ultimately not as meaningful a measure of the consortium program's effectiveness as the number and placement of individuals receiving the training. Ditch further commented that with the consortium's training record and successes to date, it will be important for the ongoing success of the consortium to publicize such training numbers in the consortium's meeting minutes, public notes, and advertising, in order to reach as wide an audience as possible. Ditch asked Al Pierce of Orange County

Transportation Authority (“OCTA”) to explain OCTA’s certified training program for the benefit of the Board members present. Chair Victoria further commented that he would as well ask Steve Mullaly of Metropolitan Transit Authority (“MTA”) to provide a list of those mechanics currently being trained and certified at MTA.

4) Professional Accounting Firm. Dave Stumpo reported that the consortium has gone out for bids for accounting help, consistent with previous decisions of the Board, and that as of the present date three requests for proposal had gone out, with one response to date. Stumpo reviewed the history of the consortium’s accounting, including the volunteer assistance provided to date by the financial department of Long Beach Transit, and he described the terms of the financial proposal which has been received. He inquired generally of the Board whether there are other suggestions or ideas for firms, and he outlined the general number of transactions and anticipated work involved per month. Given the receipt to date of only one bid for such work, Stumpo suggested that the consortium hold off from acting on only one bid, and wait for new proposals for comparison purposes.

#### V. Financial Report.

Preliminary to reports from Jim Ditch and Cal Macy concerning the current financial position of the consortium, Dave Stumpo announced that certain kinds of expenditures will have to be approved by the Board for payment pursuant to the FTA Earmark guidelines for reimbursement. As indicated by Stumpo, the Board has previously given Aptrex Institute authority to contract for certain minor purchases on behalf of the consortium, but on requests for quotations to several bidders, by way of example, contracts must have Board approval. Stumpo further noted that the FTA has signed off on and approved certain processing and payment procedures involving the consortium’s bank, and that for most such reimbursement requests within approved payment categories, payment will be completed within 3-5 days following approval of the request for reimbursement. Stumpo reported that the FTA has to date approved a total of \$21,250 in reimbursement requests against invoices, including payments to date to Long Beach City College and to L.A. Trade Tech for course work offered and presented.

Jim Ditch then distributed an income and expense statement covering the consortium’s recent revenues and expenditures, entitled “Fees, Reimbursed Expenses & Expenses for the Period August 1, 2006-November 30, 2006”. As explained by Ditch in connection with the statement, total revenues for the consortium for the indicated period, consisting of fee income from consortium members and reimbursed expenses from ITS America (the “Intelligent Transportation Society of America”), amounted to \$38,388.93, and total expenses, consisting of consulting fees, came to \$30,109.73. Ditch summarized by reporting that the consortium has a current balance of \$10,841.36. Ditch concluded his remarks by mentioning that certain transit agencies have been delayed in forwarding membership fees because of their internal approval systems for processing payment requests, and that a total of eight community colleges of the consortium’s sixteen member colleges have paid such membership fees to date, all as more specifically outlined in the above-referenced income and expense statement.

## VI. Committee Reports

A. Legislative Committee Activities. Dave Stumpo presented the Legislative Committee Report in Dana Lee's absence, reporting on her observations on the federal earmark process in general as it may affect the consortium's future appropriation revenues. He projected on a viewing screen an informational memorandum from Dana Lee to Trent Lehman dated December 12, 2006, entitled "Incoming Congressional Leaders Announce Process for FY07 and FY08 Spending Bills with New Plan on Earmarks". Stumpo summarized Dana's information and advice as applicable to the consortium by indicating that the anticipated new federal spending plans and procedures should not affect the consortium's current year funding, but that the consortium's leaders will have to monitor federal earmark communications and public announcements closely in the future, as well as the consortium's own reporting and communication procedures with the FTA, to ensure future year payments.

B. Finance Committee Activities. Dave Stumpo reported in Finance Committee Chair Kevin Anderson's absence that there was no specific new information to report from the Finance Committee.

C. Hiring Committee Activities. Jim Ditch reported for the so-called ad hoc Hiring Committee, which was formed at the previous Board meeting and which consists of Ditch, Cal Macy, and Kevin Anderson. Ditch indicated that there had been considerable recent activity, and thought given, regarding the creation of one or more paid positions for the consortium, including a possible local program manager who would communicate frequently with all consortium members and who would as appropriate coordinate, under the oversight of the Board or designated manager, the training and related activities of the consortium. Ditch stated that interest in such a position had been shown by at least a few possible candidates, without any preceding advertising, and that a limited number of preliminary interviews had taken place.

Ditch then suggested, following his brief report on hiring activities and discussions conducted to date, that any such hiring and the ensuing management of such position or positions would presumably have to be handled by the Board, and that upon further reflection it might ultimately be more efficient for a management company or manager already in place, such as Aptrex Institute, to conduct the hiring and ultimate management and oversight of such position, with the Board's direct role limited to approval of the individual(s) hired. He mentioned the time necessarily involved in interviewing and overseeing any such person(s), and the volunteer role of Board members, and raised the issue, admittedly without knowing whether Dave Stumpo would be interested or even whether a conflict might exist, whether such a future working relationship might be in the long term best interests of the consortium. Mike Slavich commented that Ditch's suggestion could in fact be the cleanest way of dealing with such a position in relation to the Board's responsibilities and functions. Cal Macy inquired about the functions and duties of the position(s) to be filled, and questioned the amount of future travel time required of Dave Stumpo in such an arrangement.

Chair Victoria requested Dave Stumpo to leave the room temporarily, and the Board proceeded to discuss the issue further, with comments and questions from Mike Slavich, Al Pierce, Tom Barrio, Cal Macy and Alan Fox. The group discussed various aspects of such an arrangement, including possible future costs, back up, contingency planning should Stumpo ever terminate his association with the consortium, the requirements for and appropriate level of communications with the Board, and possible kinds of hiring details and arrangements. The Board generally acknowledged its comfort with the communications level currently in place, agreed to a possible fiscal year arrangement on the reporting and managerial terms outlined, and agreed to request a specific proposal along such lines from Dave Stumpo. Stumpo re-entered the room, learned of the discussions and request, and agreed and proposed to offer a specific proposal by January 15<sup>th</sup>.

At Chair Victoria's suggestion, the meeting recessed temporarily for lunch, at approximately 12:30 p.m.

Upon resumption of the meeting, Chair Victoria again enthusiastically thanked Jim Ditch and Long Beach Transit for their hospitality in hosting the meeting, and further thanked both Frank Spalding of Long Beach Transit for his assistance and hospitality, and Rodney Lineweber of Rio Hondo College for his and Rio Hondo's assistance in overseeing the IDRC grant and including the consortium in its activities and fulfillment. Nina Babiarez of College of the Desert by phone thanked Dave Stumpo for his assistance with respect to an interested San Diego college group, and reported on conversations with and considerations involving certain other colleges in the San Diego area which might be appropriate candidates for inclusion as consortium members.

Chair Victoria then returned the meeting's focus to its previous discussion regarding a proposal from Dave Stumpo and Aptrex Institute for continued managerial oversight of the consortium's activities and hiring responsibilities, thanked Stumpo for his outstanding services to date, and formally requested a proposal for Aptrex's hiring and managing a local position or positions as described above. Stumpo thanked the group for the opportunity to be of service to the consortium, and assured the meeting participants that a proposal would be forthcoming by January 15<sup>th</sup>. Jim Ditch reminded the group that a priority should be placed on filling the subject position immediately, or in the near future.

D. Planning and Curriculum Committee. Dave Stumpo reported on behalf of the Planning Committee by remarking that the Planning Committee had met in each of September, October, and November, with the goals of getting as much actual training as possible accomplished during this calendar year, and doing so on the basis of existing college catalogs. Stumpo reported that training is being focused to the extent possible on geographic regions and zones. He then outlined the kinds and nature of training conducted to date, including what he characterized as traveling shows as well as in-house training at numerous member college campuses, and expressed wonder at the actual capacity of many of the colleges in terms of classroom space and teachers. He reminded

the Board that the meeting minutes and agendas for the Committee are on the consortium website, and advised that the Committee is planning for a further teleconference in January, with Committee Co-Chair Steve Mullaly and Stumpo as meeting leaders.

E. Organizational Activities. Alan Fox reported that there had been little recent Organization Committee activity, indicating that minimal additional organizational work appeared necessary at the present time. Fox further remarked that annual tax filings for the consortium were required but had not been completed or filed to the present time, notwithstanding the consortium's federal exemption from paying taxes. Jim Ditch assured the Board that he would communicate with the finance group at Long Beach Transit and attempt to ensure that appropriate tax returns are filed.

## VII. New Business.

Chair Victoria asked Secretary Alan Fox to step out of the room temporarily, and the Board proceeded to discuss the delivery of legal services to the consortium, how such services are charged, and the anticipated requirements and need for future legal services on behalf of the consortium. Upon resumption of the full meeting, Chair Victoria indicated that the Board was comfortable in maintaining the current arrangements for legal services on an hourly basis and without the need for a retainer arrangement.

Chair Victoria proceeded to distribute a two-page report entitled "December, 2006, Chairman's Annual Report". Dave Stumpo complimented Dana Lee for her efforts and assistance in helping to put the Annual Report together, and Chair Victoria briefly reviewed its contents, which highlight the consortium's activities and accomplishments of the previous year as well as the "SCRTTC's 2007 Goals and Objectives". Jim Ditch commented that the Report constitutes a good summary of what has happened during the past year, and recommended from a marketing perspective that the Report be provided to the various transit agency general managers as a reflection of the value created by the consortium. Cal Macy in turn agreed, and suggested forwarding the report both to member general managers and also to college leaders, and generally keeping such executives in the loop communication-wise in terms of the consortium's activities. With Frank Spalding's concurrence concerning the consortium's emphasis on regional training, Ditch added that in many instances member organization leadership were not aware of the accomplishments of the consortium, especially including the number of people being trained, and that the Report might be forwarded with a personalized letter to the various organizations' leaders in order to add extra value. Dave Stumpo indicated that he would prepare a schedule bar for the Report showing the number of individuals trained, the hours expended in training, the types of training, and related factual details.

Rodney Lineweber of Rio Hondo College provided a brief, additional report regarding training being offered, and completed, at Rio Hondo College in connection with the recent IDRC grant. He outlined a "Train the Trainer" one-day class

planned for December, and the development of and anticipated classes being offered in the electrical, electronics, and internal controls areas in particular in 2007. Stumpo explained in part how to register for such classes through the SCR TTC website.

Cal Macy praised Dave Stumpo's recent public presentations in connection with the consortium's work with ITS America and its contracts.

Chair Victoria inquired concerning the planned meeting dates for 2007, and whether there were problems or questions in connection with any such dates. Stumpo commented regarding the importance of the November 8<sup>th</sup> meeting date with regard to officer elections, the next year's planning, and a review of the first full year under the recently approved management contract. Tom Barrio noted that the next meeting will be February 8<sup>th</sup>, 2007, at Montebello. Mike Slavich suggested the possible wisdom and advantages for the consortium of offering certain training classes for college credit. Cal Macy further commented on considerations involving a possible consortium-created certificate of training completion, in addition to or in place of a college-created training certificate.

The meeting adjourned at approximately 2:00 p.m.

Respectfully submitted,

Alan L. Fox  
Secretary