

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

February 8, 2007
Montebello Transit Facility, 1600 W. Beverly Blvd.,
Montebello, CA.

The Board of Directors of the Southern California Regional Transit Training Consortium (the "Corporation", "consortium", or "SCR TTC") held a regular meeting on February 8, 2007, at the Montebello Transit Facility, 1600 W. Beverly Blvd., Montebello, CA.

The following directors were present for the meeting:

Kevin Anderson	Cal Macy
Tom Barrio	Ralph Merced
Jim Ditch	Mike Slavich (by telephone)
Steven Donley	Milo Victoria
Jess Guerra	

Director Al Pierce was absent.

Also present were the following individuals:

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

I. Welcome and Roll Call

Milo Victoria, Chair, called the meeting to order at 11: 11 a.m. Chair Victoria thanked hosts Tom Barrio and General Manager Allan Pollock of Montebello Transit for their willingness and hospitality in hosting the meeting and for the accommodations and lunch arrangements. Chair Victoria proceeded to take roll of the directors and officers, six of which directors were present in person or by phone for the commencement of the meeting, and the balance of whom arrived at varying times thereafter.

II. Approval of Minutes

Chair Victoria requested comments or discussion regarding the proposed minutes of the December 13, 2006, Annual Meeting of the consortium, copies of which had been posted on the consortium website in advance of the meeting. Upon motion by Tom Barrio, and seconded by Steven Donley, the minutes of the meeting of December 13, 2006, were unanimously approved.

III. Secretary Report

At the request of Chair Victoria, Alan Fox, Secretary of the Corporation, reported briefly on corporate secretarial activities since the previous Board meeting in December. Fox indicated that there had been no significant changes or developments in the corporate secretarial activities themselves, but he proceeded to explain that the California Franchise Tax Board had recently approved the consortium's application for tax exempt status in the State of California. Fox distributed copies of the Franchise Tax Board's letter of January 23, 2007, informing the consortium of its approval of such tax exempt status. Fox explained, as indicated more specifically in the letter itself, that the State's approval of tax exempt status for the consortium means that the consortium does not have to pay taxes on income received, but does not exempt the consortium from having to file income tax returns.

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) Welcome New Member Chaffey College. Stumpo reported that a new member, Chaffey College, has joined the consortium, and he warmly welcomed the College to the SCRTTC. Stumpo indicated that the College has paid its dues, and that the SCRTTC letterhead would be changed accordingly to reflect the inclusion of Chaffey College in the consortium..

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 has approximately two months to go in its current contract. He indicated that meetings are currently scheduled in northern California, which meetings will in all likelihood include representatives of the Community Transportation Center, an East Coast-based organization with generally similar purposes and training objectives with those of the consortium and with whom the

Federal Transportation Administration (the “FTA”) hopes to see appropriate collaboration in the future. Stumpo further reported that the consortium has continued with its training in Southern California, and he referred the group to the written communications, activities report, and descriptions contained in the written materials made available to the Board in advance of the meeting. Stumpo described “Task Order #2” in the contract, consisting of “Train the Trainer” training, and indicated that most of the funding provided for such efforts has come through the contract.

3) Earmark Quarterly Report and Status. Dave Stumpo referred the group to the Earmark Quarterly Report in the handouts distributed in advance of the meeting, and explained generally how the FTA is kept informed electronically in connection with the consortium’s activities in relation to its milestones. Stumpo reminded the Board that the consortium’s budget against the Earmark for the current fiscal year is \$267,300. He then reviewed the consortium’s spending to date in the current fiscal year, specifically including reimbursements requested in the October through December, 2006, period, the total of which reimbursements at approximately \$35,000 leave considerable room for consortium activity and approved spending over the balance of the fiscal year. Stumpo indicated that electronic payments by the FTA are being processed effectively to the consortium’s bank account at Bank of America. Chair Victoria inquired whether the consortium is able to spend all its current fiscal year budgeted amounts between the date of the current meeting and the end of the fiscal year, to which Stumpo responded that the consortium is on target to spend the balance of the current year’s earmarked funds before the end of the fiscal year, primarily for compensation for a new, anticipated employee/consultant hire, but that it can carry any balance remaining over into the next fiscal year.

Stumpo further explained that the Earmark is on a federal fiscal year basis commencing October 1st and ending the following September 30th. Stumpo reported that the consortium has already invoiced the FTA for services performed in January, and that its ongoing goal is to provide invoices regularly by the 15th of the month following the performance of its services..

4) Training Activities. Dave Stumpo indicated to the Board that the Board package includes a matrix of planned training activities. Stumpo discussed the importance of performance metrics in the sense of recognizing where each transit system is at the current time in terms of maintenance training and performance, and measuring the impact of anticipated and actual consortium training on future road accident results. Stated differently, Stumpo suggested that the consortium wants and needs to be able to determine and demonstrate what has been good, and less good, from its training, and hopefully that the consortium training is developing positive results in terms of improved performance by its member transit agencies. He explained that part of the effort in establishing such measurements is coordinating with the existing metrics of each of the involved transit systems. Steven Donley added that such performance metrics need to show the failure rate in terms of specific problems. Kevin Anderson complimented the charts included in the Board package showing training classes and activities.

V. Financial Report

A. Board Reports for ACTION

1) Bank Account Status. Dave Stumpo, discussing the consortium's financial status in Jim Ditch's temporary absence, reported that the consortium has a functioning bank account with the Bank of America. Stumpo indicated that there will soon be a transfer of existing consortium funds from Long Beach Transit as temporary financial agent for the consortium to the new Bank of America account, and that new funds will be deposited directly to the consortium's bank account.

2) Financial Reporting. Stumpo referred the Board to the distributed "Reimbursed Expenses" hand out covering the period December 1, 2006-January 1, 2007. He then reported, as indicated more specifically in the hand out, that total reimbursed expenses during the period from the ITS America contract amounted to \$19,941.38, that total expenses incurred by the consortium were \$22,861.38, and that with previously received fees and reimbursed expenses carried over from prior periods, the current balance for the consortium is \$7,921.36. Stumpo emphasized that such balance, which will be transferred to the new bank account, does not include recently received membership fees from Chaffey College in the amount of \$1,000 and MTA in the amount of \$30,000. Stumpo reminded the Board that for contractual reasons Long Beach Transit will remain the fiduciary for the ITS America contract through the end of March. Stumpo further commented that any ongoing phases of the ITS America contract will depend on the joint program currently being performed, and on decisions which will be made in the future as the current contract is completed.

Stumpo reiterated that the establishment of the new bank account will be demonstrably beneficial to the consortium in the sense that deposits and payments can be made electronically, resulting in a considerably simpler, faster, and more efficient banking arrangement.

VI. Committee Reports

A. Legislative Committee Activities. Dana Lee, Legislative Committee Chair, who was unable to attend the meeting, submitted a written report in advance of the meeting, to which the Board's attention was directed. Dave Stumpo reiterated in follow up to previous discussions regarding the status of the Earmark that funds previously earmarked for the consortium from the FTA are not in jeopardy for the current fiscal year or the succeeding year. Stumpo as well commented, based on conversations with Dana Lee, that the Long Beach Workforce Development Board may be an excellent source for potential future funding.

Chair Victoria inquired concerning the consortium's legislative strategy for the current year. Stumpo, speaking on behalf of Dana Lee, responded that

extensive efforts have not been made recently to pursue new funding sources at the federal level since the earmark appropriation is so fresh, and that such efforts in the immediate future will be more likely to be directed at local rather than federal sources.

B. Finance Committee Activities. Kevin Anderson, Committee Chair, reported that Committee activities have been in a kind of holding pattern, and that there have been no recent meetings. Anderson commented that a Committee meeting would now be timely, and that the Committee will meet before the next Board meeting. Anderson proceeded to describe certain specific funding opportunities coming up, including efforts by the Los Angeles Economic Development Council to assist the logistics industry and its recognition of a need for workforce development training, and a large grant recently received by the state community college system involving the logistics industry, into which the consortium can possibly tap. Anderson further mentioned that a California Transportation and Logistics Institute is being established, which organization will create future funding, including funding available for transportation training, and that the Institute should be made aware of the consortium and reflect its existence as appropriate on its website.

Alan Fox suggested that the Finance Committee should perhaps supply the Board with written monthly updates on its activities in pursuing funding on behalf of the consortium, both for the improved Board communication such reports would provide as well as the discipline it would impose on the Committee to focus continuously on funding efforts. Chair Victoria asked Anderson whether such reporting would be possible, to which Anderson replied that the Committee would provide such reports.

Cal Macy mentioned his review of a website involving an employment training panel which he characterized as a possible new source of funding as well as leadership, with a criteria of “no placement, no money”. Macy indicated he would forward all appropriate future information from such source to Chair Anderson.

C. Hiring Committee Activities. Jim Ditch, speaking on behalf of the newly-formed, ad hoc hiring committee, commented that there was nothing to report specifically from a committee standpoint, and that the subject hiring activities and plans would be covered under the management services report later in the meeting.

D. Planning and Curriculum Committee. Rodney Lineweber, speaking by phone in connection with IDRC training activities at Rio Hondo College, described a number of DVOM training courses conducted by the College during October, November, and December, nearly all of which were sold out, and he encouraged the colleges to offer more such classes. He reported that as a continuing function of the IDRC contract he is working on electronics, “training the trainer”, and networking activities and programs. Dave Stumpo further reported that consideration is being given by the Planning Committee to CNG tank inspection classes, and to ASE brake system training. Stumpo described smoke inspection programs offered at L.A. Trade Tech, and indicated that additional classes are being offered in March and early April, with numerous early sign ups. Stumpo announced that the minutes of Planning Committee meetings are on the

consortium website, and that there will be continuing Planning Committee meetings, with the next meeting scheduled for March.

Chair Victoria inquired of the Board whether and who might be willing to assume a leadership role in trying to get all the colleges involved in the training activities being discussed. Steven Donley immediately volunteered to take on such a role of getting all the member colleges re-engaged. Jess Guerra indicated his understanding that such efforts had recently been made, and Rodney Lineweber proceeded to provide information to the Board on the contacts and communications made in connection with the IDRC contract with many of the colleges. Discussion ensued concerning which colleges had and had not yet paid membership dues to the consortium, and some confusion was apparent in identifying paying colleges accurately in light of the names through which payments were sometimes being made. Mike Slavich by phone strongly suggested forcing re-engagement of all participant colleges, or dropping them from the consortium. Chair Victoria referred further discussion to "New Business".

E. Organizational Committee. Alan Fox, Committee Co-Chair, indicated that no formal Organizational Committee meetings or discussions had taken past in the recent past, nor were they deemed necessary. Fox noted that an anticipated new phase in the consortium's development seems to have occurred, with substantially increased day-to-day management of consortium activities and training by Aptrex Institute as manager, and an evolving role of the Board in providing general oversight but less immediate hands-on management.

VII. New Business

A. Contract---Management Services. Chair Victoria requested the Board to review the proposal to provide management services to the consortium from Aptrex Institute, and asked Dave Stumpo to step out of the room temporarily during such discussions. The group proceeded to discuss the details of Aptrex's proposal, written copies of which were distributed, and particularly the first three pages thereof, and Jim Ditch explained the background of the proposal and its origin in discussions and suggestions developed at the previous Board meeting, especially with relation to hiring. Cal Macy questioned certain details of the proposal, including anticipated costs for travel and management fees in general. Ditch explained the part-time nature of the anticipated hire(s), the role of Stumpo and Aptrex Institute in connection with the selection and managerial oversight of the hire(s), and the anticipated responsibilities of the hire(s) and resulting reduction in time, travel and effort expended by Stumpo and Aptrex Institute with the increased assumption of responsibilities by the new person or persons. Ditch remarked that in his opinion the proposed fees, expenses and anticipated time commitments seem reasonable, especially in comparison with the projected personnel costs and fees set forth in the IDRC contract being overseen by Rio Hondo College.

Ensuing questions focused on specific areas of the proposed management agreement. Cal Macy further inquired concerning whether any long term plan is

encompassed or envisioned in the proposal, to which Jim Ditch explained some of the plan's details, commenting that long-term execution of the plan will be driven by the available money at all given times. Steven Donley asked whether the anticipated (hire(s) would be employees or consultants of the consortium, and what housing and clerical arrangements would be made, and was referred to previous Board discussions and decisions of such subjects. Tom Barrio, with Cal Macy's and Kevin Anderson's concurrences, suggested that the Board ask Dave Stumpo directly for a brief summary of all such issues. Jim Ditch commented that the final, bottom-line issue before the Board was whether the consortium needed and would benefit from a management contract, and reminded the Board that the proposed agreement would necessarily be on a month-to-month basis for practical purposes and thus could be cancelled or amended as necessary on a short-term basis. Rolando Cruz of Long Beach Transit further commented that the Aptrex Institute proposal outlines on its work sheets everything which is expected and being questioned, and cautioned that the Board should avoid micromanaging the managerial oversight or details of the arrangement.

Chair Victoria asked that Dave Stumpo be invited back into the room, and requested Cal Macy to reiterate to Stumpo the various questions discussed regarding the longer-term vision for the proposal, how the anticipated hire would be used locally, and generally how Stumpo sees the proposed arrangement working. Stumpo replied to such questions at length, explaining that the proposed management arrangement is intended to move the consortium forward according to the Board's expressed goals and objectives, and that the proposed hire will oversee the regional training and constitute the consortium's face-to-face, "press the flesh" local representative to advance the Board's goals and objectives, with Aptrex Institute retaining clerical, required administrative, and website management responsibilities on an increasingly diminished basis, as appropriate. Jim Ditch again reminded the Board that the subject proposal envisions a month-to-month contract basis, so the local hire will necessarily have to be retained on a similar month-to-month understanding. Stumpo emphasized that the principal purpose behind Aptrex's proposal is to keep the consortium's risk as low as possible. He further explained that the person or persons envisioned to be hired would be familiar with and have an understanding of what the consortium is doing, and be a person or persons with whom the consortium can work effectively and get along with all involved parties.

Chair Victoria again asked Dave Stumpo to leave the room temporarily. Cal Macy expressed satisfaction with Dave Stumpo's explanations and answers. Tom Barrio moved for approval of the proposed management agreement as discussed, and Cal Macy seconded the proposal. The Board unanimously voted in favor of the motion, and management proposal. Chair Victoria so informed Dave Stumpo of the Board's approval of the management contract as proposed.

B. Consortium Membership. Chair Victoria inquired as to what the consortium and Board should do about inactive and non-paying members. Dave Stumpo responded by suggesting that perhaps he as manager with the newly approved day-to-day responsibility for managerial and program oversight should undertake communication responsibilities for memberships and inactive members. Cal Macy

expressed agreement. Jim Ditch then emphasized the need for the consortium to demonstrate regional collaboration and participation, and suggested that the consortium may still be too early in its development to be penalizing potential or non-paying members, or members with which the consortium may not yet have communicated as thoroughly or sufficiently as it could or should. Ditch cautioned that the Board and consortium do not want to automatically drop such potential participants simply because they have not yet paid membership fees, or which have paid previously but who are not doing so at present. After discussion, Stumpo and Cal Macy indicated agreement with Ditch's argument, asserting that the consortium's approach and objective should be and is to increase participation and to foster relationships with potential members and not to get rid of them.

C. Written Standards. Jim Ditch advised that there exists a strong desire by transit agency general managers that written standards be created for the benefit of transit agency maintenance programs. Ditch re-emphasized his point concerning the creation of written standards, as opposed simply to training per se, and he suggested that consideration be given to the consortium's working on and ultimately performing a study resulting in the creation of a book or manual of work processes and eventually labor standards, commenting that the transit industry does not currently have quantifiable data regarding standards. Chair Victoria responded in part by mentioning that the MTA has a current set of standards in the form of a written scope of work for its central maintenance functions, but that it has no such standards for its outlying districts. Tom Barrio agreed, indicating that if the creation of such standards is something the consortium can accomplish, it is definitely worth doing. Steven Donley indicated his willingness to take the initiative in encouraging the development of such standards, cautioning that such a development initiative can't all be accomplished by one college. Chair Victoria, explaining the nature of MTA's written standards and suggesting that the Board return to the subject at its next meeting, offered to make available the standards MTA maintains for its central maintenance functions, and suggested that the Board commence its review with such offerings, which he will forward to Board members. The group collectively agreed that, for the long-term, development of written standards to guide maintenance training will focus and improve such training for all participants.

Chair Victoria announced that the next Board meeting will take place on May 3rd, at a venue to be announced.

The meeting adjourned at approximately 1:10 p.m.

Respectfully submitted,

Alan L. Fox
Secretary

