



Wednesday, June 22, 2011

12:00 Noon

(Lunch Provided for Board Members)

**Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUNLINE AT (760) 343-3456. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

**THE CHAIR REQUESTS THAT ALL CELLULAR PHONES
AND PAGERS BE TURNED OFF OR SET ON SILENT
MODE FOR THE DURATION OF THE BOARD MEETING.**

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Vice Chairman Eduardo Garcia
2. **Flag Salute**
3. **Roll Call**
4. **Presentations**
None.
5. **Finalization of Agenda**
6. **Correspondence**
None.

7. Public Comments**Receive Comments**

(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. Each presentation is limited to 3 minutes.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Chair at this time so those comments can be made at the appropriate time. Each presentation is limited to 3 minutes.

8. Board Member Comments**Receive Comments**

Any Board Member who wishes to speak may do so at this time.

----- **DISCUSSION** -----

9. SunLine Consultant Contracts (C. Mikel Oglesby)**Discussion**

Discussion with Board concerning a review of consultant contracts in place at the Agency; staff to provide clarification regarding use of consultants. (Pages 1-3)

----- **ACTION** -----

10. Consent Calendar**Approve**

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Boardmember requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

- a) Minutes of the May 25, 2011 Board of Directors Meeting (Pages 4-8)
- b) Checks over \$1,000 for May, 2011 (Pages 9-11)
- c) Credit card statement for May, 2011 (Pages 12-14)
- d) Monthly Budget Report for May, 2011 (Pages 15-16)
- e) Contract Report – nothing to report
- f) Ridership Report for May, 2011 (Pages 17-18)
- g) SunDial Operational Notes for May, 2011 (Page 19)

11. **Project Management Consulting (C. Mikel Oglesby)** **Approve**
Request to the Board to authorize SunLine General Manager to issue a Request for Offer and award a three year contract for project management and complex contract administration support. (Page 20)
12. **Overview of the FY 2012 Budget (Christopher Mitchell/Edward Carson)**
Overview of the budget for fiscal year 2012.
13. **Public Hearing on the Budget** **Accept Public Comments**
Members of the public are encouraged to address the Board on issues concerning the budget. Each presentation is limited to 3 minutes.
- a) Open the public hearing
 - b) Accept public comment
 - c) Close the public hearing
14. **FY 2012 Operating & Capital Budget (Christopher Mitchell/Edward Carson)** **Approve**
Request to the Board to approve budget for fiscal year 2012. (Page 21) (Draft budget is separate attachment.)
15. **Approval of Short Range Transit Plan for FY 2012-2014 (Eunice Lovi)** **Approve**
Request to the Board to approve the final Short Range Transit Plan for FY 2012-2014 (Page 22) (Final SRTP is separate attachment.)
16. **Purchase of Replacement Paratransit Vehicles (Tommy Edwards)** **Approve**
Request to the Board to authorize SunLine General Manager to approve award of contract for purchase of replacement vehicles for SunDial service. (Page 23)
17. **Purchase of Supervisor Vehicles (Tommy Edwards)** **Approve**
Request to the Board to authorize SunLine General Manager to approve award of contract for purchase of replacement supervisor vehicles. (Page 24)

18. Resolutions to Obtain Grant Funding **Approve
(Eunice Lovi)**

Request to the Board to approve the attached Resolutions. Each year the governmental units that approve grants for SunLine require a Resolution from the Board of Directors authorizing the General Manager to apply and/or accept the funds. These Resolutions perform that necessary task. (Pages 25-41)

- a) 5307 Funds, Federal Transit Administration
- b) 5309 Funds, Federal Transit Administration
- c) 5310 Funds, Federal Transit Administration
- d) 5311 Funds, Federal Transit Administration
- e) 5316 Funds, Federal Transit Administration
- f) 5317 Funds, Federal Transit Administration
- g) CMAQ Funds
- h) Prop 1B Funds

19. Resolution Authorizing Access to FTA's **Approve
Transportation Electronic Award and Management
System [TEAM] (Eunice Lovi)**

Request to the Board to approve the attached Resolution enabling Agency staff access to FTA's TEAM system to complete legal, planning, financial and reporting activities. (Pages 42-43)

20. Election of Officers (Vice Chairman Garcia) **Approve
Board to elect officers for FY 2012.**

21. General Manager's Report (C. Mikel Oglesby)

22. Next Meeting Date

July 27, 2011
12 o'clock Noon – Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

23. Adjourn

SunLine Transit Agency

DATE: June 22, 2011 **DISCUSSION**

TO: Finance Committee
Board of Directors

FROM: General Manager

RE: SunLine Consultant Contracts

Background

As General Manager, I have completed a review of the consultant contracts in place at SunLine. After reviewing the Board reports for the consultants in place, staff wanted to give the Board some background on this practice and provide some clarification regarding the use of consultants.

Typically the FTA allows up to 10 percent of the project cost for administration. The current project backlog is estimated at \$24 million. SunLine is managing these projects utilizing a little over 3 percent of the costs, or \$700,000 over 5 years, mainly on consultants. The rest of the work is being completed by existing staff. It should be noted that as the project workload has increased, the actual administrative staffing has declined (See Exhibit A).

SunLine uses consultants partially because the FTA disfavors the use of an agency's own staff to perform project work. SunLine also uses consultants in part because of the limited talent pool in the Coachella Valley where SunLine has experienced some key vacancies for long periods of time.

The vast majority of project funding for SunLine Transit Agency is provided by the Federal Transit Administration.

One of the regulations that must be followed by recipients of grant funding is OMB Circular 5010. This regulation defines work performed by a grantees own labor force to accomplish a grant project as Force Account work.

Prior to incurring costs for Force Account work, the FTA requires SunLine to:

“Submit documentation equivalent to a sole source justification stating the basis for a determination that no private sector contractor has the expertise to perform the work. In addition, the required documentation must provide the basis for the grantee decision to use force account labor...”

If SunLine does not comply with these requirements, the FTA may disallow the costs for the project, which would create a financial hardship for SunLine. The FTA concern is that transit agencies would add staff and consequently add to the day-to-day cost of providing transit services after project completion. Project consultants do not add to overhead cost or operating expenses and are therefore more efficient when performing capital project work.

This strategy has paid off for SunLine. SunLine has saved substantial dollars by utilizing skilled consultants to handle difficult negotiations. SunLine has had major procurement files reviewed and commended by FTA Reviewers. More importantly, SunLine has kept these difficult projects within the project budgets and within the funding schedules while numbers of administrative staff has actually decreased.

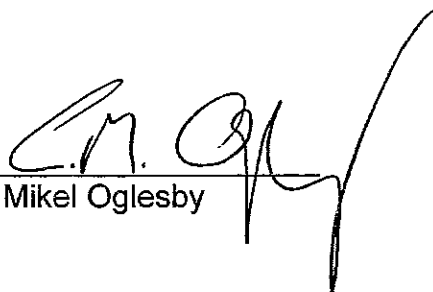
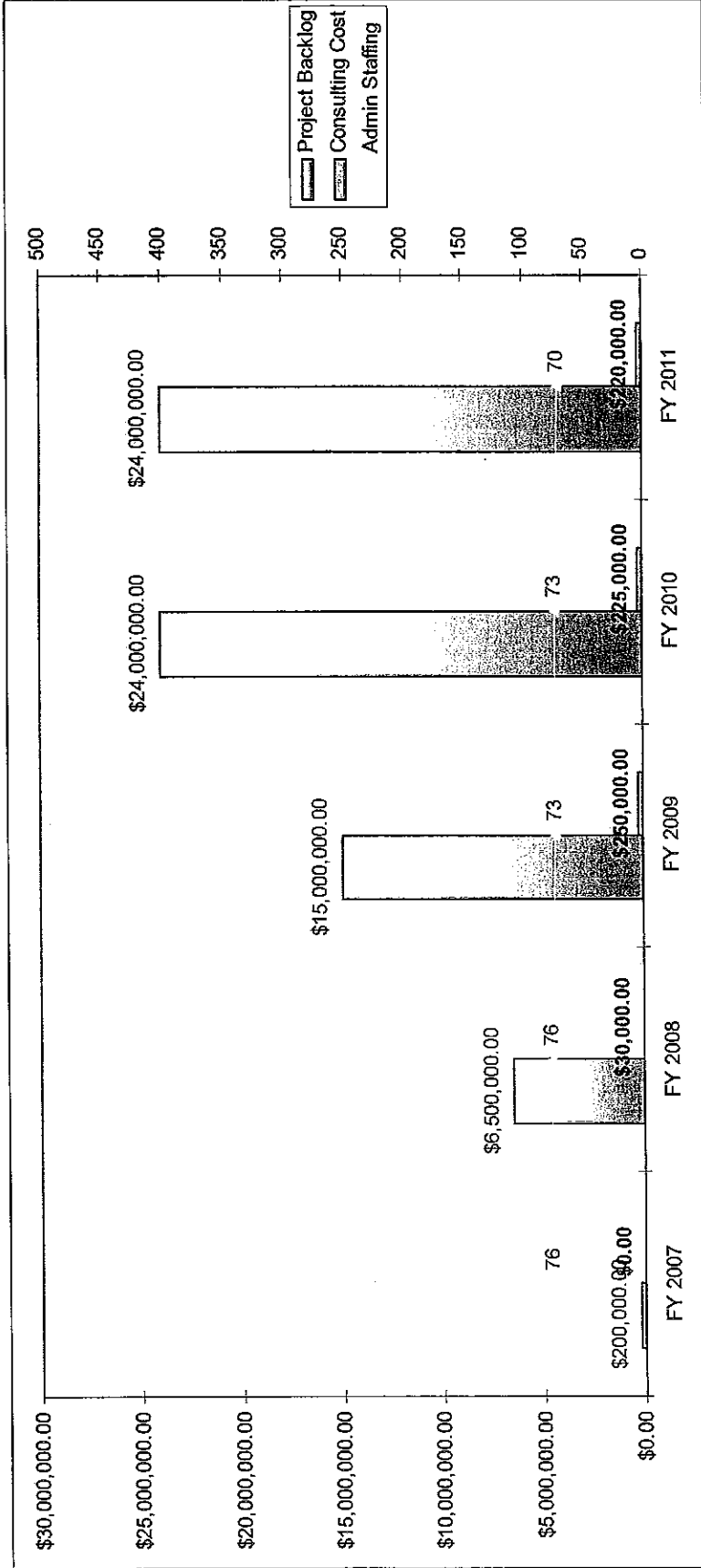

C. Mikel Oglesby

EXHIBIT A



MINUTES
SunLine Transit Agency
Board of Directors Meeting
May 25, 2011

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00pm on Wednesday, May 25, 2011 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting was called to order at 12:00 p.m. by Chairman Steve Pougnet.

2. Flag Salute

Mayor Hobart led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

Steve Pougnet, Chairman, Mayor, City of Palm Springs
Eduardo Garcia, Vice Chairman, Mayor, City of Coachella
Yvonne Parks, Mayor, City of Desert Hot Springs
G. Dana Hobart, Mayor, City of Rancho Mirage
Bob Spiegel, Mayor Pro Tem, City of Palm Desert
Bill Powers, Councilmember, City of Indian Wells
Mike Wilson, Councilmember, City of Indio
John J. Benoit, Supervisor, County of Riverside

Members Absent

Bud England, Councilmember, City of Cathedral City
Don Adolph, Mayor, City of La Quinta

Guests:

Robert Yates, RCTC
John Standiford, RCTC
Gadi Srulovitz –Yellow Cab of the Desert
Ricardo Diaz, Yellow Cab of the Desert
Harry Incs-American Cab
Mabu Hossan-Airport Taxi
Norman Strickland-LFR Associates
Lydia Rodriguez-LFR Associates
Debbie DeRoma, LFR Associates

Staff:

C. Mikel Oglesby, General Manager
Maria Aarvig, Legal Counsel
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board
Christopher Mitchell, Director of Finance
Tommy Edwards, Director of Maintenance

Tommy Green, Director of Safety & Security
Eunice Lovi, Director of Planning
Naomi Nightingale, Director of Administration & Human Resources/EEO/Taxi Administrator
Michael Jones, Taxi Administration Supervisor
Rudy Le Flore, Procurement Consultant
Rick Barone, Procurement Officer
Mannie Garcia, Senior Supervisor
Michael Morrow, Maintenance Manager
Francine DePalo, Administrative Assistant
Ed Carson, Accounting Manager
Diann Chumney, Desktop Publishing
Ivanna Samokish, Safety, Risk Assessment & Training Coordinator
Jim Rayl, Operations Coordinator
Blanca Flores, Accountant
Vanessa Mora, Administrative Assistant

4. Presentations

Naomi Nightingale, Director of Administration/EEO, on behalf of Mikel Oglesby, (present via phone), and staff, presented Chairman Steve Pougnet with an engraved gavel in appreciation for his service as Chairman of the Board the past fiscal year. Ms. Nightingale thanked the Chairman for his work.

5. Finalization of Agenda

No changes made.

6. Correspondence

None.

7. Public Comments

NON AGENDA ITEMS:

None.

AGENDA ITEMS:

None.

8. Board Member Comments

Chairman Pougnet welcomed Councilmember Michael Wilson representing the City of Indio.

9. Consent Calendar

Mayor Pro Tem Spiegel moved for approval of the consent calendar. The motion was seconded by Councilmember Powers and approved by a unanimous vote.

10. Resolutions to Obtain Prop 1B Capital Transit (PTMISEA) and Prop 1B Transit Security Grant Funds

Director of Planning, Eunice Lovi, addressed the Board requesting approval of Resolutions authorizing the General Manager to apply for Prop 1B transit

security and capital transit funds. The approval will enable staff to submit applications due to the State next week. Councilmember Powers moved for approval. The motion was seconded by Vice Chairman Garcia and approved by a unanimous vote.

11. Construction Claim for Maintenance Expansion Project

Director of Maintenance, Tommy Edwards, addressed the Board requesting authorization for the General Manager to approve a construction claim in the amount of \$48,000 for USS Cal Builders for the Maintenance Expansion Project. Mr. Edwards stated that the project has been ongoing for the last several months and is coming toward completion; however, an issue came up during the process. The design firm that designed the expansion to the existing building, designed as a stand alone with a seismic joint. During the initial meetings with the County and the contractor, (SunLine was present) the contractor was lead to believe that nothing would have to be done to the existing building as it was built with a seismic joint. As the process progressed, the County and the architects decided there was a need for ADA upgrades. Staff is requesting the Board to approve a negotiated amount to complete the ADA upgrades to the existing building. Mr. Edwards stated that staff believes the contractor held some responsibility for making sure this was included in the project; staff became aware that this could be an issue after the initial permitting process. Staff negotiated with the contractor to reduce the costs to \$48,000. Chairman Pougnet stated that Finance Committee members discussed who is responsible during the Committee meeting and it was felt that the 50% negotiated amount is appropriate. Mayor Pro Tem Spiegel moved for approval. The motion was seconded by Councilmember Powers and approved by a unanimous vote.

12. Water Softener Tank Service Contract

Director of Maintenance, Tommy Edwards, addressed the Board requesting authorization be given to the General Manager to approve award of contract for water softener tank service, upon review as to form and legality by Legal Counsel. Mr. Edwards stated that the water softener is used in the bus washing process, as well as the hydrogen production process. He stated that new quotes were provided and there is a savings with the new contract. Mayor Parks moved for approval. The motion was seconded by Councilmember Wilson and approved by a unanimous vote.

13. Annual Riverside County Transportation Commission

Director of Planning, Eunice Lovi, addressed the Board stating that she has provided an information item to inform the Board of Directors of the annual unmet transit needs public hearing that is held by RCTC. She stated that ideally, the public hearing is held in conjunction with the Citizens Advisory Committee/Social Service Transportation Advisory Committee, of which SunLine is a member. Residents throughout the County are encouraged to attend the public hearing to provide comments on transit services provided throughout the County. This year the public hearing was held in Banning, and at the hearing, there were five or six residents from the Coachella Valley that provided comments to participants. Ms. Lovi stated that she has provided a summary of

the comments as part of staff report. There was a request for service from North Shore to connect to other parts of the Valley, specifically College of the Desert. There was a request to improve current service. Some passengers believe service takes too long for their trips. A comment was made that service to medical appointments are taking too long. There were requests for more amenities throughout the Valley, as well as increased service within the City of Coachella, specifically the Senior Center. Chairman Pougnet asked if we were provided with names and contact numbers of those who spoke at the public meetings. Robert Yates of RCTC stated that it was his group that conducted the public hearing and that each speaker did fill out a "Request to Speak" form and if all of the contact information was not provided, staff retrieved the information. Mr. Yates stated that the meeting was recorded and staff is in the process of transcribing the tape. He stated that staff will provide a report for each operator affected by the comments, as well as to the Commission.

Supervisor Benoit stated that the staff report states that there are no unmet needs based on the definition, but there were a number of folks commenting about service from North Shore to the Central Valley, which he hears frequently. Supervisor Benoit then asked for the definition of unmet needs so he can answer questions more effectively. Mr. Yates stated that the definition revolves around the amount of local transportation fund sources that are available. He stated that typically since all of the local transportation funds are being used for transit, we meet the definition that there are no unmet needs. He stated that there is not any more money available to fulfill these needs. Mr. Yates stated that in the past, the hearing was conducted in Blythe as they were using LTF funds to also do street and road work in Blythe. He stated that has not been the case for the past four years; Blythe is using all of their LTF funds for transit. Mr. Yates stated that he took the opportunity to move the location to a more central area so that input could be taken from other regions. Mr. Yates stated that strictly speaking, from the PUC, we meet the definition of not having any unmet needs based on the funding availability. Supervisor Benoit stated that, as clarification, it really means that we are not spending any of the money for transit on something other than transit, where we have a need for transit. He stated that there are people in North Shore that need to get someplace that does not have a way to get there.

Vice Chairman Garcia asked Mr. Yates if the location of the meetings can be alternated to bring the meetings closer to the Coachella Valley. Mr. Yates stated that for future meetings, the location will be alternated. He stated that there can be more public hearings if needed, but will be at the discretion of the Commission; there is only a requirement to hold one hearing a year under PUC regulations.

14. Quarterly Grant Activities Update

Director of Planning, Eunice Lovi, addressed the Board with an update on grant activity. She stated that there are currently 22 active grants estimated at over \$9 million and an estimated \$11 million for pending grants with the Federal, State and Regional funding partners. Ms. Lovi stated that she is pleased to inform the Board that two grants were closed during the last quarter, which ended in March

of 2011. Chairman Pougnet stated that the Finance Committee commended staff for the good work on aggressively pursuing grants and receiving funds.

15. Chairman to Appoint a Nominating Committee for Vice Chairman for FY 12

Chairman Pougnet announced the appointment of the Nominating Committee for Vice Chairman for FY 2012, as Mayor Garcia becomes Chairman, as follows: Chairman Pougnet, Vice Chairman Garcia and Mayor Parks. The Committee will meet immediately following the Board meeting.

16. General Manager's Report

Mikel Oglesby addressed the Board stating that he apologizes for not being at the meeting. He attempted to be at the meeting, but is instead at an airport in Memphis trying to return from the American Public Transportation Association's Bus & Paratransit Conference and International Roadeo. Oglesby stated that SunLine driver Raul Estrada, also known as "Thunder from the Desert" and was announced as such, competed in the American Public Transportation Association's International Roadeo. He stated that Mr. Estrada did a great job. Oglesby thanked Chairman Pougnet for serving as Chairman of our Board during some very tough times and looks forward to his continued service on our Board.

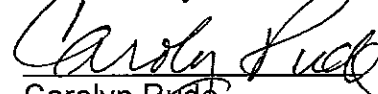
17. Next Meeting Date

Chairman Pougnet announced that the next regular meeting of the Board of Directors will be held on June 22, 2011 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.


18. Adjourn

Chairman Pougnet adjourned the meeting at 12:19p.m.

Respectfully Submitted


Carolyn Rude
Clerk of the Board

Approved By:


C. Mikel Oglesby
General Manager

Date: 6/10/11

SunLine Transit Agency
 Checks \$1,000 and Over
 For the month of May 2011

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Check	Amount
<i>USS CAL BUILDERS, INC.</i>	<i>Engineer Services</i>	<i>650869</i>	<i>5/19/2011</i>	<i>\$574,778.50</i>
<i>AVAIL TECHNOLOGIES</i>	<i>ITS Implementation</i>	<i>650654</i>	<i>5/4/2011</i>	<i>\$411,547.00</i>
<i>AVAIL TECHNOLOGIES</i>	<i>ITS Implementation</i>	<i>650653</i>	<i>5/4/2011</i>	<i>\$294,079.00</i>
<i>ELDORADO NATIONAL</i>	<i>Fuel Cell Bus</i>	<i>650722</i>	<i>5/11/2011</i>	<i>\$200,000.00</i>
<u>HEALTH NET</u>	<u>Group Health Ins Prem</u>	<u>650839</u>	<u>5/19/2011</u>	<u>\$192,491.50</u>
<i>CALSTART, INC.</i>	<i>ZWEIG Learning Center</i>	<i>650874</i>	<i>5/25/2011</i>	<i>\$95,484.00</i>
<i>WONDRIES CHEVROLET</i>	<i>Stop & Zones Vehicles</i>	<i>650875</i>	<i>5/25/2011</i>	<i>\$91,337.06</i>
<u>UNION BANK</u>	<u>Pension Deposits</u>	<u>650927</u>	<u>5/26/2011</u>	<u>\$84,339.41</u>
<u>UNION BANK</u>	<u>Pension Deposits</u>	<u>650809</u>	<u>5/13/2011</u>	<u>\$82,951.39</u>
<i>IBI GROUP</i>	<i>Engineer Services</i>	<i>650695</i>	<i>5/5/2011</i>	<i>\$82,938.66</i>
PERMA	Gnrl Liab / Wker Comp Prem	650786	5/13/2011	\$72,709.17
SOUTHERN CALIFORNIA GAS CO.	Gas CNG & Hydrogen	650861	5/19/2011	\$59,513.30
<i>COMMUNITY BANK</i>	<i>Project retention payment</i>	<i>650823</i>	<i>5/19/2011</i>	<i>\$30,251.50</i>
SOUTHERN CALIFORNIA GAS CO.	Gas CNG & Hydrogen	650917	5/26/2011	\$25,055.92
GOODYEAR TIRE & RUBBER	Bus Tire Lease	650759	5/13/2011	\$20,009.99
<i>TULSA GAS TECHNOLOGIES, INC.</i>	<i>TP Fuel Island Disp Replcmnt</i>	<i>650807</i>	<i>5/13/2011</i>	<i>\$18,563.00</i>
CREASON & AARVIG, LLP	Legal Services	650741	5/13/2011	\$17,881.40
IMPERIAL IRRIGATION DIST	Electricity TP	650696	5/5/2011	\$14,958.47
<u>LEFLORE GROUP LLC, THE</u>	<u>Consultant</u>	<u>650773</u>	<u>5/13/2011</u>	<u>\$12,639.22</u>
<i>NMOMENTUM CORP.</i>	<i>ITS Project-ARRA</i>	<i>650707</i>	<i>5/5/2011</i>	<i>\$12,400.00</i>
HANDBILL PRINTERS	Printing Fare Media	650837	5/19/2011	\$11,505.92
HARTFORD LIFE	Employee Benefits	650694	5/5/2011	\$10,323.73
SOUTHWEST NETWORKS, INC.	Network Consultants	650799	5/13/2011	\$9,450.00
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	650675	5/5/2011	\$9,282.79
REWARD STRATEGY GROUP, INC.	Consultant	650859	5/19/2011	\$6,950.00
<u>COLONIAL LIFE & ACCIDENT</u>	<u>Supplemental Insurance</u>	<u>650883</u>	<u>5/26/2011</u>	<u>\$6,513.88</u>
<i>GFI GENFARE</i>	<i>Farebox & Equipment</i>	<i>650894</i>	<i>5/26/2011</i>	<i>\$6,400.00</i>
SOUTHWEST NETWORKS, INC.	Network Consultants	650918	5/26/2011	\$5,925.00
G & K SERVICES	Uniform service	650757	5/13/2011	\$5,849.21
<u>METLIFE SBC</u>	<u>Dental Insurance</u>	<u>650933</u>	<u>5/31/2011</u>	<u>\$5,845.45</u>
<i>TEAM LABOR COMPLIANCE</i>	<i>Construction Managing</i>	<i>650922</i>	<i>5/26/2011</i>	<i>\$5,720.00</i>
TRANSPORTATION MANAGEMENT & NEW FLYER	Bus Route Planning Bus Parts	650926 650706	5/26/2011 5/5/2011	\$5,499.00 \$5,370.22
<i>PRESTIGE FLOORING CENTER INC.</i>	<i>Flooring Admin 2</i>	<i>650788</i>	<i>5/13/2011</i>	<i>\$5,184.16</i>
EPLER COMPANY, THE	Pension Consultant	650833	5/19/2011	\$4,604.03
VERIZON WIRELESS	Wireless Cell Serv	650873	5/19/2011	\$4,568.43
IMPERIAL IRRIGATION DIST	Electricity TP	650897	5/26/2011	\$4,564.15
UTC POWER CORPORATION	Fuel Cell Bus Parts	650929	5/26/2011	\$4,449.08
MOORE MAINTENANCE & CARQUEST OF THE DESERT	Janitorial Servs Repair Parts	650778 650669	5/13/2011 5/5/2011	\$4,347.00 \$4,266.52
<u>AMALGAMATED TRANSIT UNION</u>	<u>Union Dues</u>	<u>650877</u>	<u>5/26/2011</u>	<u>\$4,055.44</u>

SunLine Transit Agency
Checks \$1,000 and Over
For the month of May 2011

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Check	Amount
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	650697	5/5/2011	\$3,974.65
<u>AMALGAMATED TRANSIT UNION</u>	<u>Union Dues</u>	<u>650726</u>	<u>5/13/2011</u>	<u>\$3,876.24</u>
FACTORY MOTOR PARTS COMPANY	Repair Parts	650683	5/5/2011	\$3,765.44
TRANSIT PRODUCTS & SERVICES	Repair Parts	650925	5/26/2011	\$3,607.44
BECK OIL, INC.	Facility Maintenance	650818	5/19/2011	\$3,480.00
TMAD, TAYLOR & GAINES	Engineer Services	650718	5/5/2011	\$3,410.00
ALLIEDBARTON SECURITY SERVICES	Security Services	650817	5/19/2011	\$3,321.92
ALLIEDBARTON SECURITY SERVICES	Security Services	650655	5/5/2011	\$3,321.92
TELEPACIFIC COMMUNICATIONS	Telephone Service	650717	5/5/2011	\$3,319.01
TELEPACIFIC COMMUNICATIONS	Telephone Service	650864	5/19/2011	\$3,267.84
SOUTHWEST NETWORKS, INC.	Network Consultants	650862	5/19/2011	\$3,075.00
<u>CALIFORNIA STATE DISBURSEMENT</u>	<u>Employee Garnishment</u>	<u>650735</u>	<u>5/13/2011</u>	<u>\$3,020.46</u>
<u>CALIFORNIA STATE DISBURSEMENT</u>	<u>Employee Garnishment</u>	<u>650882</u>	<u>5/26/2011</u>	<u>\$3,020.46</u>
IMPERIAL IRRIGATION DIST	Electricity TP Area	650848	5/19/2011	\$2,832.27
SAFETY-KLEEN CORPORATION	Solvent Tank Service	650912	5/26/2011	\$2,749.67
CDW GOVERNMENT, INC	Computer Equipment	650737	5/13/2011	\$2,546.30
NEW FLYER	Bus Parts	650854	5/19/2011	\$2,365.72
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>650679</u>	<u>5/5/2011</u>	<u>\$2,236.84</u>
OFFICE DEPOT	Office Supplies	650855	5/19/2011	\$2,227.97
GATEWAY COMPRESSION, INC.	Sun Fuel Parts	650758	5/13/2011	\$2,149.39
NEW FLYER	Bus Parts	650906	5/26/2011	\$2,139.82
FIESTA FORD, INC.	Repair Parts/Support	650688	5/5/2011	\$2,098.04
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	650825	5/19/2011	\$2,060.52
CAL-TEST, INC.	D&A Onsite Testing	650936	5/31/2011	\$2,000.00
HI-TECH MACHINING	Repair Parts	650765	5/13/2011	\$1,999.51
BURRTEC WASTE & RECYCLING	Facility Trash Removal	650732	5/13/2011	\$1,989.82
FLEET-NET CORPORATION	Software & Licenses	650753	5/13/2011	\$1,980.00
HOME DEPOT CRD SRVS	Facility Maintenance	650846	5/19/2011	\$1,945.63
TURBO IMAGES	Bus Decals/Logos	650721	5/5/2011	\$1,853.68
TRANSIT PRODUCTS & SERVICES	Repair Parts	650719	5/5/2011	\$1,740.17
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	650745	5/13/2011	\$1,724.85
KENNY STRICKLAND, INC.	Lubricants & Oils	650903	5/26/2011	\$1,582.94
GRAINGER	Facility Maintenance	650836	5/19/2011	\$1,529.50
VERIZON	Communications	650872	5/19/2011	\$1,490.54
OFFICE DEPOT	Office Supplies	650783	5/13/2011	\$1,446.06
RESORT MARKETING	Public Relations Mgmt	650909	5/26/2011	\$1,425.00
COACHELLA VALLEY PRINTING	Printing	650822	5/19/2011	\$1,356.39
CARQUEST AUTO PARTS - INDIO	Repair Parts	650664	5/5/2011	\$1,326.62
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	650871	5/19/2011	\$1,300.78
NEW FLYER	Bus Parts	650781	5/13/2011	\$1,266.05
DESERT SUN PUBLISHING CO., THE	Public Notice	650829	5/19/2011	\$1,249.98
CUMMINS-ALLISON CORP.	Coin Rm Machines Agreement	650826	5/19/2011	\$1,232.81

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of May 2011**

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Check	Amount
CAL-TEST, INC.	D&A Onsite Testing	650736	5/13/2011	\$1,210.70
TRANSIT PRODUCTS & SERVICES	Repair Parts	650867	5/19/2011	\$1,205.58
ALEXANDER COHN, ESQ	Legal Services	650816	5/19/2011	\$1,197.00
DAIMLER BUSES NORTH AMERICA, EMC	Repair Parts	650887	5/26/2011	\$1,186.43
	Medical-Exams and Testing	650832	5/19/2011	\$1,110.00
ROMAINE ELECTRIC CORP.	Repair Parts	650791	5/13/2011	\$1,050.81
TRANSIT PRODUCTS & SERVICES	Repair Parts	650806	5/13/2011	\$1,028.75
DESERT FIRE EXTINGUISHER CO. INC.	Facility Maintenance	650676	5/5/2011	\$1,004.49

Total of Checks Over \$1,000 **\$2,631,903.51**

Total of Checks Under \$1,000 **\$46,368.88**

Total of All Checks for the Month **\$2,678,272.39**

Total Amount of Checks Prior Years Same Month **\$1,484,089.41**



May Statement for activity from Apr. 21, 2011 through May 20, 2011
 SUNLINE TRANSIT
 C MIKEL OGLESB'

Inquiries: 1-866-552-8855
 BUS 7 13 Page 1 of 2

Your Visa® Business Card account at a glance ... **Accr**

Activity Summary	
Previous Balance	\$1,691.90
Payments	\$1,691.90CR
Other Credits	\$0.00
Purchases	\$50.00
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Past Due Amount	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$50.00
Credit Line	\$31,000.00
Available Credit	\$30,950.00
Statement Close Date	May 20, 2011
Days in Billing Cycle	30

Payment Information	
New Balance	\$50.00
Minimum Payment Due (Current Month)	\$10.00
Minimum Payment Due (Past Due)	\$0.00
Total New Minimum Payment Due	\$10.00
Payment Due Date	Jun. 17, 2011
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

To reduce or avoid paying additional fees and interest charges on your purchase balance, pay the total new balance of \$50.00 by 06/17/11. Any cash balance or balance transfer balance will continue to accrue daily interest until the date your payment is received.

Transactions

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
Payments and Other Credits					
05/04			PAYMENT THANK YOU	\$1,691.90CR	-----
Purchases and Other Debits					
05/12	05/11	7000	PALM SPRINGS VIDEO TV1 760-7784336 CA	\$50.00	-----

Continued on Next Page

No payment is required, however please use coupon when making additional payments. CPN 000648533

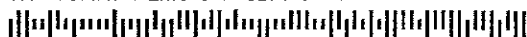
Automatic Payment

Your Account Number: _____
 Your new full balance of \$50.00 will be automatically deducted from your account on 06/06/11.

To change your address or for Cardmember Service please call:
 1-866-552-8855 **Every Hour! Every Day!**

000028273 1 MB 0.390 106481091769668 P

SUNLINE TRANSIT
 C MIKEL OGLESBY
 32505 HARRY OLIVER TRL
 THOUSAND PLMS CA 92276-3501





May Statement for activity from Apr. 21, 2011 through May 20, 2011
 SUNLINE TRANSIT
 C MIKEL OGLESBY

Inquiries: 1-866-552-8855
 Page 2 of 2

2011 Totals Year-to-Date	
Total Fees Charged in 2011	\$0.00
Total Interest Charged in 2011	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____ Accounting Code: _____

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.


**APR for current and future transactions.


Balance Type	Balance By Type	Balance Subject to Interest	Variable	Interest	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$50.00	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO


Important Messages


Your payment of \$50.00 will be automatically deducted from your bank account on 06/06/2011

To contact us regarding your account...

 **By Telephone:**
Every Hour! Every Day!
 Voice: 1-866-552-8855
 TDD: 1-888-352-6455
 Fax: 1-866-807-9053

 **Send Inquiries to:**
 Cardmember Service
 P.O. Box 6353
 Fargo, ND 58125-6353

 **Send Payments to:**
 Cardmember Service
 P.O. Box 790408
 St. Louis, MO 63179-0408

 **Online**
 visit our website:
myaccountaccess.com

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: May 20, 2011

Detail:			
5/12/11	Palm Springs Video	Video of News Report	\$ 50.00
Credit:			
5/04/11	Payment		\$1,691.90CR

**SunLine Transit Agency
Statement of Activities
May 2011**

	Audited FY 09/10	Total FY 10/11 Budget	Current Month		Year to Date			
			Actual	Budget	YTD Actual	YTD Budget		
Operating Revenue:								
Passenger fares	2,706,198	2,950,000	246,048	242,238	3,810	2,654,209	2,710,219	(56,009)
Advertising revenue	34,726	75,000	5,384	6,272	(888)	26,124	75,000	(48,876)
Rebate for CNG production	338,447	-	64,835	-	64,835	967,299	-	967,299
Interest Revenue	25,049	50,000	411	4,117	(3,706)	8,110	44,731	(36,621)
Outside Fueling Revenue (SunFuels)	198,512	220,855	25,697	18,403	7,294	187,410	202,194	(14,784)
Pass-Through Operating revenue	-	-	4,234	-	4,234	61,607	-	61,607
Other revenue	134,910	120,000	8,000	7,667	333	99,880	111,658	(11,778)
Other revenue-Measure A supplement	-	185,000	-	15,326	(15,326)	-	169,674	(169,674)
Total local revenue	3,437,841	3,600,855	354,608	294,022	60,586	4,004,639	3,313,476	691,162
Expenses:								
SunFuels (10)	198,512	220,855	25,697	18,403	(7,294)	187,409	202,194	14,785
Operations-Fixed Route (11 & 12)	8,487,588	8,310,676	738,497	699,306	(39,191)	7,749,828	7,631,642	(118,186)
Operations-Dial-A-Ride (13 & 14)	2,219,210	2,348,875	200,343	198,737	(1,606)	2,046,728	2,155,382	108,654
Security (15)	481,210	427,985	42,201	35,165	(7,036)	473,284	391,733	(81,550)
Maintenance (21 & 22)	5,185,353	5,222,412	469,931	438,187	(31,744)	4,765,087	4,787,129	22,041
Facility Maintenance-T.P. (23)	557,685	572,329	44,856	47,896	3,040	513,537	525,438	11,901
Facility Maintenance-Indio (24)	73,287	87,010	5,982	7,251	1,269	74,783	79,759	4,976
Bus Stops/Shelters (25)	408,150	424,106	34,961	35,842	881	378,678	390,206	11,529
Marketing (31)	233,920	287,141	26,102	20,296	(5,806)	249,327	267,196	17,869
Human Resources (32)	523,529	553,333	40,726	46,108	5,382	406,580	506,171	99,590
General Administration (40)	1,186,265	1,309,939	92,488	108,528	16,040	893,544	1,199,921	306,377
Finance (41)	969,377	730,895	60,875	58,618	(2,257)	671,569	650,286	(21,283)
Information Technology (42)	164,574	413,549	23,157	34,610	11,453	266,080	378,882	112,801
Planning & Agency Development (49)	570,465	636,130	30,110	61,830	31,720	499,117	697,040	197,922
Total expenses	21,259,127	21,545,235	1,835,927	1,810,778	(25,149)	19,175,552	19,862,979	687,427

Minimum Farebox ratio = 17.97%

YTD Farebox ratio

20.88%

SunLine Transit Agency
Statement of Revenues and Departmental Expenditures
For Month ended May 31, 2011

Operating Revenues	<u>FY 2011</u>
Local Transportation Funds (LTF)	9,132,140
Measure A Funds	3,458,583
FTA Section 5307	2,518,981
FTA Section 5304	12,550
FTA Section 5311	-
FTA Section 5316	-
FTA Section 5317	-
CMAQ	-
Fare box Revenue	2,654,209
Other	1,337,482
Pass Through funds	<u>61,607</u>
 TOTAL OPERATING REVENUES	 <u>\$ 19,175,552</u>
 Operating Expenditures by Department	
SunFuels (10)	187,409
Operations-Fixed Route (11 & 12)	7,749,828
Operations-Dial-A-Ride (13 & 14)	2,046,728
Security (15)	473,284
Maintenance (21 & 22)	4,765,087
Facility Maintenance-T.P. (23)	513,537
Facility Maintenance-Indio (24)	74,783
Bus Stops/Shelters (25)	378,678
Marketing (31)	249,327
Human Resources (32)	406,580
General Administration (40)	893,544
Finance (41)	671,569
Information Technology (42)	266,080
Planning & Agency Development (49)	<u>499,117</u>
 TOTAL OPERATING EXPENDITURES BY DEPARTMENT	 <u>\$ 19,175,552</u>
 Operating Income/(Loss)	 <u><u>-</u></u>

**SunLine Transit Agency
Monthly Ridership Report
May - 2011**

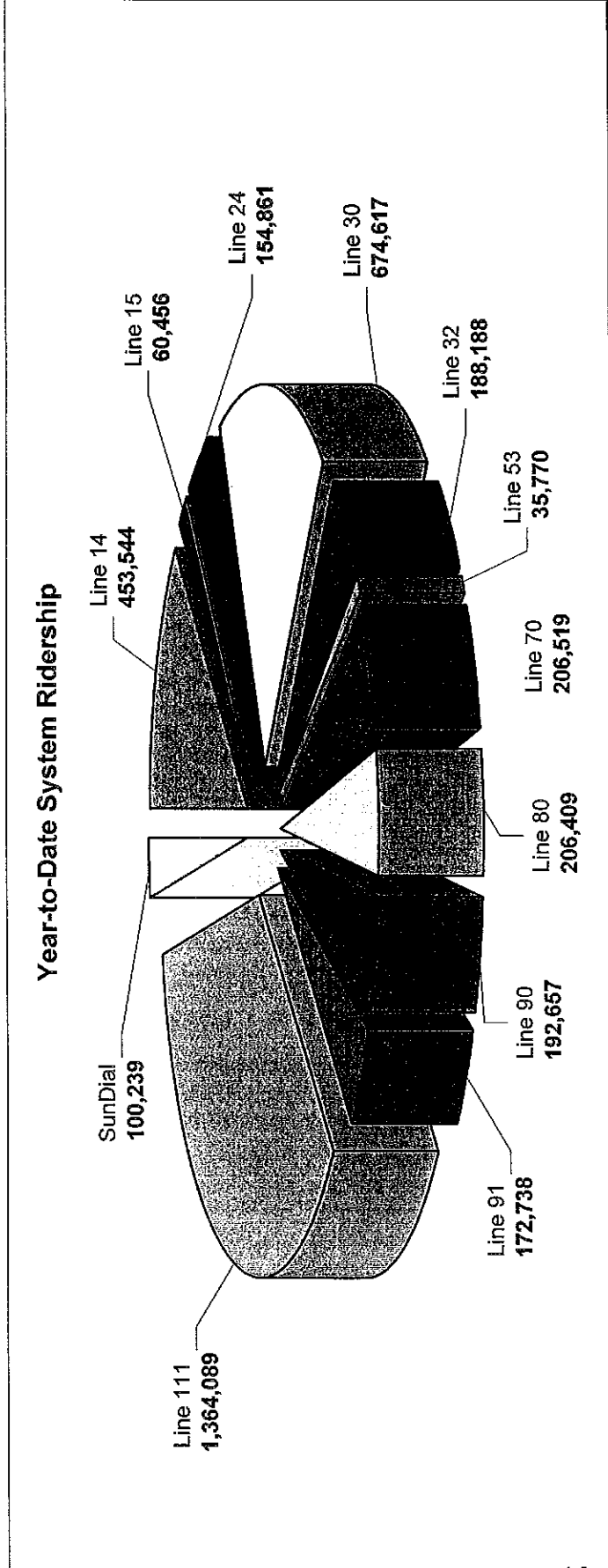
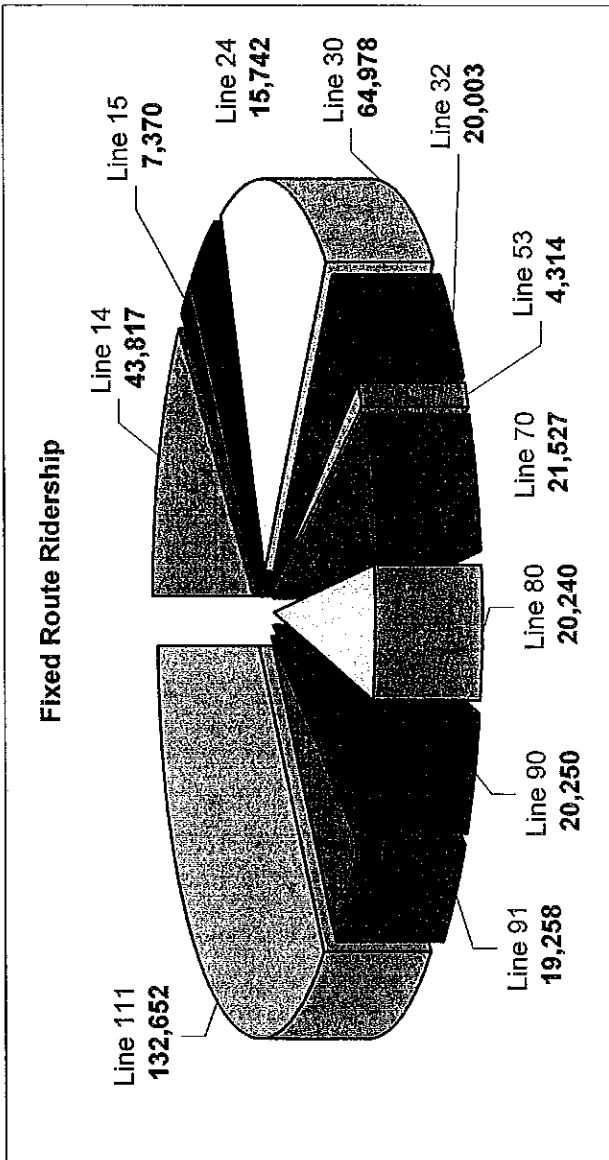
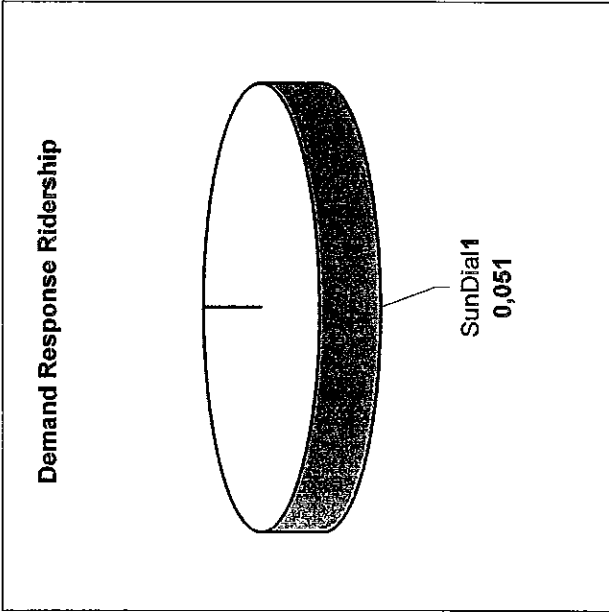
FY
2010 & 2011

Fixed Route	May 2011	May 2010	Apr 2011	Month	%	FY 2011	FY 2010	YTD	YTD	%	YTD	YTD	YTD	YTD
				Var.	Var.	YTD	YTD	Var.	Var.	Var.	Monthly	Monthly	Monthly	Monthly
Line 14 DHS/PS	43,817	44,013	42,513	(196)	-0.4%	453,544	457,271	(3,727)	-0.8%	1,313	13,842	458	4,769	
Line 15 DHS	7,370		7,087	7,370	0.0%	60,456		60,456	0.0%	134	955	76	525	
Line 24 PS/CC	15,742	13,288	15,375	2,454	18.5%	154,861	130,709	24,152	18.5%	317	3,025	117	959	
Line 30 CC/PS	64,978	60,816	65,826	4,162	6.8%	674,617	619,502	55,115	8.9%	1,645	18,358	397	3,614	
Line 32 PD/TP/PS	20,003	13,492	18,515	6,511	48.3%	188,188	136,328	51,860	38.0%	815	7,931	74	816	
Line 53 PD/IW	4,314		4,161	4,314	0.0%	35,770		35,770	0.0%	146	754	6	64	
Line 70 La Quinta	21,527	14,727	20,132	6,800	46.2%	206,519	155,163	51,356	33.1%	1,015	8,349	47	262	
Line 80 Indio	20,240	17,452	18,957	2,788	16.0%	206,409	188,777	17,632	9.3%	247	2,885	209	2,050	
Line 90 Coachella/Ind	20,250	16,954	18,481	3,296	19.4%	192,657	185,327	7,330	4.0%	480	4,865	100	1,781	
Line 91 Cch/Th/Mecca	19,258	14,635	18,085	4,623	31.6%	172,738	134,347	38,391	28.6%	394	4,015	29	389	
Line 111 PS/Indio	132,652	116,414	132,610	16,238	13.9%	1,364,089	1,254,008	110,081	8.8%	4,666	48,994	793	7,917	
Fixed route total	370,151	317,305	361,742	52,846	16.7%	3,709,848	3,321,409	388,439	11.7%	11,172	113,973	2,306	23,146	
Demand Response														
SunDial	10,051	9,302	9,022	749	8.1%	100,239	96,728	3,511	3.6%					
System total	380,202	326,607	370,764	53,595	16.4%	3,810,087	3,418,137	391,950	11.5%					

Please note:

* May 2011 and FY 2010 YTD total ridership includes data for Line 50 (59,977 passengers). Line 50 was discontinued in September 2010; fixed route and system totals are accurate. Line 50 carried 5,514 riders in May 2010.

SunLine Transit Agency
 Monthly Ridership Report
 May - 2011





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
May 2011

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.8	90.7	Total trips carried in the on-time window
761	911	Total trips late during the month
7,801	9,851	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
9,302	10,051	Total passengers for the month
73,357	85,023	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
1	3	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
1	0	Total Ride-a-Long Evaluations
6	5	Total Onboard Inspections
9	0	Total Safety Evaluations

5. DENIALS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,273	1,700	Total Mobility Device Boarding's

cc: Mikel Oglesby, Carolyn Rude, Polo Del Toro, Mannie Thomas, Jim Rayl, Diane Beebe

SunLine Transit Agency

DATE: June 22, 2011 **ACTION**

TO: Finance Committee
Board of Directors

FROM: General Manager

RE: Project Management Consulting

Recommendation

Authorize the General Manager to issue a Request for Offer and award a three year contract for project management and complex contract administration support. The final contract will be subject to review and approval as to form by SunLine Legal Counsel.

Background

SunLine has been extremely sensitive to controlling the cost of consulting support on its FTA funded projects. SunLine has undertaken several complex projects requiring skills in both project and contract management without increasing staff. Failure to manage these projects adequately can result in an unacceptable financial risk to SunLine.

In recognition of this need, SunLine has solicited several firms to provide this support. As an example, SunLine hired a consultant to help manage the ITS project. This consultant was paid \$95 per hour. SunLine was forced to terminate this contract because the level of support did not comport with SunLine's needs. SunLine then replaced the consultant with a company called nMomentum. This company charges a rate of \$155 per hour for project management support. In September 2010, SunLine received a proposal requesting \$96,000 for six months of project management support on this one project. This is roughly \$16,000 per month to support one project. The Le Flore Group charges less than that per month to provide this support on all seven of SunLine's major projects. These projects are the Advanced Technology Bus Project, the Administrative Building Project, the American Fuel Cell Bus Project, the Maintenance Building Expansion Project, the Franchise Taxi System, and the Zweig Building Upgrade.

SunLine proposes to issue a solicitation for continuation of this needed support utilizing the California Department of General Services Schedule Contracts to expedite the process. The LeFlore Group will be allowed to compete for this business.

Fiscal Impact

It is anticipated that support on these projects will not exceed \$150,000 per year, which is included in the operating and capital budgets for each project mentioned.


C. Mikel Oglesby

SunLine Transit Agency

DATE: June 22, 2011 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Acting Director of Finance

RE: SunLine Transit Agency Operating and Capital Budget
Fiscal Year 2012

Recommendation

Recommend that The Board of Directors approve the draft Budget for Fiscal Year 2012.

Background

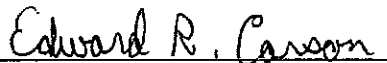
The capital budget reflects purchases that will improve the infrastructure of SunLine. Major projects include the new Administration Building, the ITS (Avail) Project and the replacement of paratransit vehicles.

The FY 2012 operating budget has been increased by 4.0% from the FY 2011 budget that was submitted to the Board in June of 2010. The increase is the result of expected increases in sales tax revenues, increased health care costs, rising crude oil prices which impact both freight and material costs, major systems additions which require an increase in consulting, and the expiration of the vehicle warranty program.

SunLine remains dedicated to its objective of providing clean, safe and efficient transportation to the Coachella Valley and to operate at maximum efficiency, while at the same time deferring operating expenditures whenever possible.

Financial Impact

All budgeted funds are available per RCTC staff.


Edward R. Carson

SunLine Transit Agency

DATE: June 22, 2011 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Planning

RE: Approval of the SRTP for FY 2012- 2014

Recommended Action

Recommend that the Board of Directors approve the FY 2012 – 2014 final SRTP to enable staff to work with the Riverside County Transportation Commission (RCTC) to include the final draft in the Regional Transportation Improvement Program.

Background

The proposed SRTP includes operating and capital funds to operate transit services and complete recommended transit capital improvements for FY 2012. The budget also includes request for federal, state and local funds to purchase replacement paratransit buses, rehabilitation of existing buses, office furniture, maintenance equipment and tools, continuation of ITS project, implementation of transit security enhancement projects, improvements to existing facilities, and bus stops, and ticket vending machine. In addition, staff plans to begin construction of the Administrative building, conduct transit planning and feasibility study, as well as implement enterprise resource planning tool.

The SRTP also outlines plans for realigning an existing route and implementation of a new service route; in addition to implementing a Taxi Voucher Program for which funding has been secured. Staff intends to work with local jurisdictions before seeking approval from the Board to implement new service routes highlighted in the FY 11/12 SRTP. The estimated operating budget is \$22,117,354, including \$717,201 of carryover LTF and federal funds to supplement operating funds projected for the upcoming fiscal year. The budget for capital improvement projects is estimated at \$14,351,473. Please note that carryover New Freedom funds from the 2009 Call for projects is being reprogrammed for bus stop improvements. The combined operating and capital budget for FY 2012 is \$36,528,827.

Financial Impact

All budgeted funds are available and approved per prior discussions with RCTC staff.



Eunice Lovi

SunLine Transit Agency

DATE: June 22, 2011 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Maintenance

RE: Purchase of Replacement Paratransit Vehicles

Recommendation

Recommend that the Board of Directors authorize SunLine General Manager to approve award of contract for the purchase of up to 13 replacement CNG paratransit, ADA accessible, vehicles for SunLine's SunDial service, upon approval as to form and legality by Legal Counsel.

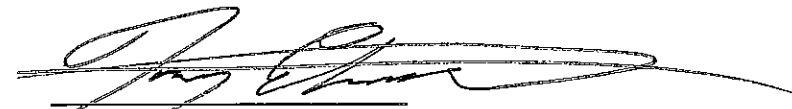
Background

SunLine's paratransit fleet currently consists of 31 El Dorado Aero-tech Ford Cut-A-Way CNG powered vehicles. With the increased demand for more paratransit service, and with some of the current buses reaching the end of their usual life cycle, staff has determined that there is a need to start replacing the older vehicles.

SunLine staff is asking for assignments from the existing CalAct-Morongo Basin Transit Authority Vehicle Purchasing Cooperative. The Co-op is a competitive bid process that SunLine and other Agencies throughout the State are allowed to piggyback on to take advantage of the very competitive pricing offered by several manufacturers. SunLine staff is requesting assignments for 30 vehicles from this Co-Op procurement to be spread over the next two years on an as-needed basis based on the manufacturing and delivery schedules.

Fiscal Impact

The total estimated cost per vehicle will be \$90,000, plus tax. This procurement will be paid for using a combination of federal and state funds totaling \$1,260,733.50, including tax. The funds are from approved federal transit grants and State Transit Assistance funding.


Tommy Edwards

SunLine Transit Agency

DATE: June 22, 2011 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Director of Maintenance
RE: Purchase of Replacement Supervisor Vehicles

Recommendation

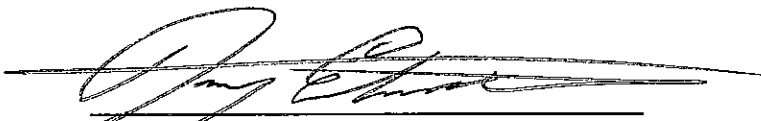
Recommend that the Board of Directors authorize SunLine General Manager to approve award of contract for replacement of Supervisor vehicles upon approval as to form and legality by Legal Counsel.

Background

SunLine currently has six (6) Ford E350 Vans equipped with wheelchair lifts. These vans are used by Operations Department Supervisors to do a variety of job duties including occasionally picking up wheelchair customers. The Ford Vans have passed the end of their life cycle and will no longer meet required federal guidelines. Staff is recommending purchasing new Mobility Vehicles [MV] -1 that uses CNG fuel, which have the ease of loading and unloading wheelchair passengers. The MV-1 vehicles are built to meet or exceed the Americans with Disabilities Act guidelines without any expensive aftermarket conversions or retrofits. The vehicles being purchased will be used by Operations Department Supervisors, as well as staff in the Safety/Security Department.

Financial Impact

All vehicles are properly equipped with an estimated cost of \$55,368.00 per vehicle and will be paid for using a combination of federal and state funds totaling \$357,970.73, including tax. The funding is from approved federal transit grants, State Transit Assistance and Prop1B Transit Security funds.


Tommy Edwards

SunLine Transit Agency

DATE: June 22, 2011 **ACTION**
TO: Board of Directors
FROM: Director of Planning
RE: Resolutions to Obtain Grant Funding

Recommendation

Recommend that the Board of Directors approve the attached Resolutions that grant authorization to the General Manager to direct the Planning staff to apply for grants and obtain revenues for the new fiscal year.

Background

Each year the various funding agencies to whom we apply for either grants or formula funding require a Resolution from the Board of Directors authorizing the General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain operating or capital funds.

Fiscal Implications

The Resolutions are necessary to obtain operating and capital funds to operate the Agency in Fiscal Year 2012.



Eunice Lovi



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTION 5307 OF THE URBAN
MASS TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2011/2012**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
SUNLINE TRANSIT AGENCY, THAT**

- 1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Section 5307 of the Urban Mass Transportation Act of 1964, as amended.
- 2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
- 3) The General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 22nd DAY OF JUNE, 2011.

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

Eduardo Garcia
Vice Chairman of the Board

C. Mikel Oglesby
General Manager



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTION 5309 OF THE URBAN
MASS TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2011/2012**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

- 1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Section 5309 of the Urban Mass Transportation Act of 1964, as amended.
- 2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.
- 3) The General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 22nd DAY OF JUNE, 2011

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

Eduardo Garcia
Vice Chairman of the Board

C. Mikel Oglesby
General Manager



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTION 5310 OF THE URBAN
MASS TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2011/2012**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

- 1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Section 5310 of the Urban Mass Transportation Act of 1964, as amended.
- 2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 22nd DAY OF JUNE, 2011.

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

Eduardo Garcia
Vice Chairman of the Board

C. Mikel Oglesby
General Manager



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTION 5311 OF THE URBAN
MASS TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2011/2012.**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

- 1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Section 5311 of the Urban Mass Transportation Act of 1964, as amended.
- 2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 22nd DAY OF JUNE, 2011.

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

Eduardo Garcia
Vice Chairman of the Board

C. Mikel Oglesby
General Manager



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTION 5316 OF THE URBAN
MASS TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2011/2012.**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

- 1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Section 5311 of the Urban Mass Transportation Act of 1964, as amended.
- 2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 22nd DAY OF JUNE, 2011.

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

Eduardo Garcia
Vice Chairman of the Board

C. Mikel Oglesby
General Manager



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTION 5317 OF THE URBAN
MASS TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2011/2012.**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

- 1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Section 5311 of the Urban Mass Transportation Act of 1964, as amended.
- 2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 22nd DAY OF JUNE, 2011.

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

Eduardo Garcia
Vice Chairman of the Board

C. Mikel Oglesby
General Manager



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF AN
APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER THE CONGESTION MITIGATION
AIR QUALITY (CMAQ) OF THE URBAN MASS
TRANSPORTATION ACT OF 1964, AS AMENDED
FOR FISCAL YEAR 2011/2012.**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

- 1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Section 5311 of the Urban Mass Transportation Act of 1964, as amended.
- 2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 22nd DAY OF JUNE, 2011.

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

Eduardo Garcia
Vice Chairman of the Board

C. Mikel Oglesby
General Manager



RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE GOVERNOR'S
OFFICE OF HOMELAND FOR A GRANT UNDER
THE HIGHWAY SAFETY, TRAFFIC REDUCTION,
AIR QUALITY AND PORT SECURITY BOND ACT
OF 2011/12 (PROPOSITION 1B)**

WHEREAS, the Governor is authorized to make grants for the California Transit Security Grant Program under the Transit System Safety, Security and Disaster Response Account, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the Governor's Office of Homeland Security in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the California Transit Security Grant Program-California Transit Assistance Fund of 2006, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the Governor's Office of Homeland Security requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

- 1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the Governor's Office of Homeland Security to aid in the financing of planning and implementing transit security and safety capital projects, pursuant to Transit System Safety, Security and Disaster Response Account of 2006, as amended.
- 2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the Governor's Office of homeland Security effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The General Manager is authorized to furnish such additional information as the Governor's Office of Homeland Security may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the Governor's Office of Homeland Security for aid in the financing of planning and implementing transit security and safety capital projects, pursuant to Transit System Safety, Security and Disaster Response Account of 2006.

ADOPTED THIS 22nd DAY OF JUNE, 2011

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

Eduardo Garcia
Vice Chairman of the Board

C. Mikel Oglesby
General Manager

SunLine Transit Agency

DATE: June 22, 2011 **ACTION**
TO: Board of Directors
FROM: Director of Planning
RE: Resolution Authorizing Access to FTA's Transportation
Electronic Award and Management System [TEAM]

Recommendation


Recommend that the Board of Directors approve the attached Resolution to enable Agency staff to complete legal, planning, financial, and reporting for grant activities in TEAM.

Background

As a requirement by the Federal Transit Administration, SunLine's Board of Directors is required to approve a resolution authorizing employees to access the TEAM system to apply for federal funds, as well as for the management and administration of federal funds for SunLine Transit Agency. The Resolution authorizes the General Manager to act on behalf of the Agency in completing necessary activities to obtain operating and capital funds.

Fiscal Implications

This Resolution is necessary to outline designated and approved staff eligible to access the TEAM system to pin yearly Certification and Assurances, legal certification, develop, submit, execute, and amend grants, as well as submit quarterly reports in FY 11/12.



Eunice Lovi



SunLine Transit Agency

RESOLUTION No. ____

**RESOLUTION OF THE BOARD OF DIRECTORS OF
SUNLINE TRANSIT AGENCY TO AUTHORIZE ACCESS
TO FTA's TRANSPORTATION ELECTRONIC AWARD
AND MANAGEMENT SYSTEM**

WHEREAS, SunLine Transit is a recipient of Federal Transit Administration funding;
and

WHEREAS, FTA requires that recipients of FTA funding utilize the TEAM system to
access the funding and identify those individuals with authority to have access, including the
level of access; and

WHEREAS, The Board of Directors desires to authorize that General Counsel,
General Manager, Director of Planning and Assistant Transit Planner to have access to the
TEAM system relating to the administration of FTA funding for SunLine Transit Agency,
specifically as follows:

Maria Aarvig	Legal Certification (CAL)
C. Mikel Oglesby	Certify and Assure as the Designated Official (CAD)
Eunice Lovi	Pin Certification & Assurances, Submit Application (SA), Execute Award (EA)

NOW THEREFORE, BE IT RESOLVED that the individuals identified above are
authorized to have access to TEAM on behalf of SunLine Transit Agency at the levels
specified.

Approved and Adopted this 22nd day of June, 2011.

Ayes: Noes: Absent: Abstain:

BY _____
Eduardo Garcia
Vice Chairman of the Board

C. Mikel Oglesby
General Manager