



Wednesday, October 26, 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**
Chairman Eduardo Garcia
2. **Flag Salute**
3. **Roll Call**
4. **Presentations**
 - a) Employees of the Quarter (Naomi Nightingale)
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.

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

9. 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 September 28, 2011 Board of Directors Meeting (Pages 1-7)
- b) Checks over \$1,000 for September, 2011 (Pages 8-10)
- c) Credit card statement for September, 2011 (Pages 11-13)
- d) Monthly Budget Report for August, September, 2011 (Pages 14-15)
- e) Contract Report – nothing to report.
- f) Ridership Report for September, 2011 (Pages 16-17)
- g) SunDial Operational Notes for September, 2011 (Page 18)

10. Worker's Compensation Program Contract Extension (Naomi Nightingale) Approve

Request to the Board of Directors grant authorization to the General Manager to award a two year contract extension with 3rd Party Worker's Compensation Administrator AdminSure. (Page 19)

11. Establishing Board Meeting Dates for 2012 **Approve
(Carolyn Rude)**

Request to the Board to approve Board meeting dates for 2012.

(Pages 20-21)

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

13. Next Meeting Date

December 7, 2011

12 o'clock Noon – Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

14. Closed Session

a) Closed session to review the employee performance evaluation of Legal Counsel, pursuant to Government Code Section 54957 of the California Government Code.

b) Closed session to review the employee performance evaluation of the General Manager, pursuant to Government Code Section 54957 of the California Government Code.

15. Adjourn

MINUTES
SunLine Transit Agency
Board of Directors Meeting
September 28, 2011

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00pm on Wednesday, September 28, 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 Eduardo Garcia.

2. **Flag Salute**
Mayor Pro Tem Powers led all in a salute to our flag.

3. **Roll Call**
Completed.

Members Present

Eduardo Garcia, Chairman, Mayor, City of Coachella
Bob Spiegel, Vice Chairman, Mayor Pro Tem, City of Palm Desert
Yvonne Parks, Mayor, City of Desert Hot Springs
Rick Hutcheson, Councilmember, City of Palm Springs
G. Dana Hobart, Mayor, City of Rancho Mirage
Bud England, Councilmember, City of Cathedral City
Bill Powers, Mayor Pro Tem, City of Indian Wells
Glenn Miller, Mayor Pro Tem, City of Indio

Members Absent

Don Adolph, Mayor, City of La Quinta
John J. Benoit, Supervisor, County of Riverside

Guests:

Robert Yates, RCTC
Harry Incs, American Cab
K.D. Labana, Airport Taxi
Mabu Hossain, Airport Taxi
Arturo Diaz, Airport Taxi
Bill Meyers, Yellow Cab of the Desert
Ricardo Cruz, Yellow Cab of the Desert
Gadi Srulovitz, Yellow Cab of the Desert
Michael Brock, Yellow Cab of the Desert
Peter Angone, Citizen
James Abraico, Citizen
Jennifer Kurzon, Citizen

Staff:

C. Mikel Oglesby, General Manager
Maria Aarvig, Legal Counsel
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board

Tommy Edwards, Director of Maintenance
Polo Del Toro, Director of Operations
Joe Forgiarini, Director of Planning
Naomi Nightingale, Director of Administration & Human Resources/EEO/Taxi Administrator
Ed Carson, Interim Director of Finance
Rudy LeFlore, Procurement Consultant
Cis LeRoy, Consultant
Rick Barone, Procurement Officer
Michael Jones, Taxi Administration Supervisor
Mannie Thomas, Operations Manager
Mike Morrow, Maintenance Manager
Jack Stevens, Human Resources Manager
Francine DePalo, Administrative Assistant
Doug Nichols, Assistant Taxicab Supervisor
Dave Robin, Assistant Taxicab Supervisor II
Stephanie Buriel, Administrative Assistant
David Manriquez, Safety Specialist
Ivanna Samokish, Safety, Risk Assessment & Training Coordinator
Connie Mitchell, Planning Services Coordinator
Amy Heilman, Coin Counter
Vanessa Mora, Administrative Assistant

4. **Presentations**

Mikel Oglesby addressed the Board stating that he felt obligated to come back to the Board as a follow up to his presentation given at the July meeting on a fare study. He stated that he provided a fare study to show that should there be a need in the future due to financial issues, the Agency would be prepared. Oglesby stated that there were questions by Board members related to the numbers pertaining to decrease in ridership in the study; he had informed the Board that TMD (Transit Management & Design) had put the numbers together, but there were no specifics. He then introduced Joe Forgiarini, who is the new Agency Transit Planning Director. Mr. Forgiarini has 16 years of experience in planning in Australia and has worked in the United States since 2004. Oglesby stated that Mr. Forgiarini worked for TMD, working with various agencies in California, including SunLine. TMD conducted the Agency Comprehensive Operational Analysis.

Mr. Forgiarini addressed the Board stating that he will provide the Board with a brief presentation and provide a response to the questions from the prior Board meeting.

Fare Increase Scenarios

- **Scenario One:** Increase adult base fare to \$1.25 (25% increase from existing level).
 - Revenue Gain: \$350,000 after one year
 - Ridership Loss: 200,000 after one year
- **Scenario Two:** Increase adult base fare to \$1.35 (35% increase from existing level).

- Revenue Gain: \$490,000 after one year
- Ridership Loss: 300,000 after one year
- **Preferred Scenario Three:** Increase adult base fare to \$1.25 (25% increase from existing level) and increase adult base fare to \$1.50 two years later
 - Revenue Gain: \$500,000 average increase each of the three years.
 - Ridership Loss: 277,000 average reduction each of the three years.

Mr. Forgiarini stated that the fare change impacts are presented different than last presentation. He stated that he has provided an average over the three years.

Fare Change Impacts

- Impacts of Fare Increase.
 - Ridership (total boardings FY10).
 - Fare Revenue (Sales x Price).
- Revenue and Ridership both have the same impact from a fare increase or “elasticity”.
 - Proportionate reduction in ridership compared to the increase in price e.g. 100% fare rise results in 30% ridership reduction = elasticity of 0.3.
 - Revenue linked to ridership based on multiplier (boardings per sale).

Councilmember England asked Mr. Forgiarini about the ridership loss in all three scenarios. He asked if the numbers reflect individual riders. Mr. Forgiarini stated that the number does not reflect individual riders as a single person may take four or five rides per day.

Mayor Pro Tem Miller asked about the ridership figures in the presentation. He stated that in the last presentation the ridership loss was about 800,000; he asked why it was changed. Mr. Forgiarini stated that the difference was in the way that the person who drafted the first presentation presented it. They simply gave the differential from the previous year; so in the third year, they only provided the difference from the previous year, (year two). Mr. Forgiarini stated that what is more meaningful is to look at the average so that you can look at the three individual year results; it is base vs. non-base.

Fare Change Impacts Estimation

- Step One – Establish Alternative Pricing
 - Commonly 25 cent increments for base fares.
 - Pass pricing typically based on multipliers of base fare.
 - Concessional and Paratransit fares set in line with Federal guidelines.
- Step Two – Reallocate Ridership Among Fare Types
 - Only applies to abolition of transfers and GoPass (summer youth pass).
 - Some lost ridership for transfer users as this group pay higher price when shifted to day pass.

- GoPass users shift to youth cash fares - no ridership impact (average GoPass use \$0.89 vs \$0.85 cash fare).
- Step Three – Adjust Ridership and Revenue for Fare Increase
 - Cash Fare:
 - 25 cent increase for \$1.00 fare (25% increase), ridership and revenue impact = $25 \times 0.3 = 7.5\%$ reduction.
 - 0.25 elasticity used for most passes - usually less elastic ridership than cash fares.
 - Elasticity based on past industry research (Simpson Curtin) in absence of recent actual fare rise history.

Peer Review

- Peers include: (similar in size and conditions for the markets served)
 - **Omnitrans – San Bernardino, RTA –Riverside, San Joaquin RTD – Stockton, Santa Barbara MTD, Santa Cruz MTD**
- Peer Base Fares: four at \$1.50, one at \$1.75 (SunLine \$1.00).
- Peer fare per boarding: range \$0.84 - \$1.33 (SunLine \$0.68).
- Two peers offer transfers (three no longer do).

Next Steps

- Phase One – Implement Fare Type Changes
 - Eliminate transfers and GoPass.
 - Replace 10-Ride pass with 7-Day pass.
 - Replace 31-Day pass with 30-Day pass.
 - Work with colleges to introduce a College pass
- Phase Two – Consider need for Fare Change
 - Monitor economic climate and agency financial health.
 - Review need for fare change – this is one of a set of strategies to remain sustainable/achieve mandated cost recovery.

Mikel Oglesby stated that he has talked with College of the Desert concerning a College pass and has discussed working the cost of the pass into tuition. He stated that once Phase One is in place, staff will move forward with the other colleges.

Oglesby stated that RCTC has been working with staff, providing projections, which was used for the current budget. He stated that he does not see any need for a fare increase at this time; however, down the road, midyear, if the money isn't coming through, the Agency would be better prepared with the fare study completed. Oglesby stated that a fare increase would be the last resort and he would come back to the Board with other options. He stated that a fare increase is very difficult for all and the Agency ends up collecting the same amount of money. He stated that in the future, the Agency would collect more money, but the difficulties that take place during the first year might not necessarily be worth the raise. He stated that in the future, if necessary, staff would come forward with very detailed information, as well as how an increase would affect each city.

5. Finalization of Agenda

No changes.

6. Correspondence

None.

7. Public Comments**NON AGENDA ITEMS:**

None.

AGENDA ITEMS:

None.

8. Board Member Comments

Mayor Pro Tem Miller thanked SunLine Director of Transit Planning, Joe Forgiarini and Connie Mitchell, for coming to the new bus route meeting in Indio.

Vice Chairman Spiegel stated that he recently went to the Palm Springs Airport on a very hot day and it was shut down due to a security threat. He stated that two SunLine buses arrived to keep the people cool while the threat was being checked out. He thanked staff for providing the service.

9. Consent Calendar

Vice Chairman Spiegel moved for approval of the consent calendar. The motion was seconded by Mayor Pro Tem Powers and approved by a unanimous vote with the exception of Mayor Parks abstaining from 9a, the minutes of the July 27, 2011 Board meeting.

10. Purchasing Manual Revision

Mikel Oglesby addressed the Board stating that staff is recommending that the Board approve changes to the Purchasing Manual to raise the petty cash limit from \$75 to \$150. He stated that petty cash is used for supplies for events or small vehicle parts on an emergency basis. He stated that \$75 is an old dollar amount that does not cover current expenses. Mayor Parks moved for approval of staff recommendation. Mayor Pro Tem Powers stated that the Finance Committee recommends approval, and seconded the motion, which was approved by unanimous vote.

11. Investment Report – FY 2011 – 2nd, 3rd, 4th Quarters

Mikel Oglesby addressed the Board requesting the Board to Receive and File the Investment Fund Reports for the 2nd, 3rd & 4th quarters of FY 2011, ending June 30, 2011. Mayor Pro Tem Powers moved to Receive and File the reports. The motion was seconded by Mayor Pro Tem Miller and approved by unanimous vote.

12. General Manager's Report

Mikel Oglesby welcomed back the Board from summer break. He then stated that as the season approaches, staff is preparing for yearly events, such as the "Fill-the-Bus" food drive, as well as the much anticipated unveiling of the American Fuel Cell Bus. Oglesby informed the Board that he will keep them posted when dates are confirmed. Oglesby stated that at the July Board meeting

Mayor Pro Tem Miller indicated that he was working on a special train to the Coachella Fest with Greg Pettis and that they would be coming back to SunLine to discuss transportation support. Oglesby stated that on September 8th he and the Director of Planning attended a rail meeting held at CVAG. In attendance was CVAG staff, representatives from Golden Voice, Mayor Pro Tem Glenn Miller and Councilmember Mike Wilson. Oglesby stated that the following was requested from SunLine: 1) To lease vehicles to Golden Voice's transportation team. In addition, there was a request to hire our drivers. 2) To provide transportation from Indio to the event. 3) To provide additional transit services to and from local lodging and shopping locations. Oglesby stated that SunLine is working with Golden Voice on a MSRC grant up to \$450 thousand dollars (excluding the match) that would be used for transportation to the Coachella Fest and Stage Coach. He stated that due to the limited resources, SunLine staff is looking at the scenarios without impacting the budget, or normal service, and will report to the Board with an update. He stated that currently staff is working with the City of Indio and Golden Voice on what SunLine can and cannot do; there are various scenarios that can take place. Oglesby stated that on September 15th SunLine hosted a public meeting to receive comments on the proposed improvements to the Line 80 and the new Line 81 in Indio; the meeting was positive. He stated that we will be moving forward with the changes in January. These changes were pre-approved by the Board and are in the current SRTP. Oglesby stated that this is a great step toward improvements and he hopes to keep implementing portions of the Comprehensive Operational Analysis to get transit where it needs to be. Oglesby informed the Board that representatives from the North Shore have been requesting service to the Salton Sea. SunLine staff conducted a survey in 2008 and at the time, there was not enough potential ridership. Oglesby stated that he is in the process of setting up a meeting, with the Chairman in attendance, to take a look at the current situation. He will keep the Board updated on the progress. Oglesby informed the Board that on August 16th the County of Riverside approved the plans for the new administration building and the California Environmental Quality Act Environmental Report. The County has also asked for an additional \$6100 deposit for the conditional use permit. Oglesby stated that the project is moving forward. Oglesby stated that on August 18th, a dedication of the expanded Maintenance Bay was held. He thanked Chairman Garcia, Vice Chairman Spiegel and Board Member Bill Powers for their attendance at the celebration and dedication. He further stated that the expansion, paid by ARRA funding, which put people back to work, provides a better infrastructure for our buses and staff. Oglesby stated that immediately following the dedication, Director of Operations, Polo Del Toro provided an overview of the new Intelligent Transportation System, which enables us to acquire real time operational data from the bus assets. This new system will provide staff with tools for an ongoing analysis to incorporate improvements throughout the bus system.

13. Next Meeting Date

Chairman Garcia announced that the next regular meeting of the Board of Directors will be held on October 26, 2011 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

At 12:45pm Chairman Garcia announced that the Board would move into Closed Session.

14. Closed Session

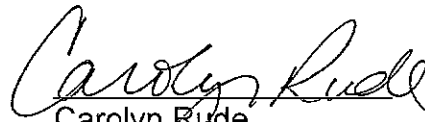
- a) Closed session to review the employee performance evaluation of Legal Counsel, pursuant to Government Code Section 54957 of the California Government Code.

At 1:00p.m. Chairman Garcia announced the return to open session and announced that there is no reportable action.

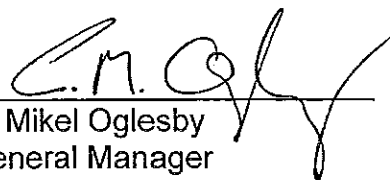
15. Adjourn

Chairman Garcia adjourned the meeting at 1:00p.m.

Respectfully Submitted


 Carolyn Rude
 Clerk of the Board

Approved By:


 C. Mikel Oglesby
 General Manager

Date: 10/17/11

SunLine Transit Agency
Checks \$1,000 and Over
For the month of September 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
BAE SYSTEMS CONTROLS, INC.	Fuel Cell Bus	651862	9/12/2011	\$307,755.00
<u>HEALTH NET</u>	<u>Group Health Ins Prem</u>	<u>651908</u>	<u>9/12/2011</u>	<u>\$190,960.20</u>
SO CAL GAS CO.	Gas CNG & Hydrogen	652070	9/27/2011	\$106,452.39
<u>UNION BANK</u>	<u>Pension Deposits</u>	<u>651851</u>	<u>9/1/2011</u>	<u>\$78,852.53</u>
<u>UNION BANK</u>	<u>Pension Deposits</u>	<u>652143</u>	<u>9/29/2011</u>	<u>\$78,740.75</u>
<u>UNION BANK</u>	<u>Pension Deposits</u>	<u>652010</u>	<u>9/19/2011</u>	<u>\$77,882.28</u>
PERMA	Gnrl Liab / Wker Comp Prem	652061	9/27/2011	\$74,485.98
C.V.A.G.	Federal JARC Funding	651861	9/12/2011	\$54,532.95
TRAPEZE GROUP	SunDial Software Mtce	652082	9/28/2011	\$51,202.56
AVAIL TECHNOLOGIES	ITS Implementation	652081	9/28/2011	\$48,327.50
SOUTHWEST NETWORKS, INC.	Network Consultants	652137	9/29/2011	\$33,211.02
IMPERIAL IRRIGATION DIST	Utilities	651920	9/12/2011	\$23,342.69
GOODYEAR TIRE & RUBBER	Bus Tire Lease	651822	9/1/2011	\$21,625.67
THE STUDIO	Printing	651847	9/1/2011	\$16,833.63
DESERT SAMARITANS FOR SENIORS	Federal JARC Funding	652101	9/29/2011	\$14,664.98
LEFLORE GROUP LLC, THE	Projects Consultant	651927	9/12/2011	\$12,635.00
BLUWAYS USA, INC.	WIP-THOR/AT Bus	651971	9/19/2011	\$10,000.00
CREASON & AARVIG, LLP	Legal Services	651810	9/1/2011	\$9,770.00
<u>HARTFORD LIFE</u>	<u>Employee Benefits</u>	<u>652044</u>	<u>9/27/2011</u>	<u>\$9,763.37</u>
IMPERIAL IRRIGATION DIST	Utilities	652045	9/27/2011	\$9,199.60
SOUTHWEST NETWORKS, INC.	Network Consultants	651952	9/12/2011	\$8,799.00
PERMA	Gnrl Liab / Wker Comp Prem	652127	9/29/2011	\$8,742.75
CREASON & AARVIG, LLP	Legal Services	652034	9/27/2011	\$8,240.80
SOUTHWEST NETWORKS, INC.	Network Consultants	651842	9/1/2011	\$7,014.35
<u>COLONIAL LIFE & ACCIDENT</u>	<u>Supplemental Insurance</u>	<u>652032</u>	<u>9/27/2011</u>	<u>\$6,437.82</u>
COUNTY OF RIVERSIDE	Administration Building	651966	9/14/2011	\$6,120.00
NEW FLYER	Bus Parts	651938	9/12/2011	\$5,980.22
<u>METLIFE SBC</u>	<u>Dental Insurance</u>	<u>652056</u>	<u>9/27/2011</u>	<u>\$5,944.99</u>
G & K SERVICES	Uniform service	651905	9/12/2011	\$5,811.77
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	651887	9/12/2011	\$5,100.05
CARQUEST OF THE DESERT	Repair Parts	651880	9/12/2011	\$4,986.30
MOORE MAINTENANCE &	Janitorial Servs	651932	9/12/2011	\$4,633.00
<u>AMALGAMATED TRANSIT UNION</u>	<u>Union Dues</u>	<u>651800</u>	<u>9/1/2011</u>	<u>\$4,225.44</u>
<u>AMALGAMATED TRANSIT UNION</u>	<u>Union Dues</u>	<u>651969</u>	<u>9/19/2011</u>	<u>\$4,225.44</u>
SOUTHWEST NETWORKS, INC.	Network Consultants	652005	9/19/2011	\$4,050.00
HOME DEPOT CRD SRVS	Facility Maintenance	651918	9/12/2011	\$3,798.40
CDW GOVERNMENT, INC	Software/Hardware	651882	9/12/2011	\$3,685.21
TRANSIT PRODUCTS & SERVICES	Repair Parts	652140	9/29/2011	\$3,655.53
JOHN A. PERRY	Grant Consulting	651922	9/12/2011	\$3,584.00
TELEPACIFIC COMMUNICATIONS	Telephone Service	652139	9/29/2011	\$3,312.23

SunLine Transit Agency
Checks \$1,000 and Over
For the month of September 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
TELEPACIFIC COMMUNICATIONS	Telephone Service	651846	9/1/2011	\$3,230.83
WOODRUFF, SPRADLIN & SMART,	Legal Services	651857	9/1/2011	\$3,164.87
FACTORY MOTOR PARTS COMPANY	Repair Parts	651898	9/12/2011	\$3,053.41
LPM CONSULTING, INC.	Human Resource	652051	9/27/2011	\$3,050.00
DAIMLER BUSES NORTH AMERICA,	Repair Parts	652038	9/27/2011	\$3,005.64
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	652145	9/29/2011	\$2,866.88
VALLEY SANITARY DISTRICT	Annual Sewer Charge	651962	9/12/2011	\$2,849.00
CV PLASTICS, INC.	Plastic for bus stops	651888	9/12/2011	\$2,757.90
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	651903	9/12/2011	\$2,641.84
VERIZON WIRELESS	Wireless Cell Serv	652014	9/19/2011	\$2,542.67
PERMA	Gnrl Liab / Wker Comp Prem	651942	9/12/2011	\$2,519.07
ALLIEDBARTON SECURITY SERVICES	Security Services	651868	9/12/2011	\$2,491.44
TRANSIT PRODUCTS & SERVICES	Repair Parts	651848	9/1/2011	\$2,481.23
VERIZON WIRELESS	Wireless Cell Serv	651854	9/1/2011	\$2,463.11
TK SERVICES, INC.	Bus Repair Parts	651957	9/12/2011	\$2,421.39
<u>CALIFORNIA STATE DISBURSEMENT</u>	<u>Employee Garnishment</u>	<u>651804</u>	<u>9/1/2011</u>	<u>\$2,377.44</u>
SAFETY-KLEEN CORPORATION	Solvent Tank Service	652134	9/29/2011	\$2,334.00
ROADONE	Towing Service	652130	9/29/2011	\$2,300.00
NAME WITHHELD	Insurance Losses	652052	9/27/2011	\$2,299.30
<u>CALIFORNIA STATE DISBURSEMENT</u>	<u>Employee Garnishment</u>	<u>651974</u>	<u>9/19/2011</u>	<u>\$2,263.90</u>
ACCONTEMPS	Temporary Help	651968	9/19/2011	\$2,232.00
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>651815</u>	<u>9/1/2011</u>	<u>\$2,222.92</u>
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	652036	9/27/2011	\$2,102.28
MTL INSURANCE COMPANY	Insurance for G.M.	652057	9/27/2011	\$2,051.76
FLEET-NET CORPORATION	Software & Licenses	651901	9/12/2011	\$2,040.00
REWARD STRATEGY GROUP, INC.	Consultant	652063	9/27/2011	\$2,000.00
SAFETY-KLEEN CORPORATION	Solvent Tank Service	651948	9/12/2011	\$1,892.31
INNOVATIVE SIGNS, INC.	Signage	651825	9/1/2011	\$1,878.58
C J SMITH	General Consulting	651977	9/19/2011	\$1,811.25
<u>CALIFORNIA STATE DISBURSEMENT</u>	<u>Employee Garnishment</u>	<u>652089</u>	<u>9/29/2011</u>	<u>\$1,782.33</u>
BURRTEC WASTE & RECYCLING	Facility Trash Removal	651972	9/19/2011	\$1,780.63
ALLIEDBARTON SECURITY SERVICES	Security Services	652022	9/27/2011	\$1,749.16
ROMAINE ELECTRIC CORP.	Repair Parts	651947	9/12/2011	\$1,703.74
RICON CORPORATION	Repair Parts	651945	9/12/2011	\$1,679.93
FIESTA FORD, INC.	Repair Parts/Support	651819	9/1/2011	\$1,628.33
NEW FLYER	Bus Parts	652059	9/27/2011	\$1,614.09
FIESTA FORD, INC.	Repair Parts/Support	652106	9/29/2011	\$1,604.46
VERIZON	Communications	652013	9/19/2011	\$1,521.11
TURBO IMAGES	Bus Decals/Logos	651960	9/12/2011	\$1,478.46
C & M BUILDING MATERIALS, INC.	Facility Maintenance	651973	9/19/2011	\$1,419.19
TURBO IMAGES	Bus Decals/Logos	651849	9/1/2011	\$1,396.98

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

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Vendor Name	Description	Check #	Check	Amount
OFFICE DEPOT	Office Supplies	652060	9/27/2011	\$1,303.39
HST LESSEE MISSION HILLS LP	2011 Holiday Function Deposit	652116	9/29/2011	\$1,300.00
FIESTA FORD, INC.	Repair Parts/Support	651900	9/12/2011	\$1,274.17
SMART CHEMISTRY CORPORATION	Hydrogen Samples	652067	9/27/2011	\$1,250.00
RESORT MARKETING	Public Relations Mgmt	651995	9/19/2011	\$1,200.00
<u>SHERIFF'S COURT SERVICES - EAST</u>	<u>Employee Garnishment</u>	<u>652136</u>	<u>9/29/2011</u>	<u>\$1,186.23</u>
LONG ELECTRIC, INC.	Facility Electrician	652050	9/27/2011	\$1,147.50
ACCONTEMPS	Temporary Help	652084	9/29/2011	\$1,116.00
TRANSIT RESOURCES, INC.	Bus wheel chair parts	651959	9/12/2011	\$1,060.69
PURCHASE POWER	Postage for Meter	651837	9/1/2011	\$1,042.07
TRANSIT PRODUCTS & SERVICES	Repair Parts	651958	9/12/2011	\$1,019.75

Total of Checks Over \$1,000	\$1,442,188.63
Total of Checks Under \$1,000	\$68,562.77
Total of All Checks for the Month	\$1,510,751.40

Total Amount of Checks Prior Years Same Month	\$1,502,734.78
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September Statement for activity from Aug. 23, 2011 through Sep. 21, 2011
 SUNLINE TRANSIT
 C MIKEL OGLESBY (

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

Your Visa® Business Card account at a glance Account

Activity Summary	
Previous Balance	\$8,159.73
Payments	\$8,159.73CR
Other Credits	\$0.00
Purchases	\$1,567.90
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	\$1,567.90
Credit Line	\$34,000.00
Available Credit	\$32,432.10
Statement Close Date	Sep. 21, 2011
Days in Billing Cycle	30

Payment Information	
New Balance	\$1,567.90
Minimum Payment Due (Current Month)	\$16.00
Minimum Payment Due (Past Due)	\$0.00
Total New Minimum Payment Due	\$16.00
Payment Due Date	Oct. 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 \$1,567.90 by 10/17/11. 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					
09/06			PAYMENT THANK YOU	\$8,159.73CR	-----
Purchases and Other Debits					
08/24	08/22	0321	AMERICAN 0001234472007 DALLAS TX	\$560.55	-----
			GREEN/TOMMY 09/30/11		
			PALMSPRINGS TO DALLAS		
			DALLAS TO NEW ORLEANS		
			NEW ORLEANS TO DALLAS		

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 \$1,567.90 will be automatically deducted from your account on 10/04/11.

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

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





September Statement for activity from Aug. 23, 2011 through Sep. 21, 2011
 SUNLINE TRANSIT
 C MIKEL OGLESBY

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

Transactions

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
08/25	08/23	6676	DALLAS TO PALMSPRINGS SOUTHWEST5262195357505 DALLAS TX..... SHARDY/FRANK E 09/13/11	\$139.40	-----
08/25	08/24	9590	ONTARIO CAL TO OAKLAND CAL OAKLAND CAL TO ONTARIO CAL		
08/29	08/25	3484	SW *HOTELS5R8SFE 214-792-5070 IL..... AMERICAN 0001234488303 DALLAS TX..... DELTORO/APOLON 09/30/11	\$108.00 \$560.55	----- -----
09/12	09/09	6143	PALMSPRINGS TO DALLAS DALLAS TO NEW ORLEANS NEW ORLEANS TO DALLAS DALLAS TO PALMSPRINGS SOUTHWEST5262198752603 DALLAS TX..... EDWARDS/TOMMY 11/01/11 ONTARIO CAL TO SAN JOSE SAN JOSE TO ONTARIO CAL	\$199.40	-----

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	\$1,567.90	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

Important Messages

Your payment of \$1567.90 will be automatically deducted from your bank account on 10/04/2011

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: September 21, 2011

Detail:			
8/24/11	American Airlines	APTA Annual Mtg. – airline charges-Dir. of Safety	\$ 560.55
8/25/11	Southwest Airlines	Airlines charges–Facilities Supervisor-APEX Conf.-accompanied FC bus)	\$ 139.40
8/25/11	SW Hotel	Hotel charges–Facilities Supervisor-APTX Conf.(accompanied FC bus)	\$ 108.00
8/29/11	American Airlines	APTA Annual Mtg. airlines charges – Dir. of Operations	\$ 560.55
9/12/11	Southwest Airlines	Airlines charges – CTA Conf. Dir. of Maintenance	\$ 199.40
Credit:			
9/06/11	Payment		\$ 8159.73CR

Note: All travel is currently funded in the Board approved FY 2012 budget.

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

	Unaudited		Total		Current Month			Year to Date		
	FY 10/11	FY 11/12 Budget	Actual	Budget	Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
Operating Revenue:										
Passenger fares	2,893,849	2,950,000	225,598	245,833	(20,236)		438,346	491,667	(53,320)	
Advertising revenue	27,024	25,000	6,983	2,083	4,899		7,583	4,167	3,416	
Rebate for CNG production	1,035,857	375,000	69,606	62,500	7,106		136,674	125,000	11,674	
Interest Revenue	8,573	10,000	358	833	(475)		757	1,667	(910)	
Outside Fueling Revenue (SunFuels)	219,868	180,137	31,277	15,819	15,458		61,760	30,022	31,738	
Pass-Through Operating revenue	69,777	258,800	0	21,567	(21,567)		3,759	43,133	(39,374)	
Other revenue	107,833	120,000	7,580	10,000	(2,420)		15,152	20,000	(4,848)	
Other revenue-Measure A supplement	0	223,137	0	18,595	(18,595)		0	37,190	(37,190)	
Total local revenue	4,362,782	4,142,074	341,402	377,231	(35,829)		664,030	752,845	(88,815)	
Expenses:										
SunFuels (10)	219,868	180,137	31,277	15,819	(15,458)		61,760	30,022	(31,738)	
Operations-Fixed Route (11 & 12)	8,453,305	8,670,062	716,526	732,026	15,500		1,420,632	1,453,927	33,295	
Operations-Dial-A-Ride (13 & 14)	2,232,339	2,450,562	197,679	207,086	9,408		384,525	395,121	10,596	
Security (15)	514,549	458,833	39,148	39,615	467		73,490	76,624	3,135	
Maintenance (21 & 22)	5,212,682	5,517,967	457,234	462,830	5,596		897,215	920,318	23,104	
Facility Maintenance-T.P. (23)	567,807	573,218	55,244	47,193	(8,051)		105,132	95,025	(10,106)	
Facility Maintenance-Indio (24)	81,905	83,472	7,823	6,956	(867)		16,021	13,912	(2,109)	
Bus Stops/Shelters (25)	416,057	459,965	30,609	37,878	7,268		69,565	76,154	6,589	
Marketing (31)	261,442	356,354	36,003	30,581	(5,423)		47,565	59,482	11,917	
Human Resources (32)	451,763	407,998	33,321	34,863	2,542		53,786	67,884	14,099	
General Administration (40)	1,032,497	1,483,415	141,847	127,486	(14,361)		250,128	248,799	(1,330)	
Finance (41)	755,754	753,377	54,676	56,813	2,137		100,943	108,609	7,666	
Information Technology (42)	289,135	367,125	18,685	30,822	12,137		43,709	61,404	17,695	
Planning & Agency Development (49)	599,879	851,833	50,137	67,233	17,097		85,595	120,878	35,283	
Total expenses	21,088,982	22,614,818	1,869,209	1,897,201	27,992		3,610,064	3,728,159	118,095	

Minimum Farebox ratio = 17.80%

YTD Farebox ratio

18.39%

Preliminary Statement Prior To Audit Field Work



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

FY
2010 & 2011

Fixed Route	Sep 2011	Sep 2010	Aug 2011	Month		FY 2012		FY 2011		%		Bikes		Wheelchairs	
				Var.	%	YTD	YTD	YTD	YTD	Var.	%	Monthly	YTD	Monthly	YTD
Line 14 DHS/PS	45,595	41,775	38,891	3,820	9.1%	119,751	118,594	1,157	1.0%	1,221	3,832	438	1,347		
Line 15 DHS	8,775	5,496	6,628	3,279	0.0%	20,943	5,496	15,447	0.0%	142	405	133	412		
Line 24 PS/CC	17,490	15,755	13,110	1,735	11.0%	41,657	36,913	4,744	12.9%	263	807	220	452		
Line 30 CC/PS	68,464	62,041	57,818	6,423	10.4%	178,487	161,949	16,538	10.2%	1,945	5,855	522	1,366		
Line 32 PD/TP/PS	20,868	16,976	17,115	3,892	22.9%	53,538	40,273	13,265	32.9%	810	2,386	99	256		
Line 53 PD/IW	4,272	3,161	2,980	1,111	0.0%	10,155	3,161	6,994	0.0%	89	259	7	26		
Line 70 La Quinta	23,121	19,816	13,596	3,305	16.7%	49,088	41,560	7,528	18.1%	813	2,234	13	33		
Line 80 Indio	20,358	19,448	18,197	910	4.7%	55,155	51,587	3,568	6.9%	291	839	182	591		
Line 90 Coachella/Ind	19,331	17,570	16,686	1,761	10.0%	51,122	46,438	4,684	10.1%	603	1,529	145	407		
Line 91 Cch/Th/Mecca	19,505	13,751	16,295	5,754	41.8%	50,112	36,856	13,256	36.0%	428	1,225	41	129		
Line 111 PS/Indio	132,143	120,136	122,596	12,007	10.0%	369,266	329,358	39,908	12.1%	4,375	13,410	961	2,602		
Fixed route total	379,922	* 336,744	323,912	43,178	12.8%	999,274	* 882,751	116,523	13.2%	10,980	32,781	2,761	7,621		

Demand Response

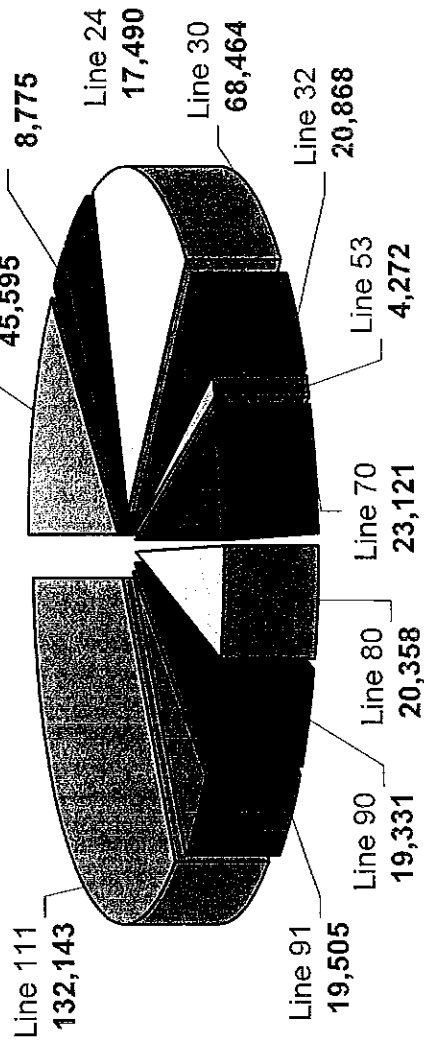
SunDial	10,292	9,491	9,962	801	8.4%	29,548	27,398	2,150	7.8%
System total	390,214	346,235	333,874	43,979	12.7%	1,028,822	910,149	118,673	13.0%

Please note:

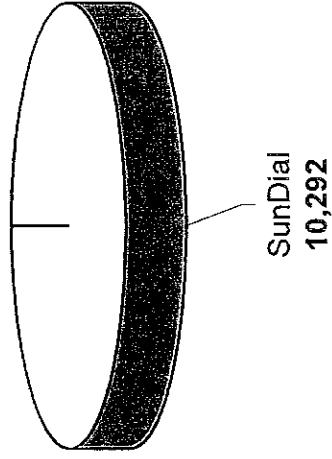
* Line 50 carried 819 riders in September 2010 and FY 2011 YTD total ridership includes data for Line 50 (10,566 passengers). Line 50 was discontinued on September 4, 2010; fixed route and system totals are accurate.

SunLine Transit Agency
 Monthly Ridership Report
 September - 2011

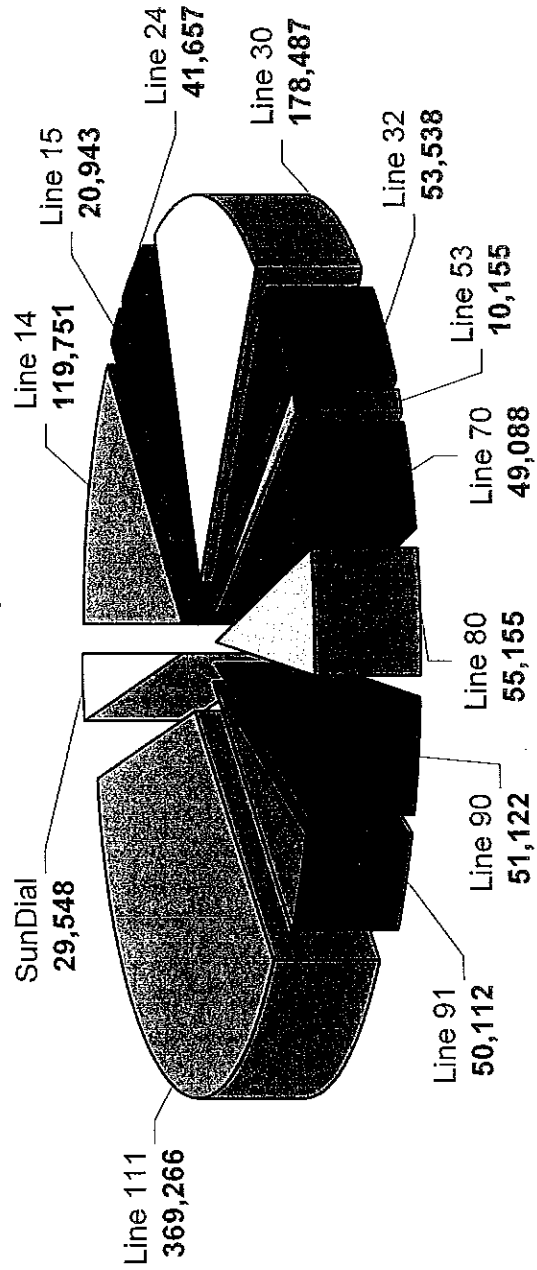
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
September 2011

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
89.4	86.9	Total trips carried in the on-time window
993	1,320	Total trips late during the month
8,842	10,082	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
9,491	10,292	Total passengers for the month
73,630	88,042	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
0	0	Total preventable collisions

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	2	Total Ride-a-Long Evaluations
2	5	Total Onboard Inspections
5	2	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>	
1,350	1,545	Total Mobility Device Boarding's

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

SunLine Transit Agency

DATE: October 26, 2011 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Administration/EEO

RE: Worker's Compensation Program Agreement Extension with AdminSure

Recommendation

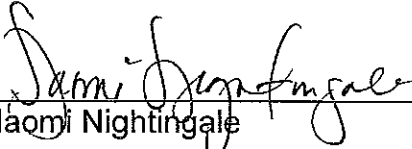
Recommend that the Board of Directors authorize SunLine General Manager to award a two (2) year contract extension with 3rd party Worker's Compensation Administrator, AdminSure, upon approval as to form and legality by Legal Counsel.

Background

As of December 31, 2011, the original contract for Worker's Compensation Program administration with AdminSure will expire. The original contract allowed for a two (2) year option extension. This would go into effect at the agreed upon option rate January 1, 2011 and end on December 31, 2013. All other terms and agreements as stipulated in the original contract dated November 18, 2008 remain in force.

Financial Impact

The first option year SunLine would pay a flat yearly claims administration fee of \$46,815. The second year of the option SunLine would pay \$49,155. Current calendar year fee is \$44,586. Fees are included in the Board approved FY 2012 budget.



Naomi Nightingale

SunLine Transit Agency
BOARD MEETING SCHEDULE FOR 2012

January 25

February 22

March 28

April 25

May 23

June 27

July 25

September 26

October 24

December 5

NOTE: All Board Meetings are held at noon on the 4th Wednesday of the month unless changed by the Board. All meetings are held in the Kelly Board Room at the SunLine Transit Agency Thousand Palms headquarters. The majority of meetings are held on the 4th Wednesday of the month with a few exceptions. We have a combined meeting for July/August, which is held the last Wednesday in July, and a combined November/December meeting, which is held the first Wednesday in December.