



**Wednesday, June 25, 2014
12:00 Noon**

**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 Glenn Miller

2. **Roll Call**

3. **Presentations**

4. **Finalization of Agenda**

5. **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.

6. Board Member Comments**Receive Comments**

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

7. Closed Session

a) Closed Session -CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: One (1) potential case.

----- **RECEIVE & FILE** -----**8. Consent Calendar****Receive and File**

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

- a) Checks over \$1,000 for May, 2014 (Pages 1-3)
- b) Credit card statement for May, 2014 (Pages 4-8)
- c) Monthly Budget Report for April, 2014 (Page 9)
- d) Ridership Report for May, 2014 (Pages 10-11)
- e) SunDial Operational Notes for May, 2014 (Page 12)

----- **ACTION** -----**9. Approval of Minutes****Approve**

Request to the Board to approve the Minutes of the May 28, 2014 Board of Directors Meeting. (Pages 13-23)

10. Election of Officers (Chairman Miller)**Approve**

Board to elect officers for FY 2015.

11. Second Amendment to the General Manager Contract**Approve****(Robert Owen)**

Request to the Board to approve the second amendment to the contract of the SunLine General Manager. (Pages 24-26)

12. Overview of the FY 2015 Budget**(Lauren Skiver)**

Overview of the budget for fiscal year 2015.

- 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. Approval of FY 2015 Operating & Capital Budget **Approve****
(Lauren Skiver)
Request to the Board to approve operating and capital budget for fiscal year 2015. (Page 27) ([Draft budget is separate attachment.](#))
- 15. Approval of Short Range Transit Plan (SRTP) for FY 2015-2017 **Approve****
(Rudy Le Flore)
Request to the Board to approve the final Short Range Transit Plan for FY 2015-2017 (Pages 28-30) ([Final SRTP is separate attachment.](#))
- 16. Approval of Change Order with Geocon West, Inc. **Approve****
(Rudy Le Flore)
The Board of Directors delegate authority to the General Manager to negotiate and execute a change order with Geocon West Inc. in an amount Not to Exceed \$54,311.36 for Inspection and Testing Service for the SunLine Administration Building Project. (Pages 31-34)
- 17. Renewal of Contract for Internet Service Provider (ISP) **Approve****
(Tommy Edwards)
Request to the Board to grant authorization to the General Manager to approve award of a contract for Internet Service Provider upon review as to form and legality by Legal Counsel. (Page 35)
- 18. Approval of Second Amendment to Cooperative Agreement with Riverside Transit Agency **Approve****
(Apolonio Del Toro)
Request to the Board to approve the General Manager to enter into Amendment No. 2 for the extension of the Cooperative Agreement 12-027 between SunLine Transit Agency and Riverside Transit Agency for continued operation of the Riverside Commuter Link 220. (Pages 36-37).
- 19. Award Tire and Tire Service Leasing Agreement **Approve****
(Mike Morrow)
Request to the Board to grant authorization to the General Manager to negotiate and execute Agreement with Michelin North America, Inc. (Pages 38-39)

20. Resolutions to Obtain Grant Funding**Approve****(Rudy Le Flore)**

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. The attached Resolution performs that necessary task. (Pages 40-46)

- a) 5304 Funds, Federal Transit Administration
- b) 5307 Funds, Federal Transit Administration
- c) 5308 Funds, Federal Transit Administration
- d) 5309 Funds, Federal Transit Administration
- e) 5310 Funds, Federal Transit Administration
- f) 5311 Funds, Federal Transit Administration
- g) 5312 Funds, Federal Transit Administration
- h) 5316 Funds, Federal Transit Administration
- i) 5317 Funds, Federal Transit Administration
- j) 5339 or CMAQ Funds

21. Approval of Revised Personnel Rules (Lauren Skiver)**Approve**

Request to the Board to approve the attached revised Personnel Rules. ([Personnel Rules separate attachment](#)). (Page 47)

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

22. Selling Fueling Credits (Tommy Edwards)**Discussion**

Discuss the consideration of an arrangement that allows the Agency to receive revenue for the sale of its fueling costs. (Pages 48-49)

23. General Manager's Report**24. Next Meeting Date**

July 30, 2014
12 o'clock Noon – Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

25. Adjourn



**AGENDA
FINANCE COMMITTEE**

**June 25, 2014
10:30 a.m. – 11:30 a.m.**

**G.M. Conference Room
SunLine Transit Agency
Thousand Palms, CA**

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
4. **Committee Member Comments**

----- **RECEIVE & FILE** -----

5. Consent Calendar

Receive and File

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

- a) Checks over \$1,000 for May, 2014 (Pages 1-3)
- b) Monthly Budget Report for April, 2014 (Page 4)
- c) Credit card statement for May, 2014 (Pages 5-9)

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

6. Approval of FY 2015 Operating & Capital Budget

Approve

(Lauren Skiver)

Request to the Board to approve operating and capital budget for fiscal year 2015. (Page 10) ([Draft budget is separate attachment.](#))

7. Approval of Short Range Transit Plan (SRTP) for FY 2015 -2017

Approve

(Rudy Le Flore)

Request to the Board to approve the Short Range Transit Plan for FY 2015 – 2017. (Pages 11-13) ([Final SRTP is separate attachment.](#))

- 8. Approval of Change Order with Geocon West, Inc. (Rudy Le Flore) **Approve****
Request to the Board to delegate authority to the General Manager to negotiate and execute a change order with Geocon West Inc. in an amount Not to Exceed \$54,311.36 for Inspection and Testing Service for the SunLine Administration Building Project. (Pages 14-17)
- 9. Renewal of Contract for Internet Service Provider (ISP) (Tommy Edwards) **Approve****
Request to the Board to grant authorization to the General Manager to approve award of a contract for Internet Service Provider upon review as to form and legality by Legal Counsel. (Page 18)
- 10. Approval of Second Amendment to Cooperative Agreement with Riverside Transit Agency (Apolonio Del Toro) **Approve****
Request to the Board to approve the General Manager to enter into Amendment No. 2 for the extension of the Cooperative Agreement 12-027 between SunLine Transit Agency and Riverside Transit Agency for continued operation of the Riverside Commuter Link 220. (Pages 19-20).
- 11. Award Tire and Tire Service Leasing Agreement (Mike Morrow) **Approve****
Request to the Board to grant authorization to the General Manager to negotiate and execute Agreement with Michelin North America, Inc. (Pages 21-22)

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

- 12. Selling Fueling Credits (Tommy Edwards) **Discussion****
Discuss the consideration of an arrangement that allows the Agency to receive revenue for the sale of its fueling costs. (Pages 23-24)
- 13. Adjourn**



**AGENDA
BYLAWS, POLICY AND PROCEDURES COMMITTEE**

**June 25, 2014
11:30 a.m. – 12:00 p.m.**

**G.M. Conference Room
SunLine Transit Agency
Thousand Palms, CA**

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
4. **Committee Member Comments**

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

5. **Approval of Revised Personnel Rules** (Lauren Skiver) **Approve**
Request to the Board to approve the attached revised Personnel Rules.
([Personnel Rules separate attachment](#)). (Page 1)

-
6. **Adjourn**

SunLine Transit Agency
 Checks \$1,000 and Over
 For the month - May 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
Section 1a - Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	CNG - Div 1 & 2 (April)	661347	05/14/14	\$121,989.52	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	661311	05/14/14	\$25,753.12	Y	N		Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	661388	05/22/14	\$21,896.45	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 1, & Electricity-Div 2, and Hydrogen (April)	661322	05/14/14	\$19,040.01	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	661438	05/22/14	\$9,934.69	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	661524	05/29/14	\$8,821.54	Y	N		Operating
NAPA AUTO PARTS	Cost to purchase vehicle parts	661432	05/22/14	\$5,490.02	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 2 & Electricity-Div 1 & 2 (April)	661417	05/22/14	\$4,638.54	Y	N		Operating
SO CAL GAS CO.	Div 1 Hydrogen (April)	661459	05/22/14	\$4,204.05	Y	N		Operating
SAFETY-KLEEN CORPORATION	Hazardous material services	661344	05/14/14	\$4,170.15	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	661348	05/14/14	\$3,969.80	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	661376	05/22/14	\$3,851.56	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (April)	661360	05/22/14	\$3,727.08	Y	Y	\$52,134.00	Operating
CUMMINS PACIFIC	Cost to purchase vehicle parts	661272	05/01/14	\$3,634.61	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	661450	05/22/14	\$3,270.00	Y	N		Operating
COMSERCO	Cost to purchase vehicle parts	661485	05/29/14	\$2,997.00	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	661461	05/22/14	\$2,874.49	Y	N		Operating
COMSERCO	Cost to purchase vehicle parts	661297	05/14/14	\$2,730.27	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	661541	05/29/14	\$2,724.21	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	661384	05/22/14	\$2,650.86	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	661538	05/29/14	\$2,399.90	Y	N		Operating
IMPERIAL IRRIGATION DIST	CNG-Div 2 (February)	661510	05/29/14	\$2,273.88	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	661443	05/22/14	\$2,160.00	Y	Y	\$143,685.00	Operating
FRANKLIN TRUCK PARTS	Cost to purchase vehicle parts	661407	05/22/14	\$2,058.22	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	661276	05/01/14	\$1,789.00	Y	N		Operating
CIRCOR	Cost to purchase vehicle parts	661378	05/22/14	\$1,475.77	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	661277	05/01/14	\$1,471.50	Y	N		Operating
OPW FUELING COMPONENTS	Cost to purchase SunFuel parts	661441	05/22/14	\$1,407.09	Y	N		Operating
TOXGUARD FLUID	Cost to purchase lubricants & oils	661467	05/22/14	\$1,254.60	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (April)	661265	05/14/14	\$1,242.36	Y	Y	\$55,664.00	Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities (May)	661477	05/29/14	\$1,242.36	Y	Y	\$50,891.00	Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance (May)	661458	05/22/14	\$1,240.00	Y	N		Operating
FIESTA FORD	Cost to purchase vehicle parts	661402	05/22/14	\$1,177.51	Y	N		Operating
ELLSWORTH TRUCK & AUTO ANALYSTS	Cost to purchase vehicle parts	661492	05/29/14	\$1,167.74	Y	N		Operating
	Cost for sampling oil jars	661363	05/22/14	\$1,026.75	Y	N		Operating
	Sub-total			\$281,774.65				
Section 1b - Check payments issued against the Operating Fund - (Costs related to General Administration)								
RUTAN & TUCKER, LLP	Cost for legal services (March)	661452	05/22/14	\$20,801.84	Y	Y	\$49,289.00	Operating
TRAPEZE SOFTWAREGROUP	Software Support - Operations System	661354	05/14/14	\$15,216.00	Y	N		Operating
COACHELLA VALLEY ECONOMIC PARTNERSHIP	Annual Membership	661484	05/29/14	\$10,000.00	Y	N		Operating
G & K SERVICES	Cost to service uniforms (April)	661409	05/22/14	\$7,567.34	Y	Y	\$261,138.00	Operating
KINETIC PERSONNEL GROUP, INC.	Cost for temporary help in IT	661518	05/29/14	\$5,087.69	Y	N		Operating
KBM (MOORE MAINTENANCE)	Cost for janitorial services (May)	661422	05/22/14	\$4,678.00	Y	Y	\$16,616.00	Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	661508	05/29/14	\$3,726.97	Y	N		Operating
CPAC INC	Software Agreement	661299	05/14/14	\$3,615.66	Y	N		Operating
VERIZON WIRELESS	Agency Cell Phones (April)	661474	05/22/14	\$3,584.21	Y	N		Operating
TELEPACIFIC COMMUNICATIONS	Agency Long Distance Service (May)	661463	05/22/14	\$3,563.87	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month - May 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
BURRTEC WASTE & RECYCLING	Trash Pickup and Recycle for Div 1 & 2 (April)	661289	05/14/14	\$2,344.14	Y	N		Operating
TIME WARNER CABLE	Wireless communication between Div 1 & 2 (T1&T2) (May)	661464	05/22/14	\$2,200.00	Y	N		Operating
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	661473	05/22/14	\$2,194.98	Y	N		Operating
STEPHEN A. CRANE (Crane Creek)	Cost for Marketing Consultant	661460	05/22/14	\$2,000.00	Y	Y	68,000.00	Operating
TOTALFUNDS BY HASLER	Cost for postage	661466	05/22/14	\$2,000.00	Y	N		Operating
FLEET-NET CORPORATION	Software Support - Accounting System (May)	661404	05/22/14	\$1,860.00	Y	N		Operating
HOMEWOOD SUITES BY HILTON	Staff Development Ops (2)	661319	05/14/14	\$1,401.33	Y	N		Operating
CAPITAL ONE COMMERCIAL (Costco)	Boardroom/Agency Supplies	661371	05/22/14	\$1,137.96	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	661318	05/14/14	\$1,022.36	Y	N		Operating
DELUXE FOR BUSINESS	Coin Room Supplies	661389	05/22/14	\$1,017.02	Y	N		Operating
	Sub-total			\$95,822.37				
Note: 1)								
Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"								
DOUG WALL CONSTRUCTION	Admin Building Project - Construction	661475	05/28/14	\$989,934.48	Y	Y	\$5,274,904.00	Capital
ELDORADO NATIONAL (CALIFORNIA),	AFCB 4 & 5 - TIGGER III	661393	06/22/14	\$127,390.75	Y	Y	\$33,026.00	Capital
UNICARS HONDA	Cost of replacement of Support Vehicles (1 of 3)	661476	05/28/14	\$28,360.99	Y	Y	\$56,723.00	Capital
SHI INTERNATIONAL	IT Equipment	661279	05/01/14	\$19,623.01	Y	N		Capital
AMERICAN CAB	Taxi voucher program - federal program	661267	05/14/14	\$5,785.75	Y	N		Capital
PVC CONSULTING	Fuel Cell Bus Project (Tigger III)	661337	05/14/14	\$4,900.00	Y	Y	\$0.00	Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal program	661358	05/14/14	\$4,511.95	Y	N		Capital
INDEPENDENT LIVING PARTNERSHIP	New Freedom Program	661324	05/14/14	\$4,125.34	Y	N		Capital
DESERT ALARM	Coin Room Access Control Equipment	661390	05/22/14	\$3,464.00	Y	Y	\$0.00	Capital
RCTC	Federal JARC Funding	661528	05/28/14	\$2,785.91	Y	N		Capital
RCTC	Federal JARC Funding	661340	05/14/14	\$2,123.20	Y	N		Capital
DESERT CITY CAB	Taxi voucher program - federal program	661302	05/14/14	\$2,014.08	Y	N		Capital
KIMCO STAFFING SERVICES, INC.	Admin Building Project - Cost for temporary employment	661515	05/28/14	\$1,344.00	Y	N		Capital
DESERT ALARM	Security monitoring services	661391	05/22/14	\$1,120.00	Y	Y	\$4,080.00	Operating
DESERT ALARM	Security monitoring services	661301	05/14/14	\$1,120.00	Y	Y	\$2,960.00	Operating
	Sub-total			\$1,176,623.46				
Note: 2)								
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities								
HEALTH NET	Group Health insurance premium (May)	661313	05/14/14	\$256,883.99	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (May)	661335	05/14/14	\$87,108.88	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	661470	05/22/14	\$77,183.24	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	661355	05/14/14	\$75,686.58	Y	N		Operating
METLIFE SBC	Employee benefits (May)	661329	05/14/14	\$27,169.02	Y	N		Operating
NYHART COMPANY	Cost for pension administrator (April)	661525	05/29/14	\$12,008.58	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	661362	05/22/14	\$5,018.84	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues (paid per payroll)	661288	05/14/14	\$5,010.57	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	661291	05/14/14	\$3,491.54	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment (paid per payroll)	661369	05/22/14	\$3,491.54	Y	N		Operating
EYE MED	Employee benefits (May)	661307	05/14/14	\$2,601.65	Y	N		Operating
	Sub-total			\$555,664.43				

8

SunLine Transit Agency
 Checks \$1,000 and Over
 For the month - May 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Remaining (estimated)	Funding Source
<i>Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.</i>								
Total Checks Over \$1000				\$2,111,084.91				
Summary								
Total of Checks Over \$1,000				\$2,111,084.91				
Total of Checks Under \$1,000				\$51,567.48				
Total of All Checks for the Month				\$2,162,652.39				

ITEM # 8



May 2014 Statement

Open Date: 04/19/2014 Closing Date: 05/21/2014

Account:

Visa® Business Card
SUNLINE TRANSIT (

Cardmember Service ☎ 1-866-552-8855
BUS 13

New Balance \$2,938.53
Minimum Payment Due \$30.00
Payment Due Date 06/17/2014

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%.

Activity Summary

Previous Balance	+	\$2,144.54
Payments	-	\$2,144.54
Other Credits		\$0.00
Purchases	+	\$2,938.53
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$2,938.53
Past Due		\$0.00
Minimum Payment Due		\$30.00
Credit Line		\$40,000.00
Available Credit		\$37,061.47
Days in Billing Period		33

Payment Options:

Mail payment coupon with a check

Pay online at myaccountaccess.com

Pay by phone 1-866-552-8855

No payment is required.

CPN 600648533



PACIFIC WESTERN BANK

24-Hour Cardmember Service. 1-866-552-8855

- ☎ to pay by phone
- ☎ to change your address

Automatic Payment

Account Number:

Your new full balance of \$2,938.53 will be automatically deducted from your account on 06/16/14.

SUNLINE TRANSIT
CENTRAL BILL
32505 HARRY OLIVER TRL
THOUSAND OAKS CA 92276-3501





May 2014 Statement 04/19/2014 - 05/21/2014

Page 2 of 3



SUNLINE TRANSIT (

Cardmember Service (1-866-552-8855

Important Messages

Your payment of \$2938.53 will be automatically deducted from your bank account on 06/16/2014. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions RUDE,CAROLYN Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/24	04/22	2911	WWW.THINGSREMEMBERED.C 800-274-7367 OH	\$119.88	_____
04/24	04/23	3860	GRILL CONCEPTS - P PALM DESERT CA	\$198.72	_____
04/28	04/25	7712	SOUTHWES 5262410361962 800-435-9792 TX EDWARDS/TOMMY 04/30/14 ONTARIO CAL TO SACRAMENTO SACRAMENTO TO ONTARIO CAL	\$441.50	_____
04/28	04/25	5100	EH OCEANSIDE AT THE PI 800-347-8182 CA	\$354.57	_____
Total for Account				\$1,114.67	

Transactions SKIVER,LAURA L Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
04/28	04/24	4523	UNITED 0167447710693 800-932-2732 TX SKIVER/LAURA L 04/30/14 LOS ANGELES TO SACRAMENTO SACRAMENTO TO LOS ANGELES	\$416.00	_____
04/28	04/25	5475	HOTELS.COM 800-246-8357 WA	\$175.95	_____
04/28	04/25	6515	HOTELS.COM 800-246-8357 WA	\$175.95	_____
05/05	05/02	0843	UNITED 0162607300134 800-932-2732 TX SKIVER /FIR 05/02/14 PALMSPRINGS TO DENVER DENVER TO KANSAS CITY M	\$60.00	_____
05/05	05/01	0826	LAX AIRPORT LOT P 7 LOS ANGELES CA	\$53.00	_____
05/05	05/01	1644	UNITED 0162922691710 800-932-2732 TX SKIVER /EXT 05/02/14 PALMSPRINGS TO DENVER	\$59.00	_____
05/09	05/07	8311	UNITED 0162607570253 800-932-2732 TX SKIVER /FIR 05/07/14 KANSAS CTY M TO DENVER DENVER TO PALMSPRINGS	\$60.00	_____
05/09	05/07	0761	PALM SPRINGS AIRPORT PALM SPRINGS CA	\$72.00	_____
05/09	05/08	6698	MARRIOTT HOTELS KANSAS KANSAS CITY MO	\$751.96	_____
Total for Account				\$1,823.85	



May 2014 Statement 04/19/2014 - 05/21/2014

SUNLINE TRANSIT

Cardmember Service 1-866-552-8855

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
05/14	05/14		PAYMENT THANK YOU	\$2,144.54cr	
Total for Account 4798 5100 5089 3920				\$2,144.54cr	

2014 Totals Year-to-Date	
Total Fees Charged in 2014	\$0.00
Total Interest Charged in 2014	\$0.00

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 Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00		\$0.00	0.00%	
**PURCHASES	\$2,938.53	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%	

Contact Us

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End of Statement

SUNLINE TRANSIT

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Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: May 21, 2014

Carolyn Rude

Detail:			
04/22/14	Things Remembered	Gift for Legal Counsel; leaving Agency	\$ 119.88
04/23/14	Grill Concepts, P.D.	Lunch for April Board Meeting	\$ 198.72
04/25/14	Southwest Airlines	Airfare-Deputy Chief Performance Officer - trip to Sacramento, Legislative meetings	\$ 441.50
04/25/14	EH Oceanside At the PL	Hotel charges for Chief Operations Officer to attend Quality Assurance NTI Training	\$ 354.50
Total Amount			\$1114.67

Lauren Skiver

Detail:			
04/24/14	United Airlines	Airfare - General Manager, Lauren Skiver – trip to Sacramento, Legislative meetings	\$ 416.00
04/25/14	Hotel.com	Hotel-General Manager Lauren Skiver–trip to Sacramento, Legislative mtgs.	\$ 175.95
04/25/14	Hotel.com	Hotel-Deputy Chief Performance Officer – trip to Sacramento, Legislative meeting	\$ 175.95
05/05/14	United Airlines	Airline Fee- General Manager, Lauren Skiver – trip to APTA Bus and Paratransit Conf.	\$ 60.00
05/01/14	LAX Airport Lot	Airport parking-General Manager, Lauren Skiver – trip to Sacramento, Legislative Conference.	\$ 53.00
05/07/14	United Airlines	Airline Fee-General Manager, Lauren Skiver – trip to APTA Bus and Paratransit Conf.	\$ 59.00

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05/07/14	United Airlines	Airline Fee- General Manager, Lauren Skiver – trip to APTA Bus and Paratransit Conf.	\$ 60.00
05/07/14	Palm Springs Airport	Airport parking-General Manager, Lauren Skiver- trip to APTA Bus and Paratransit Conf.	\$ 72.00
05/08/14	Marriott Hotel-Kansas Cty.	Hotel- General Manager, Lauren Skiver – trip to APTA Bus and Paratransit Conf.	\$ 751.96
Total Amount			\$1823.86
Credit:			
05/14/14	Payment		\$2144.54CR

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SunLine Transit Agency
Budget Variance Report
April 2014

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	11,768,614	891,562	980,718	(89,156)	9,985,490	9,807,178	178,312
Measure A	5,217,000	434,750	434,750	0	4,347,500	4,347,500	0
FTA Section 5307	2,802,288	227,067	233,522	(6,455)	2,270,670	2,335,223	(64,553) ¹
FTA Section 5311	420,188	50,578	35,016	15,562	505,779	350,157	155,623
FTA Section 5316	208,665	16,817	17,389	(572)	168,168	173,888	(5,720) ²
FTA Section 5317	46,000	3,907	3,833	74	39,072	38,333	738
SunFuels - Outside Sales Revenue	800,200	88,687	50,017	38,671	728,141	500,167	227,974
CNG Rebate	300,000	0	25,000	(25,000)	462,509	250,000	212,509
RTA Funds (Commuter Link 220)	60,000	4,000	5,000	(1,000)	47,543	50,000	(2,457) ³
Fare Box Revenue - Fixed Route	3,230,000	271,730	269,167	2,563	2,565,149	2,691,667	(126,518) ⁴
Fare Box Revenue - Paratransit	320,000	21,779	26,867	(4,888)	213,071	266,667	(53,595) ⁵
Taxi Vouchers	18,089	8,081	1,507	6,574	79,541	15,074	64,467
Bus Stop Maintenance Fees	60,000	9,034	5,000	4,034	90,000	50,000	40,000
Advertising Revenue	75,000	48,150	6,250	41,900	69,940	62,500	7,440
Interest and Other Revenue	0	(3,045)	0	(3,045)	11,952	0	11,952
Total Operating Revenue	25,126,024	2,073,098	2,093,835	(20,738)	21,584,524	20,938,353	646,171
Expenses:							
SunFuels - Outside (9)	322,203	61,645	26,850	(34,795)	353,384	268,503	(84,882) ⁶
SunFuels (10)	1,118,969	110,363	93,247	(17,116)	1,167,911	932,474	(235,437) ⁷
Fixed Route Operations - Admin (11)	1,595,832	133,462	132,986	(476)	1,414,836	1,329,860	(84,976) ⁸
Fixed Route Operations - Union (12)	8,098,787	660,989	674,899	13,910	6,329,351	6,748,989	419,639
Paratransit Operations (13)	533,374	46,763	44,448	(2,315)	480,193	444,478	(35,714) ⁹
Paratransit Operations - Maintenance (13)	87,900	9,404	7,325	(2,079)	78,631	73,250	(5,381) ¹⁰
Paratransit Operations - Union (14)	2,056,111	173,997	171,343	(2,654)	1,715,004	1,713,426	(1,579) ¹¹
Risk Management (15)	374,826	26,987	31,236	4,248	293,924	312,355	18,431
Maintenance - Admin (21)	1,114,367	104,528	92,364	(11,664)	1,128,375	928,639	(199,736) ¹²
Maintenance - Mechanics (22)	3,152,504	247,084	262,709	15,624	2,271,626	2,627,087	355,460
Facility Maintenance-T.P. (23)	660,729	45,387	55,061	9,674	428,120	550,608	122,488
Facility Maintenance-Indio (24)	72,354	4,889	6,030	1,141	49,968	60,295	10,327
Stops & Zones Maintenance (25)	589,284	40,839	49,107	8,268	401,536	491,070	89,534
Marketing (31)	364,402	29,664	30,367	703	266,379	303,668	37,289
Human Resources (32)	471,331	44,207	39,278	(4,929)	480,505	392,776	(87,730) ¹³
General Administration (40)	1,106,912	81,106	92,243	11,137	735,077	922,427	187,349
Finance (41)	1,127,039	98,347	93,920	(4,427)	904,825	939,199	34,375
Information Technology (42)	389,134	77,671	32,428	(45,243)	278,582	324,278	45,716
Agency-wide (43)	1,325,852	100,380	110,488	10,107	1,317,109	1,104,877	(212,232) ¹⁴
Planning & Agency Development (49)	564,114	50,159	47,010	(3,150)	479,905	470,095	(9,810) ¹⁵
Total Expenses	25,126,024	2,147,870	2,093,835	(54,035)	20,575,221	20,938,353	363,132
Total Operating Surplus(Deficit)		\$ (74,772.50)			\$ 1,009,302.66		

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Note: Although expenses for Division 9 are higher than budgeted, SunFuels revenue is also higher than projected due to increased fuel sales.



SunLine Transit Agency Monthly Ridership Report May 2014

		FY 2013 & 2014												
Fixed Route Line	Description	May 2014	May 2013	Apr 2014	Month Var.	% Var.	FY 2014 YTD	FY 2013 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
											Monthly	YTD	Monthly	YTD
14	DHS/PS	58,945	48,945	57,009	10,000	20.4%	553,998	501,509	52,489	10.5%	1,789	16,969	632	4,534
15	DHS	10,202	9,553	10,296	849	6.8%	104,598	97,135	7,463	7.7%	244	1,962	42	476
24	PS/CC	18,172	18,743	18,316	(571)	-3.0%	188,168	186,182	1,986	1.1%	438	4,028	202	2,150
30	CC/PS	69,605	67,963	70,130	1,642	2.4%	693,693	717,405	(23,712)	-3.3%	2,420	21,231	510	4,910
32	PD/RM/TP/PS	26,178	24,209	27,435	1,969	8.1%	275,498	253,098	22,400	8.9%	1,120	11,149	179	1,554
53	PD/IW	5,409	5,894	4,850	(485)	-8.2%	55,356	57,966	(2,610)	-4.5%	200	2,040	10	124
54	Indio/PD	6,758	-	7,785	6,758	0.0%	30,969	-	30,969	0.0%	397	1,422	17	98
70	LQ/BD	22,883	24,190	24,395	(1,307)	-5.4%	239,204	237,853	1,351	0.6%	713	7,214	53	658
80	Indio	10,997	10,664	11,739	333	3.1%	125,699	125,903	(204)	-0.2%	150	1,428	49	904
81	Indio	8,728	8,921	8,486	(193)	-2.2%	95,873	96,922	(1,049)	-1.1%	198	1,556	57	918
90	Coachella/Indio	18,934	21,164	19,383	(2,230)	-10.5%	211,967	223,815	(11,848)	-5.3%	517	4,288	93	1,421
91	I/Cch/Th/Mecca	21,600	22,502	21,833	(902)	-4.0%	214,368	213,893	475	0.2%	466	5,027	58	804
95	I/Cch/Th/Mecca	2,880	-	2,974	2,880	0.0%	24,038	-	24,038	0.0%	149	808	4	48
111	PS/Indio	133,547	136,199	139,323	(2,652)	-1.9%	1,499,451	1,521,268	(21,817)	-1.4%	4,958	50,657	825	10,413
220	PD to Riverside	1,146	1,530	1,185	(384)	-25.1%	13,254	11,659	1,595	13.7%	58	458	12	95
Fixed route total		415,984	400,477	425,139	15,507	3.9%	4,326,134	4,244,608	81,526	1.9%	13,817	130,237	2,743	29,107
Demand Response														
SunDial		12,363	12,262	12,187	101	0.8%	127,630	124,927	2,703	2.2%				
System total		428,347	412,739	437,326	15,608	3.8%	4,453,764	4,369,535	84,229	1.9%				
		May-14	May-13	Apr-14										
Weekdays:		* 21	23	22										
Saturdays:		5	4	4										
Sundays:		* 5	4	4										
Total Days:		31	31	30										

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Please note:

*Running the Saturday/Sunday service on May 26, 2014, Memorial Day Holiday. Weekday and Sunday total days reflect the change.

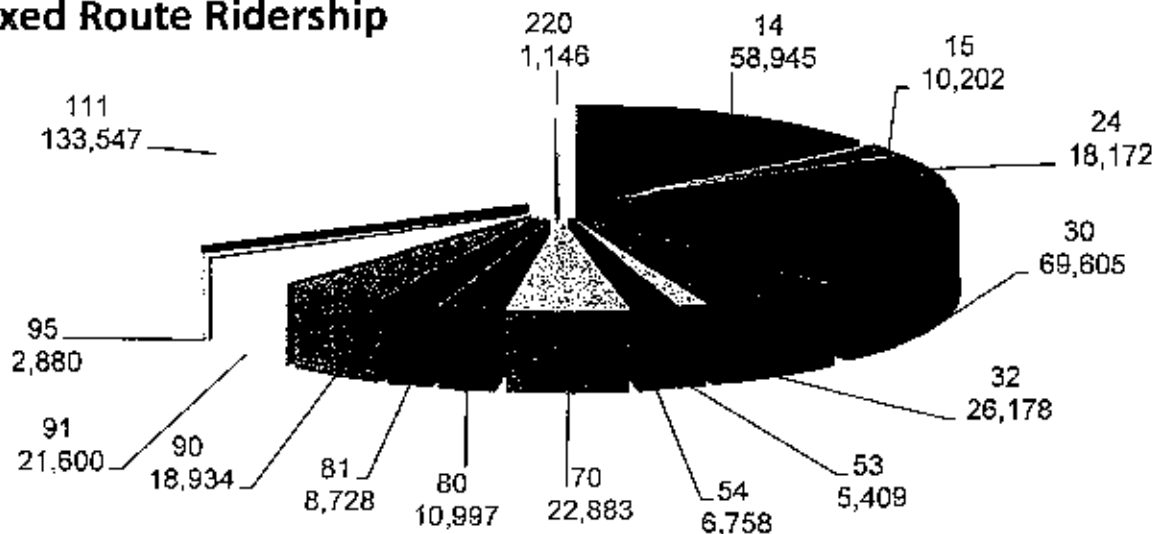
Line 54 implemented on January 6, 2014 - Weekday service only.

Line 95 implemented on September 1, 2013 - Weekday service only.

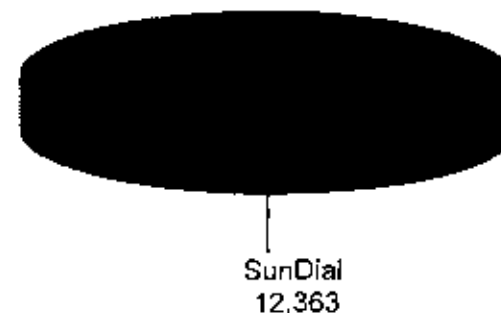
Issued: 8/11/2014

SunLine Transit Agency Monthly Ridership Report May - 2014

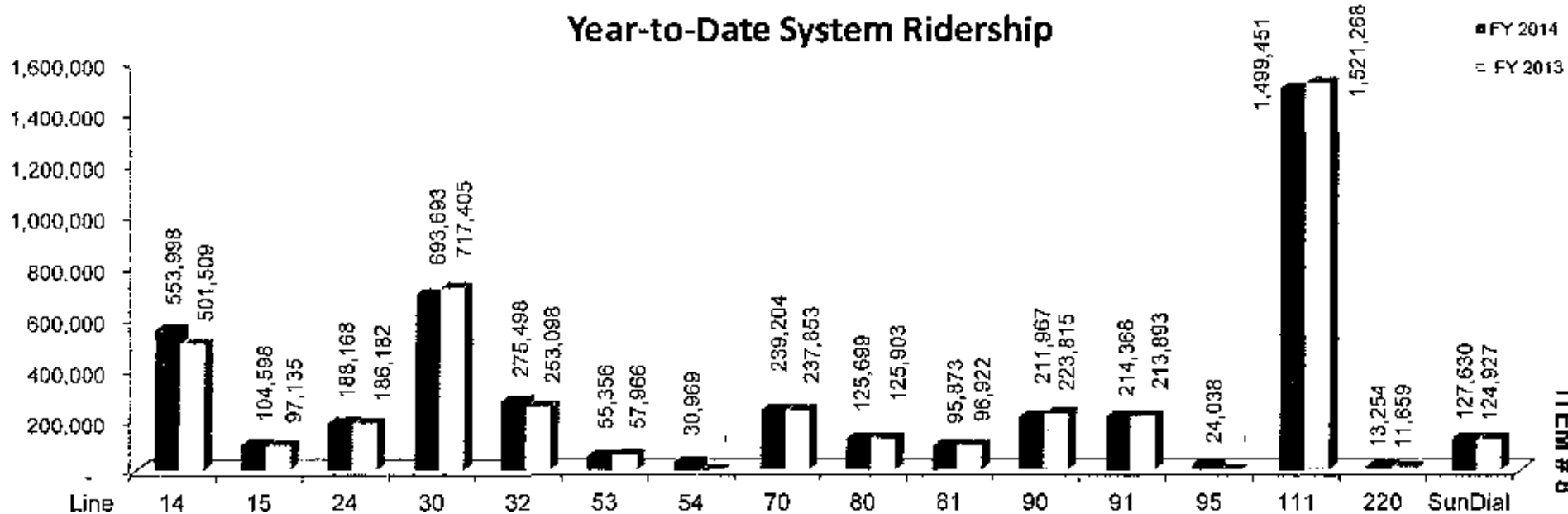
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



ITEM # 8

Submitted by: _____ Date: _____ Approved by: _____ Date: _____



Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
May 2014

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.0	91.8	Total trips carried in the on-time window
1,208	811	Total trips late during the month
11,210	11,113	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
12,262	12,363	Total passengers for the month
101,685	108,358	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
2	1	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	2	Total Ride-a-Long Evaluations
3	13	Total Onboard Inspections
0	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>	
1,715	1,890	Total Mobility Device Boarding's

cc: Lauren Skiver, Carolyn Rude, Polo Del Toro, Mannie Thomas, Diane Beebe

MINUTES
SunLine Transit Agency
Board of Directors Meeting
May 28, 2014

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:47 pm on Wednesday, May 28, 2014 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. Call to Order

The meeting of the SunLine Transit Agency Board was called to order at 12:47 p.m. by Chairman Glenn Miller.

2. Roll Call

Completed.

Members Present

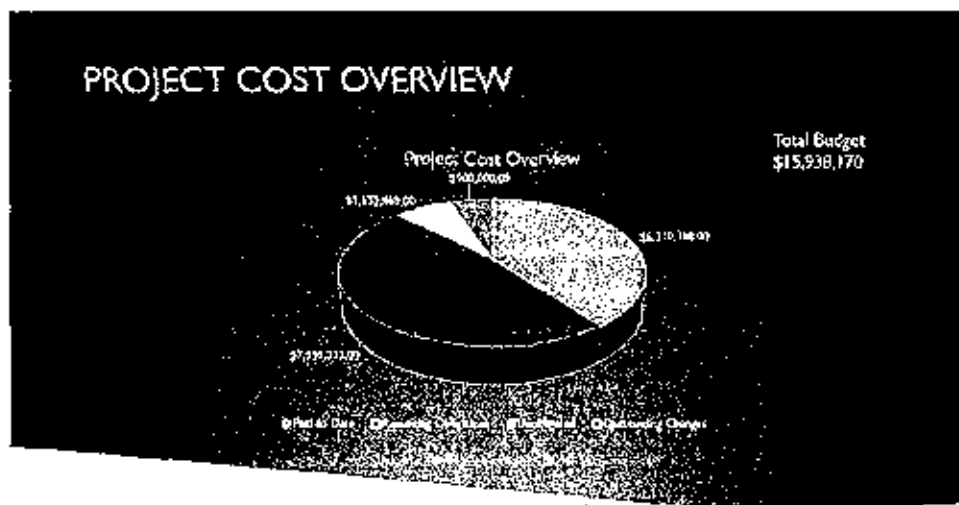
Glenn Miller, Chairman, Councilmember, City of Indio
 Greg Pettis, Vice Chairman, Councilmember, City of Cathedral
 Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
 Rick Hutcheson, Mayor Pro Tem, City of Palm Springs
 G. Dana Hobart, Councilmember, City of Rancho Mirage
 Robert Spiegel, Councilmember, City of Palm Desert
 Don Adolph, Mayor, City of La Quinta
 Eduardo Garcia, Mayor, City of Coachella
 John J. Benoit, Supervisor, County of Riverside

Members Absent

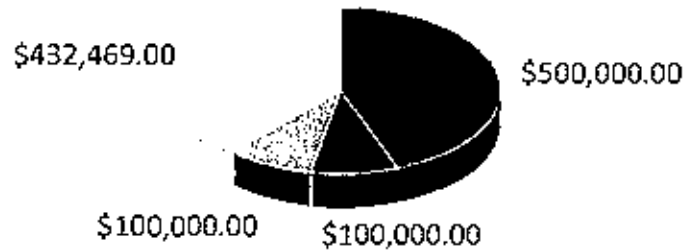
Douglas Hanson, Councilmember, City of Indian Wells

3. Presentations

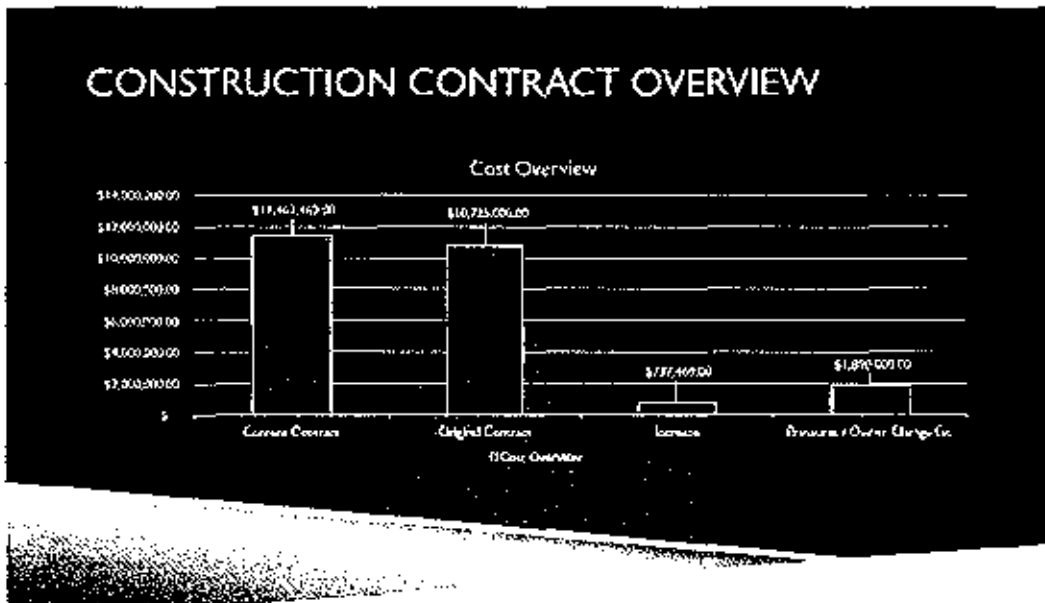
Rudy Le Flore provided an update on the Administration Building and Transit Hub construction.



Unobligated Costs



- Furniture, Fixtures, and Equipment
- Admin Cost
- Support Cost
- Remaining



- ### ITEMS AFFECTING THE BUDGET
- In December 2013, approximately \$990,000 of Staff recommended and Board approved scope added with no additional budget.
 - The temporary Operations facility is recommended to be purchased out of Board approved Facilities Improvement Funds as this addition may fall out of the general scope of the Grant Applications and SRTP.
 - The Furniture, Fixtures, and Equipment (FFE) is recommended to be purchased from Staff recommended and Board approved funds designated for that purpose.
 - Board approved \$222,393 will be added to FY 15 Administration Building budget.

CURRENT CHANGES

- Within budget of \$432,469.
- Aerialis Change Order proposed \$155,051
- IBI Group \$22,555.00
- Green West \$84,311.36
- Will be partially offset by \$222,393 FY 15 addition.



SCHEDULE

- Substantial completion forecast – September 2014
- Final completion forecast – November 2014

SAFETY

- 326 Days Without Loss Time Accident (Ended 5-20-2014)

- 4. Finalization of Agenda
No changes to the agenda.

5. Public Comments

None.

6. Board Member Comments

None.

7. Consent Calendar

- a) Checks over \$1,000 for April, 2014
- b) Credit card statement for April, 2014
- c) Monthly Budget Reports for March, 2014
- d) Ridership Report for April, 2014
- e) SunDial Operational Notes for April, 2014

Councilmember Hobart moved to receive and file the consent calendar. The motion was seconded by Mayor Adolph. Chairman Miller asked if there was opposition. Given none, the consent calendar was approved to Receive and File by a unanimous vote.

8. Approval of Minutes

Councilmember Spiegel moved to approve the minutes of the April 23, 2014 Board meeting. The motion was seconded by Mayor Pro Tem Hutcheson. Chairman Miller asked if there was opposition. Given none, the motion carried by a unanimous vote, with abstention from Board Member Hobart from the City of Rancho Mirage.

9. Amendment to the General Manager's Contract

Legal Counsel, Bob Owen, stated that the amendment to the General Manager's contract was discussed in the SSG Board meeting. The amended Contract Amendment is as follows: Continue consideration of the portion of the contract where the Board is considering giving a 3% salary increase. The action to move forward with today is the vacation leave portion of the contract and the lump sum payment of \$3100 to make up for what she has been paying. Vice Chairman Pettis moved to approve the motion. Councilmember Hobart seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

Chairman Miller moved Agenda item# 18.

***18. Agency Reorganization**

General Manager, Lauren Skiver, addressed the Board. Ms. Skiver stated that the item before them is a discussion item regarding reorganization that has been put together and planned. Ms. Skiver stated that currently some of the transactional approaches in place circulate between multiple departments, multiple leadership and require an inordinate amount of discussion to get the basic business of the day completed. Ms. Skiver stated that the structure that is being put in place has been in place in other organizations where she has worked. The structure unifies Maintenance and Operations as they are symbiotic in the service being delivered. Ms. Skiver stated that this structure creates career ladders. Currently at this Agency there is a very flat organization in which growing employees into more significant management positions is limited. This is not typical in transit. Organizations find ways to grow employees from more entry level positions into senior management through time, offering mentorship.

She stated that the levels of some departments goes from clerk position to a director position. Ms. Skiver believes the reorganization improves the flow of both data and day to day operations. It also increases the ability for employees who are long term in looking for either new areas of the business to learn, or new responsibilities that they would like to gather for more opportunities. Ms. Skiver stated that we are not creating an abundance of new positions. We are reclassifying and reallocating positions currently in the Agency. The creation of the Performance Office is something that has been discussed with the Board in the past. Performance management is something that transit must get simulated to as it will be a part of future funding through the authorization – being able to demonstrate that you have a performance management plan and program in place to utilize assets and people to the best of your ability before you ask for more. This new reorganization chart shows the Performance Office on the organizational chart. Ms. Skiver assured the Board that her job is to create good communication internally and externally and to provide world class transit service to our customers. Ms. Skiver stated that she is also in charge of creating an environment within the organization where people feel they have a place to move and the opportunity to learn something new. In transit operations, it is important for employees to understand business from the customer perspective, the operator perspective, the taxi and technicians. Ms. Skiver stated that staff is working to ensure that this is the focus of the team. Ms. Skiver stated that she would be happy to answer any questions.

Chairman Miller asked Ms. Skiver to state the main differences in the new chart. Ms. Skiver stated that the main difference is creating four direct reports to the General Manager. Currently she has eight direct reports, including some contractual positions. She stated that there are deputy positions added, which utilizes current positions, but creates a depth within the different parts of the organizations. Instead of having Human Resources, Planning and Marketing operate as separate units, they are combined together. The planning of new service, the marketing of new service and the collection of community comment is all a 'like' function. Putting those in the same area creates synergy among those employees and the united voice internally and externally. Ms. Skiver stated that if a customer calls in with a comment about our service, the connection to those that plan and deliver is not the same. She stated that there are deputies under the Chiefs. In the Operations group, there are already employees in the position. It gives Maintenance and Operations a chance to learn from each other and on the same page for delivering the service. These are the major changes. There are four chiefs, with deputy chiefs. There is another person in a position allowed to step into a management role should someone have a career change, win the lottery, etc. Currently when there is a major change, there is not depth within the organization to pull from. Ms. Skiver stated that the reorganization is a way to create some career ladders. Overall in the budget, there will be 3.75 positions will be added. One of those is an operator position. There is .75 part timers where there is an increase of time. They are not full timers, but there is a change in the status and the number of hours. We are adding a Planning Manager and an Administrative Analyst. From prior presentations from Ms. Skiver, we are very much about data here to ensure the decisions brought before the Board are based on data and performance, not just decisions based on guess work. We need to equip ourselves with better information. Over the last seven months staff has determined what data is relevant.

When you collect a lot of data, sometimes it is not relevant data that is needed in the decision process. We are ready to put that data into a format that helps drive decision making going forward.

Mayor Pro Tem Betts stated that we have the number of employees, but asked about the financial impact. Is there an impact? Ms. Skiver introduced Cheryl Taylor. Ms. Skiver stated that Ms. Taylor worked together at the Maryland Transit Administration. She is local in the Desert and has been working with staff on a short term basis to help with budget planning. Ms. Taylor addressed Mayor Pro Tem Betts stated that the financial impact on salaries alone is minimal as there is also the equivalent of 3.3 positions that are being eliminated. So on a net basis, we are only adding less than a half of the full time person. When you take a look at the overall financial aspect, it is fairly insignificant; it is only .7% of the total. Mayor Pro Tem Betts asked the dollar amount. Ms. Taylor stated that is approximately less than \$28,000.

Mayor Pro Tem Hutcheson asked that in terms of the chiefs and deputy chiefs, compared to the previous organization, are the fewer Chiefs and Deputy Chiefs, or more? Ms. Skiver stated that we have the same amount of positions. They are categorized differently. We had a Director Maintenance that is now Deputy Chief Operating Officer. That movement is so that the Deputy of Transportation and the Deputy of Maintenance are somewhat interchangeable. Mayor Pro Tem Hutcheson stated that he is mainly interested in the total amount of Chiefs and Deputy Chiefs that we have before. Ms. Skiver stated that we have the same amount, just categorized differently.

Chairman Miller stated that he has a question. We said we eliminated 3.3 positions and added 3.75. He asked if those people are moving laterally. Ms. Skiver stated that there has been an elimination of positions and there is an unfulfilled position that was Board approved, but unfilled; we are not going to fill that position. We have made a determination that those positions are not needed in the current structure. Chairman Miller stated that this will come up when the budget is brought before the Board, which will show the impact financially.

Chairman Miller asked the record to reflect that Councilmember Dana Hobart is leaving the meeting.

10. Charge Order Approval – Geocon West

Chief Performance Officer, Rudy Le Flore, addressed the Board. He stated that this item is a request by one of our inspection and testing firms for additional compensation. There was a conversation at the Finance Committee meeting earlier and a recommendation provided in terms of the amount of the charge order. Mr. Le Flore made the recommendation and reduce the amount in the staff report from \$84,000 to \$30,000. Mr. Le Flore stated that he is taking action to go back and take care of some administration things to verify and report back to the Board.

Mayor Pro Tem Hutcheson moved for approval and stated that it appears that the testing firm did a poor job in estimating their costs, so we would like to keep the costs down for this going forward. Mayor Adolph stated that the Finance Committee had some discussion in regards to the issues. Mayor Pro Tem Betts seconded the motion.

Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

11. Change Order Approval – IBI Group

Chief Performance Officer, Rudy Le Flore addressed the Board. He stated that this change order is with IBI Group. He stated there a change order log with all Board approved changes for the IBI Group provided with the staff report. Mr. Le Flore stated that this represents the majority of the changes, which have to do with the Board approved scope increases for this project. This is the design work related to those increases with the exception of bullet # 3, which has to do with the County and some additional requirements associated with the project. This is being brought forth as a change in IBI's contract to allow them to do design work that has been previously approved by the Board.

Mayor Adolph stated that the Finance Committee recommended to approve unanimously at the Finance Committee meeting.

Mayor Pro Tem Hutcheson moved for approval. Mayor Adolph seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

12. Change Order Approval – Arcadis

Chief Performance Officer, Rudy Le Flore addressed the Board. He stated that this change order is the first submitted by Arcadis. Arcadis is the construction management firm and has been with the project since the beginning of the bid process and assisted staff as the experts in construction management. The description of the delays associated with this project stated in the staff report represents an increase in the duration of time from the beginning of the bidding process to where we are now in the project. They are requesting compensation for that. Staff reviewed the rates and they are consistent with the price analysis in the original contract.

Vice Chairman Pettis stated that he would be voting no on this item as it is so much like an interchange project at CVAG where the construction manager wants additional money for something that I believe should have been taken into consideration. Vice Chairman Pettis stated that we are doing a lot of change orders; some of our own choices, others are issues that a construction manager, in his opinion, should have been taken care of. The easements – should have known about that ahead of time. There are a lot of things, whether we are legally required to do it, or ethically required to do it, - Vice Chairman Pettis thinks it is their responsibility.

Councilmember Spiegel asked Mr. Le Flore what would happen if this item was not approved. Mr. Le Flore stated that on this item, it is mandatory that we have on-site engineering oversight of the project by the FTA. Therefore, Mr. Le Flore believes it would leave the Agency in a tough position in terms of continuing with the project uninterrupted because of the integral part and the construction management firm. Mr. Le Flore stated that he offered to Mayor Pro Tem Betts, that at the end of these projects, there are times when we settle off on people's responsibilities. Vice Chairman Pettis stated that he heard that at CVAG as well.

Mayor Adolph stated that the Finance Committee recommended to approve; however, there was discussion and concerns. Chairman Miller stated that we need to move forward on this. Mayor Pro Tem Betts moved for approval taking into consideration Vice Chairman Pettis' concerns. Supervisor Benoit seconded the motion, which he felt was well stated. Chairman Miller asked if there was any opposition. The recommendation passed with the following vote. No vote: Vice Chairman Greg Pettis; Yes vote: Chairman Miller, Mayor Pro Tem Betts, Mayor Pro Tem Hutcheson, Councilmember Spiegel, Mayor Adolph, Mayor Garcia, Supervisor Benoit.

13. **Purchase and Installation of New Bus Shelters**

Director of Transit Planning, Joe Forgiarini, stated that before the Board is a request to grant authorization to the General Manager to enter into a contract with ND Electrical Construction, Inc. for the purchase and installation of thirty-five new bus shelters throughout SunLine's service area. ND Electrical Construction was one of two bidders and their price was the most competitive of the two bids. The contract price is for \$322,928. The funding is available for that amount provided by Federal Section 5307 grant funds and matching local funds – State Transit Assistance and Proposition 1B Safety and Security funds in the project budget of \$531,870.00. The remaining budget is for site improvements necessary at some location to accommodate the new shelters.

Chairman Miller stated that he is glad that more bus shelters are being installed. He stated that in Palm Desert – the corner of Fred Waring and Washington, there is a bus sign in the middle of a flowerbed in one of the busiest areas. Chairman Miller stated that we need to look at what constitutes an area that is safe and what we would put out there. Chairman Miller asked to look into that corner to see if there can be a bench or a shelter. He stated there are a couple more stops in Indio on Hoover and a couple in La Quinta where there is only a sign.

Councilmember Spiegel stated that there are a couple a few stops, but no bus going by. He stated that he asked why the City of Palm Desert is not getting any new shelters. Mr. Forgiarini stated that the City received 13 last year. At this point there are no additional locations. Chairman Miller asked the Board to look at their individual cities to see what needs to be improved to provide better service for our residents and guests. Mayor Pro Tem Betts stated that we want to make sure if we change routes and an old shelter or stop is no longer used, it is picked up so that there is no confusion if a bus still services the area.

Ms. Skiver stated that our Stops and Zones employees provide information at the stop stating that it is no longer a stop.

Mayor Pro Tem Betts moved for approval. Mayor Pro Tem Hutcheson seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

14. **Ratification of Advertising Revenue Agreement**

Chief Performance Officer, Rudy Le Flore addressed the Board. He stated that staff recommends the Board ratify the advertising revenue agreement with Truly Nolen of America for \$39,300. The contract has been shared with Legal Counsel. Mr. Le Flore stated that staff reviewed the procurement policies as a defined "contract". Contract

means both contracts where we provide revenue and take in revenue. This contract is being brought to the Board for approval of the revenue agreement for bus shelter advertising.

Vice Chairman Peltis moved for approval. Mayor Pro Tem Betts seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

15. Approval of ACCESS Advisory Committee Member

Chief Operations Officer, Apolonio Del Toro, addressed the Board. Staff is recommending that the Board approve the new member to the ACCESS Advisory Committee as approved and presented by the current members. Mr. Del Toro stated that at the March 11, 2014 ACCESS Advisory Committee meeting, Cheryl Scarlett, Development Manager of the Stroke Recovery Center was unanimously approved as presented to the Committee by the Membership Subcommittee. There are no conflicts of interest. Mr. Del Toro stated that this item was continued from the April 23, 2014 Board meeting due to questions raised by Board members. Mr. Del Toro stated that staff reviewed the Bylaws of the ACCESS Advisory Committee, the Title 49 CFR Part 37 – Transportation Services for Individuals with Disabilities. There was no mention in the By-laws of public posting of an opening on the Committee. Mr. Del Toro stated that the purpose of the advisory committee is to solicit input from groups and individuals who have unique insight and perspective on certain disabilities that are accommodated using public transportation. These groups and individuals provide insight on selection of equipment and training of SunLine Staff in the accommodation of disabled passengers. This Committee meets every other month.

Mayor Adolph moved for approval. Supervisor Benoit seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

16. Suspension of Personnel Policy

Chief Performance Officer, Rudy Le Flore addressed the Board. He stated that this item is being brought forth after discussion with the Chair of the Bylaws, Policies and Procedures Committee, Councilmember Hobart, who had to leave. In the present form, this policy is unworkable as it is tied to a specific position and provides inconsistent direction to Staff. It represents challenges for the organization. The request is to suspend this policy and bring it back and present it to the Bylaws, Policies and Procedures Committee for discussion.

Mayor Adolph moved for approval. Supervisor Benoit seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

17. Selling Fueling Credits

Mayor Adolph stated that the Finance Committee has asked that this item be continued so that all the members of the Committee are able to discuss this item in detail. Mayor Adolph suggested that this item also be continued until the Finance Committee can see the presentation. Mayor Adolph moved for approval. Councilmember Spiegel seconded the motion. Chairman Miller asked if there was any opposition. Given none, staff recommendation passed with a unanimous vote.

18. Agency Reorganization

(See above)

19. General Manager's Report

General Manager, Lauren Skiver, addressed the Board. She stated that the winner of the SunLine Rodeo, Victor Duran, participated in the APTA International Rodeo in Kansas City. Our Operator came in 10th place overall out of 53 participants. That is the highest placing that SunLine has had in its history. He was the top performer in Southern California and the only other operator to even place came in third. He did an excellent job and we are very proud of him. Ms. Skiver stated that at the APTA Conference, SunLine was placed on a very select committee that is being put together by the Center for Transportation and the Environment. This committee has been charged with looking at ways to work with the FTA and other enforcement agencies and funding agencies to find out how we can get alternative fuels into production. Ms. Skiver stated that this is a very small committee and we are happy to be put on it. It is made up of manufacturers and one other transit agency located in Connecticut. Ms. Skiver stated that this speaks to the level of confidence that the Federal partners that we work with and local jurisdictions have in SunLine and the work that we have done in alternative fuels, and to the leadership of the Board on positioning the Agency to be part of this very select group. This group will be looking at how we work with FTA rules to make procurements for fuel technology vehicles easier for transit agencies, therefore populating more of these vehicles in production. What does that do? It drives down the cost of the vehicles. As discussed in the Finance Committee meeting, the cost of these vehicles is still so high. Ms. Skiver stated that SunLine Staff has selected the firm LSL Auditing Group to do the mid-year review that is something we are going to do to position our self for next year's audit and to ensure last year's audit and our accounting practices are memorialized and that we are on our way to make sure we do not have any of the same issues as in prior periods. The firm will be on property June 3rd to begin transactional testing. Ms. Skiver stated that we will be reporting back to the Board probably at the next meeting with at least an update on what their impressions are on the financial status of this Agency. Ms. Skiver stated the information may be in the Board packet. Ms. Skiver invited the Board to come to the Art Contest unveiling on June 9th. The two new hydrogen fuel cell buses will be unveiled with the art of the students who won the art contest. She highly encouraged the Board members, if time permits in their schedule, to attend the event. Invitations will be provided to the Board. Ms. Skiver further stated that she and Tommy Edwards participated with CalSTART in a legislative day, May 1st in Sacramento. The purpose of the meeting was to talk to CARB and elected officials about SunLine and our work in alternative fuels, as well as plans to create a Center of Excellence and the need for funding to do so. In addition, there was a discussion on SunLine efforts to expand the fleet and create more transit service, which can be utilized here. Ms. Skiver stated they were very specific in the fact that if you look at Stockton and other transit agencies with 68 buses moving almost 5 million people, we are a good investment. They talked to alected officials and informed them of what SunLine is doing here in the

Valley, and the need for more service in areas such as Desert Hot Springs, Indio, Coachella – all over the Valley.

20. Next Meeting Date

June 25, 2014

12 o'clock Noon – Kelly Board Room

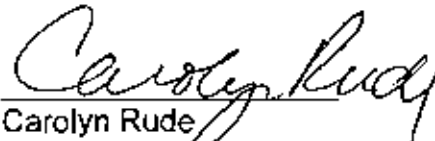
32-505 Harry Oliver Trail

Thousand Palms, CA 92276

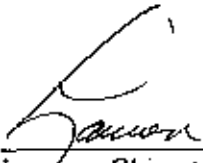
21. Adjourn

Chairman Miller adjourned the meeting at 1:26p.m. in honor of the senseless crime in Santa Barbara and all affected.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board



Lauren Skiver
General Manager

Date

6/18/14

SunLine Transit Agency

DATE: June 25, 2014 **ACTION**

TO: Board of Directors

FROM: General Counsel, Robert O. Owen

RE: Consideration of Second Amendment to General Manager Employment Agreement

Recommendation

Approve the attached Second Amendment to General Manager Employment Agreement which increases the base salary by \$220.06 per pay period.

Background

On May 28, 2014, the Board of Directors approved a First Amendment to General Manager Employment Agreement which (a) clarified a provision regarding accrual of vacation time; and (b) provided a lump sum payment of \$3,095.17 to cover retroactive pay. Consideration of a third provision, which would increase the General Manager's base salary by \$220.06 per pay period, was continued to the June meeting to permit analysis of the impact of this salary increase on SunLine's future pension benefit obligations.

This issue was referred to Luis Murillo of Nyhart Actuary & Employee Benefits. Mr. Murillo's analysis concluded as follows: "Lauren Skiver is under the new PEPRAs benefits for the Non-Bargaining plan. She is already above the maximum salary that can be used for calculating benefits, so increasing her salary wouldn't affect her benefits."

Financial Impact

The Second Amendment to General Manager Employment Agreement would have a financial impact of an additional \$220.06 per pay period. However, it does reflect what was intended by the parties during negotiations, so in that respect it is revenue neutral.



Robert O. Owen
General Counsel

**SECOND AMENDMENT TO
GENERAL MANAGER EMPLOYMENT AGREEMENT**

THIS SECOND AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT ("Second Amendment") is entered into as of this ___ day of _____, 2014, by and between SunLine Transit Agency, a California Joint Powers Authority ("STA") SunLine Services Group, a California Joint Powers Authority ("SSG") (both of whom are collectively referred to herein as "SunLine"), and Lauren Skiver ("Employee").

RECITALS

WHEREAS STA and SSG are each governed by a Board of Directors, which are individually and collectively referred to herein as the "Board"; and

WHEREAS, on October 28, 2013, SunLine and Employee entered into a General Manager Employment Agreement (the "Agreement"), by which SunLine obtained the services of Employee as General Manager; and

WHEREAS, certain terms of the Agreement did not accurately reflect what SunLine and Employee had agreed to prior to executing the Agreement; and

WHEREAS, SunLine and Employee desire to amend the Agreement to accurately reflect the terms agreed to by the parties.

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

TERMS AND CONDITIONS

SECTION 1.

Section 4 a. of the Agreement is hereby amended to read in its entirety as follows:

Section 4. COMPENSATION.

a. SunLine agrees to proportionally pay Employee, for her services rendered hereunder, a base salary of Seven Thousand Three Hundred Thirty-Five Dollars and Twenty-Six Cents (\$7,335.26) per two-week pay period as General Manager commencing on October 28, 2013. Employee's salary will be paid in installments in accordance with SunLine's normal procedures. During the term of this Agreement, Employee's compensation shall not be subject to any reduction as a result of any change to the composition of SunLine, including but not limited to the dissolution of SSG or SunLine Regulatory Agency.

SECTION 2.

SunLine and Employee agree to discuss and negotiate the terms of this Second Amendment should the percentage of Employee's retirement contribution change after the effective date of this Second Amendment.

SECTION 3.

a.

All other terms and conditions of the Agreement shall remain in full force and effect.

Dated: _____, 2014

Lauren Skiver

Dated: _____, 2014

Glenn Miller
Chairman of the Board
SunLine Transit Agency/SunLine Services Group

Dated: _____, 2014

Robert O. Owen, Legal Counsel
SunLine Transit Agency/SunLine Services Group

SunLine Transit Agency

DATE: June 25, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: The General Manager

RE: Adoption of the FY 15 Operating and Capital Budget

Recommendation

Recommend that the Board of Directors adopt the proposed FY 15 Operating and Capital Budgets.

Background

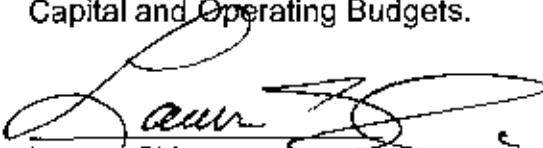
The SunLine Joint Powers Agreement requires that the General Manager submit to the Board and Annual Operating and Capital Budget.

The highlights of the budget reflect transit service baseline increases in budgeted expenses of 10.3 percent. These increases are associated with escalations in workers compensation costs, implementation of new service adopted with the FY14 budget, wage increases for bargaining unit and administrative staff, corrections from the last budgeting cycle, and operating cost increases relating to fuel production and consumption. SunLine also has transit expansion services planned to increase rider options and system coverage. The increase in expenses over last year's budget when service expansions are considered is 11.5 percent. The FY14 budget increase reached 12.8 percent after the mid-year budget adjustment in September 2013. SunLine has expanded service and reduced annual budgeted expenses in this current budget.

Staff believes that this budget reflects the operating and capital requirements necessary to move the agency forward in its goal of providing efficient public transportation services to the residents of the Coachella Valley.

Fiscal Impact

Sources of revenue have been identified to cover the expenses reflected in this years Capital and Operating Budgets.



Lauren Skiver

SunLine Transit Agency

DATE: June 25, 2014 **Action**

TO: Finance Committee
Board of Directors

FROM: Chief Performance Officer

RE: FY 2014/15 Short Range Transit Plan (SRTP)

Recommendation

Staff is requesting the Board approve the FY 2014/15 SunLine Transit Agency Short Range Transit Plan, in conjunction with approval of the Agency's FY 2014/15 Budget.

Background

Each financial year, staff is required to develop a Short Range Transit Plan (SRTP). This is a three year planning document, outlining the agency's operating and capital plans, together with a financial plan to sustain these plans. The first year of the plan is developed for approval in conjunction with the Agency's budget approval (both documents contain the same financial assumptions). The second and third year plans in the SRTP are provided for planning purposes only.

The SRTP is subject to approval by the Finance Committee and Board of Directors of SunLine Transit Agency, as well as the Riverside County Transportation Commission (RCTC). The following are highlights of the FY 2014/15 SRTP.

Operating Plan

For FY 2014/15, the operating budget will be \$28,009,634, which includes:

- Various operating cost increases (fuel, wages, benefits, new positions, etc.)
- Maintain FY 13-14 service levels with full year of operation of FY 13-14 service improvements (new lines North Shore and Fred Waring Drive, frequency improvements Lines 14, 30, 111). Cost impact \$448,594.
- Continue growth with new service initiatives for FY 2014/15 (Line 15 Desert Edge and Line 81 North Indio extensions, plus Line 111 Coachella extension – originally planned for FY 2013-14). Cost impact \$290,734.

Potential Other Service Improvements

There are also a group of other service improvements for which federal CMAQ funding has been applied for which are not included in the budget and SRTP. These include:

- La Quinta Line 70: Increased service frequency and extension north of I-10.
- Indio Lines 80 and 81: Increased service frequency.
- New transit line from Desert Hot Springs to Palm Desert.
- New van pool program for Coachella Valley.

Budget/SRTP amendments are required for these if new CMAQ funding is confirmed.

Capital Plan:

The Capital Plan includes ten new capital projects and new funding for phases of five ongoing capital projects proposed in FY 2014/15 to meet the fleet, facility, and technology needs of the agency.

- Fleet:
 - Purchase replacement fixed route buses (new project)
 - Purchase two new and two replacement paratransit vans (new phase)

ITEM #15

- Purchase 1 new truck, 1 new SUV, 2 replacement relief cars (new phase)
- Update camera system on fixed route fleet for video link (new project)
- Facilities:
 - Final funding for Hydrogen fueling station (new phase)
 - Purchase and install 25 new bus shelters (new phase)
 - Two replacement maintenance bus lifts for Thousand Palms (new project)
 - New operator break room Coachella (for Line 111 extension (new project)
 - Security cameras for Thousand Palms Transit Center (new project)
 - Update Thousand Palms master plan (new project)
 - Commence Thousand Palms site development (new project)
- Technology:
 - Purchase various Information Technology needs (new phase)
 - New asset management tool (new project)
 - New accounting system (new project)
 - New Intelligent Transportation System modules (new project)

Unlike the capital budget, the Capital Plan only includes new projects and/or funding for new phases of ongoing projects.

Financial Impact

New funding for the operating budget of \$28,009,634 is from the following sources:

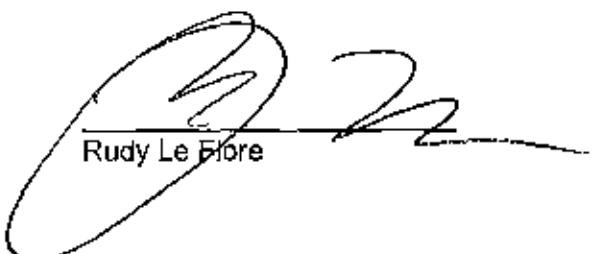
- \$13,470,831 State Local Transportation Fund (LTF)
- \$5,846,000 Local Measure A funding
- \$3,650,635 Passenger Fare Revenue
- \$3,000,000 Federal Urbanized Area Formula Funding (Section 5307)
- \$1,363,844 Other Revenue (outside fuel sales, emissions credits, taxi voucher sales, bus shelter maintenance, advertising revenue, interest/other income, RTA Commuter Link 220 operating assistance)
- \$429,687 Federal Rural Area Formula Funding (Section 5311)
- \$150,000 Federal CMAQ Funding
- \$98,637 Federal JARC and New Freedom funding (Sections 5316, 5317)

New funding for the capital budget of \$10,057,417 is from the following sources:

- \$6,189,196 State Transit Assistance
- \$1,872,000 Federal Urbanized Area Formula Funding (Section 5307)
- \$913,804 Federal Section 5339 Bus and Bus Facilities Funding
- \$500,000 State Local Transportation Funding
- \$372,417 State Proposition 1B Safety and Security Funding
- \$210,000 Federal Section 5310 Transit for the Elderly/Disabled

The capital budget includes \$1,641,320 of carryover funding from past year.

The funding plan (Table 4 attached) is based on funding estimates provided by RCTC.



Rudy Le Flore

Madison County Agency
FY 2014-15
Summary of Funds Requested
\$661 Range Transit Plan

Table 4 - Summary of Funding Request for FY 2014-15 DRAFT D61814

DRAFT June 30, 2014

Project Description	Total Amount of Funds With Carryover	Total Amount of Funds Without Carryover	Total Carryover Amount	LTF	Carryover LTA	STA	Carryover STA	Prop B Transit Security	Measure A	Section 5307	Carryover	Section 5314	Section 5317	Section 5318	Section 5319	Section 5320	CMAQ	Other Revenue	Other	
										Indot/Local City Part Springs	Indot/Local City Part Springs									
Operating Budget																				
Proposed Operations	\$20,209,034	\$22,069,834	\$0	\$1,479,821	\$0				\$1,846,200	\$2,000,000	\$0		\$420,000	\$72,000	\$65,700		\$100,000	\$1,373,844	\$3,850,675	
Proposed Maintenance	\$0	\$0	\$0	\$0	\$0															
Subtotal Operations	\$20,209,034	\$22,069,834	\$0	\$1,479,821	\$0	\$0	\$0	\$0	\$1,846,200	\$2,000,000	\$0	\$0	\$420,000	\$72,000	\$65,700	\$0	\$100,000	\$1,373,844	\$3,850,675	
CAPITAL																				
Statewide Reproject/Reopen/Expand	\$1,367	\$641,770	\$641,770	\$0		\$60,000				\$142,200		\$102,999								
Transit Signalization/Accessories	\$1,367	\$912,417	\$912,417	\$0					\$222,417	\$250,000										
Transit Signalization/Accessories/Signs/Signage/Bus Stop	\$1,367	\$170,300	\$170,300	\$0					\$135,700											
Bus Stop	\$1,367	\$70,200	\$0	\$235,000				\$60,000		\$200,000										
New/Rebuild/Expand Signalization/Transit Signalization/Accessories	\$1,367	\$941,500	\$941,500	\$0		\$2,900,000														
Signalization/Accessories/Signage/Signage/Bus Stop	\$1,367	\$170,300	\$170,300	\$0		\$0		\$0		\$170,300										
New/Rebuild/Expand Signalization/Accessories/Signage/Signage/Bus Stop	\$1,367	\$771,200	\$771,200	\$0		\$2,900,000														
Reconstruction/Accessories/Signage/Signage/Bus Stop	\$1,367	\$140,000	\$140,000	\$0		\$0		\$0		\$140,000										
Reconstruction/Accessories/Signage/Signage/Bus Stop	\$1,367	\$630,900	\$630,900	\$0		\$2,900,000				\$630,900										
Reconstruction/Accessories/Signage/Signage/Bus Stop	\$1,367	\$100,400	\$100,400	\$0		\$0		\$0		\$100,400										
Reconstruction/Accessories/Signage/Signage/Bus Stop	\$1,367	\$200,800	\$200,800	\$0		\$0		\$0		\$200,800										
Reconstruction/Accessories/Signage/Signage/Bus Stop	\$1,367	\$339,600	\$339,600	\$0		\$0		\$0		\$339,600										
Reconstruction/Accessories/Signage/Signage/Bus Stop	\$1,367	\$100,400	\$100,400	\$0		\$0		\$0		\$100,400										
Reconstruction/Accessories/Signage/Signage/Bus Stop	\$1,367	\$100,400	\$100,400	\$0		\$0		\$0		\$100,400										
Reconstruction/Accessories/Signage/Signage/Bus Stop	\$1,367	\$100,400	\$100,400	\$0		\$0		\$0		\$100,400										
Reconstruction/Accessories/Signage/Signage/Bus Stop	\$1,367	\$100,400	\$100,400	\$0		\$0		\$0		\$100,400										
Reconstruction/Accessories/Signage/Signage/Bus Stop	\$1,367	\$100,400	\$100,400	\$0		\$0		\$0		\$100,400										
Subtotal Capital	\$18,227,671	\$18,227,671	\$18,227,671	\$0	\$600,000	\$5,800,000	\$5,800,000	\$575,417	\$0	\$1,672,800	\$250,000	\$102,999	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Total Operations & Capital	\$38,436,705	\$40,297,505	\$18,227,671	\$1,479,821	\$600,000	\$5,800,000	\$5,800,000	\$1,175,417	\$0	\$3,519,000	\$250,000	\$102,999	\$0	\$0	\$0	\$0	\$100,000	\$1,373,844	\$3,850,675	

Proposed Funding Details

Category	Assumption	Amount
Operating Budget		
FY 2015 LTF Assumptions	\$ 1,479,821	\$1,479,821
FY 2015 Transit Assumptions	\$ 1,846,200	\$1,846,200
FY 2015 Other Revenue Assumptions	\$ 1,373,844	\$1,373,844
FY 2015 Measure A Funds Projection	\$ 1,846,200	\$1,846,200
FY 2015 Section 5307 Operating Funds Projection	\$ 2,000,000	\$2,000,000
FY 2015 Section 5317 Operating Funds Projection	\$ 420,000	\$420,000
FY 2015 Section 5318 Operating Funds Projection	\$ 72,000	\$72,000
FY 2015 Section 5319 Operating Funds Projection	\$ 65,700	\$65,700
CMAQ Discretionary Funds	\$ 100,000	\$100,000
FY 2015 New Program Section 5317 Project on TQTA	\$ 0	\$0
Total		\$38,436,705
Capital Budget		
LTF Carryover	\$ 600,000	\$600,000

ITEM #15

SunLine Transit Agency

DATE: June 25, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: The Chief Performance Officer

RE: Change Order Approval – Geocon West, Inc.

Recommendation

The Board of Directors delegate authority to the General Manager to negotiate and execute a change order with Geocon West Inc. in an amount Not to Exceed \$54,311.36 for Inspection and Testing Service for the SunLine Administration Building Project.

Background

At the May 2014 Board meeting, the Board of Directors authorized \$30,000 of the \$84,000 subject to review and verification of the process and work performed by Geocon. Staff has reviewed this verification and is confident that SunLine benefits from all additional effort being claimed by Geocon. Staff compiles all field reports and verified work performed on SunLine's project.

On April 29, 2013, Geocon West, located in Thousand Palms, California was awarded a competitive contract for Inspection and Testing services. Inspection and Testing firms are hired by the owner to preserve their independence in the process.

These services are provided as required by the Project Manual and as requested by the General Contractor. The original contract was awarded at a value Not To Exceed \$148,791.39. The construction management firm performed an independent technical evaluation.

SunLine also independently verifies the rates against commercial pricing.

SunLine's Administration Building Project experienced revisions in the originally estimated scope based on the following factors:

Earthwork:

Continuous observation during **rough grading** – Geocon estimated 160 hours (20 days) to complete; to date 259 hours (32.4 days) have been required.

Observation of **utility trench backfill** – Geocon budgeted 160 hours; to date 275 have been required and it is estimated that the site utilities are 50% completed. Therefore, we have estimated an additional 200 hours to complete.

Observation and testing of **subgrade, base, paving** – Geocon budgeted 40 hours; to date we have spent 49 hours and the work is not complete. Therefore, we have included an additional 80 hours for this task to complete.

Soils Laboratory testing:

Geocon budgeted for 4 maximum density optimum moisture tests on base samples; to date we have run tests on 5 different samples and are not done with paving. Therefore, we have included an additional 4 tests in the budget.

Geocon budgeted expansion index and corrosion screening (pH, chloride, sulfate, resistivity) for 3 potential import samples. However, to date we have performed these tests on 4 import samples.

Sample pickup/delivery – To date, Geocon has spent 45 hours delivering material (mortar, grout, concrete) to the laboratory for testing. The project is 50% complete therefore, we have included an additional 45 hours in our budget for sample delivery.

Concrete Inspection/Sampling/Testing:

Geocon estimated 60 hours would be required for concrete sampling on site. To date 98.5 hours have been spent for concrete sampling and testing on site. The project still has light weight concrete for second floor of administration building, minor equipment pad foundations, and miscellaneous concrete, therefore we have also estimated an additional 60 hours will be required to perform the remaining inspection and sampling for the project.

Re-inspection of Steel:

Geocon performed re-inspection of steel after it was returned to the shop for Buy American verification; 28 hours was spent re-inspecting the replacement steel. This work is complete and no further charges should be incurred.

Materials Laboratory Testing:

Geocon budgeted compression testing of 50 concrete cylinders. To date, 85 samples have been tested and concrete placement is not yet complete. Therefore, we have included the 35 samples in excess of budgeted to date plus an additional 50 samples in this request.

Geocon budgeted for 6 tests on concrete masonry units. However, 4 masonry units were utilized in the project necessitating 24 tests. Therefore, an additional 18 tests need to be added to the budget. We have not included additional CMU testing as it is complete at this time.

We budgeted 15 compression tests on grout samples for the project. However, to date, 65 samples have been tested. Further, we anticipate additional samples requiring testing as the minor masonry structures are constructed at the site. Therefore, in addition to the 50 samples already tested, we have included a budget for 30 additional samples.

Geocon budgeted for compression testing of 15 mortar samples for the project. To date, we have tested 27 samples. Additionally, we estimate 20 samples for completion will be needed.

Geocon budgeted for bend and tensile testing of 6 rebar sizes. However, 12 tests were required.

Geocon did not budget for masonry prism testing for the project. However, 8 masonry prism samples were tested.

Professional Consultation:

Geocon budgeted for 60 hours of **professional consultation, response to RFI, and meeting** time for the project. To date, more than 88 hours have been required, however, only 88 hours have been billed to the project. Therefore, this additional budget request includes the 28 hours currently over, plus an additional 40 hours estimated to complete the project.

Additional Reporting:

Geocon included one final report of rough grading and improvements in the budget. However, Riverside County required separate **pad certification reports** for the administration building and park and ride areas prior to construction. The cost to produce these reports was \$1,910.

These changes are necessary to complete the requirements of the project.

This is the only change order to this agreement and brings the total of this contract to \$233,102.75.

Financial Impact

This amount is included in Administration Building and Transit Hub Construction Budget of \$15,938,170.


Rudy Le Flore

CHANGE ORDER LOG

April 16, 2014

Original Contract Value \$148,791.39

Change Order No.	Amount	Date	Revised Contract Value
1	\$84,311.36.		\$233,102.75

SunLine Transit Agency

DATE: June 25, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Deputy Chief Performance Officer

RE: Renewal of Contract for Internet Service Provider (ISP)

Recommended Action

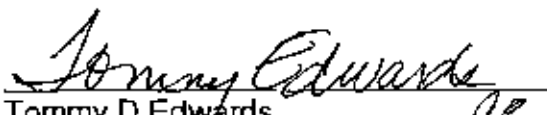
Recommend that the Board of Directors authorize SunLine General Manager to approve award of a contract for Internet Service Provider upon review as to form and legality by Legal Counsel.

Background

On May 23, 2012, the Board of Directors approved Time Warner as the internet broadband provider for SunLine. Staff is satisfied with their service and looks to extend their agreement for a period of 60 months. SunLine currently has a contract with Time Warner for internet broad band for the Agency. Time Warner provides Internet access at 45 megabits per second for all servers and work stations. To provide the needed service to the new Administration Building, Time Warner will construct and install the fiber, cable and equipment to the new facility. SunLine will need more capacity to accommodate current need and future growth. The proposed services will provide 100 megabits per second which will satisfy that requirement. Time Warner would like an extension to the existing agreement prior to investing in the infrastructure at no additional cost. No other carrier offers fiber broadband services to SunLine's facilities in Thousand Palms.

Financial Impact

These expenditures are included in the operating budget for fiscal year 2014/2015 and in succeeding years. The term of this contract is for 60 months. Time Warner has agreed to absorb the cost of construction and equipment if we agree to the 60 month term. The cost for this utility contract is \$2,800 per month or \$33,600 per year.


Tommy D Edwards *CR*

SunLine Transit Agency

DATE: June 25, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Chief Operating Officer

RE: Cooperative Agreement Amendment No. 2 - Riverside Commuter
Link 220 Service

Recommendation

Recommend that the Board of Directors approve the General Manager to enter into Amendment No. 2 for the extension of the Cooperative Agreement 12-027 between SunLine Transit Agency and Riverside Transit Agency (RTA).

Background

This agreement is for the continued operation of Riverside Commuter Link 220 Bus Service for the second option period October 1, 2014 through September 30, 2015. The agreement includes an operating funding contribution from RTA for the Commuter Link 220 of up to a maximum amount of \$103,700.

The Commuter Link 220 bus service between Palm Desert and Riverside was launched by SunLine Transit Agency on September 10, 2012. The cooperative agreement allows SunLine to operate and collect fare revenue within the RTA service area. This agreement will cover the third year of operation of the Commuter Link 220.

The agreement includes up to \$103,700 in operating assistance to be provided by RTA, this being 66% of the net operating costs of the service after fare revenue and FTA grant funding are deducted. The remaining 34% of net operating costs comes from SunLine's local transit funding. This cost allocation places the Commuter Link 220 on the same cost allocation model RTA uses for other services with agency cost sharing agreements (OCTA, NCTD, etc.).

As of April 30, 2014, after 20 months of operation the Commuter Link 220 performance is as follows:

- 24,976 rides (84% of target)
- \$80,450 fare revenue (97% of target)
- \$3.22 average fare versus \$2.78 target
- \$445,558 operating costs at 90.5% of budgeted costs
- 18% cost recovery versus 17.5% target.

Fiscal Implications

This agreement increases the RTA share of operating costs to \$103,700, compared to \$61,597 in each of the past two years. This helps offset the lower federal grant funding available for years three and four of the Commuter Link 220 project (\$109,719 compared to \$259,030) as allocated by Riverside County Transportation Commission in the 2013 Call for Projects for JARC and New Freedom funding.


Apolonio Del Toro

SunLine Transit Agency

DATE: June 25, 2014 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Deputy COO/Maintenance

RE: Award Tire & Tire Service Leasing Agreement

Recommendation

Recommend to the Board of Directors to grant authorization to the General Manager to negotiate and execute an Agreement with Michelin North America, Inc. for an estimated amount of \$428,000 for a two (2) year contract, with the opportunity for three (3) unilateral option years upon approval as to form and legality by Legal Counsel.

Background

In September of 2009, the Board of Directors authorized the General Manager to execute a tires and tire service lease agreement with Goodyear Tire and Rubber Company which was subsequently executed by SunLine and is due to expire on June 30, 2014. A Request for Proposals for the tires and tire service lease was issued on April 24, 2014. The new tires and tire service lease agreement will accommodate SunLine's fleet through June 2019. An evaluation committee reviewed the three (3) proposals received and has determined that Michelin North America, Inc. is the best value for the Agency.

Financial Impact

This is a recurring service with \$309,000 allocated for tires and tire services in the FY14 operating budget. The successful Proposer's price is less than anticipated, which will assist in covering the projected increase in fleet mileage for FY15.



Mike Morrow

Contract No.: 14-117

Method of Procurement: RFP

Date: 6/6/2014

PROPOSERS LIST

Bidder's Name	Address
Michelin North America	One Parkway South Greenville, SC 29615
Bridgestone Americas Tire Operations LLC	10 E. Bridgestone Blvd. Akron, OH 44317
The Goodyear Tire & Rubber Company	200 Innovation Way Akron, OH 44316

SunLine Transit Agency

DATE: June 25, 2014 **ACTION**
TO: Board of Directors
FROM: Chief Performance Officer
RE: Resolution to Obtain Grant Funding

Recommendation

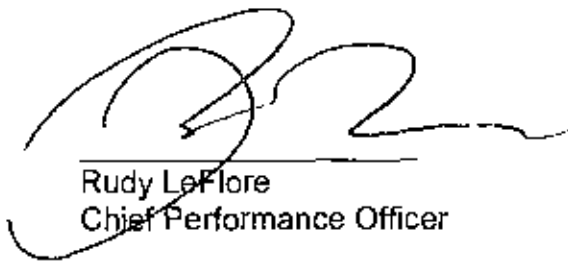
Recommend that the Board of Directors approve the attached Resolutions that grant authorization to the General Manager to direct the agency staff to apply for grants and obtain revenues for the new fiscal year.

Background

Each year the various funding agencies to which 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 2014-15.



Rudy LeFlore
Chief Performance Officer

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION WITH THE UNITED STATES
DEPARTMENT OF TRANSPORTATION, FOR A
GRANT UNDER SECTIONS 5304, 5307, 5308,
5309, 5310, 5311, 5312, 5316, 5317, 5339 OR
CMAQ FUNDING OF THE URBAN MASS
TRANSPORTATION ACT OF 1964, AS
AMENDED FOR FISCAL YEAR 2014/2015**

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 Sections 5304, 5307, 5308, 5309, 5310, 5311, 5312, 5316, 5317, 5339 or CMAQ funding 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 25th DAY OF JUNE, 2014

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Glenn Miller
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20__.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Robert Owen

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
(PROPOSITION 1B – FY2014/15 FUNDING)**

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 25th DAY OF JUNE, 2014

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Glenn Miller
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20__.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Robert Owen

SunLine Transit Agency

DATE: June 25, 2014 **ACTION**

TO: Board of Directors
Bylaws, Policy, and Procedures Committee

FROM: General Manager

RE: Personnel Rules Revision

Recommendation

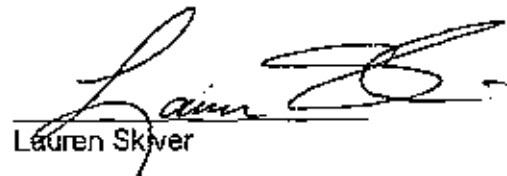
The Board of Directors approves the attached revisions to the Personnel Rules.

Background

The Board of Directors adopted the original version of the Personnel Rules in October 2013. The attached version of the rules reflects changes in the organization structure and input from stakeholders representing the Board and SunLine Counsel.

Financial Impact

There may be some improved efficiencies associated with approval of this item, which cannot be currently quantified.


Lauren Skjver

SunLine Transit Agency

DATE: May 28, 2014 **DISCUSSION**

TO: Board of Directors

FROM: Deputy Chief Performance Officer/Capital Projects

RE: Selling Fueling Credits

Background

SunLine is considering an arrangement that allows the Agency to receive revenue for the sale of its fueling credits. SunLine earns fueling credits because it uses Compressed Natural Gas.

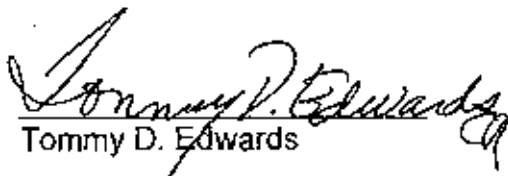
AB 32 is the cap-and-trade program that places a limit on various pollution Generator's but allows that cap to be exceeded through the purchase of credits from businesses that fall below their cap. The program requires California to reduce greenhouse gas emissions to 1990 levels by 2020. Under cap-and-trade, an overall limit on greenhouse gas emissions from capped sectors will be established by the cap-and-trade program and entities subject to the cap will be able to trade credits (allowances) to offset their greenhouse gas emissions ("deficits") over the established cap.

Included within AB 32 was the Low Carbon Fuel Standards (LCFS) program, which regulates the carbon content of transportation fuels through the designation of Regulated Parties for various types of fuels. CNG is considered a low carbon fuel and is exempt from all LCFS regulation unless the Regulated Party wishes to earn and trade their LCFS credits. Under California Air Resources Board (CARB) regulations, the Agency, as owner of two CNG fueling stations, can earn LCFS credits for CNG therm usage. Those credits may then be sold to other entities that have difficulty attaining the legislated standards for their carbon cap limits. These entities will be able to purchase carbon credits to offset their carbon deficits.

In order to participate in the CARB LCFS program, the Agency must opt-in as a Regulated Party or, alternatively, delegate its Regulated Party status to a third-party ESP. It was determined that at this early stage of the program, it would be beneficial to contract with an Electric Service Provider (ESP) to both purchase NG and register as the Regulated Party on behalf of the Agency. The Regulated Party assumes all responsibilities associated with LCFS program management as well as regulatory and compliance issues. By delegating its LCFS participation to a third-party ESP, the Staff concluded that the Agency will be able to realize the financial benefits of the LCFS program without the burden of additional costs of compliance issues.

Several of our sister transit agencies including Riverside and San Diego have done extensive research in this area and they shared this information with staff. They have both opted to contract with an ESP to supply their NG reducing their NG commodity costs by a fixed percentage and returns to the Agency revenues generated utilizing both the state's LCFS and the Federal Government's Federal Renewable Fuel Credits (RIN) programs. RIN is the federal version of California's LCFS program.

SunLine has reviewed several competitive processes conducted by other transit agencies. There are limited participants offering these credits and the competitors responding to the solicitation issued by Riverside Transit Agency have approached SunLine. We believe that a formal solicitation will not produce any differing results. Therefore, staff would like to discuss the solicitation process, the agreement and the obligations of SunLine with the Board to receive direction in these three areas.


Tommy D. Edwards

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, June 25, 2014
12:00 pm
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 beepers be either turned off or set on silent mode for the duration of the Board Meeting.

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Glenn Miller

2. **Flag Salute**

3. **Roll Call**

4. **Finalization of Agenda**

5. **Presentations**

6. **Correspondence**
None.

7. **Public Comments**

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

Receive Comments

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.

----- RECEIVE AND FILE -----**9. Consent Calendar****Receive and File**

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

- a) SSG/SRA checks over \$1000 issued May, 2014. (Page 1)
- b) SSG/SRA Monthly Budget Reports April, 2014. (Page 2)
- c) Taxi Vehicle/Rides Analysis May, 2014. (Pages 3-4)

----- ACTION -----**10. Approval of Minutes****Approve**

Minutes of the May 28, 2014 Board of Directors Meeting.
(Pages 5-17)

11. Second Amendment to the General Manager Contract**Approve****(Robert Owen)**

Request to the Board to approve the second amendment to the contract of the SunLine General Manager. (Pages 18-20)

12. Approval of Taxicab Budget & Fee Schedule Resolution For FY 2015 (Michael Jones)**Approve**

Request to the Board to approve the Taxicab Budget and fee schedule Resolution for FY 2015. (Pages 21-31)

13. Next Meeting Date

July 30, 2014
12 o'clock Noon – Kelly Board Room

14. Adjourn



**AGENDA
TAXI COMMITTEE MEETING**

**June 25, 2014
11:00am – 11:30am**

**Board Room
SunLine Transit Agency
Thousand Palms, CA**

(Public Comments will be accepted on each Agenda item upon the conclusion of the staff report on that item. Public comments on non-agendized items will be accepted during the Public comments section. Comments may be limited to 3 minutes in length. Please notify the Committee Chair if you wish to comment.)

1. **Call to Order**

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Public Comments**

Receive Comments

Anyone wishing to address the Taxi Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.

----- **RECEIVE AND FILE** -----

5. Consent Calendar

Receive and File

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

- a) SSG/SRA checks over \$1000 issued May, 2014. (Page 1)
- b) SSG/SRA Monthly Budget Reports April, 2014. (Page 2)
- c) Taxi Vehicle/Rides Analysis May, 2014. (Pages 3-4)

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

**6. Approval of Taxicab Budget & Fee Schedule Resolution
For FY 2015 (Michael Jones)**

Approve

Request to the Board to approve the Taxicab Budget and fee schedule Resolution for FY 2015. (Pages 5-15)

7. **Adjourn**

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month - May 2014

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 5/09/14	89888	05/22/14	\$11,358.89	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 5/23/14	89889	05/22/14	\$11,244.83	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 4/30/15	89896	05/29/14	\$6,213.08	Y	N		Operating
MACIAS GINI & O'CONNELL LLP	Audit Services - April 2014	89883	05/22/14	\$2,422.81	Y	N		Operating
	Sub-total			\$31,239.61				
Section II - Legal Fees for litigation, Retainer & Consultancy								
RUTAN & TUCKER	Legal fees			\$0.00	Y	Y	\$49,289.00	Operating
	Sub-total			\$0.00				
	Total Checks Over \$1,000			\$31,239.61				
Summary								
Total of Checks Over \$1,000				\$31,239.61				
Total of Checks Under \$1,000				\$2,021.80				
Total of All Checks for the Month				\$33,261.41				
Total Amount of Checks Prior Year - Same Month				\$32,467.47				

SunLine Regulatory Agency
Budget Variance Report
April 2014

Description	FY 14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	332,346	40,967	27,696	13,272	272,073	276,955	(4,882) ¹
Revenue Fines	5,000	200	417	(217)	2,600	4,167	(1,567) ²
Vehicle Inspection Revenue	17,000	1,850	1,417	433	14,700	14,167	533
Vehicle Reinspection Revenue	500	0	42	(42)	0	417	(417) ³
New Driver Permit Revenue	5,500	770	458	312	8,107	4,583	3,524
Driver Transfer Revenue	1,980	220	165	55	2,310	1,650	660
Driver Renewal Revenue	12,100	825	1,008	(183)	10,065	10,083	(18)
Driver Permit Reinstatement/Replacement	90	50	8	43	180	75	105
Vehicle Transfer Revenue	65	0	5	(5)	910	54	856
Vehicle Permit Revenue	102,000	0	8,500	(8,500)	117,950	85,000	32,950
Other Revenue	85,357	0	7,113	(7,113)	47,000	71,131	(24,131) ⁴
Interest Revenue	120	3	10	(7)	33	100	(67) ⁵
Other Income	29,000	0	2,417	(2,417)	29,000	24,167	4,833
Total revenue	591,058	44,885	49,255	(1,953)	504,928	492,548	12,380
Expenses:							
Salaries and Wages	237,766	20,385	19,814	(571)	170,945	198,138	27,193
Fringe Benefits	120,549	12,812	10,046	(2,766)	102,709	100,458	(2,251) ⁶
Services	118,400	656	9,867	9,210	65,620	98,667	33,047
Supplies and Materials	3,800	412	317	(95)	5,420	3,167	(2,253) ⁷
Miscellaneous	27,475	1,113	2,290	1,176	15,126	22,896	7,770
Technology Solutions	29,000	0	2,417	2,417	0	24,167	24,167
Total Expenses	536,990	35,379	44,749	6,954	359,819	447,492	87,673
Total Operating Surplus (Deficit)	54,068	\$ 9,506.58			\$ 145,109.13		

ITEM # 9

TRIP vs. VEHICLE ANALYSIS
TRIP vs. VEHICLE ANALYSIS

	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	193	32,877	170	205	33,123	161	240	28,204	117	269	25,681	95	184	27,321	148
AUG	185	25,911	140	209	24,445	117	240	24,010	100	269	28,635	106	184	28,450	154
SEP	195	29,145	149	215	35,072	163	240	35,278	147	269	28,182	105	184	28,206	153
OCT	196	44,593	227	221	32,817	148	240	38,459	160	205	33,063	161	184	37,131	202
NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	36,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294	177	54,456	308
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276	174	48,480	279
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303	176	55,791	317
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319	179	60,465	338
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412	187	71,008	380
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423	200	85,522	428
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314	168	57,726	344
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	1895	598,041	316

ITEM # 9

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148
	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	APR	71,576	APR	77,798	APR	85,522
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	JUL	36,388
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184	APR	200
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
MOST TRIPS/VEH	APR	345	APR	431	APR	421	APR	423	APR	428
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236

MINUTES
SunLine Services Group
Board of Directors Meeting
May 28, 2014

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, May 28, 2014 at 12:02 p.m. 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 12:02 p.m. by Chairman Glenn Miller.

2. Flag Salute

Mayor Pro Tem Russell Betts led all in a salute to our flag.

3. Roll Call

Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
 Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City
 Russell Betts, Mayor Pro Tem, City of Desert Hot Springs
 Rick Hutcheson, Mayor Pro Tem, City of Palm Springs
 G. Dana Hobart, Councilmember, City of Rancho Mirage
 Robert Spiegel, Councilmember, City of Palm Desert
 Don Adolph, Mayor, City of La Quinta
 Eduardo Garcia, Mayor, City of Coachella
 John J. Benoit, Supervisor, County of Riverside

Members Absent

Douglas Henson, Councilmember, City of Indian Wells

4. Finalization of Agenda

No changes to agenda.

5. Presentations

No presentations.

6. Correspondence

None.

7. Public Comments

NON - AGENDA ITEMS:

Bill Meyers of Yellow Cab of the Desert addressed the Board. He suggested that the Board possibly consider regulating Uber. He stated that if we are going to rely on the PUC to continue the way they regulate PUC vehicles out here, the taxi industry cannot compete on the same level, and could possibly be very detrimental to the industry. Ms. Meyers stated that the PUC does not come to the Valley. They promised to come down for Coachella Fest and send six or seven representatives;

however, they didn't show up. Mr. Meyers stated to the Board that he is sure they would be very reluctant to regulate, but they could start looking into it and addressing the fact that somehow there needs to be background checks and random drug testing and rate regulated. Mr. Meyers asked that the Board look at the way some of the other regulatory agencies have addressed this issue, such as Las Vegas. He stated that you can't be an Uber in Las Vegas because of the regulations they set; they have a very viable taxicab industry that services the customer as well. Mr. Meyers stated that he believes that something needs to be done before all of the franchises are out of business.

Councilmember Spiegel asked who is responsible for the set up in Las Vegas. Mr. Meyers stated that the regulatory agency set it up. They set up a minimum fare that they have to charge; he was not sure exactly what the price is. There has to be an hour in advance appointment; you can't just call an Uber like that. Mr. Meyers stated that you can't be an on demand service like taxicabs are.

Chairman Miller stated that SRA staff will be looking into Uber as time goes on.

Board member Hobart asked if the public utilities commission regulates and allows Uber. He stated that he believes that the Board should be focusing attention on how to get the PUC to make some kind of a modification. Chairman Miller stated that the General Manager could comment and then we need to move on as this item is not on the agenda.

Ms. Skiver stated that staff has looked at the PUC and regulations. Currently as the regulation is written, the SRA does not have jurisdiction over TNC's, but it is something staff has been researching. Ms. Skiver stated that Staff would be happy to work with the Taxi Committee and members of the franchises as we get more information about what would have to change. Ms. Skiver asked Mr. Jones or Mr. Le Flore, who did the research, if they had anything to add.

Taxi Administrator, Mike Jones addressed the Board stating that a part of this does give the Public Utilities Commission the ability to delegate responsibility of regulation to another entity. He had a discussion with SunLine General Council. Staff is currently looking into this to see if that would be a possibility for a kinder and gentler approach to make this happen and not build an adversarial type relationship with the PUC.

Supervisor John Benoit stated in working with the CHP, they got delegation from the PUC to do inspections of limousines at the airport. There is precedent for doing exactly that and he believes that should be a strong part of our discussion.

Chairman Miller stated that Staff will work on that. Staff can bring these comments and concerns back to the Board as part of the overall look at taxicabs and the Uber system and have an open discussion. Councilmember Hobart stated that maybe we can do it with some element of dispatch so we don't reach Bill Meyer's concern where there is no taxi business left.

AGENDA ITEMS:

No public comments.

8. Board Member Comments

None.

9. Consent Calendar

- a) SSG/SRA checks over \$1000 issued April, 2014
- b) SSG/SRA Monthly Budget Reports March, 2014.
- c) Taxi Vehicle/Rides Analysis, April, 2014.

Chairman Miller stated that he would like to mention that if you do look at our cabs rides for last month, it was up seventy-five hundred; it's not like the cab business has gone down. We are up seventy-five hundred that month alone from the year before.

Councilmember Spiegel moved to receive and file the consent calendar. The motion was seconded by Mayor Adolph. Chairman Miller asked if there was opposition. Given none, the consent calendar was approved by a unanimous vote.

10. SunLine Services Group Audit FY 2013

Michael Jones addressed the Board stating that Staff recommends the Board to receive and file the annual fiscal year 2013 audit for SunLine Services Group. SunLine Services Group is required by state law and the Joint Power Agreement to complete an annual fiscal audit. Mr. Jones stated that this year's audit resulted in the identification of what the auditor considers to be a significant deficiency. The finding is specifically related to an administrative error that occurred when recording a \$1400.00 inter agency transaction. He stated that although Staff does not agree that this transaction should have resulted in a finding due to its financial immateriality, immediate corrective action was taken to ensure that similar errors do not occur in the future. Internal process changes were implemented which require a three step review and approval process and a thorough review of journal entries over a thousand dollars. Management and staff will continue to review and evaluate internal processes and implement additional checks and balances as required to ensure sufficient internal controls. Mr. Jones stated that it is the goal of the SRA to continue to reassure the Board of Directors and our customers that we are fiscally responsible through transparency and accuracy of information.

Linda Hurley, auditor of MGO, addressed the Board. She stated that this year's audit report is an unmodified opinion. She stated that is a clean opinion on the financial statements that they are presented entirely with accordance with the Generally Accepted Accounting Principles. There were four new accounting standards that they used and management considered this year that were required to be implemented. The most significant of the four is GATSBE Statement number 63. Essentially, that resulted in a terminology change within the report. Net assets or your equity position is now being titled net position. That is the most significant change. All four of these standards are described in the note disclosures in the report and do indicate that there is no significant changes. Ms.

Hurley stated that they did identify one finding this year on internal controls that we did classify as a significant deficiency that Mr. Jones mentioned in the report. Ms. Hurley stated that this finding related to accounting for a net position or equity. She described to the Board that when they consider internal control and deficiencies, they are looking at the design and operation of the control. In the case of deficiency, that design or operation would not allow management or employees in the normal course of performing their assigned functions to prevent detected or correct misstatements on a timely basis. Ms. Hurley stated that they did consider this net position issue as a significant deficiency because when she evaluated the process, she was considering the process overall, not just the dollar amount. Ms. Hurley does agree that the dollar amount in the instance of this error was immaterial. It was \$1400 and it related to a sale of a vehicle that SunLine Transit Agency had made on behalf of SSG and there was an accounting error on recording that sale where part of the entry was recorded in the STA books and the other part was recorded in SSG books. The entry was not balancing and there was a direct impact to net position that did not float through the operating statement; therefore, there was a balancing error. When Ms. Hurley reviewed the process for the internal controls over that error, she didn't feel that there was a strong enough process in place to have caught a larger error. Ms. Hurley stated that again, in this case the error was immaterial, but she thought this issue was important enough to bring to the Board's attention. In management's response within the report there is a laundry list of items done to correct that error. Ms. Hurley stated that she didn't audit that response, but she did review that response and it looked reasonable and appropriate to move forward to ensure that these types of errors do not re-occur in the future. Ms. Hurley stated that the next item is the status of prior year findings. They did identify a material weakness in internal controls last year related to the recording of revenues and expenses in the proper period in the accruals. When they were going through the audit for SSG this year they did not identify some more instances, so they felt that that issue had been corrected. This was noted that in the report. The last area Ms. Hurley covered is the required communications at the end of an audit. The first item, qualitative aspects of the audit, they had again, four accounting pronouncements that were implemented that are described in the report none of which had a significant impact. There are several estimates that are included in the financial statements. The most significant of which relate to depreciation which is based on the useful life of assets. Also, there is a portion of compensated absences that is allocated to SSG for SSG related employees. That is based on accrued time off times the current rate of the employee. If the employee was to use the compensated absences in the future period, it may be paid out a higher rate and that's why it's considered as an estimate. So it's based on the best information at the time. Difficulties encountered in performing the audit – Ms. Hurley stated that management was very cooperative during our process. They didn't have any difficulties in terms of getting appropriate responses and working with management. Ms. Hurley stated that the timing has been a challenge during this process. This is the June 30, 2013 audit and we are here in May of 2014. Ms. Hurley stated that this audit had been delayed as they were working on the STA audit and just due to timing differences, - her audit firm trying to re-allocate resources to completing this and just getting our final issues answered, all of their focus is really on the STA audit in the earlier

months. Therefore, they are completing this one. Ms. Hurley stated that for the next item, corrected and uncorrected misstatements, they really only identified some very minor audit adjustments; the most significant of which is the \$1400 that was identified in the finding. Ms. Hurley stated that regarding any uncorrected misstatements, they did not identify any that management had passed on, so there's nothing to report there. She stated that they did not have any disagreements with management during the audit process with the exception of just the classification of the finding which was indicated in the report that Mr. Jones had made on behalf of management. Management representations - last Thursday they received the signed letter from management indicating they accept responsibility for the financial statements, as well as indicating that they provided everything asked for during the audit process. There's no consultations with other independent accountants that they were aware of that they've made from other audit firms during the process. Other than the finding that Ms. Hurley noted in their report, there is no other findings or issues that that have. Ms. Hurley thanked Lauren Skiver and staff, the courtesies they extended to them through this process and also thank the Board.

Presentation provided by Linda Hurley: (next page)

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SunLine Services Group

Presentation to the Taxi Committee and Board of Directors

FY 2013 Audit Results

Presented by:
Linda Hurley
949.256.4340
lhurley@mgcpa.com

The CPA firm has been selected by the Taxi Committee and Board of Directors to provide an independent audit of the financial statements of SunLine Services Group for the fiscal year ending 12/31/2013. The CPA firm has been selected by the Taxi Committee and Board of Directors to provide an independent audit of the financial statements of SunLine Services Group for the fiscal year ending 12/31/2013. The CPA firm has been selected by the Taxi Committee and Board of Directors to provide an independent audit of the financial statements of SunLine Services Group for the fiscal year ending 12/31/2013.

Results

- **Report on Internal Controls and Compliance**
 - **Current Year Recommendation**
 - Significant Deficiency – Net Position
 - **Status of Prior Year Recommendation**
 - Material Weakness – Accruals
 - Implemented

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Results

- **Financial Statements**
 - **Auditor's Report**
 - Unmodified Opinion
 - **New Accounting and Financial Reporting Standards**
 - *GASB Statement No. 60, Accounting and Financial Reporting for Service Concession Arrangements*
 - *GASB Statement No. 61, The Financial Reporting Entity: Omnibus*
 - *GASB Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989, FASB and AICPA Pronouncements*
 - *GASB Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*

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Annual Required Communications**Required Communications**

1. Qualitative aspects of accounting practices
2. Difficulties encountered in performing the audit
3. Corrected and uncorrected misstatements
4. Disagreements with management
5. Management representations
6. Management consultations with other independent accountants
7. Other audit findings or issues

Certified Public Accountants

Mayor Adolph stated that Ms. Hurley gained his attention when he sees 'significant'. He stated that in all the years he has been with SunLine, he has never seen this presented that strongly. Mayor Adolph thanked Ms. Hurley for clarifying what it was and it's a minor amount as she stated and, Staff's response is that they're going to take care of it. Mayor Adolph stated that this is positive and that is what he is happy about. He reiterated that he has never seen it hit us on an audit report saying significant.

Linda Hurley stated that is the middle bucket; the worst finding would be a material weakness in internal controls. She stated that audit standards have changed quite a few years ago. It used to be called a reportable condition and now it's a significant deficiency and it was primarily for that reason to bring it to the Board's attention.

Chairman Miller stated that this audit is a Receive and File. He thanked Linda Hurley for her presentation.

11. Approval of Minutes

Councilmember Spiegel moved to approve the minutes of April 23, 2014 Board Meeting. The motion was seconded by Mayor Pro Tem Hutcherson. Chairman Miller asked if there was opposition. Given none, the motion was carried by a unanimous vote with one abstention from the Councilmember Hobart from the City of Rancho Mirage.

12. Amendment to the General Manager Contract

Legal Counsel, Bob Owen addressed the Board. He stated that before the Board is an amendment for the General Manager's contract. When the agreement was negotiated in October of 2013, it was agreed that the General Manager would not have to pay the three percent into retirement as employees normally do. The way it was written, the three percent was being deducted from the General Manager's

paycheck in the manner as is normal with SunLine. Mr. Owen stated that under the amendment, the three percent will continue to be deducted from her paycheck but she will be reimbursed for that; it is \$220 per pay period over twenty-six pay periods. The amendment also clarifies a provision regarding accrual vacation time. Due to the ambiguity of the language in the contract, Ms. Skiver wasn't being given accrued vacation time during the first year. The amendment rectifies that. It also gives her a one-time payment of approximately \$3100 in order to make up for the three percent that had been taken out during the past seven or eight months.

Chairman Miller stated that he talked to Mr. Roger Snoble, who was Interim General Manager at the time, and helped negotiate the contract. The offer sheet that Ms. Skiver signed in the original contract matches what we have now. So when the contract was written, it wasn't written into the language that she signed on her offer sheet. The only difference is that the three percent - she is going to continue to pay like any other employee and we'll reimburse her for that and this brings us back to where we should have been with the original offer brought forward.

Councilmember Hobart stated that he can't say that he supports not making an amendment to her contract with respect to the three percent contribution. He noted that we are making an amendment to the contract with respect to vacation time, and he thinks that is what we should do. We should give her exactly what we negotiated with her. Councilmember Hobart stated that the problem with the three percent, however, first off, by not amending the contract and putting it in the language that was originally negotiated, we create an illusion that's not accurate. He stated that we have a contract that is different from what we had agreed to. Secondly, there are significant pension consequences if we follow the path that is suggested here. By continuing her salary at three percent higher to cover the three percent contribution, that he suspect, balances out over the years. Councilmember Hobart stated that what it does, is that it increases her salary by three thousand dollars a year - if it's a hundred thousand dollar salary; he used that as an example. Councilmember Hobart stated that it increase it by three percent and from a pension perspective, that three percent amounts, if she works twenty years before she retires, it amounts to a rather significant amount, increasing the pension benefits and cost to the Agency for the pension benefits which will also be significant. Councilmember Hobart stated that because it does impact the pension, and right now, we don't know whether we're going to stay with a current insurance company or were trying to move it over to CalPERS as I recalls. Chairman Miller stated it is only insurance, not retirement.

Councilmember Hobart further stated that regardless of whether it's with CalPERS though, the pension benefits are based upon the income of the person over a period of time. He asked if somebody can do an actuarial account that tells him that there is no significant pension impact. Councilmember Hobart stated that before he would personally support omitting an amendment that puts it back to the exact language of where we started, he would want to see some professional detail directed to what the pension affects would be if we don't make the

amendment and we leave it the way it is in calling her salary actually three percent higher than it really is.

Councilmember Hobart stated that he is recommending that we amend the contract in two places; we are doing it in one already, and that we amend it back to the way it was negotiated. Councilmember Hobart stated that the contract should say she does not pay the three percent contribution and therefore we will pay it from different fund, whatever that might be - rather than having it look like she is paying it.

Mayor Pro Tem Betts stated that he is comfortable either way; still do the reimbursement for the past time.

Councilmember Hobart stated that yes, she should definitely be reimbursed for the out of pocket 3% that she shouldn't have had to pay. He thinks that the contract is a better contract if it reflects exactly what her agreement is and was. Councilmember Hobart states that he thinks that if we don't change it, it's going to impact our cost on the pension, in which case, if we want to do that, he thinks we should know exactly what it is - have somebody provide a report at the next meeting and perhaps tell us what the impact is on the pension. Councilmember Hobart stated that maybe we might want to give her technically a slight raise in that regard. He did not think we do it in this manner.

Supervisor Benoit asked about the three percent - is that the employee portion of the retirement system and what is being discussed? Chairman Miller stated, yes. Supervisor Benoit stated that he said he is not familiar why the difference and asked if we are paying nine percent for public safety and eight percent for others? Isn't that more common? He asked why it is three percent.

Chairman Miller answered that we are not in the CalPers system. It's a different system and this is what is set up. He stated that this is the reason that this went forward. He stated that in respect Mr. Hobart's concern, is that we wanted to make sure that the General Manager was also paying a pension and so that's the way we wrote the contract out. Chairman Miller stated that the thought was that since the General Manager is paying it, let's just give her the salary and cover the cost of that. She would continue to pay into the system through her own paycheck instead of us paying the system. Chairman Miller stated that is the only difference and there could be a pension implication. He believes it would very minimal and so he left it up to the Board to decide.

Councilmember Betts addressed the Board stating that his preference would be go back and fix the original error as Mr. Hobart is saying - get it right. Get the contract to reflect what was negotiated and go that route. He stated that we can just come back the next meeting for approval and he is certainly in favor of it. Mayor Pro Tem Betts stated that if Ms. Skiver is out of pocket on some money, take care of that.

Supervisor Benoit stated at as he understands it, if we go back to the original contract where the General Manager is not paying the three percent - when we go to the employees who are paying the three percent - that creates a problem. Supervisor Benoit stated that they point to the General Manager who is not paying her three percent.

Councilmember Hobart stated that we've negotiated that - that is history. He stated that is the contract we negotiated - until the next contract. The employees already know that.

Mayor Garcia stated asked if there is any idea on the backend cost that Mr. Hobart puts forward in terms of the overall impact to the Agency as it relates to the retirement.

Councilmember Hobart stated that the only backend information he was calculating is if the General Manager's salary is one hundred thousand dollars, three percent of that increases her salary to one hundred and three thousand, and next year it's another three. Councilmember Hobart stated that if it just stayed stagnant at twenty years - that's sixty thousand dollars of additional income.

Chairman Miller stated that this is only a one time three percent raise to cover the cost. There is not a three percent, three percent, three percent, it's a one-time three percent. Councilmember Hobart stated yes, but it's three percent every year isn't it? Chairman Miller stated no.

Councilmember Hobart stated that it is simply a three percent on a hundred thousand dollar salary in twenty years - that's sixty six thousand dollars of false income. Her income records will show sixty thousand dollars higher than she actually earned. Councilmember Hobart stated that how that affects the pension, he does not know. He would like to know before he votes for this or to simply vote to put it back in the contract in the original language.

Mayor Adolph stated that he would like to move to continue this item until next meeting and then we can get a report.

Mayor Garcia asked for clarification on how Mr. Hobart's calculated this in moving forward. He asked Ms. Skiver to provide some input in terms of bringing this forward and her thoughts on it.

General Manager Lauren Skiver stated that, as originally negotiated, this was presented as a non-contributory pension. The Board can negotiate a certain salary and the salary was based on non-contributory pension. She stated that what the Board can do is bring that amount of the liability on the pension to the next month's meeting so that's clarified. Her position would be that she contributes to the pension just like the other employees. She appreciates Councilmember Hobart's comments, she thinks we can bring back that information. She stated that if the Board feels that this is an item that has to go together, there is an issue with her leave in which staff is forced to mark her on holidays incorrectly and she does

not support that. She wants all of the records to be kept exactly as they are for all other employees. Ms. Skiver stated that if we were able to break this apart - at least with the leave issue, she would like to be able to clarify the holiday that in our record keeping for leave purposes.

Councilmember Hobart stated that there is an amendment on the leave issue that has been prepared and he agrees with that. He also agrees that Ms. Skiver should be reimbursed what you've paid and shouldn't have paid.

Legal Counsel, Bob Owen stated that what we can do, if the Board will approve it, we can take out the language regarding the extra pay for \$220 per pay period, continue that, approve the three thousand ninety-five lump sum payment and then approve the vacation leave benefits section. Ms. Owen stated that the Board can approve that today and he can get it amended and then get it signed.

Mayor Pro Tem Hutchison stated that he will see if there's a second with Mayor Adolph's motions; otherwise he will actually move the General Counsel's original recommendation. Supervisor Benoit seconded that motion stated that he thinks that's the appropriate way to go.

Chairman Miller stated that there are two motions on the floor.

The first motion was clarified by Mayor Adolph. He moved to continue the issue with the pension to the next Board meeting and move forward with the vacation.

Mr. Owen stated that he thinks the motion is to continue consideration of the portion of the contract where you're considering giving Ms. Skiver a three percent salary increase. What you could act on today, is the vacation leave portion of the contract and the lump sum payment of thirty one hundred dollars to make up for what she's been paying.

Mr. Owen stated that the motion by Mayor Adolph is to continue consideration of the portion of the contract where the Board is considering giving a 3% salary increase. The action to move forward with today is the vacation leave portion of the contract and the lump sum payment of \$3100 to make up for what she has been paying.

Chairman Miller stated that a motion by Mayor Adolph and a second by Mayor Pro Tem Betts is on the floor. He asked to do a voice vote. The following voice vote was recorded: Chairman Miller – no; Vice Chairman Pettis – yes; Mayor Pro Tem Betts – yes; Mayor Pro Tem Hutchison – no; Councilmember Hobart – yes; Mayor Adolph – yes; Councilmember Spiegel – no; Mayor Garcia – yes; Supervisor Benoit - no. Clerk of the Board announced the recording of the vote as 5 to 4.

Chairman Miller stated that the motion passes - we will continue the contract portion of three percent to the next Board meeting when we have clarification on the cost of the pension to the Agency; however, Ms. Skiver will be reimbursed at this

time for \$3100. Chairman Miller stated that we will probably have to reimburse her again. We'll probably have a couple more pay periods.

13. Resolution Authorizing Access to State, Federal & Local Criminal History

Taxi Administrator Michael Jones addressed the Board requesting approval of a Resolution authorizing access to state, federal and local criminal history information. He stated that currently, under the SSG Board approved Ordinance, all taxicab drivers submit to fingerprint and background checks. We are only seeing at the California state level at this time. Recent legislative changes have made it possible for SSG to request background checks on any driver or new applicant convicted of a crime outside the State of California. Prior to the legislative changes, SunLine Regulatory Administration did not have visibility for this.

Chairman Miller stated that the taxicab committee discussed this item. He asked Councilmember Hobart if he wanted to discuss his concerns.

Councilmember Hobart stated what the Committee members did is recommended that we strike the paragraph referring to "Be it further resolved"... where it talks about misdemeanor crimes of moral turpitude. Councilmember Hobart stated that the Committee discussed, and the issue he raised, going back as far as 1964, there have been an awful lot of convictions for misdemeanors involving moral turpitude that in today's world, we don't really constitute moral turpitude in the old traditional sense. He stated that Vice Chairman Pettis mentioned some, and he suggested that he mention them again and identify the categories. Councilmember Hobart stated that people who are convicted of - we'll say of lewd conduct - lewd conduct can under certain circumstances, a very aggravated misdemeanor conviction. In others, it can be between consenting adults and it doesn't mean much of anything. To say as the Resolution states - that a person cannot drive a cab in this jurisdiction if he has been convicted of any misdemeanor involving moral turpitude is grossly unfair to an awful lot of people to lose your ability to earn a level at the taxicab level. He stated that the Committee agreed unanimously that we should strike that paragraph. The Committee was told by Legal Counsel that we could still get on the list and get the FBI full scope of information and then down the road, we have to take a look at our own Ordinance on it. The Committee didn't have that available to see how it dealt with the issue of moral turpitude regarding misdemeanors. The example that Councilmember Hobart cited had to do with the arrest in the park in Palm Springs a few years ago; he didn't know if anybody had been convicted or whether it all gotten resolved in some other way, but Vice Chair Pettis told the Committee that there were some people who were convicted of lewd conduct and if that was a person's only strike against them, lewd conduct among consenting adults, that would be, in his view, an insufficient reason to deny a person a right to a living driving taxicab in the Coachella Valley. Councilmember Hobart stated that the recommendation was that the Board approve the Resolution, but strike out that paragraph.

Supervisor Benoit stated that he would move that providing that we have policy elsewhere about what qualifies you or disqualifies you, we are just simply looking at getting the information here.

Board member Hobart stated that is all we are approving right now; however, the Committee talked about it - it refers to as defined in our Ordinance. He stated that the Committee didn't have the Ordinance to see how it is defined. Councilmember Hobart stated that he thinks we have to have a report on what the level of discretion is for the Board or for the taxi administrator and an appeal from that should it be required - what the discretionary opportunities are so that we don't close the door.

Supervisor Benoit moved for approval. The motion was seconded by Mayor Pro Tem Betts. Chairman Miller asked if there was opposition. Given none, the motion was carried by a unanimous vote.

14. Next Meeting Date

Chairman Miller announced that the next regular meeting of the Board of Directors will be held June 25, 2014 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276, if needed.

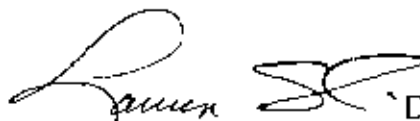
15. Adjourn

Chairman Miller adjourned the meeting at 12:40 p.m.

Respectfully Submitted,



Carolyn Rude
Clerk of the Board



Date 6/18/14

Lauren Skiver
General Manager

SunLine Services Group

DATE: June 25, 2014 **ACTION**

TO: Board of Directors

FROM: General Counsel, Robert O. Owen

RE: Consideration of Second Amendment to General Manager Employment Agreement

Recommendation

Approve the attached Second Amendment to General Manager Employment Agreement which increases the base salary by \$220.06 per pay period.


Background

On May 28, 2014, the Board of Directors approved a First Amendment to General Manager Employment Agreement which (a) clarified a provision regarding accrual of vacation time; and (b) provided a lump sum payment of \$3,095.17 to cover retroactive pay. Consideration of a third provision, which would increase the General Manager's base salary by \$220.06 per pay period, was continued to the June meeting to permit analysis of the impact of this salary increase on SunLine's future pension benefit obligations.

This issue was referred to Luis Murillo of Nyhart Actuary & Employee Benefits. Mr. Murillo's analysis concluded as follows: "Lauren Skiver is under the new PEPRA benefits for the Non-Bargaining plan. She is already above the maximum salary that can be used for calculating benefits, so increasing her salary wouldn't affect her benefits."

Financial Impact

The Second Amendment to General Manager Employment Agreement would have a financial impact of an additional \$220.06 per pay period. However, it does reflect what was intended by the parties during negotiations, so in that respect it is revenue neutral.



Robert O. Owen
General Counsel

**SECOND AMENDMENT TO
GENERAL MANAGER EMPLOYMENT AGREEMENT**

THIS SECOND AMENDMENT TO GENERAL MANAGER EMPLOYMENT AGREEMENT ("Second Amendment") is entered into as of this __ day of _____, 2014, by and between SunLine Transit Agency, a California Joint Powers Authority ("STA") SunLine Services Group, a California Joint Powers Authority ("SSG") (both of whom are collectively referred to herein as "SunLine"), and Lauren Skiver ("Employee").

RECITALS

WHEREAS STA and SSG are each governed by a Board of Directors, which are individually and collectively referred to herein as the "Board"; and

WHEREAS, on October 28, 2013, SunLine and Employee entered into a General Manager Employment Agreement (the "Agreement"), by which SunLine obtained the services of Employee as General Manager; and

WHEREAS, certain terms of the Agreement did not accurately reflect what SunLine and Employee had agreed to prior to executing the Agreement; and

WHEREAS, SunLine and Employee desire to amend the Agreement to accurately reflect the terms agreed to by the parties.

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

TERMS AND CONDITIONS

SECTION 1.

Section 4 a. of the Agreement is hereby amended to read in its entirety as follows:

Section 4. COMPENSATION.

a. SunLine agrees to proportionally pay Employee, for her services rendered hereunder, a base salary of Seven Thousand Three Hundred Thirty-five Dollars and Twenty-Six Cents (\$7,335.26) per two-week pay period as General Manager commencing on October 28, 2013. Employee's salary will be paid in installments in accordance with SunLine's normal procedures. During the term of this Agreement, Employee's compensation shall not be subject to any reduction as a result of any change to the composition of SunLine, including but not limited to the dissolution of SSG or SunLine Regulatory Agency.

SECTION 2.

SunLine and Employee agree to discuss and negotiate the terms of this Second Amendment should the percentage of Employee's retirement contribution change after the effective date of this Second Amendment.

SECTION 3.

a.

All other terms and conditions of the Agreement shall remain in full force and effect.

Dated: _____, 2014

Lauren Skiver

Dated: _____, 2014

Glenn Miller
Chairman of the Board
SunLine Transit Agency/SunLine Services Group

Dated: _____, 2014

Robert O. Owen, Legal Counsel
SunLine Transit Agency/SunLine Services Group

SunLine Services Group

DATE: June 25, 2014 ACTION

TO: Taxi Committee
Board of Directors

FROM: Taxi Administrator

RE: Taxicab Budget FY15 and Fee Schedule Resolution

Recommendation

Recommend that the Board of Directors approve the following: A. Fiscal Year 2015 Budget; B. Fiscal Year 2015 Fee Schedule Resolution.

Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the SSG Board of Directors must approve an annual budget. In addition to the annual budget approval process, the Board approves the fees that serve as a basis for the fiscal year budget.

For FY2015 SSG will collect \$484,576 to cover expenses:

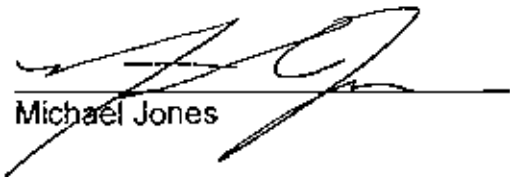
- \$325,000 Passenger paid surcharges
- \$102,000 Franchise vehicle permit fees
- \$16,820 Taxicab driver permit fees
- \$15,000 Fines, vehicle inspections, vehicle transfer, etc.

Highlight of Fee Changes

- SRA staff title change from Assistant Taxi Administrator I & II, to Taxi Field Enforcement officer I & II. Current pay structure unchanged.
- New Taxicab Driver Permit fee will be increased from \$55 to \$70.
- Annual Taxicab Driver Permit renewal and transfer fee will decrease from \$55 to \$40.
- Existing Taxicab Fleet: Annual ADA, Alternative Fuel & Hybrid Vehicle Permit Fee will decrease from \$600 to \$400.
- Any new or replacement ADA, Alternative Fuel & Hybrid Taxicabs for FY 2015 will not be charged a Vehicle Permit Fee during the remainder of fiscal year.
- SRA allocated additional budget for the annual International Association of Transportation Regulators (IATR) conference. The intent is to encourage one member of the taxi committee to accompany the Taxi Administrator to the conference.

Fiscal Impact

This proposal is designed to generate sufficient revenue to sustain SRA's regulatory mandate provided by the SSG Ordinance.



Michael Jones

SunLine Services Group

RESOLUTION NO. _____

**RESOLUTION ADOPTING RATES FOR
TAXICAB SERVICES WITHIN THE COACHELLA VALLEY
July 1, 2014 THROUGH June 30, 2015**

WHEREAS, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to levy by resolution, fees in an amount sufficient to pay for the cost of regulating taxicab services within the Coachella Valley; and

WHEREAS, the staff of SunLine Regulatory Administration presents a budget for Fiscal Year 2015; and

WHEREAS, the Board of Directors hereby finds that the fees established herein are reasonable fees imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley;

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Directors of SunLine Services Group: That the following are the maximum rates that may be charged by taxicab operators for provision of taxicab services within the Coachella Valley:

Section 1. That the following are the maximum rates that may be charged by taxicab operators for provision of taxicab services within the Coachella Valley:

The following rates are effective July 1, 2014:

Maximum Base Rate	\$ 3.00
-------------------	---------

Section 2. That the following fees shall be charged for the administration and regulation of taxicab services within the Coachella Valley:

The following fees are effective July 1, 2014 through June 30, 2015:

Driver Permit New	\$ 70.00
Driver Permit Renewal	\$ 40.00
Driver Transfer Fee	\$ 40.00
Driver Permit Reinstatement Fee	\$ 25.00
Driver Permit Replacement	\$ 5.00
Vehicle Inspection Per Vehicle Bi-Annual	\$ 50.00
Vehicle Re-Inspection Fee	\$ 50.00
Vehicle Permit, new	\$ 600.00
Vehicle Permit Alt Fuel/Hybrid, ADA new	\$ 0

Vehicle Permit renewal	\$ 600.00
Vehicle Permit Alt Fuel, Hybrid, ADA	\$ 400.00
Vehicle Permits Re-Insertion	\$ 65.00
Appeal Fee	\$ 100.00

ADOPTED THIS 25th DAY OF JUNE, 2014

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Glenn Miller
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Services Group, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__ by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20__.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Robert Owen



SunLine Regulatory Administration
ANNUAL BUDGET
FISCAL YEAR 2015



SUNLINE REGULATORY AGENCY

A Division of SunLine Services Group



FUNCTIONS & RESPONSIBILITIES

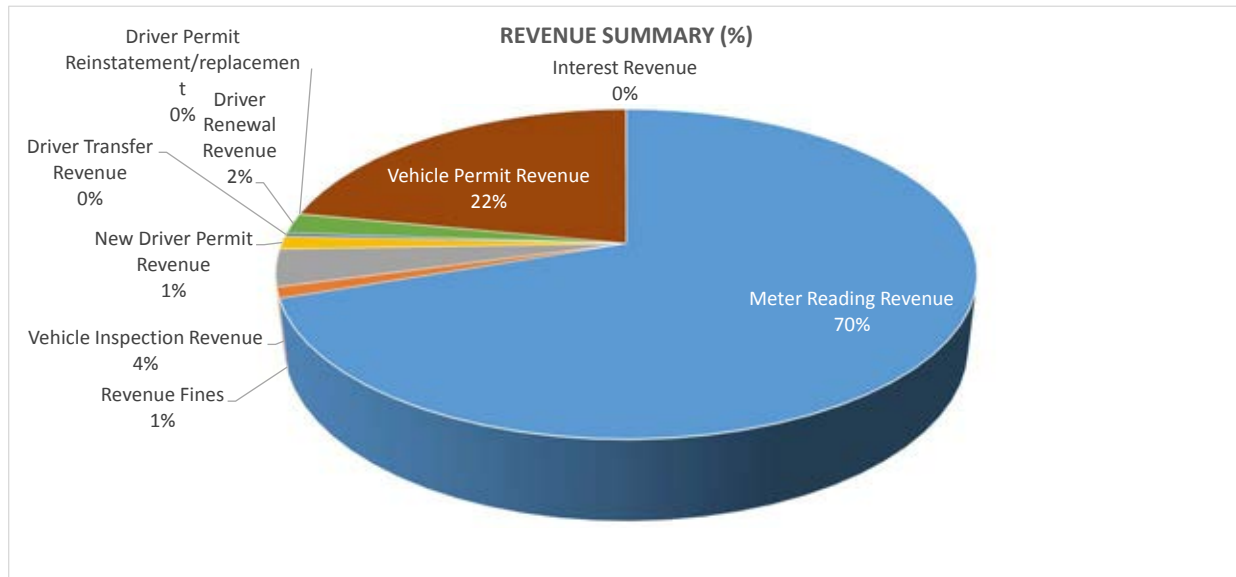
Taxi regulation oversight includes but is not limited to responsibility for day-to-day regulatory functions of the Coachella Valley taxicab industry. These functions include driver testing, driver permit issuance, insurance of annual taxicab company licenses, suspension and revocation of permits and licenses, and complaint investigation. The SRA Taxicab Administrator handles adjudication of taxicab license and taxicab driver permit cases, with appeals processed through the SSG guidelines and policy.

FY 15 GOALS & OBJECTIVES

- Consistent ordinance enforcement with less than 1% appeals filed.
- Continue to monitor cost without sacrificing ordinance oversight and remain under budget.
- Work to improve franchise relationships with quarterly franchise meeting, and hold three bi-annual Taxi-cab driver meetings.
- Increase Customer Survey Transactions (CTS) by 10% for improved customer experience.
- Provide Improve communications with cities, hotels, businesses and special events. This will be added to field monthly performance review of five community contracts per week.

SUNLINE REGULATORY AGENCY

A Division of SunLine Services Group



REVENUE SUMMARY

Account #	Item Description	FY 12 Actuals	FY 13 Actuals	FY 14 Estimates	FY 14 Approved Budget	FY 15 Proposed Budget	Variance
964010101100	Meter Reading Revenue	370,034	201,253	326,488	332,346	325,000	(7,346)
964010101200	Revenue Fines	8,160	5,483	3,120	5,000	5,000	-
964010101300	Vehicle Inspection Revenue	16,400	18,765	17,640	17,000	17,000	0
964010101400	Vehicle Reinsertion Revenue	100	-	-	500	-	(500)
964010101500	New Driver Permit Revenue	5,850	5,350	9,728	5,500	6,000	500
964010101600	Driver Transfer Revenue	3,550	1,830	2,772	1,980	1,620	(360)
964010101700	Driver Renewal Revenue	9,100	10,550	12,078	12,100	9,200	(2,900)
964010101750	Driver Permit Reinstatement/replacement	155	155	216	90	165	75
964010101800	Vehicle Transfer Revenue	585	-	1,092	65	-	(65)
964010101900	Vehicle Permit Revenue	92,950	99,665	141,540	102,000	102,000	-
964010101950	Operator Shared Revenue Fee	3,492	-	-	-	-	-
964010102000	Interest Revenue	63	35	39	120	110	(10)
964010102200	Other Revenue	289	11	-	85,357	-	(85,357)
964070301050	Operator Application Fee	3,000	-	12,000	-	-	0
	Carryover Taxi Funds	-	-	-	-	8,950	8,950
	Total Revenue	513,728	343,097	526,713.41	562,058	475,045	(87,013)

Board Approved Taxi Reserve: 100,000
 SSG Reserve: 130,641
 230,641

SUNLINE SERVICES GROUP

EXPENSE SUMMARY

Account #	Item Description	FY 12 Actuals	FY 13 Actuals	FY 14 Estimates	FY 14 Approved Budget	FY 15 Proposed Budget	Variance
965010201600	Staff/Clerical Salaries	137,335	148,823	167,165	191,766	189,449	(2,317)
965010201610	Admin Salaries-OT	-	-	-	-	-	-
965010700000	Allocated Salaries	45,562	41,026	37,969	46,000	57,469	11,469
965020000000	Fringe Benefits	129,112	137,467	123,250	120,549	115,624	(4,925)
965030103120	Lab & Drug Services	320	42	-			
965030103240	Background Check Svcs	3,424	3,685	5,838	3,000	3,488	488
965030300005	Legal Services-General	78,718	149,597	25,235	50,000	54,540	4,540
965030300010	Computer/Network Support	1,163	58	-	29,000	3,000.00	(26,000)
965030303240	Other Professional Svcs	29,360	25,066	4,099	22,000	5,000	(17,000)
965030303310	Audit Services-External	-	14,500	4,893	5,500	7,000	1,500
965030500000	Maintenance Contracts	4,856	3,723	3,627			
965039900006	Outside Repairs-Taxi			200			
965039903800	Other Services	1,551	742	772	1,200	2,000	800
965040101000	Fuel - CNG	787	1,451	1,100	-	2,400	2,400
965040404300	Office Supplies	3,639	2,943	4,101	3,500	3,400	(100)
965040404340	Allocated Overhead	632	679	649	-	-	-
965049900002	Postage	907	722	673	-	500	500
965049900032	Repair Parts-Taxi Vehicle	212	606	1,080	300	4,000	3,700
965050200001	Utilities	6,069	5,211	5,305	-	5,500	5,500
965050200003	Trash Pick-up	491	467	510	-	600	600
965050200004	Regulatory Pull Notice	-	-	-	1,700	-	(1,700)
965050200005	Taxi Study	-	-	-	35,000	-	(35,000)
965050200006	Communications	3,067	3,460	3,760	-	4,000	4,000
965060100000	Ins.-Gen Liab/Phy. Damage	3,925	3,766	4,175	3,800	3,800	-
965079900000	Fuel Taxes	12	16	14	-	50	50
965090100000	Dues, Memberships & Sub	1,050	525	1,170	575	575	-
965090200000	Travel & Training	6,551	2,172	2,264	5,500	3,000	(2,500)
965090200001	Driver Training/Events	-	-	-	-	3,000	
965090200002	Mileage Reimbursement	-	-	-	200	50	(150)
965099900001	Staff Development	-	54	954	1,200	1,200	-
965099905990	Miscellaneous Expense	1,678	570	-	16,200	5,400	(10,800)
992010000000	Reserve					-	-
	Total Expenses	460,419	547,370	398,804	536,990	475,045	(61,945)

Notes

- Allocated salaries: Allocated salaries consist of time charged to SRA for support services by SunLine Transit Agency. Support services include Management, Accounting, Information Technology and Mechanic services.

PERSONNEL SUMMARY

Count	Classification	FY 14 FTE Base	FY 15 Proposed Base FTE's	Variance
1	Taxi Administrator	1.00	1.00	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
0	Assistant Taxi Administrator II	1.00	0.00	(1.00)
0	Assistant Taxi Administrator I	1.50	0.00	(1.50)
3	Taxi Field Enforcement Officers	0.00	3.00	3.00
5	Total FTEs	4.50	5.00	0.50

SUNLINE SERVICES GROUP

Account #	Item Description	FY 14 Approved Budget	FY 15 Proposed Budget	Variance
965010201600	Staff/Clerical Salaries	191,766	189,449	(2,317)
965010201610	Admin Salaries-OT	-	-	-
965020000000	Fringe Benefits	120,549	115,624	(4,925)
965107000000	Allocated Salaries			
	Fees paid by SRA to STA for outsourced support services (i.e. Accounting, Procurement, Maintenance, etc.).	46,000	57,469	11,469
	Sub-total	358,315	362,542	4,227
965030103240	Background Check Svcs.			
	All new drivers are processed through live scan and retained through a Department of Justice (DOJ) data base. SSG is charged \$32.00 for each new applicant.	3,000	3,488	488
	Sub-total	3,000	3,488	488
965030300005	Legal Services-General			
	General Counsel	50,000	54,540	4,540
	Sub-total	50,000	54,540	4,540
965030300010	Computer/Network Support, No new project projected for SRA 14/15			
	General Software and network support cost (i.e. V-Track). (Recurring costs estimated at 250/month).	29,000	3,000	(26,000)
	Sub-total	29,000	3,000	(26,000)
965030303240	Other Professional Svcs. Professional services relating to taxi projects and contract administration.			
	Consulting	22,000	5,000	(17,000)
	Sub-total	22,000	5,000	(17,000)
965030303310	Audit Services-External Audit compliance with financial regulatory administration policies.			
	Fiscal year financial statement audit	5,500	7,000	1,500
	Sub-total	5,500	7,000	1,500
965039903800	Other Services			
	Monthly meetings held for SSG taxi committee by board members. Attendees are paid out at \$25.00 per meeting.	1,200	1,200	-
	Security Backup or Temporary Help for major events	-	800	800
	Sub-total	1,200	2,000	800
965050200004	Regulatory Pull Notice Provide			
	Provide SRA with a means of promoting driver safety through the ongoing review of driver records. N/C	1,700	-	(1,700)
	Sub-total	1,700	-	(1,700)
965050200005	Taxi Study			
	Funds reallocated to purchase new patrol vehicle during fiscal year 14	35,000	-	(35,000)
	Sub-total	35,000	-	(35,000)
965040101000	Fuel - CNG			
	Fuel - SRA patrol vehicles	-	2,400	2,400
	Sub-total	-	2,400	2,400

SUNLINE SERVICES GROUP

Account #	Item Description	FY 14 Approved Budget	FY 15 Proposed Budget	Variance
965040404300	Office Supplies			
	Misc. Office Supplies	3,500	3,400	(100)
	Sub-total	3,500	3,400	(100)
965049900002	Postage			
	Misc. Postage Cost		500	500
	Sub-total	-	500	500
965049900032	Repair Parts-Taxi			
	Repair parts for Taxi vehicles (increase due to age of vehicles)	300	4,000	3,700
	Sub-total	300	4,000	3,700
965050200001	Utilities			
	Misc. Utilities to Operate Facility		5,500	5,500
	Sub-total	-	5,500	5,500
965050200003	Trash Pick-up			
	Utilities - Trash		600	600
	Sub-total	-	600	600
965050200006	Communications			
	Telephone, etc.		4,000	4,000
	Sub-total	-	4,000	4,000
965060100000	Ins.-Gen Liab/Phy. Damage			
		3,800	3,800	-
	Sub-total	3,800	3,800	-
965079900000	Fuel Taxes			
	Expenses for fuel taxes		50	50.00
	Sub-total	-	50	50.00
965090100000	Dues, Memberships & Subscriptions			
	International Association of Transportation Regulators (Regulatory staff and STA General Manager)	575	575	-
	Sub-total	575	575	-
965090200000	Travel & Training			(2,500)
	Annual International Association of Transportation Regulators (IATR)	5,500	3,000	(2,500)
	Sub-total	5,500	3,000	(2,500)
965090200001	Driver Training/Events			
	Customer service training for Taxicab drivers.	-	3,000	3,000
	Sub-total	-	3,000	3,000
965090200002	Mileage Reimbursement			
	Mileage reimbursement for staff	200	50	(150)
	Sub-total	200	50	(150)
965099900001	Staff Development			
	General training for Regulatory Agency	1,200	1,200	-
	Sub-total	1,200	1,200	-
965099905990	Miscellaneous Expense			
	Costs associated with facility maintenance and copy maintenance.	16,200	5,400	(10,800)
	Sub-total	16,200	5,400	(10,800)
	Total Expenses	536,990	475,045	(61,945)